

# **Blythwood Community Nursery Limited**

## **Report of the Management Committee for the year ended 31 March 2016**

The Board presents its Directors' Report and audited financial statements for the year ended 31 March 2016.

### **Reference and Administrative Information**

**Charity Name:** Blythwood Community Nursery Limited

**Charity registration number:** 1136138

**Company registration number:** 07163298

### **Registered Office and operational address:**

Holly Hall  
Blythwood Road  
Islington  
London, N4 4EU

### **Trustees/Directors**

Management committee members 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**

Shirley Thomas

**Bankers** —HSBC Bank, 312 Seven Sisters Road, London N4 2AW

**Blythwood Community Nursery Limited**  
**Trustees Annual Report**  
**Period Ending 31 March 2016**

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 operates as full time for 48 weeks a year from Monday to Friday. The opening hours are 8.00am to 6.00pm to accommodate for parents who are working full time.

The Nursery has 28 places for 1-4 year olds, of which 8 places are for 2 year olds (16 part time equivalents). The Nursery has children from different social classes and multicultural backgrounds.

The Nursery had an OFSTED Inspection on 17 March 2015, but the report was published on 10 April 2015.

The Trustees and staff are pleased with the overall **"good"** judgement awarded by the Ofsted Inspector.

The report states the provision is good, and provided the following comments:

- Staff maintains a calm working atmosphere in which children explore happily. They interact effectively with children, enhancing their play. As a result, children have good opportunities to learn new skills.
- A key strength is the focus group provision for older children. Staff use this group time to extend children's learning in language and literacy, thereby helping to prepare them well for further learning at school.
- Staff actively promote an awareness of healthy lifestyles. They make good use of a healthy eating project to encourage children to eat more diverse and healthy foods. Children enjoy good opportunities for outdoor play.
- The management team is particularly effective in tracking children's progress, and devising action plans to better support children. In this way, they are able to close any gaps in children's learning and development.

### **Achievements**

During the period of this report, a total of 52 children attended the nursery, of which nineteen were two-year-old and thirty-three were 3-4 years old.

22 children left to go to school at the end of the summer term 2015. The transition to schools for these children was made as smooth as possible. Visits were made by the staff to introduce children to relevant schools and children's Learning and Development progress reports were sent to schools.

The nursery staff also worked with parents and carers to discuss which school their child will be going to. A letter was provided to all parents and carers informing them what staff has done to support their child with the transition and what parents and carers can do at home that would also help with smooth transition to schools.

### **Nursery's 2-Year-old scheme**

The Nursery is pleased to be involved in delivering care for the two-year-old children. This scheme has helped many families and parents to improve their lives, Such examples:

- Two parents were supported to access higher education which on completing their course will help to secure full-time employment.
- Two other parents were able to do a job search whilst their children attended the nursery and have secured full-time employment.

**Graduation Ceremony** – In July 2015 a ceremony was held for families and the children. Those children who were leaving the nursery were provided with a leaving certificate. Children also made some performances, which were enjoyed by all those attended.

Families also brought home made traditional food, which was shared by all those attended the event and provided families to get to know each other and made the day enjoyable for all. Children enjoyed face painting, and the bouncy castle and family enjoyed purchases from the Bric a Bac Sale.

### **Staff/Trustees Training**

One Trustee (Emily Robertson), completed Safeguarding Training. One other Trustee (Orville Gayle), completed one-day Health and Safety training with the Early Years Training Team at Laycock Street, Islington. Orville has also completed one-day First Aid Training in November 2015.

Staff completed following training course:

**Basic Health and Safety at Workplace** – All staff

**Life at 2 (two-day course)** – All staff

**First Aid with Early Years (Islington)** – Refresher for all staff as part of the Inset Day Training plus full course for Amanda Williams and Sandra

**Anaphylaxis and Epi Pen Training** - All staff (this included administration of Epi Pen auto injection, Basic Life Support Resuscitation, Related H&S awareness. All staff were awarded a certificate which is count towards their first aid training.

In addition to the above, the following staff completed training or in progress:

**Muntara Sookun** – completed “Lets Talk About It” course. The course is about supporting children in Language and Communication.

**Beata Delaines** – Completed “Every Child is a Talker (ECAT). This was one day per week between April 2015 and July 2015.

**Ubah Warsame and Sandra Williams** – Understanding “Schema” – This was to understand and to gain knowledge on how children learn through different activities and play.

**Curdell Emmanuel**– who has completed her third-year degree course in Early-Childhood Studies. Due to her ill health, she left the nursery in December 2015.

**Marcia Emmanuel (Manager)** - has completed following training courses:

- Leadership and Management (2-day course)
- Coaching and Mentoring (one-day course)
- How to Support Boys (this course was for those qualified as EYT and EYP), the course focuses on how to encourage boys at the early year’s settings to take part in play and activities.
- Level 4 on child protection for designated staff (one-day course)

All staff attended a joint training session with Bowlers Community Nursery on Safeguarding, focusing on legislation around child protection. The training was organised by the LBI Early Year’s Children Safeguarding Officer and held at the Bowlers Community Nursery.

The joint training also allowed staff of both nurseries to share good practices, and it also provided efficiency saving for both nurseries.

### **Staff left during the year**

The following staff left the nursery during the year:

**Curdell Emmanuel** – ill health

**Beata Delaines** – Moved out of London, difficult to travel to work.

**Antoinette Emmanuel** – Left for other employment to help in her career progression. She's secured a position as a Senior Nursery Practitioner.

### **Working with the local Children Centre and Families**

A joint session booked for all parents whose two-year-old children attended the nursery to introduce them on services offered by the Margaret McMillan Children Centre. All parents were encouraged to take benefit from the services offered by the Children Centre. This includes, Integrated Health Review for 2-year-old, various one-off workshops covering many topics that would help families and children, accessing support from the Family Support Workers, as well other service offered by the local children centre, such as Speech and Language Therapy, Clinical Psychology, Midwifery Support, Health Visits, Social and Mental Health Care and various training on education employment courses for parents.

## **Staff Training Bursary**

During the period a total of £10,000 was received from the Early Years as a staff training bursary. This was to allow one member of the staff to complete her degree course and for the Nursery to retain the staff.

## **Safeguarding**

As reported above, a joint safeguarding training session was held for all staff with Bowler Community Nursery. Two Trustees also completed their child protection training. The Nursery is also pleased to report that there were no incidents to report during the period of this report.

## **Activities for Children**

**Outing** – all children were taken on a day trip to Southend-on-Sea. As well as children enjoying playing in the sand, the trip was for children to understand more about the sea environment and nature surrounding the sea. Children also had time to enjoy outdoor activities. Some parents also accompanied their children on this trip.

**Library Visits** – Regular weekly visits are made to Haringey Library where children can read and borrow books.

**Regular Outdoor Walks** – a weekly woodland walks (disused train tracks) are held as part of children's learning curriculum to gain knowledge on environment and to understand more about other living creatures in the woodland.

**Fire Brigade Visit (May 2015)** – the local Fire Brigade visited the Nursery with their Fire Engine. They also provided a session on safety awareness to children and their families. Children also enjoyed sitting in the car of the Fire Engine and playing with the water hose, etc.

**A visit by local Police Officer** – this was a safety awareness for children to make them aware not to speak or accept any items from a stranger. The session also included on what actions to take in case of an emergency at home or outside and how to make an emergency call.

**A visit to Haringey Dental Practice** - a visit during May 2015 was arranged for children to visit a local dental surgery on Hanley Road. This was to get children familiar with the dentist surgery but also to inform them on how to keep healthy teeth.

## **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 operations and finances of the Nursery. The Trustees also to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees confirm that they have established systems to mitigate the significant risks.

All Trustees have completed online DBS registration with Ofsted through Capita.

### **Financial Review and Reserve Policy**

The total income for the Nursery was £212,498; this is 15.25% higher than the previous year. The total expenditure was £188,645, thus providing a surplus of £23,853. Previous year the Nursery ended with a deficit of £17,748.

For the period ending 31 March 2016, the Nursery's grant income for the two-year-old increased by £21,900 (54%) due to having more two-year-old attending the Nursery. The parent's fees also increased by £20,683 (21%) due to parents paying top up fees for their child staying longer than the free entitlement offer of 15 hours per week. Some parents are now working and have taken up more than 15 hours of childcare for their children.

The Management Committee is pleased that by offering more two-year-old places to parents has helped some of them securing employment and this will also help to improve the child's and the family life.

The total expenditure for the period was £ 188,654, which is £8,125 less than the previous year, representing 4.3% reduction. Last year, the Nursery's total expenditure was £196,770 leaving a deficit of £17,748. The Nursery has saved money this year as it did not have to pay higher university fees for the staff training and there was also a saving on the Nursery's outings as well as staff cost was reduced by £858.00 during the year.

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.

The Management Committee 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 whilst income is at its lowest level during the autumn term. Without this funding level, the Nursery would not have sufficient funds to ensure its continued operation to the end of March 2016.

The Management Committee will monitor and review this unrestricted reference fund reserve level with income forecasts and changes in funding on an annual basis to ensure that it continues to meet the needs of the Nursery.

**Approved by the Management Committee on and signed on its behalf by:**



Mr. Orville Gayle (Chairperson)  
(Director/Trustee)

Date: 22 SEPTEMBER 2016

**BLYTHWOOD COMMUNITY NURSERY  
LTD**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016**

**Registered Charity No:1136138  
Company No: 7163298**

# **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE BLYTHWOOD COMMUNITY NURSERY LTD**

I have examined the attached statement which as been prepared on an accruals basis.

## **Respective Responsibilities of Trustees and Examiners**

The trustees of the charity are responsible for the preparation of accounts; they consider that the audit requirement under section 43(2) of the Charities Act 1993 does not apply. I have been appointed under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. It is my responsibility to examine the statement, without performing an audit, and to report to the trustees.

## **Basis of Examiner's Statement**

This report is in respect of an examination carried out under section 43 of the Charities Act 1993 and in accordance with the directions given by the Charity Commissioners under section 43(7)(b). An examination includes a review of the accounting records kept by the charity trustees and a comparison of the accounts and making such enquiries as are necessary for the purpose of this report. The procedures undertaken do not constitute an audit.

## **Examiner's Statement**

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that any material respect accounting records have not been kept in accordance with section 41 of the Charities Act 1993, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Charities Act 1993. No matter has come to my attention in connection with my examination to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts.



Shirley Thomas  
16 Greenwood Gardens  
Palmers Green  
London N13 5RT

1 June 2016



**BLYTHWOOD COMMUNITY NURSERY LTD**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2016**

	Notes	2016	2015
<b>Current Assets</b>			
Cash at Bank		37443	16473
Current Deposit		64089	64053
Debtor		162	300
		<b>101694</b>	<b>80826</b>
<b>Current Liabilities</b>			
Creditors and Accruals	6	-3336	-6321
<b>NET ASSETS</b>		<b>98358</b>	<b>74505</b>
<b>FUNDS</b>			
Unrestricted Funds		93963	70258
Restricted Funds		4395	4247
<b>TOTAL FUNDS</b>		<b>98358</b>	<b>74505</b>

**AUDIT EXEMPTION STATEMENT**

For the year ending 31 March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small Companies.  
The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.  
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.  
These accounts have been prepared in accordance with the provision applicable to companies subject to small companies regime.  
These accounts were approved by the Trustee/Directors on 22/09/2016

Signed  .....Rosslyn Annan Trustee/Director

Signed  .....Orville Gayle Trustee/Director

I have prepared these accounts from the records and information given to me and in my opinion they represent a true and fair view of the state of the finances as at 31 March 2016.

  
Shirley Thomas  
10 June 2016

16 Greenwood Gardens  
London N13 5RT

**BLYTHWOOD COMMUNITY NURSERY LTD**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**1 Accounting Policies**

- a) These accounts have been prepared in accordance with applicable accounting standards and follow the recommendations in the Statement of Recommended Practice.
- b) Restricted income received by the charity are accounted for separately as restricted funds and are used for the purposes specified by the donor.
- c) Grants and donations of a revenue nature are credited to income in the period to which they relate.

**2 Income and Expenditure for the Year**

<b>INCOME</b>	<b>Notes</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>TOTAL</b>	<b>Y/E 2015</b>
Islington Council		20616	6034	26650	38005
Other Grants		2994	0	2994	0
2 Year Old		40584	0	40584	18684
Fees		97701	0	97701	77018
NEG		28500	0	28500	39273
Training/Early Years	<b>3</b>	0	1000	1000	6000
Early Years		15033	0	15033	0
Bank Interest		36	0	36	42
<b>TOTAL INCOME</b>		<b>205464</b>	<b>7034</b>	<b>212498</b>	<b>179022</b>

**EXPENDITURE**

**Staff Costs**

Salaries and NIC	<b>4</b>	<b>144360</b>	<b>0</b>	<b>144360</b>	<b>145218</b>
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**Support Costs**

Insurance & Pension		1288	0	1288	963
Equipment		9878	0	9878	10449
Training & University		0	852	852	3700
Canteen		10295	0	10295	11239
Rent, Inspection, Insurance		0	6034	6034	6034
Repair/ Renewals/Building		382	0	382	597
Independent Examination		450	0	450	450
Outings & Activities		92	0	92	3116
Telephone		2046	0	2046	1875
Garden		600	0	600	412
Cleaning Materials		5335	0	5335	4954
Office & Kitchen Equipment		831	0	831	669
CRB Checks		204	0	204	0
Security Camera		360	0	360	0
		<b>31761</b>	<b>6886</b>	<b>38647</b>	<b>44458</b>

**Administration**

Bookkeeping		600	0	600	600
Membership		2080	0	2080	305
Printing Postage Stationery		1041	0	1041	4341
Payroll Services		734	0	734	813
Bank Charges		0	0	0	15
Advertising		264	0	264	288
Uniforms		0	0	0	220
Professional Fees		350	0	350	0
Miscellaneous		569	0	569	512
		<b>5638</b>	<b>0</b>	<b>5638</b>	<b>7094</b>

<b>TOTAL EXPENDITURE</b>	<b>181759</b>	<b>6886</b>	<b>188645</b>	<b>196770</b>
<b>NET PROFIT/LOSS FOR YEAR</b>	<b>23705</b>	<b>148</b>	<b>23853</b>	
<b>Funds at 1 April 2015</b>	<b>70258</b>	<b>4247</b>	<b>74505</b>	
<b>Funds at 31 March 2016</b>	<b>93963</b>	<b>4395</b>	<b>98358</b>	

**BLYTHWOOD COMMUNITY NURSERY LTD  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2016**

**3 ANALYSIS OF RESTRICTED FUNDS**

	<b>B/F</b>	<b>INCOME</b>	<b>EXPS</b>	<b>C/F</b>	<b>2015</b>
Training/EYP	4247	1000	-852	4395	<b>4247</b>

**4 Staffing**

Salaries	135159	135387
Employer NI Contributions	9201	9831
	<b>144360</b>	<b>145218</b>

The average number of staff employed was: 13

**5 Creditors: Amounts falling due within on year**

Independent Examination	450	450
Bookkeeping	600	300
PAYE	2286	5169
Telephone	0	273
Payroll	0	129
	<b>3336</b>	<b>6321</b>

**6 Debtors**

Wages D Watt	0	300
Telephone	162	0