

CHARITY NUMBER 1155715

BERKELEY PRE-SCHOOL

**REPORT OF THE BOARD OF TRUSTEES
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 AUGUST 2020

BERKELEY PRE-SCHOOL

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FOR THE YEAR ENDED 31 AUGUST 2020**

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BERKELEY PRE-SCHOOL

LEGAL AND ADMINISTRATION INFORMATION

Berkeley Pre-School is a registered charity.

Charity Registration No.: 1155715. Registered on 10 February 2014

Governing Document Revised Constitution adopted 19 December 2019

Ofsted registration no.: EY429553

Administration c/o Berkeley Academy
Cranford Lane
Hounslow
TW5 9HQ

Trustees:

Ms Veronique Gerber	Chair
Mr Peter Stumpf	
Ms Jennie Lewis	Secretary
Miss Mehmoona Yousaf	
Mrs Muna Abdulahi	(appointed 19/12/2019)

Executive Committee:

The trustees make up the executive committee, which meets three times a year.

During this accounting period, the executive committee met on the following dates:

19 December 2019

20 March 2020

03 July 2020

Bankers:

TSB Bank plc
122 High Street
Hounslow, Middlesex
TW3 1NA

Nationwide Building Society
Kings Park Road Moulton Park
Northampton
NW3 6NW

Independent Examiner:

Mr Ketan Ramesh Patel F.C.C.A.
Merchant & Co.
Chartered Certified Accountants
20 Exhibition House
Addison Bridge Place
LONDON W14 8XP

BERKELEY PRE-SCHOOL

Trustees' annual report for the year ended 31st August 2020

The Trustees of the Berkeley Pre-School present their report together with the Independently Examined financial statements of the Charity for the year ended 31 August 2020.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Pre-School is established under its Constitution based on the guidance from the Charity Commission.

Recruitment and appointment of new trustees

Trustees are appointed in accordance with the policy, organisation and rules set out in its Constitution.

OBJECTIVES AND ACTIVITIES

Objectives

Berkeley Pre-School aims to provide the best education for children primarily aged 2 to 3 through:

- a) offering excellent play, education and care facilities, a safe stimulating and comfortable environment, fun and enjoyment and a great partnership with parents and families to maximise every child's progress and ensure they do well at every stage of their learning and life.
- b) promoting a healthy lifestyle by encouraging exercise, good eating habits and building a sound foundation for well-being.
- c) working in partnership with other providers to share best practice and remain at the cutting edge of innovation.

Principal activity

The principal activity is the provision of Early Years Education and Care facility for 2 to 3 year olds in half-day sessions either mornings or afternoons, term time only. This is the preferred method by which the London Borough of Hounslow fulfills its statutory duty to provide this type of service, and in particular the Early Education Entitlement (EEE). The statutory duty arises under the Childcare Act 2006 (sections 6, 7 and 11).

Public Benefit

The charity's facilities are available to all 2 to 3 year old children from the local community where parents want their children to attend a Pre-School. A large proportion of its intake comes through the funded places for 2 and 3 year olds, a government scheme that ensures the most disadvantaged children get the best possible start in education.

The provision offered by Berkeley Pre-School enables the local council to meet its statutory duty to provide such facilities for that age range.

Statement on Public Benefit

The trustees have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance as set out in its constitution.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The elected committee of Berkeley Pre-School works very closely with the staff of Berkeley Pre-School to achieve its aims and objectives.

The object of the charity as described in its constitution is:

To advance the education of the pupils at Berkeley Pre-School by providing and assisting in the provision of facilities for education at the school.

Our key objectives for the year 2019-20 are:

To maintain and improve further the excellent quality of teaching and planning to ensure that all pupils make excellent progress from their starting points.

To maintain the quality of education as outstanding in all areas under the new EYFS inspection framework.

To continue to involve parents in their children's education so all children achieve their best and are ready for the next phase of education.

To further develop the cultural capital and physical literacy of children in the setting.

BERKELEY PRE-SCHOOL

Trustees' annual report for the year ended 31st August 2020

Charitable activities (continued)

Review of activities and achievements:

The Pre-School was inspected by Ofsted in November 2017 and graded outstanding in all areas. The report states: "The manager is inspirational in her leadership, she and the staff are excellent role models. Children are kind, tolerant, respectful and extremely well mannered. Staff support children's communication and language skills exceedingly well and children make excellent progress."

The Pre-School is an accredited centre for the "Let's Talk Together" programme and is now showcasing the outstanding work of staff in developing children's communication and independence skills.

The Pre-School staff are very experienced and work very effectively under the excellent leadership of the Manager Mrs Panesar. They continue to hold themselves accountable to the highest standards as set out in the Ofsted inspection framework September 2019 under the outstanding grade criteria.

All staff take part in performance management reviews and receive high quality CPD to further develop their practice and expertise.

The Pre-School continues to work in close partnership with Berkeley Academy, also graded outstanding in all areas, to achieve its ambitions.

The Pre-School has its own website page which can be found on the Berkeley Academy website and includes its admissions policy.

Attendance

The Pre-School is open term time only for 37 weeks and all statutory reporting is made up to 31 August. Sessions are normally either from 9.00 to 12.00 or from 12.30 to 15.30 with a very small number of children attending from 9.00 to 15.30. The Pre-School caters for a maximum of 26 children per session and 52 overall.

Staffing

During the year to 31 August 2020 the Pre-School employed 5 permanent practitioners including the Manager, the SENCo and the Designated Deputy Safeguarding Lead. One casual SEN support staff funded by the Local Authority was also employed to provide 1 to 1 support for children diagnosed with SEND in line with the Local Authority SEND funding system.

All staff and Committee members have enhanced DBS and attend all statutory training. All statutory requirements for EYFS are fully met. The Pre-School Manager is Mrs Panesar, Ms Green is the SENCo and Mrs Rana is the Designated Safeguarding Lead for the setting.

During the year to 31 August 2020 Joanne Green joined the Pre-School as SENCo and Lauren Cox joined as practitioner to replace Mrs Kohli and Mrs Sarao respectively.

All permanent staff are fully qualified to L3 and the Manager has completed a Level 6 qualification. Staff attend regular training and meet every week to disseminate the learning points and share best practice. Additional training includes the annual self-evaluation using Ofsted criteria; writing the annual Pre-School Action Plan; entering and analysing progress data on the new online Tapestry system and reporting to parents and settings which the children are moving on to next.

FUNDRAISING AND SUPPORT

Support is given in kind by two local Borough schools, Berkeley Academy and Cranford Community College through the work of committee members and the renting of the fully equipped educational space and ICT infrastructure from Berkeley Academy.

Principal funding

Principal funding is for Early Education Entitlement (EEE). Funding by the London Borough of Hounslow is based on funding claims for the children who take up the offer of funded places for 2 and 3 year olds and other government funding such as Pupil Premium. The remaining income is money collected from fee paying parents. Funding from the LA had been decreasing year on year since 2016 but the LA decided to slightly increase the rate per child per hour again in 2019-20.

BERKELEY PRE-SCHOOL

Trustees annual report for the year ended 31st August 2020 (continued)

FUTURE DEVELOPMENTS

One of the aims is to strengthen the partnership with the host Academy and a joint capital project to build a new multi-use building near the site entrance which would include a joint reception and community room.

FINANCIAL REVIEW

Financial results

The results for the year are set out on Pages 6 to 9, and have been prepared on the 'Receipts and Payments' basis. Pre-School staff are enrolled into the NEST pension scheme to which the Pre-School also contributes as employer. The COVID-19 pandemic significantly disrupted the operation of the Pre-School as explained in the committee meeting minutes but the Pre-School staff and parents continued to work closely together to deliver the best education possible.

The committee worked very effectively with the Pre-School Manager and Treasurer to ensure that the setting was well prepared for the safe re-opening of the premises and the provision of a high quality virtual school using the Tapestry learning programme. Additional expenditure due to COVID-19 was necessary but the setting was successful in managing its accounts well thus securing a surplus for 2019-20 despite the many challenges faced by the sector.

Reserves policy

The reserves policy of the charity, as set and reviewed by the Board of Trustees, is that the appropriate level of net current assets should be at least £30,000 based on salary costs for 3 months. This is so that should income fall, costs can be covered for a reasonable period, and also act as a contingency against a major unexpected event arising.

Trustees' responsibilities

The accounts have been drawn up on the receipts and payments basis in accordance with charity regulations for small charities.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Pre-School has created and ratified key financial management policies to that effect.

On behalf of the Board of Trustees:

Ms Veronique Gerber

(Chair)

Date:

**INDEPENDENT EXAMINER'S REPORT
to the Trustees of Berkeley Pre-School**

I report to the trustees on my examination of the accounts of Berkeley Pre-School ('the charity') for the year ended 31 August 2020 which comprise the summary of receipts and payments and the statement of assets and liabilities.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- * accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- * the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mr Ketan Ramesh Patel F.C.C.A.
Independent Examiner
Merchant & Co.
Chartered Certified Accountants
20 Exhibition House
Addison Bridge Place
London W14 8XP

Date:

Receipts & payments accounts - Summary for year to 31st August 2020

	2020	2019
	£	£
Total receipts	173,804	173,425
Total payments	<u>123,263</u>	<u>103,881</u>
Surplus of the year	50,541	69,544
Cash balance brought forward	<u>266,985</u>	<u>197,441</u>
Cash balance carried forward	<u>317,526</u>	<u>266,985</u>

Berkeley Pre-School

Receipts for the year to 31st August 2020

	2020	2019
	Note	£
School trips and other activities	499	1,454
Interest for Nationwide BS Account	381	562
Fees from parents	16,820	25,269
Early Education Entitlement (EEE) funding from the London Borough of Hounslow	1 <u>156,104</u>	<u>146,140</u>
Total receipts	<u>173,804</u>	<u>173,425</u>

1. Early Education Entitlement funding relates to Statutory Guidance for Local Authorities on Delivery of Free Early Education for Three and Four Year Olds and Securing Sufficient Childcare (see sections 6, 7 and 11 of the Childcare Act 2006).

Berkeley Pre-School

Payments for the year to 31st August 2020

		2020	2019
	Notes	£	£
Staff costs		101,641	91,535
Payroll provision		234	227
Training		210	457
Educational resources and materials		2,290	1,216
Catering		-	5
Consumables		39	15
Ofsted registration		75	75
Site costs charges	1	7,145	6,937
Site costs	2	8,160	-
Insurance		1,133	1,119
School Trips and Activities	3	1,026	1,060
Independent examination fee		936	696
General/Ofsted expenditure		<u>374</u>	<u>539</u>
Total payments		<u>123,263</u>	<u>103,881</u>

- 1 These payments relate to charges raised by the Berkeley Academy which provides the accommodation, energy and caretaking that this charity has the use of.
- 2 These payments relate to security fencing across the playground, partitions walls, storage cupboards, hardwood benching for the playground etc.
- 3 The Pre-School has introduced an annual trip and other educational activities to which parents contribute. No child is excluded on cost grounds.

Berkeley Pre-School

Statement of Assets & Liabilities at 31st August 2020

	Notes	31 August 2020 £	31 August 2019 £
ASSETS (all unrestricted)			
Debtors - EYPP		<u>723</u>	<u>-</u>
Bank - Current Account & Instant Saver Account	1	<u>317,526</u>	<u>266,985</u>
LIABILITIES payable within one year			
Deferred Income			
Fees received in advance from L B Hounslow		<u>18,000</u>	<u>18,000</u>
Creditors and accruals			
Site costs recharge from Berkeley Primary School - Summer term	2	2,977	2,723
HMRC		-	636
Colwyn Associates - interactive panel	4	5,162	-
Independent Examinations of Financial Statements		<u>936</u>	<u>696</u>
		<u>9,075</u>	<u>4,055</u>

These accounts were approved on and signed on behalf of the Board of Trustees by

Ms Veronique Gerber
(Chair of Board of Trustees)

1. Total figure for Nationwide Business Instant Saver £100,000 and TSB Current Account £217,526.
2. The provision of a room, energy and caretaking on the premises of Berkeley Academy was agreed when the Pre-School was set up.
The Berkeley Academy is making a termly charge of 4.75% of certain premises costs e.g. cleaning and caretaker.
3. Related parties - The Pre-School benefits from the use of part of the premises of Berkeley Academy and the support and services of staff at Cranford Community College.
4. Purchase of a Whiteboard/Screen to facilitate teaching of children in Pre-School bubbles.
5. Effect of corona virus: The Trustees have considered the effect of the corona virus epidemic on the activities of this charity, and are aware, that cancelled activities due to covid restrictions will have an impact on next year's result.