

CHARITY NUMBER 1155715

BERKELEY PRE-SCHOOL

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

FOR THE YEAR ENDED 31 AUGUST 2018

BERKELEY PRE-SCHOOL

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FOR THE YEAR ENDED 31 AUGUST 2018**

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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 Constitution adopted 5 December 2016

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
Mrs Lisa Mercer	
Miss Mehmoona Yousaf	

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:

13-Dec-17
23-Mar-18
06-Jul-18

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 2018

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 2018.

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 come 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.

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.

Our aims are:

To provide outstanding education for pupils aged 2 to 3 years in the local community.

To provide a stimulating environment which supports the excellent progress of children across all 17 areas of learning.

Our key objectives for the year 2017-18 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 consolidate the excellent work of last year with staff and pupils.

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

BERKELEY PRE-SCHOOL

Trustees' annual report for the year ended 31st August 2018

ACHIEVEMENT AND PERFORMANCE 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 are in the process of submitting for accreditation in maths and physical literacy.

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 and all statutory reporting is made up to 31 August. Sessions are either from 9.00 to 12.00 or from 12.30 to 15.30. The Pre-School caters for a maximum of 26 children per session.

Staffing

During the year to 31 August 2018 the Pre-School employed 5 permanent practitioners including the Manager, the SENCo and the Designated Safeguarding Lead. Casual SEN support staff funded by the Local Authority were employed to provide 1 to 1 support for children diagnosed with severe SEN.

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 Mrs Panesar is the Designated Safeguarding Lead and Mrs Rana is the Deputy Designated Safeguarding Lead for the setting.

All permanent staff are fully qualified to L3 qualifications 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 central system. There are joint observations and moderation sessions between the Pre-School staff and the Teaching and Learning Champion for EYFS from the host school Berkeley Academy – graded outstanding by Ofsted- to ensure best practice is shared.

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.

BERKELEY PRE-SCHOOL

Trustees annual report for the year ended 31st August 2018 (continued)

FUNDRAISING AND SUPPORT 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. Funding from the LA had been decreasing year on year since 2016 but the LA decided to increase the rate per child per hour again in 2017-18. There are planned changes to the funding for SEN support from September 2018 which are likely to affect the Pre-School's ability to recruit casual TAs.

FUTURE DEVELOPMENTS

One of the aims is to strengthen the partnership with the host Academy and a School Nursery Capital bid will be submitted to the DfE for a new build to increase the offer of places for 2 to 4 year olds and the availability of childcare to before, after school and holiday time.

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. From May 2017 Pre-School staff have enrolled into the NEST pension scheme to which the Pre-School also contributes as employer.

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 £25,000 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 trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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, the Charity (Accounts and Reports) Regulations 2008 and the provision of its revised Constitution. 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 2018 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

- * 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 2018

	2018	2017
	£	£
Total receipts	145,327	134,796
Total payments	<u>110,823</u>	<u>95,450</u>
Surplus of the year	34,504	39,346
Cash balance brought forward	<u>162,937</u>	<u>123,591</u>
Cash balance carried forward	<u>197,441</u>	<u>162,937</u>

Berkeley Pre-School

Receipts for the year to 31st August 2018

	2018	2017
	Note	
	£	£
School trips	624	-
Interest for Nationwide BS Account	319	203
Fees from parents	27,714	15,245
Early Education Entitlement (EEE) funding from the London Borough of Hounslow	1 <u>116,670</u>	<u>119,348</u>
Total receipts	<u>145,327</u>	<u>134,796</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 2018

	2018	2017
	£	£
Staff costs	89,517	82,536
Payroll provision	216	216
Training	5,135	2,151
Educational resources and materials	674	1,423
Catering	275	429
Website admin	390	-
Consumables	35	-
Ofsted registration	35	35
Site costs	1 11,019	6,910
Insurance	1,104	1,080
Independent examination fee	696	600
General/Ofsted expenditure	1,727	70
Total payments	<u>110,823</u>	<u>95,450</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.

Berkeley Pre-School

Statement of Assets & Liabilities at 31st August 2018

	Notes	31 August 2018 £	31 August 2017 £
ASSETS (all unrestricted)			
Debtors			
Due from HMRC PAYE		-	1,806
Due from LB Hounslow - SEN summer term		-	2,266
		<u>-</u>	<u>4,072</u>
Bank - current account & Instant Saver Account	1	<u>197,441</u>	<u>162,937</u>
LIABILITIES payable within one year			
Deferred income			
Fees received in advance from L B Hounslow		<u>13,000</u>	<u>16,022</u>
Creditors and accruals			
NEST		136	52
Website		-	390
Site costs recharge from Berkeley Primary School - Summer term	2	2,723	-
HMRC		656	-
Independent Examinations of Financial Statements		<u>600</u>	<u>600</u>
		<u>4,115</u>	<u>1,042</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 £75,000 and TSB Current Account £122,441.21.
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.
A Partnership Agreement with the host school has been signed so that it could convert to an Academy.
This agreement was authorised by the Board of Trustees on 20 July 2017.