

**CHARITY NUMBER 1155715**

**BERKELEY PRE-SCHOOL**

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

**FOR THE YEAR ENDED 31 AUGUST 2021**

**BERKELEY PRE-SCHOOL**

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FOR THE YEAR ENDED 31 AUGUST 2021**

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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		resigned 2 September 2021
Mrs Anna Perszewska		joined 19 April 2021
Mrs Charlotte Davies		joined 19 April 2021

#### 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:

09 December 2020  
31 March 2021  
07 July 2021

#### Bankers:

TSB Bank plc	Nationwide Building Society
122 High Street	Kings Park Road Moulton Park
Hounslow, Middlesex	Northampton
TW3 1NA	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 2021**

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 2021.

## **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 2020-21 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 Early years foundation stage (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 2021**

#### **Charitable activities (continued)**

##### **Review of activities and achievements:**

The Pre-School was inspected by the Office for Standards in Education, Children's Services and Skills (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 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 Continuing Professional Development (CPD) to further develop their practice and expertise. Staff took part in extensive training to prepare for the implementation of the new EYFS curriculum and Development Matters. Additional training and planning days were funded by the committee in July 2021. The Pre-School Manager was a member of the Local Authorities' s EYFS curriculum reforms task group and led much of the training on planning, teaching and assessment. New policies, resources and systems were introduced to support the changes in consultation with staff and parents.

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.

The Pre-School continued to provide excellent education and support to children and families in accordance with government guidelines and through the lockdowns, delivering online teaching and support when necessary.

##### **Attendance**

The Pre-School is open term time only for 38 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 2021 the Pre-School employed 5 permanent practitioners including the Manager, the Special Educational Needs & Disabilities Co-ordinator (SENCo) and the Designated Deputy Safeguarding Lead. One casual Special Educational Needs (SEN) support staff funded by the Local Authority was also employed to provide 1 to 1 support for children diagnosed with Special educational needs and disability (SEND) in line with the Local Authority SEND funding system.

All staff and Committee members have enhanced Disclosure and Barring Service (DBS) clearance 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 2021 Mrs Jelena Lanina left at the end of the Easter term and was replaced by Mrs Shamim Khattack until July 2021. Ms Taybah Hussain has been appointed to fill this vacancy from September 2021. She started her induction in July 2021.

All permanent staff are fully qualified to Level 3 training 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.

## **BERKELEY PRE-SCHOOL**

### **Trustees annual report for the year ended 31st August 2021 (continued)**

#### **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 information communications technology (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.

#### **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 (see Reserves note below).

#### **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 National Employment Savings Trust (NEST) pension scheme to which the Pre-School also contributes as employer. The COVID-19 pandemic continued to significantly disrupt 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 continued to be resilient and responsive to changes in government guidance. The provision of a high quality virtual school using the Tapestry learning programme ensured continuity including when the Pre-School had to close for 2 weeks in March 2021 following an outbreak. Additional expenditure due to COVID-19 was necessary but the setting has been very successful in managing its accounts well thus securing a surplus for 2020-21 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 ordinarily 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. However, in recent years the amount of available free reserves, which can be ascertained from the Statement of Assets & Liabilities on Page 9, has been increased beyond the £30,000 level and earmarked in anticipation of the proposed joint capital project to build a new multi-use building (See the Future Developments note above).

##### **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 2021 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:

**Berkeley Pre-School**

**Receipts & payments accounts - Summary for year to 31st August 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Total receipts	206,078	173,804
Total payments	<u>134,182</u>	<u>123,263</u>
Surplus of the year	71,896	50,541
Cash balance brought forward	<u>317,526</u>	<u>266,985</u>
<b>Cash balance carried forward</b>	<b><u>389,422</u></b>	<b><u>317,526</u></b>



## Berkeley Pre-School

### Receipts for the year to 31st August 2021

	2021	2020
	Note	£
School trips and other activities	-	499
Interest for Nationwide Building Society Account	50	381
Fees from parents	6,019	16,820
Early Education Entitlement (EEE) funding from the London Borough of Hounslow	1 <u>200,009</u>	<u>156,104</u>
<b>Total receipts</b>	<b><u>206,078</u></b>	<b><u>173,804</u></b>

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 2021

		2021	2020
	Notes	£	£
Staff costs		108,531	101,641
Payroll provision		177	234
Training		500	210
Educational resources and materials		1,708	2,290
Information communications technology (ICT) including 'Wi-Fi'		6,091	-
Consumables		462	39
Ofsted registration		86	75
Site costs charges	1	14,025	7,145
Site costs	2	-	8,160
Insurance		1,134	1,133
School trips and activities	3	-	1,026
Independent examination fee		894	936
General / Ofsted expenditure		<u>574</u>	<u>374</u>
<b>Total payments</b>		<b><u>134,182</u></b>	<b><u>123,263</u></b>

- 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. Increase in site cost due to additional cleaning requirements caused by the covid epidemic and adjustment of charge to the academic year.
- 2 2020: These payments related to security fencing across the playground, partitions walls, storage cupboards, hardwood benching for the playground etc.
- 3 2020: The Pre-School had 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 2021

	Notes	31 August 2021 £	31 August 2020 £
<b>ASSETS (all unrestricted)</b>			
Debtors - Early Years Pupil Premium (EYPP)		<u>-</u>	<u>723</u>
Bank - Current Account & Instant Saver Account	1	<u>389,422</u>	<u>317,526</u>
<b>LIABILITIES payable within one year</b>			
<b>Deferred income</b>			
Fees received in advance from London Borough of Hounslow		<u>24,000</u>	<u>18,000</u>
<b>Creditors and accruals</b>			
Site costs recharge from Berkeley Primary School - Summer term	2	-	2,977
Colwyn Associates - interactive panel	3	-	5,162
Independent Examinations of Financial Statements		<u>1,026</u>	<u>936</u>
		<u>1,026</u>	<u>9,075</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 Building Society Business Instant Saver £100,000 and TSB Current Account £289,422.
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. 2020: Purchase of a Whiteboard/Screen to facilitate teaching of children in Pre-School bubbles.
4. 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.