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BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

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

Registered charity number 1032299

For the financial year ended 31st March 2018



**Burpham
Preschool**

in partnership with



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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 2018

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 Joanne Coultman-Stroud (Chair July 2016-July 2017)

Mrs Lisa Scott (Secretary elected July 2017)

Mrs Marianne Webb (Secretary July 2016-July 2017)

Mr Peter Smith (Treasurer elected July 2017)

Mrs Clair Taylor (Treasurer July 2016-July 2017)

Mrs Karen Haimes (General Member, elected July 2016)

Mrs Annie Edwards (General Member, elected July 2017)

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

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 2½ -4 years.

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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 ½-4 can learn through play, guided activities, and interaction with other children, and develop relationships with adults outside the family. We offer 15 hours, operating 9:15am-1:00pm on Mondays, Tuesdays, Wednesdays and Fridays.

In order to achieve this, 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 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.

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 Charities Commission.

Achievements and Performance

This has been a significant year for the Burpham Pre-school, with major staff and management changes following the resignation of the 2 previous managers; one leaving in May 2017 to take up a position in a Secondary School, with the other leaving at the end of the term in July 2017. This led to reflection on structure and governance by the Pre-school Committee at the time. They concluded that the Pre-school would be better served by having more continuity and experience on the Committee than was possible with a committee made up of parents from the Pre-school, and Burpham Church was approached to see if they would take on management of the Pre-school.

This was agreed by Burpham Church PCC and at the Pre-school AGM in July, a new committee was elected, comprising 5 members nominated by the church and 2 parents. It was agreed that the new Pre-school Manager and a representative keyworker would also be part of the committee for management (but not financial) purposes.

Following the committee change, the team has met monthly to support the Pre-school Manager and staff team and each of the keyworkers have been able to rotate attendance at these meetings. During the year we have worked on new contracts for all staff members, as well as relationships and communication between everyone involved.

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We were very pleased to welcome in Mrs Grace Luke as the new Pre-school Manager, over the summer holidays, and the Pre-school has been blossoming under her leadership. The staff team has grown over the year with Sarah Cooke returning as a key worker in September 2017; Charlotte Vodden doing some ad-hoc support in the Autumn term and joining us full time in Jan 2018, and Karen Haimes coming in regularly on a Monday since the Autumn term. Mention must also be made of Rebecca Hughes who has taken on the SENCO responsibility, working hard to support one of our children and facilitate the provision of Shani Orchard, now coming in as a support worker.

In September 2017 we welcomed in 16 new children, and a further 7 in January 2018, taking us up to 30 for the last 2 terms of the academic year.

The Pre-school has continued to thrive and grow over the year enjoying relevant topics, related activities and supporting trips. Our topic for the autumn term was 'All about me'. We spent time thinking about how we look, our similarities and differences, how we've grown and what our families are like. In September the children cooked cakes and we held a Macmillan Coffee morning for parents. In December we also had a lovely time visiting Wisley gardens, taking part in craft activities and enjoying a story about a kind robin. It was wonderful to have so many parents able to join us on this trip. During the spring term we looked at various people that help us and had lots of excellent role play opportunities. One of the highlights was "Vets Week", when we had some real pets visiting us!

We have continued to enrich the children's education by taking them into church to celebrate Harvest, their Christmas Nativity, Easter celebration, and for the first time, a Mother's Day event in March, to which we welcomed parents/carers. We remain very grateful to all the parents for their support and encouragement throughout the year, and thank them for their part in making this such a happy environment.

Financial Review

Financially the Pre-school has continues to thrive, with an end of year surplus of £9,692.59 (2016-2017 a surplus of £9,022.01). This is largely the result of having only one manager instead of two for most of the financial year, and being able to take on an additional member of staff on a short-term basis in January 2018. However the budget for 2018-2019 forecasts a breakeven situation.

The Christmas Fair raised £704.84 after deduction of costs. Special mention must be made of Karen Haimes, who organised this so well and has facilitated all the parent events behind the scenes. The Toyota grant received in June 2016 for the garden renovation project was substantially spent during this year, and now the children are enjoying an enhanced outside play area.

The aim of the reserves policy is to keep sufficient money available to retain staff for three months in the event of a temporary / permanent closure. At the end of the year £14, 634.80 was available in a deposit account with Scottish Widows.

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Financial Statements for the Year Ended 31st March 2018

Receipts and Payments Account for Year Ended 31st March 2018

	Actual Yr to March 2018	Actual Yr to March 2017
£	£	£
Receipts		
Fees (Neg)	54,896.17	56,731.55
Fees (Parents)	7,141.50	7,917.76
Registration Fees	920.00	820.00
Voluntary Contributions	4,215.75	4,997.50
Fundraising Income	880.91	2,001.83
Activity Income	145.00	135.00
Donations	422.09	2,000.00
Bank Interest	5.86	54.43
	68,627.28	74,658.07
Payments		
Salaries	45,419.16	54,230.88
Training	719.99	0.00
Rent (Church)	7,054.00	4,736.00
Insurance	492.91	484.13
Accountancy	970.00	930.00
Independent Examination	420.00	420.00
Telephone/Office Costs	501.86	520.95
Subscriptions	153.30	396.51
Fundraising Costs	118.72	273.71
New Computer	422.97	0.00
Equipment	603.93	1,115.13
Activities	792.90	895.43
Garden Project	694.74	974.20
Sundries	570.21	659.12
	58,934.69	65,636.06
Net Surplus for the Year	9,692.59	9,022.01
Cash at Bank and in Hand 1 April	31,244.90	22,222.89
Cash at Bank and in Hand 31 March	40,937.49	31,244.90

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Financial Statements for the Year Ended 31st March 2018 (continued)

Statement of Assets and Liabilities as at 31st March 2018

	2018	2017
	£	£
Cash Funds		
HSBC - Current	25,339.15	15,727.64
HSBC - Deposit	663.54	663.23
Scottish Widows	14,634.80	14,629.25
Petty Cash	300.00	224.78
	40,937.49	31,244.90
Other Monetary Assets		
Sundry Debtors	1,103.65	0.00
	1,103.65	0.00
Liabilities		
HMRC	1,167.20	441.86
Sundry Creditors	154.62	1,159.00
	1,321.82	1,600.86

Declaration

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

Signature

Signature

Name Peter Smith

Name Rev'd Joanna Levasier

Position Treasurer

Position Chair

Date

Date

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