

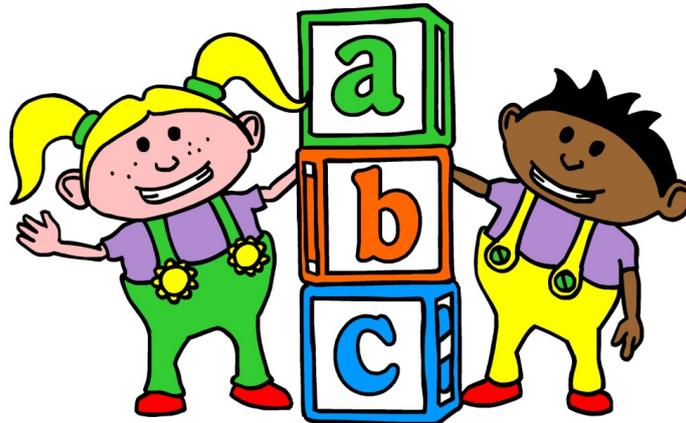
Brook Early Years

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Annual report January 2019



Charity Number 103 1876
Ofsted Registration Number EY427742
Pre-School Learning Alliance registration number: 14601

Mission statement

At Brook Early Years we aim to help ALL children be the best they can be. Life is a journey; the experiences children receive at Brook will help give them the courage and strength to cross new bridges.

| |
|---|
| Structure, governance and management |
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| | |
|--------------------------------|--|
| Type of governing document | Pre-school Learning Alliance model constitution adopted 19.11.1999. Amended 08.10.1997, 11.06.1998, 19.10.1999, 08.10.2006 |
| How the charity is constituted | Unincorporated association |
| Trustee selection methods | Nomination by outgoing committee members (Trustees) and parents at the Annual General Meeting. |

All Brook Early Years policies and procedures abide by the laws regulating child care including The Special Educational Needs and Disability Code of Practice: 0 to 25 years (2014), The Children and Families Act 2014 and the Data Protection Act 2018 thereby conforming to the Early Years Foundation Stage Framework (2017) as laid out by these acts.

Brook Early Years is a Pre-school and is managed by the Head Teacher, assisted by a committee of members.

Committee members complete DBS checks in line with statutory requirements.

Brook Early Years is registered with and inspected by OFSTED (no EY427742) and have consistently achieved an "Outstanding" evaluation in both 2008, 2012 and 2016.

'Outstanding' Ofsted inspection (our latest inspection dated March 2016) is available on request and on our website www.brookearlyyears.org.uk

Brook Early Years is run as a charity for the public benefit of the children in the local area with the purpose of enhancing their education, explicitly during their preschool years by providing a safe, caring, supportive and stimulating range of learning activities, so that they are well prepared for statutory schooling.

Brook Early Years is a friendly inner-city preschool that has been established since 1984. We promote a safe, caring, supportive and child orientated environment for learning to take place through play.

We offer a range of provision that provides quality care and education in the foundation stage for Young children between the ages of 2 years and 5 years, with up to 52 children per session, for five days per week in term time.

We are run by a management committee of volunteers we work within the Early Years Foundation Stage (EYFS) framework. We follow set policies and procedures to ensure we continue to operate legally and ethically.

For the period of this business Strategy we aim to ultimately offer our families, friendly, high quality and affordable childcare which where possible allows them to access full nursery education entitlement.

Brook Early Years staff and Head Teacher reviews and amends the policies/ procedures throughout the year, then passes them to the Committee/ Chair for their consideration.

Every policy has been reviewed in time for our yearly AGM, normally in the autumn term where they are formally adopted. A full set of updated policies is kept at the Pre-School. Parents have access to view the policies online on our website with a password.

Our objectives and activities

Brook Early Years was originally opened at Moorlands School in 1984. In 1988, the group moved to Gordon Hall in Brook Road and its name changed to Brook Road Pre-School. Glenfield Infant School approached the group with the offer to run the Pre-School from a Community room that was being converted from a classroom. The new premises offered outdoor facilities that were sorely lacking at Gordon Hall. With the support of the Head teacher, Southampton Pre-School Learning Alliance and the Brook Pre-School Committee, along with funding from the LEA and Early Years Partnership, Brook Pre-School moved to Glenfield Infant School in September 1999 and officially changed its name to Brook Pre-School. With the demand for more school spaces, the LEA approached Brook to move to Beechwood Junior School. This offered Brook larger indoor (120sqft) and secure outdoor facilities (approx. 600sqft), but still having access to the beautiful wooded grounds of Glenfield Infant School, where we are able to take advantage of the lovely nature walks within the ground. Brook moved to Beechwood in September 2011 and officially changed its name to Brook Early Years.

In December 2004 Brook Early Years achieved the Pre-School Learning Alliance Accreditation and another in April 2012. We also achieved an Outstanding Ofsted report in May 2009 and a second in February 2012 and a third in Outstanding in March 2016.

Brook Early Years cater for children aged 2 years to 5 years. We offer 15 hours free funding through the government's scheme from the term after children have turned 3 or for eligible 2-year olds. We also offer 30-hour funding for eligible 3 and 4 year olds, over 46 weeks a year. We are open Monday to Friday from 8.00am to 3.30 pm.

We aim to be very flexible and work with parents to support their needs. Some children attend just mornings or afternoons some include lunch, breakfast and/or afterschool club, and some term time and others attend all day 46 weeks a year. We also offer funded children to stay longer than their funded hours and parents pay for this service, so parents can work longer.

Brook promotes child-centred learning through play. Play is the foundation for learning and creative problem solving. Through good quality play children learn at their highest level, enabling them to actively be involved in their learning. To concentrate, persist, create and co-operate to deal with world materials, situations and people without discriminating.

Our highly qualified practitioners are committed to promote a safe, clean environment (both inside and out) and work within each child's comfort zone to ensure optimal social, emotional and educational results.

We make full use of our outdoor area, as we recognise the opportunities and benefits that outdoor play provides. We plan and provide resources to enable the children to develop in all areas of learning when utilising both the indoor and outdoor areas. We offer free flow play, realising the positive effects for the children and the setting.

Brook is in receipt of Nursery Education Grant from the Local Educational Authority. As a charity, Brooks Management comprises of the Leader, parent and community Volunteers.

Organisational structure

We are affiliated with the Charity Commission as an educational charity and are run by a voluntary committee made up from our family and associate members and community members.

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Trustees:

Mrs A Blandford

Mrs P R McGregor

Mrs S Dabner

Mrs C Lawley

Ms L Field

Ms C McGrath

Ms C Lerego

Ms C Stapley

Ms T White

I Mazur - appointed 19.1.2018

We are registered with Ofsted and are members of the PLA (Pre School Learning Alliance) this also allows us to free access to a legal advice team and the Southampton EYDCP (Early Years development and childcare partnership).

The committee of parents are elected annually at the AGM which is responsible for the finances and the overall management of the group. Made up of 3 officers; Chair, Secretary, Treasurer, the head of Brook and a minimum of 2 other members. We hold termly meetings to make decisions about the current and future management of the setting. At each committee meeting the Bookkeeper presents an up to date statement of accounts. All decisions made by the committee are made in view of the financial situation and required reserves, as laid out in our constitution.

The Pre-School has much to offer parents and carers. Through committee work, fund-raising and rota day's new skills and confidence can be gained. It's a chance to get to know others in the same situation and to develop a support network. Parents can share skills and interests with the children. Many lifelong friendships begin in the years when the children are at Pre-School together.

Brook advocate strong professional development for all our staff, currently we employ 14 members of staff:

| Name | Role | qualifications |
|-----------------------|--|--|
| Trisha McGregor | Manager / Head Teacher CPLO/safeguarding/CLA officer | EYT status SEND, Safeguarding level 3 |
| Phil Tudball | Deputy/ Inclusion officer EYFS coordinator | EYT status, SEND Safeguarding level 3 |
| Ness Joyce | Deputy SENco | NVQ3, SEND |
| Julie Lewington-Kelly | Early Language coordinator | NVQ3, SEND |
| Kirstin McGregor | Deputy Early Language officer Deputy safeguarding officer | NVQ3, SEND, Safeguarding level 3 |
| Jenny Windsor | Early Years Administrator | H&S |
| Sara Pryce | Finance administrator | Degree in accountancy, SAGE |
| Dodie Gossett | Finance coordinator | AAT Degree in Accountancy |
| Claire Crawford | Senior practitioner | Foundation degree |
| Zoe Henderson | Senior practitioner | NVQ3 |
| Patsy Harper | Senior practitioner | NVQ3 |
| Jessica Fox | Practitioner | NVQ3 |
| Megan Linklater | Apprentice | Working towards NVQ3 |
| Helena Andrews | Apprentice | Working towards NVQ3 |

Our Achievements and performance

During the last year we have continued to reflect on our services.

We had 104 children, aged two to rising fives, with up to 50 attending each session. We averaged 20% 2-year olds, 35% 3-year olds, and 45% 4 year olds. These children come from varied backgrounds; we had 14 with English as a second language, 16 children having

dietary requirements, 18 with medical requirements, 1 disabled child, 13 having I.E.P's, 2 one to one support funded by us (1 child being deferred from school due to not being school ready) and 1 one to one support funded by the government. We had 2 looked after child and 5 with child protection.

We have used our Early Years Pupil Premium funding to support up to 17 children with Narrative, BLAST and SEAD, supporting early language, Social and Emotional Development.

Since 2009 Brook has been involved with the Implementation of ECaT (Every Child a Talker). Since last year the Early Language coordinator has continued to work with our area Support speech therapist with Speech and Language therapy programmes for key children along with supporting children's language acquisition through speaking, listening and social skills, through a Narrative programme

This year we have also introduced a new initiative called BLAST. BLAST works on the underpinning skills for language, communication and literacy - turn taking, discrimination, listening, attention and social communication as well as developing basic language skills both receptively and expressively.

This year we have a looked after 2-year-old child that has only 20% hearing in one ear. We have worked intensively not only with social services but with NHS and the teacher for the Deaf. We are using Sign Language (rather than Makaton) intensively in the setting to support this child.

Brook advocate strong professional development for all our staff, Last year we employed 14 members of staff, including an administrator/ Health and safety officer and a self-employed bookkeeper.

The Manager/Early Years Head Teacher is qualified to EYP status. With the remaining practitioners, (2 male and 9 females) 2 of which also have an EYPS and 1 qualified to foundation stage, 5 have NVQ3 and 1 practitioner this year is an apprentice working towards her level 3 and 2 working at level 2. We also have 4 staff qualified to SENCO level 3.

In addition to the Head Teacher we also employ 1 Deputy/Inclusion officer, 1 acting Deputy and 1 Deputy SEN officer. The senior practitioners (having level 3 and at least 2 years' experience) all specialise in an area, currently, we have 2 Early Language coordinators (ECAT), a Social Emotional Aspects coordinator (SEAD), an Enhancement coordinator, a Developmental play coordinator (DMP) and an Enhancement officer.

We are still working towards all staff achieving GCSE maths and English. Our Head Teacher is qualified to level 3 in safeguarding. This year we also have 2 more members of staff with level 3 in safeguarding and trained 7 members of staff in SEND level 2.

Every 3 years staff must train in food hygiene and in first aid, this year we have also introduced continuous training in basic safeguarding practice and Prevent duty in Early Years for all staff. All staff were also trained in BLAST.

This year the Government increased the childcare offer for 3 and 4-year olds of working parents to the equivalent of 30 hours per week over a 38-week period (1140 per year). In September we opened for 46 weeks, extending by 8 weeks. (up to 24 hours funding over 46 weeks free) we have had 31 children take up the extra weeks including 3 that are not funded.

Last year we extended our facilities with a Mezzanine. This has worked extremely well. We have used the room for many different meetings with outside agencies and parent's consultations. Staff also seem to be happier having a room for lunchtime away from the children and working on paperwork peacefully.

This year we have purchased an air-conditioning unit in the office and a new opening window in the staff room. We also received a grant this year to purchase a new alarm system enabling us to become separate from the school building as we are open longer than the school we are attached to.

We still have a parent rota for parents helping at sessions; sharing their own special interests with the children. We have initiated themes to inspire parents to stay and play. Over the last year we had another science week where our Deputy produced simple science activities to show to the parents and children, with handouts so they could copy these at home together; we also had another garden week and reading weeks again to encourage parents to read to their children. We also have had workshops for parents to help them learn and understand about how Early years' work. We had making Christmas activities and pre-writing skills. During the weeks surrounding Father's Day we have activities designed to invite male family members into the setting, a sub-group that is normally reticent to become involved in the early years sector. We have helped parents with leaflets on childhood illnesses, healthy lunch boxes, the key songs we sing with the children, support to give up dummies (including a dummy tree to collect dummies each year and give a present when they do). During transition to school time we invite the parents to support us with their child's transition, visiting their new school with us. Every year we have a special celebration of all the children leaving us, inviting parents in to reflect on their children's time with us and a small ceremony the parents can be part of.

Trisha McGregor
Head Teacher

Financial activities for year ending March 2018

| | | | 2018 | 2017 |
|------------------------------------|----------------|--------------|----------------|----------------|
| | Unrestricted | Restricted | Total | Total |
| | fund | fund | funds | funds |
| | £ | | | |
| INCOME AND ENDOWMENTS FROM | | | | |
| Charitable activities | | | | |
| Development and education | 286,984 | 2,120 | 289,104 | 224,688 |
| Total | 287,025 | 2,120 | 289,145 | 224,701 |
| EXPENDITURE ON | | | | |
| Charitable activities | | | | |
| Development and education | 228,184 | 2,154 | 230,338 | 232,742 |
| Investment income | 41 | | 41 | 13 |
| NET INCOME/(EXPENDITURE) | 58,184 | (34) | 58,807 | (8,041) |
| Transfers between funds | (34) | 34 | | |
| Net movement in funds | 58,807 | - | 58,807 | (8,041) |
| RECONCILIATION OF FUNDS | | | | |
| Total funds brought forward | 91,212 | - | 91,212 | 99,253 |
| TOTAL FUNDS CARRIED FORWARD | 150,019 | - | 150,019 | 91,212 |

Brook Early Years Head Teacher annual report 2017 to 2018

BALANCE SHEET
AT 31 MARCH 2018

| | 2018 | 2017 |
|--|---------|---------|
| FIXED ASSETS | | |
| Tangible assets | 16,507 | 26,251 |
| CURRENT ASSETS | | |
| Debtors | 1,787 | 6,190 |
| Cash at bank and in hand | 133,873 | 60,140 |
| | 135,660 | 66,330 |
| CREDITORS | | |
| Amounts falling due within one year | (2,148) | (1,369) |
| NET CURRENT ASSETS | 133,512 | 64,961 |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | |
| LIABILITIES | 150,019 | 91,212 |
| NET ASSETS | 150,019 | 91,212 |
| FUNDS | | |
| Unrestricted funds | 150,019 | 91,212 |
| Restricted funds | | |
| TOTAL FUNDS | 150,019 | 91,212 |

The financial statements were approved by the Board of Trustees on 3/12/18 and were signed on its behalf by:

Annis Blandford
Chairperson

Comparatives:

The charity has had a very successful 2017/2018 in comparison to 2016/2017. Total income for 2018 is £289,145, a 28% increase on the previous year. This is mainly due to the increase in funding received now that the setting is more flexible in the services it provides by opening additional weeks. Initially the decision to extend the opening hours was made on a 12 month trial basis and it has become apparent that the take up from parents and the increase in funding has resulted in a successful trading period.

The expenditure for 2018 is £230,338 which is consistent with the previous year's expenditure of £232,742. The majority of this is the wages, however these will need to grow in order to relieve some of the stress on staff, as we have run this trial.

The profit for 2018 is £58,807 which is very favourable compared to -£8041, of the previous year, however 2017 saw the installation of the Mezzanine and although this large expenditure was capitalised, the labour and sundry associated costs were not.

Summary of Reserves:

Brought forward from 2017 was £91,212, which with the additional profit from 2018, the total trading reserves for 2018 is £150,019.

The Reserves Policy that the trustees adopted at the AGM states that:

"Reserves are the resources a charity has or can make available to spend for any or all the charity's purposes once it has met its commitments and covered its other planned expenditure.

The amount held by the charity should be three months of the annual Expenditure to cover:

Shortfalls in funding:

Redundancy payments: and Restriction on funding."

Balance Sheet:

Current tangible assets are £16,507, a reduction of £9,744 from the previous year mainly due to depreciation of the Mezzanine and a halt on any large purchases.

Current assets have increased and we have a sizable sum of £133,873 sitting in the bank account. The current management is investigating alternative ways to keep this money secure and working efficiently for the setting.

Dodie Napier

Finance coordinator