



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustee Eligibility Declaration

PLEASE COMPLETE USING BLOCK CAPITALS AND BLACK INK (complete additional forms if you have more than 4 trustees)

Organisation name (Your organisation name as it appears in your governing document)

ST PAUL'S PRESCHOOL

Total number of trustees your organisation has

9

Trustee 1	Trustee 2	Trustee 3	Trustee 4
Name: Emily HOLYOAKE	Name: EVA WALTON	Name: ANNA BURROWS	Name: MARIE-CLAIRE KAZIEWICZ
Signature:	Signature:	Signature:	Signature:
Date: 11-10-2021	Date: 11-10-2021	Date: 11-10-2021	Date: 11-10-2021

Working with vulnerable groups

Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

- Read and understood the Charity Commission's safeguarding guidance
- Carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you:
 - have an unspent conviction for one or more of the offences listed here*
 - have an IVA, debt relief order and/or a bankruptcy order
 - have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
 - have been removed from being in the management or control of any body in Scotland (under relevant legislation)
 - have been disqualified by the Charity Commission
 - are a disqualified company director
 - are a designated person for the purposes of anti-terrorism legislation
 - are on the sex offenders register
 - have been found in contempt of court for making (or causing to be made) a false statement
 - have been found guilty of disobedience to an order or direction of the Charity Commission



Corporate Trusteeship

Tick this box if your organisation has a corporate trustee (another organisation which acts as trustee such as a local authority) and its directors are making this declaration



Personal benefit

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

You also declare that:

- the information you provide to the Charity Commission is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation's funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance 'The essential trustee (CC3)'
- (if applicable) the primary address and residency details you provide in a charity registration application are correct and you will notify the Charity Commission if they change

* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/673797/Auto_disqualification_table_v1.1.pdf



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Organisation name (Your organisation name as it appears in your governing document)

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Name: Alexa COMB	Name: JAHRA DAWSON	Name: KATE BLACK TUCKER	Name:
Signature: alexa comb	Signature: [Signature]	Signature: [Signature]	Signature:
Date: 17-11-2021	Date: 17-11-2021	Date: 18-11-2021	Date:

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Name: Rosemary Ashley	Name: RACHEL FOOTE	Name: HELEN NORTHOTT	Name: GEMMA PESTER
Signature:	Signature:	Signature:	Signature:
Date: 11-10-2021	Date: 11-10-2021	Date: 09-11-2021	Date: 17-11-2021

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St Paul's Pre School AGM
Tuesday 28th September 2021
Held at the Parish Rooms, St Paul's Church, Winchester

Introduction:

Yoosun welcomed everyone and introduced herself. Explained that the usual host was unfortunately absent due to illness. Yoosun talked a little bit about the Committee and explained that one of the main purposes of the AGM would be to reinstate the new Committee for the coming year and that by the end of this evening we would require three Officers at the very least.

1. Apologies

There were no teaching staff present except Silvia Brown

Several previous Committee members not present

2. Minutes of last meeting

Nothing to raise from previous minutes

3. Chairperson's welcome and report

Sophie thanked everyone for attending and read the Chairperson's report (see separate document)

4. Lead Teacher's report

Silvia read the Lead Teacher's report (see separate document)

5. Treasurer's report

Rose read the Treasurer's report (see separate document)

6. Resignations

Resignations from the previous Committee - Shaheen Dixon, Karon Richards, Jian Wu, Sian Burrows, Hetty Bailey Morgan, Emma Hendrie, Michelle Jones, Rachel Langford. Sophie thanked them all for their contributions.

7. Election of Officers

Chairperson – Marie-Claire Kaziewicz
Treasurer – Rose Ashley
Secretary – Emily Holyoake

8. Election of Committee - tbc

9. Any other business –

Existing Committee members to confirm date of first meeting for new Committee

10. Date of next meeting

TBC - September 2022

Financial Report and Accounts

2020-2021

Income and Expenditure

Total income for the year 20/21 is £113,068, primarily from early years education funding, parent's fees and an incredible £5,922 from fundraising and donations. Our total expenditure amounted to £107,027, giving us a net surplus of £6,041 however operating surplus alone for the period is £7,262. This means that our carried forward balance at 31 August 2021 is £76,737.

LEA funding received was increased by 1% to £76,265 compared to the last academic year £75,836 and parents fee was increased by 15% to £30,878 compared to the last academic year £26,949. LEA funding rate has increased by £0.08 to £4.55 in the year 2020/2021 from £4.47 in the year 2019/2020. Parents fee remained as £6.25 for all ages since April 2020.

Total staff costs were increased by 3% to £86,076 compared to the last academic year £83,750. Employer contributions on pension remains same rate to 3% for eligible employees.

In this academic year, we have raised incredible £5,922 from various fundraising events and generous donations. We had variety of fundraising events this year despite of Covid restriction such as "Managing Your Emotions for Parents" webinar (£849.85), Summer Prize Draw (£1,265.03), Easter Bunny (£534.40), Art Exhibition (£361.33) and Tea Towel (£336) etc. Also, we had three major generous donors this year including Inbox Insight Limited.

Statement of Assets and Liabilities

Net assets as of 31st August 2021 stand at £76,737.

Due to ongoing pandemic, it was another challenging year for the staffs and the committee. However, we have managed to achieve surplus whilst maintaining an affordable parent's fee as a part of community-based charity. Thank you for being part of the team, without your hard work and dedication, we could not have achieved this position.

Thank you.

Yoosun Hur

On behalf of the Treasurer

St Paul's Pre-School
2020-2021 Report and Accounts

Registered Charity No. 1020155

Income and Expenditure account
for the year ended 31 August 2021

Notes	2021 £	2021 £	2020 £	2020 £
Income				
Local Authority funding		£76,265		£75,836
Fees from parents		£30,878		£26,949
Receipts from operating activities		£107,143		£102,785
Fundraising and donations		£5,922		£7,635
Bank Interest		£3		£16
TOTAL INCOME		£113,068		£110,436
Expenditure				
Staff Costs	£86,076		£83,750	
Premises	£6,805		£5,200	
Other consumables	£2,833		£1,914	
Insurance	£719		£710	
Administration	£2,091		£2,461	
Equipment and services	£1,357		£921	
Payments for operating activities	£99,880		£94,956	
Fundraising	£7,147		£3,704	
TOTAL EXPENDITURE		£107,027		£98,660
<i>Operating surplus / (deficit) for the period</i>		<i>£7,262</i>		<i>£7,829</i>
<i>Net surplus / (deficit) for the period</i>		<i>£6,041</i>		<i>£11,776</i>
<i>Balance brought forward at 1 September 2020</i>		<i>£70,696</i>		<i>£58,920</i>
<i>Balance carried forward at 31 August 2021</i>		<i>£76,737</i>		<i>£70,696</i>

St Paul's Pre-School
2020-2021 Report and Accounts

Registered Charity No. 1020155

Statement of assets and liabilities
for the year ended 31 August 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Assets					
Deposit account (Reserve)		£32,796		£32,792	
Fundraising account		£4,816		£6,040	
Current account		£39,125		£35,299	
Liquid Assets			£76,737		£74,132
Outstanding Fees and Monies			£0		£0
Total Assets			£76,737		£74,132
Liabilities					£3,436
Net Assets			£76,737		£70,696
Carried forward at 31 August 2021			£76,737		£70,696

Hi Yoosun

Hope you've had a nice Christmas.

The accounts are fine and I'm happy to sign them off, audit statement as follows

I have thoroughly checked the accounts provided and in my opinion (as a professional accountant) they have been correctly prepared and I am happy that they present a fair view of St Paul's Preschool financial position as at 31 August 2021.

Kerry Taylor FCCA

Many thanks

Kerry Taylor <kerry.l.taylor@talk21.com>

Lead Teacher's Report

September 2021



When I started to think about the experiences shared during the last school year, I had a clear picture of a group of people running a marathon and struggling through the long miles ahead.

2020-21 was the year when Covid 19 restrictions started to lift, with the understanding that young children were at low risk of the illness, and they were better off attending Early Years settings...

It was the year, when after writing robust risk assessments, teachers put in place systems of control to ensure they could minimise the risks of children and adults contracting the infection, and so they cleaned, disinfected and mopped at the start, the middle and the end of the day...and got eczema on their fingers from using antibacterial wipes or disposable gloves...

This was the period of time when the church, very tentatively and carefully, tried to open up the hall to other users, and so teachers had to pack away some days of the week. This was a herculean activity, or maybe it should be described as a magic act, as they tried to reduce the boxes for daily resources, prepared in such a way so that children would not have to use the same materials and supplies from one day to the next, making everything disappear into the inadequate space available...

In January 2021, as we prepared for the Spring Term, the big and disconcerting announcement came through without notice: the country is back in lockdown and every one should stay home; apart from Early Years...because the risk from young children is not great. This decision did not take into

account the parents of school age children who were told to stay home and their parents had to come to work. Or the teachers with elderly relatives that they cared for and would be put at risk if they continued working...It was a time of hard decisions, for example, having to suggest to parents that, if possible, they should consider sending their children to only one setting, to help minimise the number of contacts in case of contracting the infection. This request could put our pre-school in an even more difficult financial position, if parents decided to move their children to other settings instead of choosing us...

2020-21 was the school year when, due to parents having to stay at home, and the worry and uncertainty that prevailed, the pre-school had a noticeable drop in the number of registrations. This fact influenced the pre-school's income, and we faced a deficit of around £16000, if things were to follow the same trend to the end of the school year. Due to having fewer children on our register, teachers had to take a cut in their working hours, to make it possible for the pre-school to continue its work in the community.

The effects of children self-isolating for as long as they did in the months leading up to their entry to Pre-school resulted in a number of issues. Some children found social interaction with others extremely difficult; others found communication and language a challenging task, while for others managing their physical needs proved to be a real test. Teachers at pre-school cared, taught, played and worked with 11 children with Speech and Language difficulties; 5 children with behaviour and emotional concerns in their development; 6 children with English as a second language and 2 with Additional Educational Needs. Putting this in context we usually see maybe 4 or 5 children with this type of issue each year.

Teachers worked hard to promote Language and Communication, taking into account the children's individual needs, considering their emotional age and their physical abilities and, although we saw many triumphs, we were also painfully aware that we needed more: we needed more teachers, more time, more space, more knowledge and skills...we spent countless hours writing referrals for the Speech and Language Service in Solent and for the SEND service in Hampshire County Council and Services for Young Children.

It was a very hard time.

Amid all that was happening, the teaching team at St Paul's gathered and strengthened together. Taking advantage of our very fortunate position, having a trained Speech and Language Therapist in our midst, Katie offered to develop a program of SALT activities and brought to life Bucket Time and Chatty Chicken, with great results as children developed and grew in confidence and security working in small groups.

Cathy and Silvia worked from 7:30 each morning mopping floors and cleaning the space to ensure we had done everything possible to offer a COVID safe space to play and learn.

Kate developed eagle eyes to spot possible risks and kept everyone updated with risks assessments and the changes to COVID protocols.

Anne took on the role of Healthy Snack Provider Extraordinaire getting the food needed for everyday sessions and ingredients required for very many carrot cakes, bread rolls and tray bakes that brightened the days.

Leonie was always ready to step outside with the super hardy children who could face any weather, enjoying the puddles and the mud.

Kathryn brought us the marvel of art and new techniques that made us wonder and enjoy being creative.

Jenny jumped in at every opportunity, covering when one of the teachers could not make it, offering continuity and security to children.

And we collected around 15 bags of food and resources for the NightShelter for our very quiet Harvest celebration.

We made a family from a long way away feel at home when we celebrated a rather special Diwali celebration.

We made hundreds of pounds running our Santa Run around the church, meadow, courtyard and carpark, with Christmas music encouraging us to run a bit more.

We made a rather fierce and wonderful Chinese dragon and went on a Dragon Parade celebrating Chinese New Year.

In the Summer Term we trialled a new Pre-school format, adding an hour to our working practice, moving from the 9:15 to 2:15 pattern to 9 until 3. By doing this we hoped to offer parents and children a more adequate Pre-school day, in line with the hours children might do when they move on to school. It was also hoped that by increasing the working practice, we would narrow the financial deficit projected at the start of the school year.

We had a Book Week, full of Literacy activities and a Pyjama Day when we fundraised for our Pre-school and the World Book organisation.

We enjoyed some wonderful Irish dancing celebrating St Patrick's day with our children with Irish heritage.

We run a Cooking Club to encourage children and families to try new home-made foods. We also went wild with our planting in the meadow, courtyard and the mud kitchen. The rewards were collected in June and July when the strawberries began to ripen, and children kept a close look at the progress of the red colour signalling they were ready. We are still collecting runner beans and potatoes and enjoying the wonderful sensory garden that has gone a little wild with lemon balm and mint.

We ended the year with an amazing Art Gallery where children displayed their beautiful artworks and we said goodbye to 25 children as they completed their Pre-school years and went on to school.

At the same time, Katie completed her Level 3 in Early Years Care and Education; Cathy started her Level 4; Silvia went to live in the woods for a few days, getting experience at using sharp tools, building shelters and making fire (not using matches!), Cathy and Silvia completed their First Aid training once again and every member of the teaching team kept up with their safeguarding training. We got the most amazing sensory tables to use with water, sand and any other sensory resource, and in the summer, when our old parasol started to fall apart, the committee bought a new super duper one to keep us dry and safe from the sun.

So, going back to the first picture I feel we have run a marathon; we have struggled, we have felt tired and discouraged, and we have been injected with the joy of children growing, developing and learning. As we start a new school year, we face difficulties with workload, level of salaries compared to other settings and recruitment responses. We all hope for a kinder year, and the opportunity to

do the job we love in the best possible way we know, supporting children and their families as they walk through our doors.

Chairperson's Report 2020/2021

Sophie Ryde

Good evening and thank you all for coming to the AGM. Welcome back to old faces, and to all new parents we are pleased that you chose St. Pauls Preschool to help nurture your children this year. Just to start off positively we have had a good year, the pre-school is financially in good shape and next year is going to be bigger and better with over 30 children already registered. In addition, we have started a Toddler Group which we expect to act as feeder to the pre-school.

Tonight's meeting is the most significant of the year for us as some of the existing committee step down and new people are elected. It is vital that we have a committee as the preschool can't run without one. Your input in this is so very important, whether it is volunteering for a named committee position or supporting planned fundraising efforts.

For those of you who are new to St. Pauls Preschool we are a Not for Profit, Committee Run Preschool and also a Registered Charity. The fees we receive cover the overheads of rent, payroll and essential equipment which provide our children with an excellent learning experience. Additionally, fundraising ensures the added extras that enhance the learning experience of the children. This year for example Animal Encounters came to visit and we also purchased a wonderful water table and a parasol both of which have been really useful during those hot, sunny days.

Our preschool would not have survived this year were it not for our extraordinary staff. They are a wonderfully dedicated staff team with enthusiasm for teaching and supporting our children in every possible way. Our thanks to all for such commitment. You ensure that our children receive the best care and develop in such a stimulating, irresistible learning environment. Thank you so much for your continuous commitment and the joy that you all bring to all of our children. I really have thoroughly enjoyed getting to know you all.

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This year we said goodbye to Sacha but we are delighted to have appointed Louise as our new Administrator. We welcome Louise on board and she brings a wealth of knowledge to the team. We are already benefitting from her experience and good ideas. We are so grateful for all the extra time you have spent juggling the most complex jigsaw of ever-changing hours and funding. Thank you so much for your commitment to the role. We are very lucky to have you.

My thanks also go to our finance administrator Yoosun. You have provided real rigor to the role and have been invaluable in providing us with countless answers and excel spreadsheets to help with some tricky decisions. I am especially pleased that Yoosun is staying on next year to continue her excellent work.

We have had another excellent year working alongside St Pauls Church, our landlords. We remain grateful to them for making available the Parish rooms for our Preschool. My particular thanks goes to Emily who has worked so hard as Church Liaison Officer this year. Thank you for bringing clarity and support and for generally keeping our landlords and staff happy.

The committee have all worked hard this year so I would like to take this opportunity to thank them all for their valuable input and support. My huge thanks to Rose, as Treasurer who has worked hard to unravel the finances and make sure we are in a good position to move forward this year; to Sian who has helped look after the website and has produced flyers for our promotional or fundraising events; to Anna for being a brilliant Secretary and always writing such concise minutes; to Karon for sending out the newsletters and being there for all practical activities such as gardening, washing up, to name but a few; to Hetty for purchasing the valuable equipment for the children; and to Jian for being in charge Health and Safety. Lastly we should all thank Emily, Anna, Rose and Rosie for their enormous amount of extra work in support of the governance and management of the preschool.

Fundraising has been especially difficult this year because of the pandemic. Even so Emma and Emily have succeeded in raising £1600 for the St Pauls Summer Prize Draw; and Rosie has raised an excellent £1000 for our preschool by giving

a superb webinar talk to parents of our local community on 'Managing Your Emotions For Parents'. Thanks also goes to Shaheen for making beautiful cashmere Easter bunnies to sell, Michelle for putting together the Christmas tea-towels.

Finally, I wish the new committee all the best for the coming year, and whilst I am stepping down as Chairperson I am pleased that there are a growing number of students this coming year. I am looking forward to being involved in other ways in the Preschool and supporting the Committee in their roles wherever possible. I know St Pauls will continue to thrive and build on its great reputation. Thank you again to all the staff, committee and families for supporting me and for supporting unique, caring and brilliant community preschool.

Sophie Ryde

28th September 2021