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**BURPHAMCHURCH**  
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# ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE TRUSTEES OF BURPHAM PRE-SCHOOL

Registered charity number 1032299

For the financial year ended 31<sup>st</sup> March 2020



## Burpham Preschool

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**Burpham Pre-school**

*operating from* Church of the Holy Spirit, New Inn Lane, Guildford, GU4 7HW  
Charity Number 1032299



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## Trustees' Annual Report for financial year ended 31 March 2020

### Reference and Administrative Information:

Charity Name: Burpham Pre-school

Registered charity number 1032299

Operating address: Church of the Holy Spirit, New Inn Lane, Guildford, Surrey GU4 7HW

### Names of Trustees who manage/d the charity

Rev Joanna Levasier (Chair, elected July 2017)

Mrs Lisa Scott (Secretary elected July 2017)

Mrs Amie Cook (Treasurer elected June 2019)

Mrs Steph Chown (General Member, elected June 2019)

Mr Allan Wells (General Member, elected July 2017)

Ms Sarah Stothard (General Member, elected July 2017)

### Structure, Governance and Management

Type of governing document	Pre-school Learning Alliance Constitution
Method of constitution	Unincorporated Association
Trustee Selection method	Elected Committee at AGM

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## Objectives and Activities

### **Objectives summary**

In accordance with the Pre-school Learning Alliance model, to enhance the development and education of children under statutory school age through the provision of a community group for children aged 2-4 years, (we moved from accepting children only at 2½ years in previous years, to 2 years)

### **Public Benefit Statement**

The following section sets out the activities and approach of the Pre-school over the last year demonstrating the application of the Charity Commission's Public Benefit Guidance.

### **Main Activities Summary**

We offer a safe, stimulating, enjoyable environment where children aged 2-4 can learn through play, guided activities, and interaction with other children, and develop relationships with adults outside the family. We offer 19½ hours a week: operating 9:15am-1:00pm on Mondays, Tuesdays, Wednesdays and Fridays, and 1.00-2:30pm on Mondays, Tuesdays, and Wednesdays.

To achieve our aims, we follow the approved national curriculum for the Early Years Foundation Stage so that each child can develop at their own pace with adult support, enabling them to grow in confidence and develop independence. Each child is individually supported, observed and assessed by their key worker, so that their development can be recorded and stimulated.

We work hard to communicate well with parents/carers and involve them with the Pre-school as appropriate. A new Facebook group was set up for parents/carers in May 2018 which has helped develop the Pre-school family community as well as advertise our pre-school in the local area. In February 2019 we launched our new [www.burphampreschool.org](http://www.burphampreschool.org) website to improve visibility and awareness of the Pre-school. In September 2019 we launched an online system ([mybabysdays.com](http://mybabysdays.com)) to help communicate with parents more effectively and enabling them to access and be a bigger part of their child's learning journey through pre-school.

We operate in partnership with Burpham Church and provide the children with regular opportunities to celebrate Christian festivals in an age-appropriate way.

We ensure that all appropriate Safeguarding and Ofsted requirements are adhered to and that the children's safety and wellbeing is paramount. We also ensure that new trustees are trained for their role within the guidelines required by Ofsted and the Charity Commission.

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## Achievements and Performance

Following on from the change in management committee in 2017, we have been in the process of changing the constitution and governance of Burpham Pre-school from its current Pre-school Learning Alliance parent-led constitution to a Charitable Incorporated Organisation. This will allow greater financial security for the trustees and a better management structure for the Pre-school going forward. Regrettably communication with the Regulatory Body has been slow and this transition has not yet been completed. We are currently in the final stages of this change and it will be formalised in the financial year 2020-2021.

During the year, the management team has met two or three times a term to support the manager and staff in the smooth running of the Pre-school. Staff Members have been invited to rotate attendance at these meetings, and the Assistant Manager has generally been in attendance.

Mrs Grace Luke continues as our Pre-school Manager (and designated Safeguarding Lead), ably supported by Mrs Rebecca Hughes as the Assistant Manager, assistant DSL and Pre-school SENCO. She attends regular meetings to ensure we access the best outside agency help that is available. During the Autumn term we were able to put an Educational Health and Care Plan into place for one child, and we are in the process of putting another into place for a second child. We work closely with the school to ensure smooth transition for the children concerned.

The staff team meets regularly for in house training, this year particularly focusing on updating Safeguarding and looking at the various aspects of the Early Years Foundation Stage; focusing on the Characteristics of effective learning. The team continues to learn Makaton, which is a helpful way to communicate with every child, but in particular those children who are less confident as well as those children with additional speech and language needs.

We began the financial year with three employed keyworkers, ably supported by Sara Taylor, taking a temporary role as keyworker for the Summer term, and Shani Orchard who continued to come in as a support worker on a part-time basis. We also benefited from the support of Steve Zhang in the summer term as he continued to assist with the set-up of the Pre-school each morning.

In order to cater for a large intake of children in the new academic year, we were pleased to appoint Mrs Annie Edwards as an additional new keyworker in September 2019. We were able to apply for additional funding to support some of the new children with additional needs and were able to appoint two playworkers to join the staff team: Mrs Tracy Bundy and Miss Samantha Watson. In December 2019 we said farewell to one of our keyworkers, Mrs Emma Durbridge, who left for pastures new, and in February 2020 we welcomed Mrs Charlotte Briski as our new fourth keyworker.

We have also been very fortunate that some members of the church congregation have undergone appropriate safeguarding checks and now come in regularly to support the pre-school with reading and other activities. Allan Wells, Gill Steeden and Bob Hughes join us once a week, reading stories and playing games with the children.

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12 children graduated in the summer of 2019; we welcomed 12 new children in the Autumn term with a further 5 joining during the Spring term 2020. When the Pre-school closed in the Spring term, we had a maximum of 30 children on any one day, with an average of 12 children staying for the afternoon sessions.

Applications for the forthcoming 2020-2021 academic year are not as strong as we would like, but with the COVID19 closure of Pre-school we have been unable to show people around as would normally be happening. However, we have had some enquiries and we are working on a virtual tour to put up on our website and Facebook page shortly.

The Pre-school has continued to thrive and grow over the year enjoying relevant topics, related activities and supporting trips, and we have been very encouraged by the personal growth and development of each of the children.

During the summer term, we repeated our family barbeque, inviting the families of the new children starting in September and enjoyed a trip to Secrett's Farm. We introduced a new Father's Day activities morning and were pleased to welcome many of the fathers (and a couple of grandfathers) to join us for a morning of science activities (and coffee and bacon sandwiches!) with their children. We benefitted from the use of our local secondary school's sports adjacent field and ran an enjoyable sports day event for the children. The leavers service in the church in July was a very special experience for children, parents and staff alike.

The topic for the new academic year was *My World, Out and About*. We have taken the children for various walks around the local area looking at different style houses/buildings/shops as well as looking at nature (both growth and decay). As always, the children have enjoyed dressing up for World Book Day as well as enjoying the numerous supporting activities. In September, the children cooked cakes and we held a well-attended Macmillan Coffee morning for parents.

From September we also began a new relationship with the residents of West Court, a local sheltered housing for older members of the community. Each month we have been taking a small group of children to visit some of the residents, where we have been singing songs, playing games, reading stories and doing colouring or other craft activities. This has been a huge benefit to the children and adults alike as friendships have been formed across the age groups.

On 20<sup>th</sup> September the Pre-school had an Ofsted inspection, and we were pleased that the inspector recognised the strength and skill of the staff team, the obvious enjoyment of the children in our care and the excellent provision for those with additional needs. We received an overall rating of GOOD, and the full details of the report can be read on our Pre-school website.

In December we enjoyed visiting RHS Wisley gardens, enjoying craft activities and stories. Many thanks to all the parents who were able to join us on this trip.

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Our term culminated in a great Christmas celebration, with the children leading us in a Nativity Play in the church, watched by family, friends and members of the church congregation, followed by a fantastic Christmas fair in the hall. Staff, parents and some committee members were all involved in making this a wonderful community occasion.

We have continued to support and enrich the children's education by taking them into church to celebrate various festivals. Parents/carers are invited to join for at least one event a term, and we were able to enjoy celebrating Easter, Harvest, and their Christmas Nativity together. Sadly our Mother's Day event in March had to be scaled back because of the COVID19 crisis, but we were grateful that we were able to have this event before all Pre-schools were closed on March 20<sup>th</sup> 2020 in response to the pandemic. We remain very grateful to all the parents for their support and encouragement throughout the year and thank them again for their support in making this such a happy and positive environment.

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## Financial Review

Financially the Pre-school has remained secure with an end of year unrestricted surplus of £15,299.30 (2018-19: £3,339.62), taking the total Unrestricted Fund surplus to £59,395.94 after allowing for debtors and creditors.

The amount received from Surrey County Council has increased by £29,016.19. This is money received for Early Years Universal and Extended Offer Funding. The increase relates directly to a rise in the number of children who attend the pre-school and are eligible for the funding. In contrast, the amounts received from parents has decreased by £1,286.48. Again, this relates to there being more children eligible for funded hours rather than privately funded hours.

With the increased number of children in attendance at the pre-school, 1 further key worker was employed, leading in part to the rise in staffing costs of £12,585.66. There was also an annual pay increase for all staff and from January 2019, the pre-school started to offer an afternoon provision which required some staff to work more hours.

There has been an increase in equipment spend during the year of £1,864.30. During the year there were one off purchases of a new handwash unit (£424.80) and a storage shed (£219.99). There was also an increase in SEN equipment purchased in the year.

Rent increased during the year by £639. This was to reflect the extra office services that the church now provides to the pre-school.

The Christmas Fair raised £587.05 after deducting costs. Again, huge thanks to one of our parents, Stephanie Chown for her great work in arranging this.

The Restricted Fund includes the separate funding provided by Surrey County Council for additional needs and specific support work. The end of year surplus is £741.21 (2018-19: £1,729.24)

The aim of the reserves policy is to keep sufficient money available to retain staff for about three months in the event of a temporary/permanent closure.

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## Financial Statements for the Year Ended 31<sup>st</sup> March 2020

### Receipts and Payments Account for Year Ended 31<sup>st</sup> March 2020

	Unrestricted Fund £	Restricted Fund £	TOTAL 2020 £	TOTAL 2019 £
<b>Receipts</b>				
Fees (Surrey C C )	68,799.99	11,744.48	80,544.47	51,528.28
Fees (Parents)	10,897.10	0.00	10,897.10	12,183.58
Voluntary Contributions	3,295.12	0.00	3,295.12	3,600.50
Gift aid	351.66	0.00	351.66	166.25
Registration Fees	480.00	0.00	480.00	480.00
Fundraising Income	707.05	0.00	707.05	673.20
Activity Income	391.55	0.00	391.55	175.00
Donations	0.00	0.00	0.00	139.57
Bank Interest	15.96	0.00	15.96	15.55
	<b>£84,938.43</b>	<b>£11,744.48</b>	<b>£96,682.91</b>	<b>£68,961.93</b>
<b>Payments</b>				
Staffing	54,571.29	9,206.02	63,777.31	51,191.75
Training	307.87	0.00	307.87	918.79
Rent (Church hall)	7,557.50	0.00	7,557.50	6,918.50
Insurance	581.79	0.00	581.79	549.82
Accountancy	1,020.00	0.00	1,020.00	1,020.00
Independent Examination	0.00	0.00	0.00	0.00
Telephone/Office Costs	553.51	0.00	553.51	189.81
Subscriptions	436.16	0.00	436.16	399.36
Fundraising Costs	213.64	0.00	213.64	133.78
New Computer	1,016.77	318.78	1,335.55	0.00
Equipment	1,573.92	1,478.47	3,052.39	1,188.09
Activities	282.39	0.00	282.39	548.14
Garden Project	0.00	0.00	0.00	12.50
Sundries	1,524.29	0.00	1,524.29	822.53
	<b>£69,639.13</b>	<b>£11,003.27</b>	<b>£80,642.40</b>	<b>£63,893.07</b>
<b>Net Cash Surplus for the Year</b>	<b>£15,299.30</b>	<b>£741.21</b>	<b>£16,040.51</b>	<b>£5,068.86</b>
Cash at Bank and in Hand 1 Apr 19	£45,284.28	£722.07	£46,006.35	£40,937.49
<b>Cash at Bank and in Hand 31 Mar 20</b>	<b>£60,583.58</b>	<b>£1,463.28</b>	<b>£62,046.86</b>	<b>£46,006.35</b>

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## Financial Statements for the Year Ended 31<sup>st</sup> March 2020 (continued)

### Statement of Assets and Liabilities as at 31st March 2020

	Unrestricted Fund £	Restricted Fund £	TOTAL 2020 £	TOTAL 2019 £
<b>Cash Funds</b>				
HSBC - Current	44,953.73	1,463.28	46,417.01	30,392.46
HSBC - Deposit	665.77	0.00	665.77	664.45
Scottish Widows	14,664.08	0.00	14,664.08	14,649.44
Petty Cash	300.00	0.00	300.00	300.00
	<b>£60,583.58</b>	<b>£1,463.28</b>	<b>£62,046.86</b>	<b>£46,006.35</b>
<b>Other Monetary Assets</b>				
Sundry Debtors	949.00	3,048.33	3,997.33	942.74
Gift Aid	280.75	0.00	280.75	225.00
	<b>£1,229.75</b>	<b>£3,048.33</b>	<b>£4,278.08</b>	<b>£1,167.74</b>
<b>Liabilities</b>				
HMRC	844.85	0.00	844.85	513.26
Sundry Creditors	1,572.54	0.00	1,572.54	407.37
	<b>£2,417.39</b>	<b>£0.00</b>	<b>£2,417.39</b>	<b>£920.63</b>

The **Unrestricted Fund** (the General Fund) may be used for any purpose within the aims of the Charity.

The **Restricted Fund** comprises money received from Surrey County Council for particular needs and special work.

### Declaration

The Annual Report and Financial Statements have been approved by the Pre-school trustees.

Signature

Signature

Name Amie Cook

Name Rev'd Joanna Levasier

Position Treasurer

Position Chair

Date

Date

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## ***Independent examiner's report to the trustees of Burpham Pre-school***

*I report on the accounts for the year ended 31<sup>st</sup> March 2020 which are set out on pages 8-9.*

### ***Respective responsibilities of the trustees and independent examiner***

*The trustees of the charity are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.*

*It is my responsibility to*

- *examine the accounts under section 145 of the 2011 Act;*
- *follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and*
- *state whether particular matters have come to my attention.*

### ***Basis of independent examiner's statement***

*My examination was carried out in accordance with the general directions given by the Charity Commission.*

*An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and, consequently, I do not express an audit opinion on the accounts.*

### ***Independent examiner's statement***

*In connection with my examination, no matters have come to my attention*

1. *which give me reasonable cause to believe that in any material respect the requirements*
  - *to keep accounting records in accordance with s.130 of the 2011 Act; or*
  - *to prepare accounts which accord with these accounting records**have not been met; or*
2. *to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.*

***Alastair J Michie, FCIBS, FCG*** 14 Marlyns Close, Guildford, Surrey, GU4 7LR

*Signed*

*Date*

*2020*

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