

**CHARITY NUMBER 1155715**

**BERKELEY PRE-SCHOOL**

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

**FOR THE YEAR ENDED 31 AUGUST 2022**

**BERKELEY PRE-SCHOOL**

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FOR THE YEAR ENDED 31 AUGUST 2022**

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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:

Veronique Gerber	Chair	resigned 4 May 2022
Jennifer Lewis	Chair	assumed role 4 May 2022
Mr Peter Stumpf		
Miss Mehmoona Yousaf	Secretary	and Vice Chair from 4 May 2022
Mrs Anna Perszewska		
Mrs Charlotte Davies		
Mr Tatinder Virdee		Appointed 20 July 2022

#### Executive Committee:

All the trustees are included in the executive committee, which meets three times a year.

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

10 December 2021

24 March 2022

04 May 2022

20 July 2022

#### 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 2022**

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 2022.

## **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 2021-22 included:

To maintain and improve further the excellent quality of the education, curriculum quality, progressive and coordinated planning to ensure that all pupils make excellent progress from their starting points and to ensure a coherence of expectation, intent, implementation and impact for ALL children

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 steps in learning and development and the next phases of education

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

## **BERKELEY PRE-SCHOOL**

Trustees' annual report for the year ended 31st August 2022

### **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 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 current Ofsted inspection framework 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. Staff took part in extensive training to prepare for the implementation of the new EYFS curriculum and Development Matters. The Pre-School Manager was a member of the LA'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 throughout 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 2022 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 2022 Mrs Nosheen Rana left her permanent role at the end of the Autumn term and was replaced by Ms Amandeep Kaur Rana from 04 January 2022.

Ms Taybah Hussain has decided to go to university from September 2022. She ceased her permanent role at the end of the Summer term.

Miss Lauren Cox left the Pre-School on 10 June 2022.

#### **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.

## **BERKELEY PRE-SCHOOL**

### **Trustees annual report for the year ended 31st August 2022 (continued)**

#### **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.

#### **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 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. 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 2021-2022 despite the many challenges faced by the sector. The setting remains a

##### **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:**

**Mrs Jennie Lewis**  
(Chair)

Date: 31 October 2022

**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 2022 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: 21/11/2022

**Berkeley Pre-School**

**Receipts & payments accounts - Summary for year to 31st August 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Total receipts	194,819	206,078
Total payments	<u>143,551</u>	<u>134,182</u>
Surplus of the year	51,268	71,896
Cash balance brought forward	<u>389,422</u>	<u>317,526</u>
<b>Cash balance carried forward</b>	<b><u>440,690</u></b>	<b><u>389,422</u></b>



**Berkeley Pre-School**

**Receipts for the year to 31st August 2022**

	<b>2022</b>	<b>2021</b>
	<b>Note</b>	
	<b>£</b>	<b>£</b>
Interest on Nationwide Building Society Account	91	50
Fees from parents	14,745	6,019
Early Education Entitlement (EEE) funding from the London Borough of Hounslow	<b>1</b> <u>179,983</u>	<u>200,009</u>
<b>Total receipts</b>	<b><u>194,819</u></b>	<b><u>206,078</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 2022

		2022	2021
	Notes	£	£
Staff costs		124,490	108,531
Payroll provision		245	177
Training		1,636	500
Educational resources and materials		2,425	1,708
Information communications technology (ICT) including 'Wi-Fi'		381	6,091
Consumables		719	462
Ofsted registration		70	86
Site costs charges	1	10,779	14,025
Insurance		1,160	1,134
School trips and activities	2	-	-
Independent examination fee		1,026	894
General expenditure		<u>620</u>	<u>574</u>
<b>Total payments</b>		<b><u>143,551</u></b>	<b><u>134,182</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.

The provision of a room, energy and caretaking on the premises of Berkeley Academy was agreed when the Pre-School was set up.

Berkeley Academy is making a termly charge of 4.75% of certain premises costs e.g. cleaning and caretaker.

The 2020-2021 payments included an extra term, Summer 2020, so as to bring the charges in line with the academic year end.

2 The Pre-School provides an annual trip and other educational activities.

Due to COVID-19 there was no trip in 2021/22 or 2020/21.

**Berkeley Pre-School**

**Statement of Assets & Liabilities at 31st August 2022**

		<b>31 August 2022</b>	<b>31 August 2021</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>ASSETS (all unrestricted)</b>			
Bank - Current Account & Instant Saver Account	<b>1</b>	<u><b>440,690</b></u>	<u><b>389,422</b></u>
<b>LIABILITIES payable within one year</b>			
<b>Deferred income</b>			
Fees received in advance from London Borough of Hounslow		<u><b>22,000</b></u>	<u><b>24,000</b></u>
<b>Creditors and accruals</b>			
London Borough Hounslow	<b>2</b>	<b>50</b>	<b>-</b>
Independent Examinations of Financial Statements		<u><b>1,026</b></u>	<u><b>1,026</b></u>
		<u><b>1,076</b></u>	<u><b>1,026</b></u>

These accounts were approved on 31 October 2022 and signed on behalf of the Board of Trustees by

**Mrs Jennie Lewis**  
(Chair of Board of Trustees)

1. The total figure comprises Nationwide Business Instant Saver £100,017.01 and TSB Current Account £340,672.49.
2. Contribution to training for a designated safeguarding lead.
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.