

REGISTERED CHARITY NUMBER: 1136138
COMPANY REGISTRATION: 07163298

BLYTHWOOD COMMUNITY NURSERY LIMITED

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020



Chartered Management Accountants and Business Advisors

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BLYTHWOOD COMMUNITY NURSERY LIMITED

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BLYTHWOOD COMMUNITY NURSERY LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

The Trustee presents their report with the financial statements of the charity for the year ended 31 March 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name

Blythwood Community Nursery Limited

Charity registration number

1136138

Company registration number

07163298

Registered Office and operational address

Brickworks
42 Crouch Hill, Islington
London
N4 4BY

Trustees/Directors

Board of Trustees are Directors of the Company for the purposes of the Companies Act 2011 and Trustees for the purposes of the Charities Act 2011. The following served as Directors during the year.

Orville Gayle
Rosslyn Annan
Ramona La-Rose
Emine Robertson
Bankina Muteba

Secretary

Rosslyn Annan

Nursery Manager

Marcia Emmanuel

Independent Examiner

Zahid Tabbassum, ACMA CGMA
Accountax Financial Limited
44A Marlands Road, Clayhall
Greater London, IG5 0JL

Bankers

HSBC Bank
312 Seven Sisters Road
London N4 2AW

BLYTHWOOD COMMUNITY NURSERY LIMITED

Trustees' Annual Report

Blythwood Community Nursery Limited (The Nursery), is located on the border of Islington and Haringey in the Crouch Hill area. The Nursery serves many families living on the council's housing estates.

The Nursery continues to operate as full time for 48 weeks a year from Monday to Friday. The opening hours will remain as 8.00am to 6.00pm to accommodate parents who are working full time. The Nursery has children from different social classes and multicultural backgrounds.

Hanley Crouch Community Association (HCCA) hold the lease of the building and rent out space to the Nursery.

Other community organisations also operate from the premises which the Nursery operates.

Due to the government announcing shutdown, the Nursery closed on 20 March 2020 and will remain close until the government announces for early years settings to reopen.

Achievements

We are pleased that our occupancy has been steadily increased during the year. There is a total of 60 families, of which 35 were 3 to 4 years old, and 25 were 2 years old. As like the previous year, we maintained our occupancy well over 85% throughout the period.

The Nursery held its annual graduation ceremony on the 12th July 2019. The children were presented with a certificate. A total of 14 children graduated and moved onto reception class at the school. The Nursery helped the children and parents/carers with the smooth transition to the new school so that children are confident and well prepared with the move for their next stage of learning. A visit to schools by the key workers and children are also arranged to make the transition smooth. This also helps the children to gain confidence and familiarise with the school and to get to know the teachers at the school.

Some children were coming to the Nursery with poor dental hygiene. To help these children to maintain good healthy teeth, a project (Teeth4life) was developed as part of healthy living for children to brush their teeth after lunch. The Nursery also arranged several visits to the local dentist clinic where children were allowed to sit in the dentist chair with their key worker. They were able to converse with the dentist in a relaxed and friendly manner. The children were given a sticker and written information to share with their parents at home. The oral health became part of the Nursery's theme, which meant that children were involved in a variety of different activities to inform and educate them about oral hygiene such as eating less sugary foods and the importance of brushing their teeth at least twice per day. They also had the opportunity to draw pictures of their mouth and teeth etc.

As part of the Healthy Early Years London (HEYL) project, to help to reduce health inequalities by giving children a healthy start in their life, the Nursery staff implemented various activities to support families; this includes dental hygiene, physical activity, providing nutritious lunches and snacks and helping children to understand and articulate their feelings. The project also supported families with sessions on mental health and support available to seek help.

The Nursery's HEYL was widely recognised for which the London Mayor awarded the Nursery with a Gold Award in December 2019.

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The older children had the opportunity to watch a live performance of Goldilocks and Three Bears. This was part of the HEYL, but also to improve children's numeracy and literacy knowledge. The children provided a summary of the performance and what foods the bears were eating. Those children who attended the performance also made porridge for their class friends.

As our usual annual summer trip for families and carers, a 70 seaters coach was booked for a trip to Southend on Sea. Many families and friend from the local community also joined this trip. This was for families to interact with each other's and to enjoy the day.

Partnership and Networking

As part of the partnership and networking initiative, the Nursery continues to hold two coffee mornings during the year. This event is specifically for parents/carers to meet with their child's key worker to discuss their child's development as well as set targets for their child. This events also encourage parents/carers to socialise with other parents/carers. It also provides the opportunity for those attending to give their feedback on Nursery's services which would be noted to make continuous improvement of Nursery's services.

The Nursery also benefits from receiving referrals from other community groups that operate from the same building as well as having a bus stop outside the building to promote the Nursery's activities through a banner on the front railings.

Parental and carers partnership continues to strengthen. The Nursery refers parents and carers to other community groups within the building for support parents may need on housing, welfare benefits or universal credits, health, employment and education. The Nursery's Chair, with his working knowledge and experience on employment and training, also provides support to parents.

The Nursery also invites police, local authority officers, and community leaders to give a talk to relevant to their work that would benefit the families to help improve their lives and wellbeing.

The Manager also continues to develop and strengthen networking and partnership working through PVI Forum meetings and through Brightstart East Team.

All families and carers were invited to the Christmas Party on 18 December 2019, where children talked with Father Christmas and were presented with toys. It was a good social networking event for the Nursery with parents and carers and allowed them an opportunity to speak to staff and trustees.

Staff Training

The Nursery is committed to staff training for staff continuous professional development. During the year, the staff attended the following training:

All staff

- Supporting staff to creating a positive environment (18 and 22 April 2019)
- Planning and observation for early years (1 and 2 August 2019)

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Manager

- Designated Safeguarding Lead (DSL) - this is a 12-part forum organised by the local authority safeguarding lead to support DSL and carry out supervision and support away from the setting.
- Safeguarding and Child Protection (4 and 21 May 2019 and 28 February 2020)

SL and WU

Completed life at 2 training (the course was to understand and support 2-year-old children in the setting (8 May 2019)

FC

Completed her Safeguarding and Child Protection training (10 May 2019)

Staff changes

We were sorry to see Hedijah Nakina (Senior Childcare Practitioner) leaving the Nursery in September 2019 and welcomed Rebecca Onafuye as a new member of our team.

COVID 19

The Nursery kept itself abreast on what was happening in relation to the COVID 19 outbreak which became a global pandemic problem. The Manager and Trustees regularly reviewed the possible impact it may have on the Nursery, and measures were introduced to control risks in the Nursery. Washing of hands for children, staff, volunteers and visitors were introduced. Windows were kept open when possible to allow the flow of fresh air. Children and staff were asked to wash hand as often as possible to kill germs by using soap and water or sanitiser gel. When sneezing, all staff and children were asked to use tissues and place them in the bin immediately or sneeze on their elbow and wash their hand thoroughly with soap and water. All children were taught the effective way of washing hand for at least 20 seconds.

The Nursery also adopted government advice and implemented the below procedures:

- Where a child displays a recent onset of a new continuous cough and/or high temperature (above 37.8c), the Nursery will call parents/carers to arrange collection of their child immediately.
- In such instance where a child has a continuous cough and/or high temperature (above 37.8c), that child will be isolated from the other children by at least two metres until a parent/carer arrives. A member of staff will be present with the child until parent/carer comes.
- The child would not be able to return to the Nursery for 7 days and must self-isolate.
- If symptoms worsen during home isolation or are no better after 7 days, the parents/carers to contact the NHS 111 online or call 111. For a medical emergency call 999.

Safeguarding

Safeguarding of children is of paramount to the Nursery's operation, and all staff and trustees keep up with any new information legislation relating to safeguarding. The Board of Trustee has also reviewed it Safeguarding Policy to ensure it is up to date.

BLYTHWOOD COMMUNITY NURSERY LIMITED

The Nursery is also pleased to report that there were no incidents to report during the period of this report.

All Trustees have completed safeguarding training.

Risks Management

There were no major incidents to report for the period.

The Trustees have a duty to identify and review the risks to which the Nursery is exposed, in particular, those related to the operations and finances of the Nursery. The Trustees also have to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Nursery has procedures in place to ensure it is in compliance with the health and safety of staff, children, volunteers, and visitors to the centre.

The Trustees confirm that they have established systems to mitigate the significant risks and these procedures are periodically reviewed to ensure that they continue to meet the needs of the Nursery.

Future Plan

- Securing the long-term future to sustain the Nursery remains a high priority
- To ensure processes and procedures are robust to manage and control all risks including that of COVID 19
- To work to maintain occupancy level above 80%
- To continue to develop and strengthen partnership working with the local community, parents, carers and other community groups
- To maintain the Nursery's good and above judgment rating with OFSTED
- To work in close collaboration with the Brightstart East Team, Early Years Team and other departments of the local authority that support early years education.
- Commitment to the staff continuous professional development
- Work with the Early Years Team to further develop Healthy Early Years London (HEYL) Project and to maintain the Gold award.

Financial Review and Reserve Policy

The total combined incoming funds for the Nursery were £192,665 (£176,799 in the previous year); this is 8.97% more than the previous year. The total outgoing resources were £201,615 (£172,642 in the previous year), thus providing a deficit of £8,950. The improvement in the occupancy for the reasons mentioned above, increased the income during the period. The Nursery is now seeing the benefits of moving to the new premises as the occupancy is quite healthy with children on the waiting list to join the Nursery.

The Nursery also collaborates with other service providers in the building, and this supports the increase in the Nursery's occupancy.

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Unrestricted funds are needed to cover staff costs and those of administration and support without which the Charity could not operate.

Income is often lower during the autumn term due to the start of the new school term year, and it rises during the spring and summer term to its highest level. However, due to COVID 19 the Nursery is expected to face severe financial impact next year. The Board of Trustees will consistently review the Nursery's finances.

The Board of Trustees considers it is prudent that unrestricted funds should be sufficient to cover three to six month's administration and support costs. This level will ensure the Nursery has adequate resources to cover its outgoings while income is at its lowest level during the autumn term.

Approved by the Board of Trustees on and signed on its behalf by:

Emine Robertson
Director/Trustee



Date: 07 September 2020

BLYTHWOOD COMMUNITY NURSERY LIMITED

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BLYTHWOOD COMMUNITY NURSERY LIMITED

I report on the accounts for the year ended 31 March 2020 set out on pages nine to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Zahid Tabbassum ACMA, CGMA
Accountax Financial Limited
Chartered Management Accountants
44A Marlands Road
Clayhall, Greater London
IG5 0JL

07 September 2020

BLYTHWOOD COMMUNITY NURSERY LIMITED

STATEMENTS OF TRUSTEES' RESPONSIBILITIES

AS AT 31 MARCH 2020

The charity trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. For preparing the financial statements, the trustees are required to:

Select suitable accounting policies and then apply them consistently;

Observe the method and principles in the Charities SORP;

Make judgements and estimates that are reasonable and prudent;

State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charity Act, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The financial statements were approved by the Board of Trustees and were signed on its behalf by:

Emine Robertson
Trustee/Director



07 September 2020

BLYTHWOOD COMMUNITY NURSERY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2020

	Note	Unrestricted	Restricted	2020	2019
		£	£	Total	Total
				£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	3	126,157	-	126,157	114,182
Activities for generating funds	3	66,508	-	66,508	62,617
Total incoming resources		192,665	-	192,665	176,799
RESOURCES EXPENDED					
Costs of generating funds					
Support costs	4	64,205	-	64,205	49,223
Staff costs		135,540	-	135,540	121,847
Governance costs		1,870	-	1,870	1,572
Total resources expended		201,615	-	201,615	172,642
NET INCOMING/(OUTGOING) RESOURCES		(8,950)	-	(8,950)	4,157
RECONCILIATION OF FUNDS					
Total funds brought forward	7	62,412	-	62,412	58,254
TOTAL FUNDS CARRIED FORWARD		53,462	-	53,462	62,412

The notes form part of these financial statements

BLYTHWOOD COMMUNITY NURSERY LIMITED

BALANCE SHEET

AS AT 31 MARCH 2020

	Note	2020		2019
		£	£	£
FIXED ASSETS				
Tangible fixed assets	5		-	90
CURRENT ASSETS				
Debtors		-	-	-
Cash at bank and in hand		<u>56,934</u>		<u>65,755</u>
		56,934		65,755
LIABILITIES				
Creditors: amounts falling due within one year	6	<u>3,472</u>		<u>3,434</u>
NET CURRENT ASSETS			<u>53,462</u>	<u>62,321</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>53,462</u>	<u>62,411</u>
NET ASSETS			<u><u>53,462</u></u>	<u><u>62,411</u></u>
FUNDS	7			
Unrestricted funds				
General funds			53,462	62,411
Restricted funds			<u>-</u>	<u>-</u>
TOTAL FUNDS			<u><u>53,462</u></u>	<u><u>62,411</u></u>

For the year ending 31/03/2020 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Board of Trustees on 07/09/2020 and signed on their behalf by



Emine Robertson
Trustee/Director

BLYTHWOOD COMMUNITY NURSERY LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) and applicable UK Generally Accepted Accounting Practice.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from income taxes on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2020.

BLYTHWOOD COMMUNITY NURSERY LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

	Unrestricted £	Restricted £	2020 Total £	2019 Total £
3. INCOMING RESOURCES				
Incoming resources from generated funds				
<i>Voluntary income</i>				
LBI Grant Aid Payment	17,052	-	17,052	15,392
LBI NEG	79,777	-	79,777	69,876
LBI 2 Year Old NEG	29,328	-	29,328	28,914
LBI Training	-	-	-	-
Other under £500	-	-	-	-
	126,157	-	126,157	114,182
<i>Activities for generating funds</i>				
Fee Income	66,434	-	66,434	62,561
Income from Fundraising	-	-	-	-
Interest Income	75	-	75	56
	66,508	-	66,508	62,617
Total incoming resources	192,665	-	192,665	176,799
4. RESOURCES EXPENDED				
<i>Support costs</i>				
Advertising	803	-	803	875
Agency staff & casual wages	5,673	-	5,673	3,958
Canteen & refreshment	9,575	-	9,575	9,080
Children events costs	3,174	-	3,174	1,998
Cleaning	1,014	-	1,014	1,939
Consultancy fee	3,100	-	3,100	2,375
Insurance	653	-	653	643
Learning materials & nursery resources	6,374	-	6,374	5,697
Postage, printing, stationery & supplies	3,798	-	3,798	2,447
Rent	23,966	-	23,966	14,483
Premises expenses	633	-	633	651
Recruitment expenses	-	-	-	-
Repairs & maintenance	22	-	22	220
Subscription	1,550	-	1,550	1,529
Sundry expenses	508	-	508	75
Telephone	1,113	-	1,113	1,925
Training costs	2,159	-	2,159	1,238
Depreciation	90	-	90	90
	64,205	-	64,205	49,223
<i>Staff costs</i>				
Salaries and wages	126,149	-	126,149	114,831
Social security costs	5,876	-	5,876	5,145
Employer's contribution to pension	3,515	-	3,515	1,871
	135,540	-	135,540	121,847
<i>Average number of staff employed</i>			8	8
<i>Governance costs</i>				
Accountancy and Independent examiner fee	700	-	700	700
Book-keeping & payroll	1,170	-	1,170	872
	1,870	-	1,870	1,572
Total resources expended	201,615	-	201,615	172,642

BLYTHWOOD COMMUNITY NURSERY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

	Office Equipment	Total £
5. TANGIBLE FIXED ASSETS		
Costs		
As at 1 April 2019	360	360
Additions	-	-
As at 31 March 2020	<u>360</u>	<u>360</u>
Accumulated Depreciation		
As at 1 April 2019	270	270
Charge for the year	90	90
As at 31 March 2020	<u>360</u>	<u>360</u>
Net Book Value		
At the end of the year	<u>-</u>	<u>-</u>
At the start of the year	<u>90</u>	<u>90</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Accruals	700	700
Taxation and social security	2,349	2,528
NEST Pension	423	205
Net wages	-	-
	<u>3,472</u>	<u>3,434</u>

7. MOVEMENT IN FUNDS

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers £	At the end of the year £
Unrestricted funds:					
General fund	62,412	192,665	(201,615)	-	53,462
Total unrestricted funds	<u>62,412</u>	<u>192,665</u>	<u>(201,615)</u>	<u>-</u>	<u>53,462</u>
Restricted funds:					
LBI Training	-	-	-	-	-
Income from Fundraising	-	-	-	-	-
Total unrestricted funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>62,412</u>	<u>192,665</u>	<u>(201,615)</u>	<u>-</u>	<u>53,462</u>