



Registered Charity No. 1021597  
Ofsted Registration No: EY542323  
Harrowbarrow School, School Road,  
Harrowbarrow, Callington. PL17 8BQ

## **Harrowbarrow and Metherell Pre-School**

### **Trustees Annual Report for the Period 1<sup>st</sup> April 2020 to 05<sup>th</sup> April 2021**

#### **Names of the Charity Trustees**

Charlotte Blackledge	Chairperson
Ross Dyter	Treasurer
Hannah Warne	Secretary
Nicola Henderson	
Emma Stidwell	

#### **Names of Advisers to the Charity**

Dawe, Hawken and Dodd Accountants, 52 Fore Street, Callington, Cornwall, PL17 7AJ

#### **Structure Governance and Management**

Type of governing document: Constitution

The Pre-school is a body in membership of the Pre-school Learning Alliance.

Trustees are selected by election by the members of the pre-school, subject to the mandatory checks by the disclosure and barring service (DBS).

#### **Objectives set out in the charities governing document**

The aims of the Pre-school are 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 community groups and by:

- a. offering appropriate play, education and care facilities, family learning and extended hours groups, 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 or ability;
- b. 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 areas;
- c. instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

#### **Summary of the main activities undertaken in the public benefit**

The pre-school offers Ofsted registered childcare and education for children under 5 years old whatever their race, culture, religion, means or ability. To meet the needs of the children and their families within the local area.

## Chairpersons Report

This has been another strong year for the pre-school, with child numbers remaining at a good level and many new children joining our setting. The second lock down in January 2021 created more challenges for our pre-school but we were able to stay open, supporting both those children who were attending and those who were at home. Emma created activity packs and online sessions, meaning that even when the children were not all together physically they still felt like part of the pre-school.

In the summer term Emma Jess and Sharron supported our school starters in their transition to school, providing a wonderful ending ceremony which allowed children and parents to gather together in a safe way. This felt especially important given the difficulties of the last eighteen months and the time which many of these children had spent away from each other and away from the pre school during the two lockdowns. As always Emma took time to liaise with the children's new schools, ensuring that there was a full understanding of their needs moving forward. Where children were starting at Harrowbarrow, weekly transition sessions were offered in a safe and secure way.

This term it has been great to see many new families joining the pre school as well as our existing children returning. Emma, Jess and Sharron have worked so hard to help children settle for the first time or to return after the summer break. As a parent it is reassuring to know that my child will not only be well looked after physically and supported in playing and making friends but also that there is someone that they can go to for a hug if they need a bit of reassurance or just a quiet moment.

It is fantastic to see events such as the Halloween party return. This is a particular highlight for many children at the setting, both past and present and it was really nice that so many family's were able to attend and support our pre school.

I feel that as a pre-school we are very fortunate to have a setting leader like Emma. She gives so much of her time and energy to this role, not only in terms of the amazing care that she provides to the children but also in terms of the sensitive, empathetic and caring approach which she displays to families as a whole and the additional hours which she puts in painting, cleaning and putting together new pieces of play equipment.

I would like to take this opportunity to thank Emma, Jess and Sharron for all that they do for the pre-school and for creating such a warm, nurturing, fun and relaxed learning and playing environment for our children. I would also like to thank Di for continuing to give so generously of her time.

In addition to this I would like to thank the committee as without them we would not be able to keep running. It is wonderful to have so many new members and I am sure that their energy and ideas will be a great asset to the pre-school moving forward.

I would also like to thank Ross and Hannah, who are both stepping down this year after many many years on the Committee. Ross as Treasurer and Hannah as Chair and then Secretary. They have given so much of their time and energy to the pre-school and I am sure that their experience, advice and support will be greatly missed.

Many of you know that I will be stepping down as Chair at this meeting. I have really enjoyed being involved with the pre-school and I am sure that it will continue to provide fantastic childcare at the heart of our community. Thank you for this opportunity to be part of this pre-school family.

Lottie Blackledge  
Chairperson

## Setting Leaders Report

Another year gone and it has been a bit of a different situation to what we are all used to again. We started the academic year with fourteen children which compared to the previous year was a great start and this quickly increased in the first term to 19 children. As the year went on our numbers continued to increase to an amazing 24 children.

So as I'm sure you're all aware things were going well and we were just starting to really prepare our school leavers for school when we were yet again ordered into our second lockdown due to the threat of COVID. During this second lockdown we continued to remain open for our most vulnerable children. We provided online or hard copies of activity packs which I put together to help the children at home and the children attending to continue making progress. We also did a weekly zoom story time which many of the children seemed to enjoy and hopefully helped to bring all the children together even though not in the same room. We continued to try to support our children, their families and our staff as much as we could.

We said goodbye to 13 children this year, 12 of them going to Harrowbarrow primary school and one going to St Dominic. We tried to work as closely as possible with both schools to make the transition as smooth for the children as we could. It was great being able to go back to doing our weekly transition sessions with the reception class on site. This was done in a really safe and controlled manner. The existing reception class sadly couldn't join us this year as we had to remain in our bubbles. However Mr Ottewell-Taylor made the session great fun and very welcoming for us all. We liaised with the other primary school to give them the information which we felt would be helpful for our other school leaver.

We currently have sixteen children and started this September with thirteen, we also have 3 more interested in starting in January. With such good child numbers and new children hopefully starting in January and the possibility of existing children increasing their hours we are hopefully looking at having a quite stable year financially.

We are continuing to make changes and improvements both inside and outside the preschool. Thanks to lots of volunteers things outside are starting to come together. Toby has spent several afternoons clearing ivy and brambles from the wall outside which has really opened up and brightened our outside area. Two dads came and built one of our new sheds which was slightly more complicated than they had first anticipated. Jess, Sharron and lots of my family and myself also gave time to come in and trim the willow, tidy the trees up, strim and build the new climbing frame. We have also rebuilt the raised flower bed on the retaining wall.

Recently we have also been able to mix a little more so we have been able to hold our first fundraising event for quite some time. We held a Halloween party at the Carpenters arms and it was lovely to see so many families enjoying themselves and supporting us. We have a theatre trip booked for our December treat and many more trips in the pipe line.

It is with great sadness that this will be my last meeting with several of you as unfortunately due to changing circumstances and children growing up you have decided that it is time to move your skills to new things. I hope that you already know but just in case you don't I would like to take this opportunity to personally thank you for all the support you have given me, the preschool and our amazing team for the last 7 years or more for some of you. Without the support that you have given me and for always being on the end of the phone when I've needed you most, I think it would be fair to say that I'd have crumbled by now. I have been unbelievably fortunate to have such amazing support, even through the toughest of times. I for one can definitely say that the care, understanding and belief in me and the preschool will never be forgotten. Ross and Hannah are pretty much single handedly responsible for me actually becoming

qualified and for doing what I do now. So I genuinely cannot thank you both enough and I will miss your support and compassion massively.

I would also like to thank Lottie our chairperson for her support through yet another year of uncertainty due to COVID. It is also with great sadness that you will also be stepping down. You will be greatly missed. I also need to give thanks to Jess and Sharron for their continued support and for always supporting new ideas openly and for again always being there. We work so well as a team, caring for our little family at preschool. It's great to have such a lovely team, where one of us will always come up with a solution to a problem and being capable of being close enough to care for each other and for the families that come to us.

I would now like to take this opportunity to thank all the parents and carers and the committee members for giving their time and energy to us over the past year, without you we simply couldn't run. It is really lovely to have so many new faces on the committee and have such great support from you all. The Halloween party this year was very generously supported with many committee members and parents providing food and their time helping on the door and with games and much more. To all of you, your time and effort never goes unnoticed. I would also like to thank our long standing and amazing volunteer helper Diane Trice, who truly has been amazing over the last twelve months. Diane suffered from two strokes towards the end of July and still comes every day, giving us hours of her time to help prepare snack and doing many other things, being a massive help to the preschool. Thank you all for all your support.

Emma Stidwell  
Setting Leader



## Treasurers Report

The last year was financially fairly stable for the pre-school, as always it should be noted that the accounts refer to the financial year of April to April rather than the school year. The provisions put in place by the council for funding during the Covid related closures managed to offset our losses from the period, overall we managed to break even during the year. While this can be seen as largely successful, given the year we all had, we were on course to make a significant profit for the year as we were busier than usual. With the variability of child numbers that the pre-school experiences the good, profitable years are essential to cover future losses where numbers are lower than expected. For example the 2019-20 accounts showed a loss of over £5500.

The profit and loss accounts show a significant increase in our reserves, on the advice of our accountants much of our additional Covid related funding was placed in our reserve accounts to cover any future changes in government policy relating to pre-school Covid payments.

The accounts over the last 4 years also show that our operating costs have remained largely stable. We need to generate between: £42 000 - £48 000, per year to remain financially viable. The majority of this expenditure (usually around 80%) is staff salaries, another 5% on rent, which means there is very little room to manoeuvre if savings need to be made.

Yet again the vast majority of our income comes from council funding, which was largely protected during the pandemic. Our main problem was parents weren't able to increase their hours while we were closed, for obvious reasons, so our council payments could potentially have been higher. A small but significant proportion of our income also comes from parent fees mostly from younger children who are yet to receive funded childcare. While these younger children contribute a small proportion of our total budget they are very important as they usually continue within the pre-school and significantly increase their hours once they become funded.

It should be noted that 1 new child attending for 30 funded hours generates £4845 per year for the pre-school therefore our financial situation can always be improved by recruiting more children and maximising the hours they do each week. Increasing a child's attendance by only 1 hour per week brings in £161 per year which is more than the majority of our fundraising events. Where possible all of our funded children should be encouraged to take up their full funding allocation.

As I said last year I will be stepping down from the committee at this AGM, I have been trying to resign since we moved to the school site nearly 5 years ago when I became Chair of Governors at the school. My eldest is now in secondary school and my youngest will soon be following and it is long overdue for me to move on. Much of the work relating to billing and council funding was transferred over to Emma in September. This has reduced the role significantly and it is now far more like the role that a charity treasurer should be.

I would like to extend my thanks to all the staff and committee members past and present who have worked so hard to keep the pre-school open and running for our community. The last year has been particularly challenging with Covid. But looking back over the 8 years that I have been involved there have been few years that have been easy. There have been many years when we have faced financial issues and been faced with closure but always those involved have pulled together to keep it going. We have come a long way since my girls first started in the village hall when we were open for 3 half days a week and I'm sure with the dedication of the staff, volunteers and committee it can continue to grow into the future.

Ross Dyter  
Treasurer

## Financial Review

### Reserves Policy:

The charity maintains a separate reserve account which is reviewed annually at the end of the accounting period. The funds within the reserve account are maintained to enable the payment of 3 months' rent and to cover the costs of staff redundancies.

### Principle sources of funding:


The charity derives the majority of its income from payments from Cornwall Council for the provision of childcare, this is calculated as a fixed hourly rate for eligible children. The remainder of its funding comes from fees charged to parents for childcare over and above those hours funded by the Council. A small amount of funds is raised by the charity are from donations or other fundraising activities.

### Expenditure:

The majority of the expenditure of the charity is for the employment of the staff required to meet the statutory obligations for child to adult ratios as set out in the Early Years Foundation Stage Statutory Framework. The remainder of the expenditure derived from the costs renting premises, insurance, food and equipment necessary to operate a childcare setting.

### Signed on Behalf of the Trustees

Signature  Print Name EMMA STOWELL Date: 18/11/2021

Signature  Print Name ROSS DYER Date: 18/11/21



Registered Charity No. 1021597  
Ofsted Registration No: EY542323  
Harrowbarrow School, School Road,  
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## Harrowbarrow and Metherell Pre-School

### Receipts and Payment Accounts for the Period 1<sup>st</sup> April 2020 to 05<sup>th</sup> April 2021

Harrowbarrow and Metherell Pre-School  
Accounts 2020 - 2021

Receipts	2020-21	2019-20
Parent Fees	£5,369	£5,717
Council Payments	£37,459	£29,578
Fundraising	£0	£191
Grants/ donations	£400	£731
Misc	£11,995	£80
Interest payments	£2	£2
<b>Total</b>	<b>£55,225</b>	<b>£36,299</b>
<b>Payments</b>		
Salaries and pensions	£33,062	£33,712
PAYE	£1,735	£1,061
Rent and Rates	£2,434	£1,794
Other Premises Costs	£206	£1,253
Food/Consumables	£1,905	£1,246
Equipment	£880	£890
Office Costs	£777	£907
Insurance	£738	£729
Training Costs	£168	£143
Misc	£20	£90
<b>Total</b>	<b>£41,925</b>	<b>£41,826</b>
Surplus/Deficit	£13,300	-£5,526
Balance Brought Forward	£19,079	£24,605
<b>Balance Carried Forward</b>	<b>£32,379</b>	<b>£19,079</b>
Reserves brought forward	£1,567	£1,162
Transfer from reserves	£0	£0
Reserves set aside	£11,375	£403
Interest on reserves	£2	£2
<b>Reserves at period end</b>	<b>£12,944</b>	<b>£1,567</b>
Cash in hand brought forward	£27	£371
Monies paid in or added to cash in hand	£0	-£344
<b>Cash in hand at period end</b>	<b>£27</b>	<b>£27</b>
Balance at Bank	£19,408	£17,485
Cash in Hand	£27	£27
<b>Reserves at Bank</b>	<b>£12,944</b>	<b>£1,567</b>
	<b>£32,379</b>	<b>£19,079</b>

**Signed on Behalf of the Trustees**

Signature Emma Stowell Print Name Emma Stowell Date: 18/11/2021  
Signature Ross Dyer Print Name Ross Dyer Date: 18/11/21

## Notes to the accounts:

1. Payments were made to trustees during the period; these payments were limited to reimbursement for items of equipment or services paid for by those trustees on behalf of the pre-school.
2. Members of staff within the pre-school also served as trustees. They received salary payments and benefits for their employment as pre-school staff but no payments for their duties as trustees. As set out in section 5.8 of the charities governing document.
3. During the period the pre-school had no fixed assets, the capitalisation rate for individual assets has been set at 2% of the charities turnover.
4. A Petty Cash Bank Account is in use for low value payments for food and consumables. These are purchased via debit card by the setting leader; the receipts are periodically audited by the treasurer to ensure that the purchases are appropriate. The Petty Cash Account contains a maximum of £200 which is replenished on a 4 weekly basis. The trustees of Harrowbarrow and Metherell Pre-School have delegated the authority to purchase up to this limit to the setting leader.
5. The accounting period was increased by 5 days to align with the Tax year during this period. In practical terms one additional mobile phone bill of £7.64 was brought into this accounting year. In future years the Pre-school accounting period will be aligned with the normal UK tax year.
6. An error was made whereby a member of staff was paid twice, this was immediately repaid by the staff member once the error had been identified. Lines 34 and 37 show this in the itemised accounts.
7. A parent overpaid fees by paying several invoices at once, one of which had previously been settled. This was refunded once the error was realised. Lines 2 and 13 show this in the itemised accounts.





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Harrowbarrow and Metherell Pre-School

On accounts for the year  
ended

05 April 2021

Charity no  
(if any)

1021597

Set out on pages

7-8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 05/04/2020

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~\*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

12/4/21

Name:

JOHN BASSETT

Relevant professional  
qualification(s) or body  
(if any):

A.C.I.B. ASSOCIATE OF CHARTERED  
INSTITUTE OF BANKERS

Address:

3, SCHOOL LANE, HARROWBARROW,

CALLINGTON, CORNWALL
PL17 8GS

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**