



# Steps Community Nursery



**ANNUAL REPORT**  
**April 2023 - March 2024**

## MANAGEMENT COMMITTEE

Jean Leader	Chair
Abdul Durojaiye	Treasurer
Tracey Nwabia	Management member

## NURSERY STAFF

Jean Williams	Manager
Lyndsey Craig	Manager
Helen Okai	Deputy Manager
Jennifer Henry	Nursery Practitioner
Towana Hall	Nursery Practitioner
Allison Pin	Nursery Practitioner- Room Leader
Jenaya McIntosh	Nursery Practitioner
Karen Marshall	Admin/finance Officer
Frances Whelan	Cook
Hannah Nwabia	Cleaner

## AGM REPORT 2023-2024

### Chairs Report

2023-24 has had many ups and downs , but more downs than ups.

Since the cOVID Pandemic we have still not recovered and the number of children remains low.

April 2023 we had 23 children on roll. Half of them part timers and 10 members of staff including Admin, cook and Cleaner.

We have seen a great change in the take up of full time places, which causes a big dent in our finances and we are using our reserve funds to keep the nursery going.

Parents are still working from home and share in the care of their children, therefore not requiring as many full time places.

We offer fulltime and part-time places, to children from 6 months to 5 years.

We offer the 15hrs free entitlement to children from 9 months and 2 year 3and 4 years free entitlement of 15 hrs and 30 hrs to 3-4 years.

We have tried to keep our fees at an affordable cost to the families, but as the cost of living goes up so does our fees.

We continue to offer our children the Foundation Stage curriculum, concentrating mainly on the 3 prime areas and incorporating the specific areas of learning

Many of our 3 and 4 year olds left us in September. We were left with 12 children on register and we are slowly getting more children into the nursery. At the end of 2024 the number of children increased to 24

We continue to ensure the care, education, welfare and wellbeing of all the children in our care.

*Jean Leader*

*Chair*

## Section 1 - The learning and development requirements

1.1. This section defines what providers must do, working in partnership with parents and/or carers, to promote the learning and development of all children in their care, and to ensure they are ready for year 1. The learning and development requirements are informed by the best available evidence on how children learn and reflect the broad range of skills, knowledge and attitudes children need as foundations for good future progress. Early years providers must guide the development of children's capabilities with a view to ensuring that children in their care complete the EYFS ready to benefit fully from the opportunities ahead of them.

1.2. The EYFS learning and development requirements comprise:

- the seven areas of learning and development and the educational programmes (described below)
- the early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the reception year
- the assessment requirements (when and how practitioners must assess children's achievements, and when and how they should discuss children's progress with parents and/or carers)

Development Matters<sup>6</sup>, non-statutory curriculum guidance for the EYFS, is available to support providers in their delivery of the EYFS learning and development requirements.

As this document is non-statutory, Ofsted and inspectorates of independent schools will not have regard to it in carrying out inspections and it is up to providers to decide how they approach the curriculum.

The areas of learning and development

1.3. There are seven areas of learning and development that must shape educational programmes in early years settings.

All areas of learning and development are important and inter-connected.

5 Providers offering care exclusively before and after school or during the school holidays for children who normally attend reception (or older) class during the school day (see paragraph 3.41) do not need to meet the learning and development requirements. However, providers offering care exclusively before and after school or during the school holidays for children younger than those in the reception class age range, should continue to be guided by, but do not have to meet, the learning and development requirements. All such providers should discuss with parents and/or carers (and other practitioners/ providers as appropriate, including school staff/teachers) the support they intend to offer.

6 [https://www.gov.uk/government/publications/development-matters--2 8 1.4.](https://www.gov.uk/government/publications/development-matters--2-8-14)

1.4. Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

These are the prime areas:

- communication and language
- physical development
- personal, social and emotional development

1.5. Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied.

The specific areas are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

## COME TO 5 STEPS

Come to 5 Steps come to 5 Steps

And you'll have a lovely time

We do painting

We do drawing

And we have a story time

All the children come together

And play in harmony

Caring sharing, bringing,

Giving, showing kindness everywhere

Gentle hands and

Soft voices

Are what we practice every day

So if you want to come to 5 Steps

Then you must be very kind

## British Values

British Values are a set of five values introduced to keep children safe and promote their welfare.

**1. Democracy** Making decisions together and listening to children's and parent's voices. At 5 Steps parent questionnaires are completed twice a year. Children are given opportunities to make decisions about choice of activities and resources they play with. This gives opportunities to develop enquiring minds in an atmosphere where questions are valued.

**2. Rule of law** Understanding that rules matter, as cited in Personal Social and Emotional Development. We consistently reinforce our high expectations of children. Children are taught the value and reasons behind our expectations (rules), that they are there to protect us, that everyone has a responsibility and the consequences when rules are broken.

**3. Individual liberty** Freedom for all, for example reflecting on their differences and understanding that we are free to have different opinions. Children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. We provide boundaries for young children to make choices safely, through our provision of a safe enabling environment and effective teaching.

**4. Mutual respect** Treat others as you want to be treated. Children gain respect through interaction with caring adults who show and value their individual personalities. Positive, caring and polite behaviour will be encouraged and praised at all times in an environment where children learn to respect themselves, other people and their surroundings.

**5. Tolerance of those of Different Faiths and Beliefs**

We aim to enhance children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year. Children have the opportunity to dress-up in clothes and try foods from other cultures and we encourage parents and carers to participate and support.

# **ACKNOWLEDGEMENTS**

**Early Years Service  
( Education Dept. London Borough Lewisham )**

**Voluntary & Statutory Nurseries**

**Early Years Training Provision**

**Pre-School Learning Alliance**

**NDNA**

**Charles Rippin & Turner - Accountants**

**The Management committee**

**The staff**

**The Parents**

**The Children**



# Steps Nursery



**FIVESTEPS COMMUNITY NURSERY**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2024**

## **FIVESTEPS COMMUNITY NURSERY**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st MARCH 2024**

The Trustees present their report for the year ended 31st March 2024

#### **OBJECTIVES AND ACTIVITIES**

The charity's principal activity continues to be the provision of childcare facilities for the public benefit.

#### **FINANCIAL REVIEW**

The charity continued its charitable objectives. There was an increase in both grant funding and fees from parents and expenses stabilised.

#### **FUNDRAISING POLICY**

The charity is funded by fees charged in exchange for the provision of childcare facilities and grants issued by the London Borough of Lewisham.

#### **STRUCTURE GOVERNANCE AND MANAGEMENT**

The members of the Trustees who served during the year were:

Jean Leader - Chairman  
Abdul Durojaiya - Treasurer  
Tracey Nwabia

The Board of Trustees keeps the skill requirements for the Trustee Board under review. Training expenses are provided for new trustees together with an induction pack comprising a copy of the governing body deed, a copy of the last year's annual report and accounts, copies of Board minutes and a copy of the Charity Commission's guidance "The Essential Trustee".

As a provider of childcare, the Nursery is registered with Ofsted and must meet the conditions that Ofsted places on a registration at all times that we provide registered care, as well as other requirements for registration.

The Trustees report was approved by the Board of Trustees.

#### **Signed on behalf of the trustees:**

.....*J Leader*.....Date: *6-1-25*

**Jean Leader - Chairman of the Trustees**

**FIVE STEPS COMMUNITY NURSERY**

**ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31st MARCH 2024**

**Status**

The organisation is a charity.

**Registered Charity Number**

800206

**Principal Address**

15 Lambourne Grove  
Rotherhithe  
London  
SE16 2RR

**Trustees**

Jean Leader - Chairman  
Abdul Durojaiye - Treasurer  
Tracey Nwabia

**Accountants**

Charles Rippin and Turner  
Middlesex House  
130 College Road  
Harrow  
Middlesex  
HA1 1BQ

**Bank**

The Co-operative Bank PLC  
Delf House  
Southway  
Skelmersdale  
WN8 6WT

## Five Step Community Nursery

### Notes to the accounts for the year ended 31st March 2024

#### 1. ACCOUNTING POLICIES

##### Convention

These accounts have been prepared in accordance with the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued March 2005 (SORP 2005) and the Charities Act 2011. The principal policies which the partners have adopted within these conventions are set out below.

##### Revenue

Income comprises of both fees paid by the parents of children who attend the nursery and grants made by the local authority.

##### Investment Policy

The trust holds no long-term investments. Cash reserves are held in deposit accounts and any interest generated is expended through the charitable activities of the nursery.

##### Restricted and Unrestricted Funds

The trust holds no restricted funds.

##### Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Fixtures and fittings	- 15% per annum reducing balance
Plant and machinery	- 15% per annum reducing balance

#### 2. GRANTS

	2024	2023
	£	£
<b>London Borough of Lewisham</b>		
Nursery education grant	48,969	24,940
COVID grant	-	0
Fund raising	-	0
	<u>48,969</u>	<u>24,940</u>

#### 3. CHILDCARE FEES

	2024	2023
	£	£
Fees received from parents	<u>140,114</u>	<u>160,853</u>

**4. OTHER INCOME**

	2024	2023
	£	£
Sundry income	-	-
Furlough	941	41
Bank interest receivable	3,017	476
	<u>3,958</u>	<u>518</u>

**5. OCCUPANCY COSTS**

	2024	2023
	£	£
<b>15 Lambourne Grove</b>		
Rent	7,000	7,078
Rates	1,111	-
Water	1,031	794
Light and Heat	8,776	7,129
Repairs and maintenance	1,600	1,785
Cleaning	5,220	-
	<u>24,738</u>	<u>16,785</u>

**6. STAFF COSTS**

	2024	2023
	£	£
Salaries	189,216	179,364
Tax & NI	30,764	28,688
Agency	909	1,231
Training	-	840
	<u>220,889</u>	<u>210,123</u>

**7. CHILDCARE COSTS**

	2024	2023
	£	£
Toy replacements and materials	2,089	2,502
Equipment renewals	520	1,780
Outings and transport	1,182	1,371
Legal and professional fees	2,464	1,541
Group activities	-	-
	<u>6,255</u>	<u>7,194</u>

**8. ADMINISTRATION COSTS**

	2024	2023
	£	£
Telephone	2,117	1,938
Provisions and fund raising	7,107	5,621
Insurance	1,271	1,212
Admin	295	373
Sundries	65	20
Accountancy	1,500	1,500
Post and stationery	-	-
	<u>12,355</u>	<u>10,664</u>

9 ANALYSIS OF CHARITABLE FUNDS

Analysis of Fund Movements	Balance b/fwd £	Incoming Resources £	Resources Expended £	Fund c/fwd £
<b>Unrestricted funds</b>				
Unrestricted general funds	436,806	193,041	264,871	364,975
<b>Restricted funds</b>	-	-	-	-
<b>Total</b>	<u>436,806</u>	<u>193,041</u>	<u>264,871</u>	<u>364,975</u>

10 DEPRECIATION

	2024 £	2023 £
Fixtures and fittings	635	747
Plant and Machinery	0	0
	<u>635</u>	<u>747</u>

11 TANGIBLE FIXED ASSETS

	Fixtures and Fittings £	Plant and Machinery £	Total £
<b>Cost</b>			
At 1st April 2023	35,000	157	35,157
Additions	-	-	0
Revaluations	-	-	0
Other movements	-	-	0
Disposals	-	-	0
At 31st March 2024	<u>35,000</u>	<u>157</u>	<u>35,157</u>
<b>Depreciation</b>			
At 1st April 2023	30,769	157	30,926
Charge for the year	635	0	635
Revaluations	-	-	0
Other movements	-	-	0
Elimination on disposals	-	-	0
At 31st March 2024	<u>31,404</u>	<u>157</u>	<u>31,561</u>
<b>Net book value</b>			
At 31st March 2024	<u>3,596</u>	<u>0</u>	<u>3,596</u>
At 31st March 2023	<u>4,231</u>	<u>0</u>	<u>4,231</u>

**12 CASH AT BANK AND IN HAND**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Co-operative 65251124	195,595	69,866
Co-operative 65396144	166,238	363,221
Cash in hand	1,046	988
	<u><b>362,879</b></u>	<u><b>434,075</b></u>

## Five Step Community Nursery

### Statement of financial activities for the year ended 31st March 2024

	Restricted Funds £	Unrestricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>INCOMING RESOURCES</b>				
Fee income	-	140,114	140,114	160,853
Grant income	-	48,969	48,969	24,940
Furlough	-	941	941	41
Other income	-	3,017	3,017	476
Fund Raising	-	-	-	-
<b>Total incoming resources</b>	<b>-</b>	<b>193,041</b>	<b>193,041</b>	<b>186,311</b>
<b>RESOURCES EXPENDED</b>				
Occupancy costs	-	24,738	24,738	16,785
Staff costs/ Pension	-	220,889	220,889	210,123
Childcare costs	-	6,255	6,255	7,194
Administration expenses/ Telephone	-	12,355	12,355	10,664
Depreciation	-	635	635	747
<b>Total resources expended</b>	<b>-</b>	<b>264,871</b>	<b>264,871</b>	<b>245,513</b>
<b>Net movement in funds</b>	<b>-</b>	<b>- 71,831</b>	<b>- 71,831</b>	<b>- 59,202</b>
Total funds brought forward	-	436,806	436,806	496,008
<b>Total funds carried forward</b>	<b>-</b>	<b>364,975</b>	<b>364,975</b>	<b>436,806</b>

**Five Step Community Nursery**

**Balance sheet at 31st March 2024**

	Note	2024 £	2023 £
<b>FIXED ASSETS</b>			
Tangible assets	11	3,596	4,231
<b>CURRENT ASSETS</b>			
Prepayments			
Cash at bank and in hand	12	<u>362,879</u>	<u>434,075</u>
		<u>362,879</u>	<u>434,075</u>
<b>CREDITORS</b>			
Accruals		<u>1,500</u>	<u>1,500</u>
		<u>1,500</u>	<u>1,500</u>
<b>NET CURRENT ASSETS</b>		361,379	432,575
<b>NET ASSETS</b>		<u>364,975</u>	<u>436,806</u>
<b>FUND BALANCES</b>			
	9		
Restricted funds			
Unrestricted funds		<u>364,975</u>	<u>436,806</u>
		<u>364,975</u>	<u>436,806</u>

Approved by the board and signed on their behalf

*J Leader*  
.....  
Jean Leader - Chairman

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## Five Step Community Nursery

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<b>Net movement in funds</b>	<b>-</b>	<b>71,831</b>	<b>71,831</b>	<b>59,202</b>
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<b>Total funds carried forward</b>	<b>-</b>	<b>364,975</b>	<b>364,975</b>	<b>436,806</b>

**Five Step Community Nursery**

**Balance sheet at 31st March 2024**

	Note	2024 £	2023 £
<b>FIXED ASSETS</b>			
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<b>CURRENT ASSETS</b>			
Prepayments			
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		<u>1,500</u>	<u>1,500</u>
<b>NET CURRENT ASSETS</b>		361,379	432,575
<b>NET ASSETS</b>		<u>364,975</u>	<u>436,806</u>
<b>FUND BALANCES</b>			
	9		
Restricted funds			
Unrestricted funds		<u>364,975</u>	<u>436,806</u>
		<u>364,975</u>	<u>436,806</u>

Approved by the board and signed on their behalf

*J Leader*  
.....  
Jean Leader - Chairman

*6-1-25*  
.....  
Date