

Oct 2022



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 Pre-School

Total number of trustees your organisation has

6

Trustee 1	Trustee 2	Trustee 3	Trustee 4
Name: Michelle Beck.	Name: Katherine Gilbert	Name: Tessa Taylor	Name: SARAH NEATE
Signature: M. Beck.	Signature: K. Gilbert	Signature: T. Taylor	Signature: S. Neate
Date: 06-10-2022	Date: 03-10-2022	Date: 03-10-2022	Date: 03-10-2022

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

Page 2.



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 Pre-School

Total number of trustees your organisation has

6

Trustee 1	Trustee 2	Trustee 3	Trustee 4
Name: Danielle Miller	Name: Isobel Dighe	Name:	Name:
Signature: [Signature]	Signature: [Signature]	Signature:	Signature:
Date: 18-10-2022	Date: 18-10-2022	Date:	Date:

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

Minutes of St Paul's Pre-School AGM Meeting Monday 3rd October 2022

Present:

Current Committee Members:

Marie-Claire Kaziewicz
Emily Hollyoake
Rose Ashley
Alexa Comb
Sahra Durnford
Gemma Wilks

Apologies: Eva Walton, Rachel Foote, Helen Northcott

Current Staff Members:

Silvia Brown
Katie Hillier
Cathy Blackburn
Anne Hughes
Lisa Chisnall
Yoosun Hur
Rachel Murton

Others Present:

Parents of current Pre-school children (Registration completed)

Welcome & Introductions:

Lisa Chisnall, pre-school Administrator, opened the meeting introducing both herself and her responsibilities in the running of the pre-school, a community-based OFSTED registered charity. The formalities of the evening were discussed (Agenda provided to all), including the stepping down of the existing committee and the appointment of the new.

Lisa introduced Marie-Claire, Chair of the committee, to kick off proceedings with a report on the highlights of 21/22.

Adoption of Constitution:

Adoption of Pre-School Learning Alliance Constitution 2011, no objections.

Financial Report and Accounts

2021-2022

Income and Expenditure

Total income for the year 21/22 is £133,108, primarily from early years education funding, parent's fees and an incredible £6,852 from fundraising and donations. Our total expenditure amounted to £130,953 giving us a net surplus of £2,155 however operating surplus alone for the period is £487, due to a decision to pay staff bonuses out of the surplus monies. This means that our carried forward balance at 31 August 2022 is £78,893.

LEA funding received was increased by 8% to £82,661 compared to the last academic year £76,265 and parents fee was increased by 38% to £42,631 compared to the last academic year £30,878. LEA funding rate remains unchanged to £4.56 from April 2022. Parents fee remained as £6.25 for all ages since April 2020 and will be increased by £0.25 to £6.50 from September 2022.

Total staff costs were increased by 28% to £109,956 compared to the last academic year £86,076. Employer contributions on pension remains same rate to 3% for eligible employees.

In this academic year, we have raised incredible £6,852 from various fundraising events and generous donations. We had variety of fundraising events this year such as Christmas Fair (£3,114), Emmanuel Jal Music Workshop (£2,055) and Summer Fair (£156) etc.

Statement of Assets and Liabilities

Net assets as of 31st August 2022 stand at £78,893.

Whilst the national funding rate for early year' settings has not increased much, it has always challenged for the preschool to provide high quality education and maintain an affordable parent fees as a part of community-based charity, however we have achieved in both in this year and maintained very high staff ratios. Thank you very much to the committee and the teachers, without your hard work and dedication, we could not be in this position.

Thank you.

Yoosun Hur

On behalf of the Treasurer

St Paul's Pre-School
2021-2022 Report and Accounts

Registered Charity No. 1020155

Income and Expenditure account
for the year ended 31 August 2022

Notes	2022 £	2022 £	2021 £	2021 £
Income				
Local Authority funding		£82,661		£76,265
Fees from parents		£42,631		£30,878
Student Replacement		£960		
Receipts from operating activities		<u>£126,252</u>		<u>£107,143</u>
Fundraising and donations		£6,852		£5,922
Bank Interest		£4		£3
TOTAL INCOME		<u>£133,108</u>		<u>£113,068</u>
Expenditure				
Staff Costs	£109,956		£86,076	
Premises	£8,600		£6,805	
Other consumables	£2,185		£2,833	
Insurance	£733		£719	
Administration	£2,903		£2,091	
Equipment and services	£1,388		£1,357	
Payments for operating activities	<u>£125,765</u>		<u>£99,880</u>	
Fundraising	£5,189		£7,147	
TOTAL EXPENDITURE		<u>£130,953</u>		<u>£107,027</u>
<i>Operating surplus / (deficit) for the period</i>		<i>£487</i>		<i>£7,262</i>
Net surplus / (deficit) for the period		£2,155		£6,041
Balance brought forward at 1 September 2021		<u>£76,737</u>		<u>£70,696</u>
Balance carried forward at 31 August 2022		<u>£78,893</u>		<u>£76,737</u>

St Paul's Pre-School
2021-2022 Report and Accounts

Statement of assets and liabilities
for the year ended 31 August 2022

Notes	2022 £	2022 £	2021 £	2021 £
Assets				
Deposit account (Reserve)	£32,800		£32,796	
Fundraising account	£6,480		£4,816	
Current account	£44,314		£39,125	
Liquid Assets		£83,593		£76,737
Outstanding Fees and Monies		£0		£0
Total Assets		£83,593		£76,737
Liabilities		£4,700		
Net Assets		£78,893		£76,737
Carried forward at 31 August 2022		£78,893		£76,737

From: Kerry Taylor <kerry.l.taylor@talk21.com>
Sent: Wednesday, January 11, 2023 12:44 PM
To: Yoosun Hur <finance@stpaulspreschoolwinchester.co.uk>
Subject: St Paul's Preschool accounts 21/22

Dear St Paul's Preschool

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 2022.

Kerry Taylor FCCA