

## **Trustees' Annual Report for the period**

### **Section A Reference and administration details**

**From 01/09/19 To 31/08/20**

**Charity name** The Cabin

**Other names charity is known by Registered charity number (if any)** 1004163

**Charity's principal Address** 125 Park Avenue, Shelley, Huddersfield Postcode HD8 8JZ

#### **Names of the charity trustees who manage the charity**

1 Karen Rahnavard (Chair)

2 Claire Geraghty (Treasurer)

### **Section B Structure, governance and management**

#### **Description of the charity's trusts**

**Type of governing document:** Constitution

**How the charity is constituted:** Association

**Trustee selection methods:** Elected at the AGM (Chairperson)

#### **Additional governance issues (Optional information)**

The Cabin holds policies for safe recruitment, staff training and an induction procedure. Trustees are welcomed to the Cabin and made aware of roles, supported by employed staff. Organisational structure; Manager, Deputy Manager and Lead roles for staff. Very much in the heart of the community and work in partnership with the village. Local community support and actively take part in local events to raise profile and fund raise.

**Network with other child care providers and local authority;** Shelley First School- pre-school children feed into the school and children attending the school attend breakfast and after school club. Kirklees Council- gaining training and support as organisation. Ofsted- gaining input and recommendations to enable improvement within the setting.

### **Section C Objectives and activities**

#### **Summary of the objects of the charity set out in its governing document**

The aims of the Association shall be to advance the education of children below compulsory school age by: (a) providing safe and satisfying group play, in which parents have the right to take part. (b) encouraging other charitable activities through which parents may help the children (c) furthering the aims of the Pre-school Playgroups Association (now known as the PreSchool Learning Alliance).

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The setting provides pre-school play sessions to children within the community. Subject to the number of places available (statutory child to carer ratios), the setting is open to all children (as applicable, i.e. early years age range) within the community. These sessions run Monday to Friday during term time. The setting is registered with Ofsted and complies with the requirements of the Early Years Foundation Stage statutory framework, ensuring that children are provided with quality early education and childcare experiences, in line with the objects set out in our governing document. The setting is also a member of the Pre-School Learning Alliance (PSLA), and therefore has access to their guidance and support. Staff have also attended PSLA training sessions, helping to ensure that we are working to further the aims of the PSLA. These aims are shared by the setting, i.e. Champion childhood and children's right to play, Encourage safeguard-led practice, Raise standards and quality of childcare etc. The Committee for the setting undertake a number of fundraising activities, which parents are encouraged to become involved in – for example, fun days, sponsored activities etc. These are held with a view to raising charitable funds, to further enhance the setting and play opportunities, for the benefit of all children that attend. The setting also provides wrap around out of school club care for school age children (up to age 10) and holiday club care out of term time. In making decisions about how to carry out the charity's charitable purposes for the public benefit in the reporting year, the trustees have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Additional details of objectives and activities (Optional information) You may choose to include further statements, where relevant, about: policy on grantmaking; policy programme related investment; contribution made by volunteers.**

The Committee, volunteers and staff were active in funding raising in the first half of the year including a Halloween Party , Christmas raffle and Santa Letters. Planned events in the second half of the year had to be cancelled due to Covid-19.

## **Section D Achievements and performance**

**Summary of the main achievements of the charity during the year**

In the first half of the year pre-school numbers increased on following last year. Out of School Club places were fully booked on most sessions. Holiday club numbers have been steady opening mostly on a Tuesday, Wednesday and Thursday during school holidays. From March 2020 the Cabin was impacted by Covid-19 restrictions and had to close from March 2020 with the majority of staff being furloughed. The preschool was able to reopen in June for 5 weeks following easing of Covid-19 restrictions, a risk assessment was carried out and was able to reopen with reduced numbers and staffing for 5 weeks. The out of school club remained closed as there was little demand due to school only opened for essential workers with parents deferring places to Sept-21. Holiday club was opened to reduced numbers for 2 days over the summer holiday.

Continue to build on great relationships with Shelley First School to ensure joined up response to parents on Covid-19 challenges and a smooth transition to school for pre-schoolers.

Staff continued to complete professional qualifications to aid their development and to inform practice and build on experience in order improve the care and development of children who attend the setting. Manager and Deputy Manager attended mental health course.

The Committee have successfully worked together with the manager and staff to make decisions in a timely manner and improve to the setting. These included:

- Supporting the manager and staff through the challenges of Covid-19 to understand and interpret government guidance, ensure appropriate procedures put in place and good communications throughout with parents.
- Support in the financial management of setting which was been important in making decisions around furloughing staff and applying for grants.
- Investing and Improving Facilities – to maintaining the premise and providing a stimulating environment of which is conducive to learning.
- Fundraising – Despite in year challenges c£700 raised and £1500 sourced through donations and grants including contribution from Lloyds Banking Group for the chair's volunteering hours. Monies gained from fundraising have allowed new equipment and resources to be purchased including more new outdoor equipment.

The Cabin continues to aim to improve and build on good practice to deliver a high standard of care to children and families using the setting.

## **Section E Financial review**

### **Brief statement of the charity's policy on reserves**

Any funds held in reserve are retained with a view to replacing the present accommodation (porta cabin) at the end of its usable life. Funds held in reserve will also be used to ensure that the building is sufficiently maintained (preserving the usable life of the porta cabin) as and when required.

**Details of any funds materially in deficit** No funds held are in deficit.

### **Further financial review details (Optional information)**

**Principal sources of funding** – nursery education funding received from the Local Authority and fees paid by parents of children attending the setting. Furlough payments for staff furloughed when setting closed or partly closed due to Covid-19.

Primary expenditure on staff costs, ensuring we have experienced, and well trained staff to care for the children – providing safe and satisfying play opportunities. Further expenditure on accommodation costs, maintenance and repair – ensuring the setting is safe and fit for purpose including building repairs. Also expenditure on resources for the setting – crafts, educational toys etc. – enhancing the play opportunities for children attending the setting.

## **Section F Other optional information**

## **Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) K Rahnavard Full name(s) Karen Rahnavard

Position Chair Date 09/05/21

**The Cabin Pre-school****Income and Expenditure Accounts for the period 1st September 2019 to 31st August 2020**

Income		Expenditure	
Fees	£51,955	Food & Supplies	£2,257
Nursery Education Funding	£50,292	Staff Wages	£90,367
Fund Raising	£672	Ers pension Contributions	inc in staff wages above
Donations and Grants	£1,481	Employers NIC	inc in staff wages above
French Club Contributions	£88	Subscriptions & Licences	£1,660
Commission	£13	Rent & rates	£4,126
Refunds	£401	Equipment and Materials	£613
Furlough Payments	£16,368	Repairs, Renewals & Cleaning	£3,576
Deposit interest	£401	Insurance	£1,934
	£121,671	Electricity & water	£991
		Office Supplies	£474
	£121,671	Training	£460
		Sundries	£1,307
		Professional Fees	£120
		French Club	£263
		Advertising	£0
			£108,147
Defecit for period	£0	Surplus for period	£13,525
	<u>£121,671</u>	Accumulated fund	<u>£121,671</u>

	Year Ended 31/8/20	Year Ended 31/8/19
Accumulated Surplus B/fwd	£94,603.00	£94,228.00
Defecit for period	£0.00	£0.00
Surplus for period	£13,524.58	£375.00
	<u>£108,127.58</u>	<u>£94,603.00</u>

Represented by :

Cash at Bank	£107,795.16	£94,179.00
Cash in Hand	£332.42	£424.00
	<u>£108,127.58</u>	<u>£94,603.00</u>
	£0.00	£0.00