

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Council Meeting 7th July 2015

Blue School

Attached is the report prepared for submission to the County Council once the report has been received from Rob Lewis, 0-19 Area Education Officer, Cambridgeshire County Council. Meetings are being set up with key stakeholders who are interested in using the building to develop a more detailed programme of use for the building.

It is

Recommended that the Council receives the report.



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire



Blue School

Background

The Blue School was built on the Burial ground to address the need for a site for a temporary third school (Jeavons Wood) there were major issues in identifying a site for the school whether temporary or permanent. The Parish Council agreed to lease the part of the Burial Ground to the County Council for the temporary school while the s106 was resolved and the permanent Jeavons Wood Primary School could be built. During the construction it was identified that a fourth school would be needed to meet the growing need for school places. The Parish Council agreed to extend the lease so a temporary fourth school could be sited in the building pending construction of a permanent building. The original lease was engrossed 11th October 2010 this was renegotiated from 2nd February 2012 for five years which terminates on 1st February 2017. Hardwick the Blue School has now grown out of the building and will be relocating to the permanent premises ready for opening in September 2015.

The current lease for the building is for the building to be removed and the site to be reinstated ready for use as a burial ground.

Need For Community Space in Cambourne

Cambourne is a growing community with a large number of community organisations, it also has residents with various needs that cannot be fully supported due to lack of sufficient space to host or run classes. The Parish Council and other organisations have tried to utilise the current facilities to the maximum delivery of support in the community.

The Parish Council currently manages The Hub, Sports Pavilion, Lower Cambourne Cricket Pavilion, and the Bowls Pavilion these are well used and at times after school there are no spaces available the other issue with the buildings is that there is no room that can be used as a crèche while courses are being run. This limits some of the uses for adult learning classes.

There is also a need for preschool places in Cambourne and the Pre School that uses the mobiles on the site and would become homeless making a large dent in the provision of preschool places in Cambourne.



Cambourne Pre-School based in temporary mobiles due to be removed summer 2015

Cambourne is a large and growing community which has its own unique needs that differ from other villages and towns in Cambridgeshire.

Cambourne currently has 3794 properties occupied (9/06/15) giving approximately 10,482 population.

Under currently approved planning consents Cambourne will have 4362 properties occupied (2018) giving approximately 12,039 population.

There is currently an application for 2350 additional properties taking it to 6712 giving approximately 18,525 population.

There is also 250 dwellings being proposed on the Business Park (in proposed Local Plan) this would take it to 6962 giving approximately 19, 215 population.

There is also the likely hood of further residential units in the High Street with the new shops with a potential of over 30 units above the shops.

The Way Forward

Because of the shortage of suitable accommodation for the preschool and the need for Community space with more than one Classroom type space. With this mind it was suggested that the building be retained in Cambourne as it would enable the Cambourne Preschool to have a permanent home and provide valuable space that can be used by other community groups, Adult Learning, Children's Centre, and Cambourne Church.

The Council agreed to enter into a Licence for a year to allow the retention of the Pre-School on site when the Blue School relocates to its new premises and the mobiles are removed.

There has been substantial interest in utilizing space in the Blue School and the Parish Council is in the process of bringing this together to maximise usage and the benefit to the Community. Some of the uses, which will increase the services and provision to the community, can only be committed to when the transfer of the building to the Parish Council has been agreed by Cambridgeshire County Council as they will be provided through outside sources of funding.

Proposed uses of the building include:

- A Disability Hub in Cambourne which is fit for purpose. Currently Cambourne Children Centre is the Hub, but there is insufficient space to effectively provide the services.
- Adult Learning and Family Learning. The additional space will enable more effective provision for running courses with an adjacent room for a crèche. The absence of this has curtailed the number of courses that have been run.
- Office space. We have had a number of requests for sharing the space and also to meet the needs for Young Peoples Workers to be available for drop in's and for face to face work with young people. There is no suitable space at Sackville House. The Parish Council will need temporary accommodation while the new office is being constructed.



Proposed Pre-school wing with entrance and all weather area

I have attached the following:

- Supporting Document 1 that has been drawn up following discussions between Linda Henderson and the Parish Clerk and
- Supporting Document 2 from Mathew Trick Minister of Cambourne Church.
- Supporting Document 3 Cambourne Pre-school business plan which was drawn up when we started to discuss them moving into the Blue School.
- Supporting Document 3 Cambourne Census 2011 data
- The Parish Council has also spoken other Community Groups including Cambourne Youth Partnership, Cambourne Crescent, Cambourne Uniformed Groups amongst others.

Conclusion

The retention of the Blue School Building will offer an excellent opportunity show how the County Council and Parish Council working together can provide an excellent facility to address many of the needs in the community by creatively using what was a short gap solution for Primary Education. The opportunity is now there for the Parish Council with the support of the County Council to provide a valuable facility that will support the education of pre-school children up to adult members of the community. It will also give the opportunity to support those most in need in the Community. The Parish Council works with voluntary and statutory organisations to utilise its assets to support Community Development in Cambourne.

The Parish Council has a policy of offering free or reduced rates for community groups to ensure their viability and would continue to do this whilst not doing so in a way that makes existing groups unsustainable.

The Parish Council has not finalised the uses of the building as this depends on the long term use of the building and making suitable alterations.

It is

Recommended that Cambridgeshire County Council:

- Confirms the detail of the Licence

- Transfers the Temporary School Building to Cambourne Parish Council to enable the Council to work with third parties to enhance the provision and support in the Community of Cambourne.

Supporting Document 1

This is a real opportunity to provide suitable purpose build provision for the community, which is much needed in Cambourne. I have bulleted the key areas below but they are explained in more detail further down in this report and in the attached Map. Minimal change is required to make a massive difference to Cambourne families.

1. Permanent provision for **Cambourne Pre-School**. There is a shortage of funded two's pre-school places in Cambourne, and pre-school provision generally. We have already placed all the eligible funded two's children to date and have not had this terms entry through yet! Spaces 15, 16, 18 & 20 on the map, would give the pre-school the chance to expand and fill this need.

2. A **Disability Hub in Cambourne** which is fit for purpose. Currently Cambourne Children's Centre is the hub and although we have provided what we can, space severely limits what we are able to offer and it is certainly not reflective of need. BMCG has the second highest number of Children open to Early Support (Early Support - (ES) under 5's diagnosed with complex and long term conditions). Homerton & Fawcett who can access all the available services on their doorstep have 42 (ES) under 5's and Cambourne who have no access have 35(ES). All others centres across Cambridge City and South Cambs are considerably less.

3. **Adult Learning and Family Learning**. One of the statutory requirements of the Children's Centre is to facilitate and track the learning of families we work with, who need support with their learning to get back into work. We have people lining up to provide this in Cambourne and a real need, yet it is one of the few areas where the provision is in-adequate.
 Although there are meeting rooms which are suitable for teaching, they do not have a suitable sized room adjacent to provide a crèche, to support parents to access them. The library try to help where they can but it is always a juggling act and often not possible.
 The Blue school would enable us to deliver 3 different courses at the same time and support them with a Crèche. With cuts for Crèche staff this would enable us to deliver this provision, which would not be possible if the courses were delivered individually. These would be courses like functional and GCSE Maths & English, ESOL, Confidence building, Children's Centre and locality team parenting courses etc.

4. **Office Space**. With the planning permission on the Ark running out in August and the building disintegrating, Cambourne Church is looking for an office base, close to the **Church**. There is also need for **Young People's Workers** to be available for drop in's and face to face work with young people. We try to facilitate this at the Children's Centre but it is not always possible due to the demand for our space, having to book is a barrier to some young people. Unfortunately the office space in Sackville house is in a staff only area except

when the Children's Centre is used. Additionally the **Parish Council** will need to re-house its office staff while their permanent office is being built at the Hub. To have the existing Office as a reception Office for the Church, but also where they could signpost to others services. With the other hot desks bookable in the short term, would solve all of these issues.

5. **Cambourne Children's Centre.** With the highest birth rate in the county and of the highest in the country, comparing to "Deli" as was pointed out by the SUN newspaper the need to support these family's far outstrips our resources. By working in partnership with other providers and volunteers we can co-ordinate a greatly extend our offer to families in Cambourne, but need affordable accessible space to do this.

Apart from all that has been highlighted, we would be able to offer a wider play session for families and extended toy library, clothes swap sessions and a space for "little Bundles" to provide nearly baby equipment. A sensory room, changing facilities for 0-90+ with a hoist etc. along with extended activities in the school holidays as we would be able to accommodate school age siblings which we can't currently do. This is just a start....

Map and proposed changes to the building to enable this attached p8 and p9.

Cambourne Children's Centre did not have a purpose built centre like other centres across the county. The idea was to have an office in Sackville house and use the community rooms in the primary schools for service delivery. Apart from being very difficult to manage this dissipated service, the biggest problem was the lack of identity and over time schools needed the space for wrap around care. When I took over the management of the centre, people I spoke to did not think Cambourne had a Children's Centre. I managed to secure some additional space in Sackville house but the large number of young families puts extreme pressure, even on this space. The Church have helped us to deliver our stay and play session "Let's get physical" by allowing us to use their building and provide storage of our equipment. Other sessions have outgrown our space such as our International group and there are no other halls available where we would be able to have sufficient storage to deliver the service. Additionally part of our statutory requirement as a Children's Centre, is to provide Adult learning opportunities. We have tried to meet this requirement but have barely scratched the surface, due to lack of appropriate space. It is the need for at least two rooms adjacent to each other, one for teaching and one for the crèche which has been hard to find. Initially there was space made available to us at Cambourne Village College but our families found it hard to access with small children as most did not have transport and as the school has grown, it is no longer available. The other area of work we have not been able to deliver effectively due to lack of space, is our work as the designated Disability Hub for the area.

If we were able to work with others in the Blue School building we would be able to deliver the adult learning courses with Crèche according to need such as:-

- Functional English
- Functional Maths

- ESOL (For those whose from overseas who need to improve their English)
- GCSE Maths & English
- Family learning courses.
- Extend the parenting courses- which includes Raising Children, Webster Stanton's Incredible Years, Freedom and Phoenix, Stepping Stones- parenting for families of children with additional needs
- Confidence and self-esteem programmes
- Return to work courses
- Job Centre Group sessions- instead of going to Cambridge

The Disability Hub

In the Blue school building we could have the opportunity to create a first class Disability Hub to serve Cambourne and the surrounding area. Other Hubs have facilities that can be used in special schools and other facilities to support their work, but there is nothing in our area. With very little adaption we would have the opportunity to provide a base for both adults and children with a disability in the Blue School.

Working in partnership we could provide:

- A sensory room
- Indoor and outdoor space for "Busy Bees" our group for children with disabilities and be able to extend this provision to older children in the holiday time which is very much needed.
- Courses and groups for children and young people with disabilities and their families, which are in short supply even in Cambridge. I have had to turn down the opportunity to deliver courses such as Early Birds, courses for carers of children newly diagnosed with a disability, Social communication groups as well as groups for children with Autism to name but a few. Cambourne has 35 children on Early Support which is second highest in the City & South Cambs, but has no facilities to speak of.
- We cannot adequately provide for children with medical needs to be taught out of school, we could do here.
- To teach young adults with a disabilities, skills such as cooking etc to help them transition into adulthood.
- Small group activities for children and adults with a range of special needs.

There is no other building in Cambourne where we could bring all this together except the Blue school. With the accessibility to flexible appropriate space for a host of inclusive activities, suitable adult and children for those with a disability there are endless opportunities. The Children's Centre working in partnership with others at the Blue school would enable us to provide excellent facilities to meet these needs. This could be achieved with very little alteration:

There would also be the opportunity to extend some restricted current provision –

- Develop the toy library and have stay and play session attached
- Clothes and baby equipment exchange to help young families with financial issues
- 'Rent a granny parent scheme (intergenerational family support)
- Support for those in debt
- Support groups for those out of work etc

The children's Centre would very much like to use the following on a regular basis in term time with slightly different need in school holidays:

Monday AM- Let's get Physical (Hall)

Tuesday AM- 2 OR 3 courses supported with a crèche (using all 4 class rooms)

Wednesday- International group (Hall)

Thursday- Toy Library/ clothes swap and stay and play. (Hall)

Friday- Busy Bees (Special needs group) sensory room and crèche room-

Saturday (Once a month) Dads and working parents group

One evening a week for parenting courses (2 classrooms)

Other partners that would benefit

- Speech circles (SALT)
- Early communication group
- Autism group
- Young people
- 1-1 work with NEET (not in education or training)
- Young people's support drop in 'C' card point
- Neutral space for TAC meetings
- A suitable teaching space for children with medical needs who cannot attend school, to be taught.

We do hope that we are able to take this amazing opportunity forward in partnership with others from this summer and for the foreseeable future as it is a resource urgently needed in Cambourne.

Linda Henderson

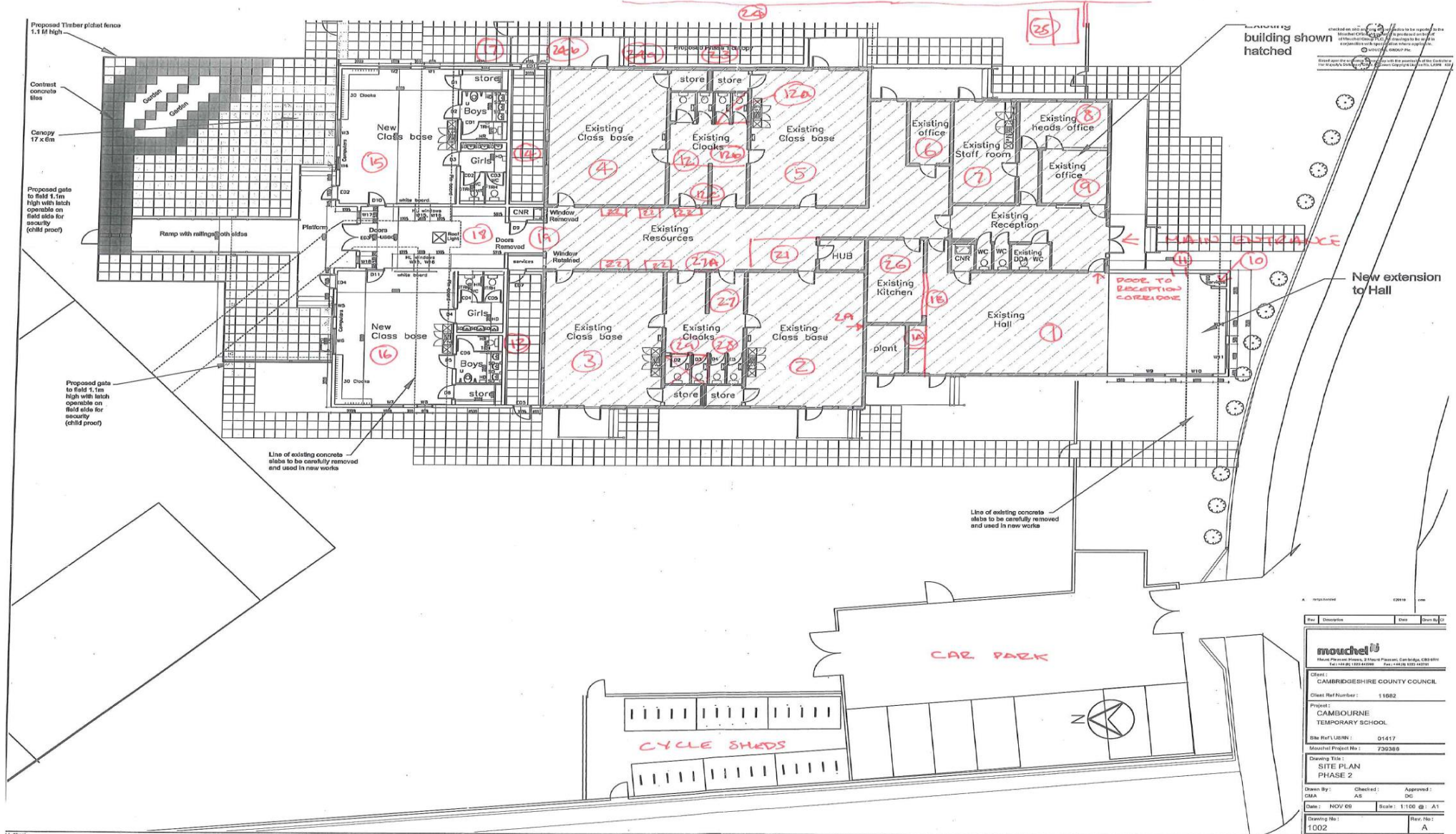
Children's Centre Manager

Cambourne, Caldecote, Bassingbourn, Melbourn Centres.

Linda.henderson@cambridgeshire.gov.uk

01954 286005

07749265700



Rev.	Description	Date	Drawn By
1			

mauchel
 Mauchel Planning, 2 Hunt Place, Cambridge, CB2 3HU
 Tel: 01223 550400 Fax: 01223 550405

Client: CAMBRIDGESHIRE COUNTY COUNCIL
 Client Ref Number: 11682
 Project: CAMBOURNE TEMPORARY SCHOOL
 Site Ref/URN: 01417
 Mauchel Project No: 730366

Drawing Title: SITE PLAN PHASE 2

Drawn By: GMA	Checked: AS	Approved: DC
Date: NOV 09	Scale: 1:100	A1

Drawing No: 1002	Rev. No: A
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Proposed changes

- 1) Existing hall (1a) built in lockable storage cupboards (1b) half height wall with shelf top for when shutter is up. No change except 1a & 1b to assist with multi-use of space.
- 2) Existing classroom base – No change (2a) Trunking for use as an IT suite if required.
- 3) Existing classroom base – No change (3a) Trunking for use as an IT suite if required.
- 4) Existing classroom base – No change except accessibility outlined in (24a).
- 5) Existing classroom base – Crèche storage and wall activity unit for children's centre crèche provision.
- 6) Bookable small meeting room – No change.
- 7) Staff room – Office space – No change.
- 8) Heads office – Bookable meeting room – No change.
- 9) Existing office – Reception/office with hot desks by arrangement.
- 10) Existing storage cupboard in the hall.
- 11) External door for access to hall but not the rest of the school.
- 12) Remove toilets and dividing wall in cloakroom and put in a partition wall with a door into the existing cloaks space (12b) Block off door at point (12c) Leave the other existing door to create the sensory room space (to be fitted out later).
- 13) Existing covered storage between buildings – improve the weather proofing.
- 14) Gap between buildings with door – Put in a floor and insulation and a roof to create a weather and damp proof space – For clothes swap/baby and other equipment, toy library etc. storage.
- 15) Existing foundation stage classrooms – For Cambourne Preschool use. Cloakrooms etc. may need extra toilets – Spare toilets – Child size available which have been removed from (12)
- 16) Included in (15)
- 17) 1.5m high fence with gate.
- 18) Included in (18)
- 19) Re-instated control door to separate Preschool off from the rest of the building.
- 20) Existing outside garden – for Preschool?
- 21) Staff/breakout room/breakout space for children with medical needs/casual meeting space for casual meetings/discussions with parent usable by all – reserved for staff over lunch time.
- 22) Settees for waiting/social space.
- 23) Extend the platform between the staircase entrances to create a covered outside play area/buggy shelter with a central ramp into the garden area – For children's disability access to rooms 4 & 5.
- 24) New access ramp and move existing steps to the end of the extended platform from (24a) to (24b).
- 25) 2 storage containers provided by the children's centre for their storage equipment and resources.
- 26) Existing kitchen shell with equipment removed – Refit kitchen food hygiene Level 2 with adjustable height surfaces form children and wheel chair users.

- 27) Stays as is but children as a cloakroom area for the building – remove doors for easier access for wheel chairs etc. (27a) Lockers on wall for valuables/staff bags etc.
- 28) Stays as is but children's size toilet replaced with adult toilets (D4 & D5).
- 29) D2 door block off/removed. Toilets and wash basins removed in D2 & D3 space along with the cubicle divider leaving door D3 for accessible access. Need to install full DDA standard toilet – supports etc. Reuse the sink. At 29B install adjustable height folding changing bed for child – Adult and hoist which is currently installed in children's centre.

Supporting Document 2

Following on from our conversation the other day, I'm just emailing, as you suggested, to comment on how Cambourne Church would like to partner with other local organisations in using the Blue School.

As you may be aware our temporary planning on the Ark, which houses our offices, expires in August 2015 and whilst we could apply to roll on the planning consent, we need to put a solution in place to provide alternative office and project accommodation. Currently up to 8 people use our current office base in the Ark and having looked at the layout of the Blue School the most appropriate spaces, in terms of existing layout, would be the current admin office, head teacher's office and staff room. Less space would leave us unable to accommodate people. However, whilst knowing our requirements for space, we would be happy to share office space with CYP and others. We could also discuss if we occupied that suite of rooms how we might act as a point of welcome for users of the building and signpost people to activities within it.

In addition to our pressing need for office space we would love to share, with adult education, the children's centre and CYP, use of the classrooms and smaller meeting room. This approach would allow the classrooms to function as a space for both the adult education courses and the outreach projects the church operates such as Foodbank and Parish Nursing. Cambourne Church's motivation is to bring together in one space those involved in providing targeted services for the community.

John, if I could ask you to ensure that the Church is included along with other stakeholders in discussions about use of space, I'd be grateful.

With every good wish,

Matthew

Rev'd Matthew Trick

Minister of Cambourne Church

Cambourne Church Centre

Jeavons Lane

Cambourne

Cambridgeshire

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Business Plan

Cambourne Pre-School

Academic Year 2014/2015

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Executive Summary

Cambourne Pre-School Cambourne Pre-School was established ten years ago and is led by a voluntary parent committee.

Service We offer sessional care to children from the age of 2 years to 5 years, through morning, afternoon or all day sessions.

Staff We currently employ 8 members of staff, with one employed as bank staff. Our Manager has a Foundation Degree in Early Years. Five of our staff have NVQ level 3 or equivalent qualifications and one staff member is unqualified.

Competitors There are four other childcare provisions in Cambourne. The Care and Learning Centre is affiliated with Monkfield Park Primary School. They offer pre-school sessions with wrap-around care. Sunflower Nursery offers pre-school sessions as well as the nursery facility and also offers wrap-around care. The Vine Pre-School offers morning sessions and Jeavons Wood Pre-School offers morning and afternoon sessions.

Niche What makes us different from our competitors and therefore in demand is the way our pre-school is run. Parents can have as much involvement as they desire in the pre-schools decision making process by joining our parent committee and can therefore feel fully involved in their child's education. As we are the longest running pre-school in Cambourne, we have been able to build up a very strong reputation in the community.

Future Plans The pre-school has always operated from temporary buildings. Our main objective is to find a permanent home which can be custom designed to meet all the legal and desired requirements so that we are able to continue operating and remain competitive in years to come. We are hopeful to expand the size of pre-school, as we currently have to turn children away due to space restrictions.

General Description

Principle address At The Blue School
Eastgate, Great Cambourne
Cambridgeshire
CB23 6DZ

Charity commission registered number 1122459

Governing document Standard governing document of the Pre-School Learning Alliance adopted in March 2004 (Pre-School Constitution 1999), again in 2009 (Pre-School Constitution 2008) and again in 2011 (Pre-School Constitution 2011)

Objectives To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through groups and by:

- ✓ Offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means and ability;
 - ✓ Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area;
 - ✓ Instigating and adhering to and furthering the aim of the Pre-School Learning Alliance
-

Professional advisors The Co-Operative Bank plc
PO Box 101
1 Balloon Street
Manchester
M60 4EP

Pre-School Learning Alliance
The Fitzpatrick Building
188 York Way
London
N7 9AD

Keith Maloney
Numbers Count Ltd
5 Brookfield Way
Lower Cambourne
CB23 6EB

Committee The committee is responsible for setting pre-school's policies, managing staff, fundraising and organising social events. The day-to-day operation of the pre-school is the responsibility of the staff.

The committee meets once a month, with our AGM held in June where the following years' committee is elected.

With communication being key in any organisation it is required that at least one member of staff attends each committee meeting.

The main committee roles are as follows:

Chairperson

- acts as a spokesperson for the committee
- facilitates the smooth running of the management committee
- sets the meeting agenda
- chairs the meeting
- ensures the agenda is adhered to and that all members have a chance to contribute to the discussion
- helps the meeting come to an agreement
- clearly states any decisions made and who will implement them, so they are accurately recorded in the minutes
- is present at the interviews of new staff and assesses their suitability

Treasurer

- oversees the financial management of the pre-school
- ensures that true and proper financial records are kept
- plans a budget for financial expenditure
- pays accounts properly
- keeps records of receipts and payments
- banks money as soon as possible after it is received
- calculates staff wages and pays staff
- allocates petty cash
- presents the Treasurers Report to monthly committee meetings
- ensures a yearly independent examination is carried out and that accounts and the annual return are submitted to the Charity Commission on time

Secretary

- keeps records of all committee business, including membership records, correspondence and minutes
- calls meetings as per the constitution
- before each meeting, organises the venue and distributes the agenda
- takes the minutes for the meetings
- copies and distributes the minutes to the committee members after each meeting

Fundraising Chair

- plans the annual fundraising activities of the pre-school and how they are to be achieved
- heads a sub-committee which meets separately to organise the fundraising activities
- takes responsibility of any fundraising income/expenditure until it is passed to the treasurer
- liaises with parents to find out their requirements from the pre-school and ensures parents receive and submit all necessary start up documents and then passes the necessary documentation on to the staff

Waiting List Manager

- takes charge of allocating children so much as possible to the sessions required
 - manages the waiting list ensuring children are correctly and fairly allocated places according to their place on the list
-

Pre-School History

Cambourne Pre-School was established in 2004 after a group of mums from Cambourne saw the need for such a facility in the newly developing village.

Funds used to start up the pre-school were raised by an initial fundraising 'toddler waddle', and a successful grant application. The pre-school began its operation at the 'Lancaster Centre', which was built as a visitors concept centre for the village of Cambourne, but this was always a temporary location as the Lancaster Centre was set to be demolished once the village was more established.

We began with only a handful of children, and quickly built up to a viable pre-school.

We then moved to "The Ark", which is a shared mobile building – but also a temporary building set to be removed.

In January 2007 we registered as a charity.

For the ten years that Cambourne Pre-School has been operating we have built up an exceptional reputation in the community.

We began by offering pre-school sessions for children aged 2 years 9 months to 4 years, whilst also offering on a Friday afternoon a very successful 'Carer Comes 2' session where younger children could attend with their carer and become acquainted with the setting before they started regular pre-school sessions.

It was a unique opportunity to raise awareness of the pre-school as the natural progression of children attending the session was to apply to the pre-school.

Committee decided regretfully to end the Carer Comes 2 session in 2007 in favour of a regular pre-school session, as this created a larger surplus of funds which was felt necessary with the opening of 'Monkfield Care and Learning Centre' imminent.

This being the most viable option for competing.

In November 2012 we moved to our current home at the Blue School, as a temporary measure as the Blue School is set to move to a new site in September 2015. Our current building is once again a shared mobile building with one room being packed away 3 out of 5 days of the week. We have recently extended our Friday hours to include a lunch club, running until 1pm.

Sessions Offered Cambourne Pre-School caters for children aged 2 to 5 years.

We are registered with the funded 2's scheme and also offer paid sessions to 2 year olds not in receipt of the funded hours. We are one of only 2 pre-schools in Cambourne to offer this.

The sessions run every weekday morning from 9am to 12pm and Monday to Thursday afternoons from 12pm to 3pm, with option of lunch club on a Friday until 1pm. We have the capacity for 30 children per session.

Key Person Each child is allocated an experienced member for staff who is responsible for catering for their individual needs. The key person keeps records of each child's progress and achievements.

The key person will find out about the child's interests, likes, dislikes and special requirements.

This is a two way process between key person and carer. By sharing this information we can provide the most appropriate care and education for each child.

Key working files are available at all times for parents/carers to view and contribute to.

Curriculum The Early Years Foundation Stage provides the statutory framework for young children's learning and development.

We support each child by offering challenging and playful opportunities across the 7 areas of learning and development and the characteristics of effective learning which move through the 7 areas. The areas of learning and development are broken down into the prime and specific areas and are as follows:

Prime areas:

- Personal, social and emotional development
- Communication and language
- Physical development

Specific areas

- Literacy
 - Mathematics
 - Understanding the world
 - Expressive arts and design
-

Policies and procedures

Policies and procedures Policies and procedures are reviewed annually.

Policies can be viewed at pre-school or via our website and are as follows:

- Admissions Policy
- Behaviour Management Policy
- Child Protection Policy
- Complaints Procedure
- Confidentiality Policy
- Equality and Diversity Policy
- Equipment and Resources Policy
- Food and Drink Policy
- Health and Safety Policy
- Non Collection of Children Policy
- Parental Involvement Policy
- Settling In Policy
- Special Educational Needs/Disability Policy
- Staffing and Employment Policy
- Student Placement Policy

Demographic profile

Cambourne occupancy The 2011 census showed a population over 8,000. This figure has continued to grow with the new homes being built in Upper Cambourne, and the recent application for more homes in West Cambourne will take this figure well above the original estimate of 10,000 people once Cambourne is complete.
Cambourne has a much higher rate of children than the national average.

SWOT Analysis

<p>Strengths</p>	<ul style="list-style-type: none"> • Experienced and dedicated staff • Continual staff training and development • Central position to all the primary schools • High quality provision with a 'good' Ofsted report • Good reputation in local community • Unique from other pre-school providers by being parent led • Committed and hardworking committee • Provides opportunities for parents to help out with the running and decision making of the pre-school, providing them with new and practical skills which can assist for those wishing to return to the workplace
<p>Weaknesses</p>	<ul style="list-style-type: none"> • Can sometimes prove a challenge to get enough parents interested in joining the committee which leaves a few people doing a lot of the work • The pre-school needs to be set up and packed away each day as it operates from a shared building • Staff have to work around the restrictions of a building with two rooms • Management committee cannot always immediately be at hand to offer support to staff • Committee can potentially change completely from year to year, creating a constant learning curve each year and less consistency for the staff
<p>Opportunities</p>	<ul style="list-style-type: none"> • Already serving as the 'feeder' school to The Blue School and often The Vine and Jeavons Wood too. • Continued growth of Cambourne brings more families to the area
<p>Threats</p>	<ul style="list-style-type: none"> • Increasing provision for under 5's in schools • Wrap around care currently difficult to achieve as staff have their own childcare commitments • Over-subscribed primary and secondary schools in area could result in less families moving to the area • We continue to pay much higher rents than other preschools in the Cambridgeshire area. This limits the amount we can spend on equipment and makes us less competitive. • The cost of rent continues to rise and is unsustainable. The other pre-school that rents from the same primary school as we do, pays around £1,000 pa rent and can spend up to £9,000 pa on equipment. We pay £9,000 pa on rent and only £1,000 pa on equipment. For the pre-school to be viable, rent will need to be negotiated at a much lower rate.

Financial Plan – Cashflow Forecast 2014/2015

	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15
Cash on Hand	19,341	22,883	18,034	10,446	12,521	17,183	9,075	3,389	7,331	13,117	4,657	12,604
Income /Receipts												
NEF	9,654			9,104	10,872			11,938	13,000		13,000	
Fees	496	2,008	1,201	1,537	1,339		2,000		2,000		2,000	
Interest	4	3	3	2	2	3	3	2	3	3	4	4
Other		420	30	119	34							
Grants/Donations												
Fundraising				130								
Total Income	10,153	2,431	1,233	10,892	12,247	3	2,003	11,940	15,003	3	15,004	4
Expenditure												
Wages	5,647	6,015	6,408	6,500	6,463	6,200	6,200	6,200	6,200	6,200	6,200	6,200
Training		95	40	140		264						20
ERNI			1,273			197			1,000			1,000
Rent	900	900	900	900	900	900	900	900	900	900	300	
Professional Fees	35	108		155	50			311	567		7	
Insurance										563		
Furniture & Equipment		45	55	211	73	100	100	100	100	100	100	100
Postage & Stationery		117	90	123	71	150	150	150	150	150	150	150
Maintenance		24	26	17			40	37				
Leaving Gifts										250		
Other	28	-23	28	770	28	300	300	300	300	300	300	300
Total Expenditure	6,611	7,281	8,821	8,816	7,585	8,111	7,690	7,998	9,217	8,463	7,057	7,770
Cash Position (End of Month)	22,883	18,034	10,446	12,521	17,183	9,075	3,389	7,331	13,117	4,657	12,604	4,838

Financial Plan – Receipts and Payments Accounts

	Current YTD		2013/2014		2012/2013	
	DR £	CR £	DR £	CR £	DR £	CR £
<u>ASSETS</u>						
FURNITURE	0		0		4,939	
EQUIPMENT & TOYS	100		228		375	
<u>INCOMING RESOURCES</u>						
DONATIONS				30		179
ACTIVITIES IN FURTHERANCE OF OBJECTIVES		36,884		94,589		92,821
ACTIVITIES FOR GENERATING FUNDS		464		807		1,000
OPENING BALANCE CASHBOOK		19,341		19,253		22,086
OPENING BALANCE PETTY CASH		50		50		50
CLOSING BALANCE CASHBOOK	17,714		18,951		19,227	
CASH	34		389		26	
PETTY CASH FLOAT	100		50		50	
INTEREST & CHARGES		15		38		36
<u>RESOURCES EXPENDED</u>						
RENT	4,500		9,300		9,047	
PROFESSIONAL FEES	348		845		1,080	
INSURANCE			563		539	
EQUIPMENT & TOYS (CONSUMABLE)	284		1,620		1,124	
POSTAGE & STATIONARY	430		1,043		894	
MAINTENANCE	68		235		147	
TRAINING	275		399		85	
WAGES	31,033		70,801		67,909	
OTHER EXPENDITURE	149		1,419		2,222	
NI & PAYE	1,470		7,393		6,450	
FOOD & DRINK			61		16	
UNIFORMS	301		946		1,261	
COST OF FUNDRAISING			293		679	
LEAVING GIFTS	-50		228		75	
WRITE OFFS			1		28	
	56,755	56,755	114,766	114,766	116,173	116,173
		0		0		0

Appendix 1 – Building Requirements

Pre-School Room	<p>The pre-school room must be a dedicated area, therefore should not need packing away out of pre-school hours so that the staff can adequately prepare for the following day's session and provide well planned and resourced play and learning experiences for the children with adequate time to do so and the opportunity for activities and areas to be left set up for lengthy amounts of time if required such as role play areas and den spaces.</p>
Size	<p>Due to an under provision of pre-school places in Cambourne, and considering the implications to applications when Upper Cambourne is developed, it was decided to increase numbers to 30 children in session.</p> <p>It would be preferable if the pre-school wing was metered separately.</p> <p>A phone line and access to the internet would be required. Space dedicated for storing art materials and equipment – approximately 10% of the room.</p>
Room design	<p>Plenty of windows to maximise natural light and glass doors leading to the garden so that the staff and children can at all times view the outside area.</p> <p>The room will need floor coverings that are easy to clean following messy play and spillages and where we can lay carpets/rugs if needed when creating quiet areas for reading corners/rest times</p> <p>Fire proof display boards.</p>
Office space	<p>A separate office space away from the main play room would be highly desirable, where staff can concentrate on their paperwork and hold meetings with parents, staff and other professionals without being disturbed. It is an EYFS requirement that we provide a private space for meetings with parents.</p> <p>There would need to be space for a desk and our own lockable cabinets for paperwork storage.</p>
Kitchen area	<p>We require a kitchen area which cannot be accessed by the children, but is close enough to the pre-school room to be able to be used for cooking activities. There would need to be space for a fridge, cooker and plumbing for a dishwasher.</p>
Toilets	<p>Four child sized toilets and sinks accessible only from the pre-school room itself, with a nappy changing area.</p>
Access	<p>The pre-school requires its own separate entrance with the main door to the pre-school secure and pre-school staff being responsible for who is given access. Access must be</p>

suitable for those with disabilities.

There should be a cloakroom with space for 70 pegs.

The cloakroom (and therefore main entrance) should be close to the garden entrance so that the children are able to get their own coats when choosing to use the garden, so as to promote children's independence.

There will need to be a suitable covered area outside the main entrance to the pre-school for parents with younger children to leave pushchairs.

Also an area where children's (and staff) bikes/scooters can be securely left and locked.

Garden A well sized high fenced garden space with lockable gateway access for emergency use.

The garden should have a covered area so it can be used in all weathers.

A large sandpit for digging, a play house and a surfaced 'road' area for riding bikes etc.

All weather surfacing as the children have access to the garden in all weathers.

An area with soft flooring for a purpose built climbing frame. A grassed/natural area for play and exploring and a space for children to create a vegetable garden.

Outside lockable storage to keep toys and equipment secure and also protected from weather conditions.

2011 Census Profile (Cambridgeshire)

Parish: **Cambourne**

South Cambridgeshire

Summary statistics		
	2001	2011
Resident population	-	8186
Number of households	-	2964
Number of dwellings (approx)	-	3094
Area (Hectares)	-	412
Population density (people per hectare)	-	19.85
Average household size (people)	-	2.76

Resident population by age			
Age (years)	Number	% of total	District %
0-4	1052	12.9	6.3
5-9	786	9.6	6.1
10-14	581	7.1	6.1
15-19	432	5.3	5.9
20-24	339	4.1	4.8
25-44	3540	43.2	26.9
45-59	1000	12.2	20.8
60-64	139	1.7	6.6
65-74	181	2.2	8.8
75-84	93	1.1	5.5
85-89	25	0.3	1.5
90+	18	0.2	0.8

Population characteristics				
		Number	% of total	District %
Ethnic Group	White British	6175	75.4	87.3
	Asian/Asian British	793	9.7	3.7
	Black/Black British	179	2.2	0.9
	Mixed	263	3.2	1.7
Religion	Christian	4142	50.6	58.8
	Another religion stated	557	6.8	3.0
	No religion	2944	36.0	30.1
	Religion not stated	543	6.6	8.2
Students	Resident full-time students (aged 18+ years)	165	2.9	3.0
Health	People with a long-term activity limiting illness	590	7.2	13.9
	People declaring 'bad' or 'very bad' general health	161	2.0	3.2
Carers	Number of people providing unpaid care	442	5.4	10.1
Country of birth	Born in UK	6657	81.3	88.9
	Born elsewhere in EU	474	5.8	4.3
	Born outside EU	1055	12.9	6.9

Household type				
		Number	% of total	District %
One person households		592	20.0	24.6
	Over 65 years	100	3.4	11.5
	Other	492	16.6	13.1
One family and no others		2183	73.7	69.8
	Married/cohabiting couple - no children	621	21.0	22.0
	Married/cohabiting couple - with children	1173	39.6	25.1
	Married/cohabiting couple - all children non-dependent	59	2.0	6.2
	Lone parent - with dependent children	227	7.7	4.2
	Lone parent - all children non-dependent	34	1.1	2.6
	All over 65 years	69	2.3	9.7
Other households		189	6.4	5.5
	With dependent children	76	2.6	1.8
	All student	1	0.0	0.1
	All over 65 years	2	0.1	0.3

	Other	110	3.7	3.4
Total households		2964	100.0	100.0
Household characteristics	No-one in employment	361	12.2	26.1
	No-one in employment with dependent children	112	3.8	1.6

Accommodation type, characteristics and tenure				
		Number	% of total	District %
Accommodation type*	Detached house or bungalow	1011	32.7	41.4
	Semi-detached house or bungalow	694	22.4	33.5
	Terraced house or bungalow	992	32.1	17.7
	Flat, maisonette, or apartment	396	12.8	6.3
	Caravan or other mobile or temporary structure	1	0.0	1.1
Dwelling characteristics	No central heating	4	0.1	1.5
	Overcrowding (1+ too few bedrooms for household size)	73	2.5	2.1
	Average household size (persons)	2.8		
Tenure	Owner occupied	2026	68.4	72.4
	Rented - local authority	25	0.8	9.1
	Rented - social rented (eg housing association)	421	14.2	5.1
	Rented - private rented	472	15.9	12.0

**Accommodation type is a count of household spaces not households*

Economic activity (16-74 years population)				
		Number	% of total	District %
Economically active	Working	4478	81.2	73.8
	Employees	3832	69.5	59.5
	Self-employed	465	8.4	11.6
	Working student	181	3.3	2.8
	Unemployed	154	2.8	2.3
Economically inactive	Retired	224	4.1	13.0
	Students	175	3.2	4.0
	Looking after home/family	324	5.9	3.6
	Sick/disabled	101	1.8	2.0
	Other	56	1.0	1.3

Travel to work (16-74 years population)			
	Number	% of total*	District %*
Car/van	3371	75.9	67.87
Bus	237	5.3	4.36
Train	171	3.8	3.66
Cycle	116	2.6	7.85
Foot	233	5.2	6.63

**total working population aged 16-74years*

Qualifications (16+ years population)			
	Number	% of total	District %
No qualification	357	6.3	15.3
Level 4+	2829	50.1	40.1

**Level 4+ qualifications: Degree, Higher Degree, NVQ Level 4-5 or similar (see ONS Census table KS501EW for full definitions).*

Passports held			
	Number	% of total	District %
No passport	985	12.0	12.9
UK	6136	75.0	80.3
Rep. of Ireland	51	0.6	0.6
Europe - EU	471	5.8	3.4

Length of residence in UK			
	Number	% of total	District %
Born in UK	6657	81.3	88.9
Less than 2 years	156	1.9	1.3
2-5years	308	3.8	1.8
More than 5 years	1065	13.0	8.1

2011 Census: The 2011 population census took place on 27 March 2011. The data provided in this profile is based on output measures for the **usual resident** population. A **usual resident** of the UK is anyone who, on census day, was in the UK and had stayed or intended to stay in the UK for a period of 12 months or more, or had a permanent UK address and was outside the UK and intended to be outside the UK for less than 12 months. A **household** is defined as one person living alone, or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area.



Census data has been provided by the Office for National Statistics (ONS). This profile uses extracts from several published data sets. Please refer to the ONS data tables for further details and definitions.

Produced by the Research and Performance Team, Cambridgeshire County Council, 2013 (Tel: 01223 715300)