



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2022		31	12	2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Caddington Pre-School, The Bungalow
Caddington Village School
Five Oaks Caddington Bedfordshire
Postcode <input type="text" value="LU1 4JD"/>

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jennifer Parrish	Chairperson		
2	Sarah Smith	Treasurer		
3	Ellen Rita Tims			
4	Jennifer Nolan			
5	Kerri Karras	Secretary	22.09.2022	
6	Nichola Summers	Manager		
7	Ilona Bishop			
8	Faye Rogan			
9	Lucy-Jane Ling			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Unincorporated Trust
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed and reappointed annually at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Caddington Pre-School have policies and procedures in place from the Pre-School Learning Alliance which include a Safeguarding Children and Child Protection Policy, Employment Policy, Induction of Employees and Volunteers Policy, all backed by legal framework and further guidance. The policies are updated annually or when a change occurs such as change of staff member, updated guidance, change in law whichever occurs sooner

Safeguarding training, including Prevent Duty and County Lines, Food Safety and Hygiene, Allergy Awareness and Paediatric First Aid training is provided for all staff upon appointment and renewed as required to keep up to date with new requirements. Online training is provided by Central Bedfordshire Council on The Learning Central website for professionals covering further areas of training. An induction is carried out for all staff, volunteers and trustees.

Disclosure and Barring Services are carried out prior to commencement of employment or trusteeship. Staff sign up to the DBS update service and renewal updates are shared with the manager. Staff complete a Staff Disqualification Disclosure each term. Trustees complete a yearly Disqualification Disclosure.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Caddington Pre-School offer Nursery Education for children from the age of two until children are required to start school the year after they turn four years old. Our object is to encourage the learning and development of children to meet their learning outcomes in preparation for school and life time goals. Between the age of 24 months and 36 months staff carry out a Two Year

Progress Check on each child attending the pre-school. This is a statutory requirement.

As an Ofsted registered setting Caddington Pre-School must meet the regulations stated in the 'Statutory Framework for The Early Years Foundation Stage' to ensure a well-balanced and nurturing learning environment for young children.

Since Caddington Pre-School has been sited on the grounds of Caddington Village School we support the families of children attending Caddington Village School Nursery with their needs for extended Nursery Education. Caddington Pe-School collect children from morning nursery at Caddington Village School, offering a lunch and afternoon session for these children requiring all day provision.

Caddington Pre-School has been adaptable in their provision to fit around the staggered start and finish times of Caddington Village School.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

All places at Caddington Pre-School have been secured by children this year. We have tried our best to meet the needs of families offering preferred sessions and being adaptable when their needs have altered.

We offer a food bank service to parents requiring help or in need of food. Donations to our pantry are made by parents and from donations from the local community. Anyone in need of a food donation from the local community are welcome to put their name forward and a food package is delivered to them by the manager.

Section E

Financial review

Brief statement of the charity's policy on reserves

Five thousand pounds (£5,000) is held in a designated account as a reserve against possible future liabilities.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Caddington Pre-School's principal source of funds come from Nursery Education Funding for three- and four-year olds, Two Year Funding and fees.

Nursery Educational Funding (Universal) – All three-and-four-year olds are entitled to fifteen hours funding per week for thirty-eight weeks of the year.

Nursery Educational Funding (Extended) – Parents who meet the criteria can apply for an additional fifteen hours funding known as 'Extended' or '30 Hours' funding. Parents must renew their codes every three months to continue their eligibility.

Two Year Funding – Some families are entitled to funding for their two-year olds if they meet the criteria. This entitlement is for the whole year irrespective of any changes in their circumstances.

Fees are paid by parents of two year olds not entitled to funding or by parents of three-and-four-year olds who require hours over their entitlement.

Section F Other optional information

[Empty box for optional information]

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	
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Full name(s)	Nichola Summers	Jennifer Parrish
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Position (eg Secretary, Chair, etc)	Manager	Chairperson
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Date	19/05/2023
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Caddington Pre-School

1049662

Receipts and payments accounts

CC16a

For the period from	01/01/2022	To	31/12/2022
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fees	20,808	-	-	20,808	28,304
Council 2/3 Yr Olds Funding	89,144	-	-	89,144	75,298
Grants	606	-	-	606	6,491
Donations	1,000	-	-	1,000	19
Fundraising	-	-	-	-	-
Uniform	60	-	-	60	172
Miscellaneous	-	-	-	-	6
Bank Interest	5	-	-	5	-
Sub total (Gross income for AR)	111,624	-	-	111,624	110,290
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	111,624	-	-	111,624	110,290
A3 Payments					
Salaries and Pensions	105,312	-	-	105,312	107,401
Expense Claims	104	-	-	104	1,971
General Expenses	2,103	-	-	2,103	3,176
Insurance	801	-	-	801	786
Rent	5,362	-	-	5,362	5,150
Professional Fees	2,222	-	-	2,222	2,033
Training/DBS Checks	-	-	-	-	-
Grant Money Spent	686	-	-	686	2,429
Miscellaneous	1,101	-	-	1,101	3,193
Sub total	117,692	-	-	117,692	126,139
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	117,692	-	-	117,692	126,139
Net of receipts/(payments)	- 6,068	-	-	- 6,068	- 15,849
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,131	-	-	28,131	43,980
Cash funds this year end	22,063	-	-	22,063	28,131

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Community Account	16,949	-	-
	Community Account	79	-	-
	Business Premium Account	5,034	-	-
	Total cash funds	22,063	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

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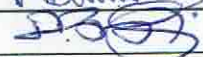
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	-	-	-
	-	-	-
	-	-	-
	-	-	-

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B3 Investment assets		-	-
		-	-
		-	-
		-	-
		-	-

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		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

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B5 Liabilities		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	N A SUMMERS	26/5/23
	I. B. 8100	26/5/23



CHARITY COMMISSION
FOR ENGLAND AND WALES

Caddington Pre-school

1040662

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CC16a

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from

01/01/2022

To

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