



**Little Firs Day Nursery**

**Trustees Report**

**Year ended: 31<sup>st</sup> August 2021**

**Charity No. 1026262**



## **Report of the trustees for the year ended 31<sup>st</sup> August 2021**

The trustees present their annual report of the charity for the year ended 31<sup>st</sup> August 2021.



### **Introduction**

Westhaven Preschool opened in 1979 and Kids Club (Out of School Club) opened in 2000. The Nursery moved into new accommodation within Westham Children Centre situated in the grounds of Conifers Primary School in January 2009 and renamed itself to Little Firs Day Nursery. This was an exciting opportunity to work in partnership with Weymouth and Portland Sure-Start, Action for Children and continue our working partnership with Conifers Primary School. These successful partnerships have enhanced smooth transition into school and enabled us to support our families.

The nursery is an accessible purpose-built building with four classrooms; two joined pre-school rooms and two birth to three rooms, as well as a kitchen that provides healthy cooked food for the children. There is a balance of adult-led and freely chosen or child-initiated activities, delivered through indoor and outdoor play.

## Our Nursery



**Little Firs Day Nursery is a Rights Respecting Setting.**

We are registered for a maximum of 77 children to attend at any time and to provide care and education for children age 0-11 years. Opening times are Monday to Friday 07.30 until 18.00, for approximately fifty weeks of the year; one of these weeks is used for staff training days.

There are currently 121 children age 0-five years on roll and there are 40 children on the roll for our Kids Club which includes a Breakfast Club, Afterschool Club and Holiday club.

We are registered to take the Government's Early Years Free Entitlement (EYFE) including two-year funding, three- and four-years funding both the 15 hours and 30-hour funding, Early Years Pupil Premium, Childcare Vouchers and the Government Tax Free Childcare.

The children come from wide and varied backgrounds; within this number are children with English as an additional language (EAL) including Arabic, Bengali, Hungarian, Polish, German, Russian and Syrian.

Our children with additional needs include children with sensory impairment, speech and language delay and children with SEN Support. Mrs Chegwiddden is our highly qualified Special Educational Need Coordinator (SENCO) and is super-numeral and supports the children with additional needs and liaises with professionals working with these children to enhance their progress. Furthermore, the SENCO assists the child's keyperson to support the children's additional needs and follow their Person-Centred Plans (PCP).

Four other staff have qualifications in special needs and some staff have received training in PEIC-D which is used to support the children to develop their non-verbal communication skills. The nursery promotes sign language and has signs of the week to enhance the children's language development.



Little Firs Day Nursery has been awarded the National Day Nursery Association (NDNA) Special Educational Need and Disability Champion Setting.

## Staffing

The Nursery employs 28 qualified practitioners of which 10 staff have been with the setting for over nine years. The other 2 staff members are our cooks.

### 28 Staff.

Role:	Qualification.	Number of Staff	Working towards a qualification	Level of qualification
Manager	BA Degree & Early Years Teacher (EYT)	1		
Assistant Manager	BA Degree & Early Years Teacher (EYT)	1		
Deputy Manager (SENCO)	Level 3	1		
Heads of Room	Level 3	2		
Deputy Heads of Room	Level 3	2		
Practitioners	Level 3	14		
Practitioners	Level 2	3	1	Level 3
Apprentice		2	1	Level 2
Cooks		2		



All childcare practitioners are First Aid trained and the nursery has achieved Millie Mark.



### **Mission Statement**

Our Mission Statement is to provide a happy stimulating environment where children become engrossed in their play, thrive and grow and develop their talents, whilst developing into independent and confident children that can meet their full potential.

### **Ethos**

Children are at the heart of our Ethos as we believe children learn best when they enjoy what they are doing, feel secure, calm, happy and self-assured.

Staff have high expectations for the children and enthuse and motivate them to explore and develop their learning. All children are included in all activities and we aim to provide effective learning opportunities for all children using well planned experiences both indoors and outdoors that link to the all seven areas of learning from the Early Years Foundation Stage. To achieve this, we work in partnership with the parents and carers.

We put Inclusion at the heart of our practice and procedures and believe that being inclusive means that we are doing the best for everyone.

We promote British Values-Democracy, Rule of Law, Individual Liberty and Mutual Tolerance and Respect of those with different faiths and beliefs and these are embedded into our diverse curriculum and teaching practice. This ensures that the children learn acceptance and respect for all cultures, faiths and lifestyles.

### **Aims**

Our Aim is to provide high quality care and education through a range of challenging, educational play experiences both indoors and outdoors that link to the Early Years Foundation Stage and are relevant to each individual child, whilst working closely with our parents and carers to promote and enhance the children's learning. Our aim for our children is to give them opportunities to express their opinions and for adults to listen and take them seriously; this enables the children to respect themselves and others.

### **Objectives**

Our objectives are that children develop a positive attitude towards health and wellbeing and to promote positive behaviour and respect of others. To ensure this we make the most of the children's abilities and talents whilst supporting them to be confident, independent children to become school ready.



## **A review of our achievements and performance**

We were accredited Millie's Mark which is a special endorsement to childcare providers that go above and beyond their legal requirements by having 100% staff trained in paediatric first aid and acknowledges that children's safety is at the forefront of Little Firs Ethos. It also ensures that practitioners are confident, ready and capable to deal with a first aid situation and provides reassurance to parents that the staff know what to do in a paediatric first aid situation.

Little Firs Day Nursery worked as a team to become a National Day Nursery Association (NDNA) Special Educational Need and Disability Champion Setting.

We have implemented changes including changing the rooms around to encourage free flow and implemented more child-initiated activities that follow children's interests. Other changes have been changes to the Baseline Assessments and Transition Reports. We introduced taster sessions for all new children and children moving rooms to encourage smooth transition. This is further support by the children due to start school regularly visiting Conifers Primary School. Other changes to improve parent partnership have been the introduction of key-person toys to enhance home learning.

After communicating with our parents, we created new Parental Booking Agreements and Welcome Booklets to ensure parents understood all our procedures and policies and our curriculum and learning programmes. We also reviewed our menus and started earlier in the morning following parents request.

Furthermore, the staff evaluated the environment and changed it so that Nestlings (Babies) and Discoverers (Toddlers) now work more closely together as a Birth to Three Unit. This has supported smooth transition and attachment bonds and provides consistency with care and education.

From attending training, we implemented into practice Developmental Movement Play, Raising Achievements in Literacy (REAL), Storycise, Jigsaw, Phonics Awareness, Story-Making, Making Maths REAL, Incredible Beginnings, Planning in the Moment and ELKLAN. The Nursery also monitors and evaluates the children's learning, development and progress through Base-Line Assessments, Progress Reports, Two-Year Checks, Person Centred Plans, Education Health Care Plans and Transition Reports.

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 August 2021  
for  
Little Firs Day Nursery

A Hunter & Co Ltd  
Chartered Certified Accountants  
61 St Thomas Street  
Weymouth  
Dorset  
DT4 8EQ

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for the Year Ended 31 August 2021

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## Little Firs Day Nursery

### Report of the Trustees for the Year Ended 31 August 2021

The trustees present their report with the financial statements of the charity for the year ended 31 August 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Charity number**

1026262

### **Principal address**

Little Firs Day Nursery  
Radipole Lane  
Weymouth  
Dorset  
DT4 0QF

### **Trustees**

Ms P Goodrick  
Ms J Chegwiddden  
Ms C Quine  
Ms W Parker  
Ms L Johnstone  
Ms S Hutchinson  
Ms W Jones  
Ms S Kerseley  
Ms K Ward

### **Independent Examiner**

A Hunter & Co Ltd  
Chartered Certified Accountants  
61 St Thomas Street  
Weymouth  
Dorset  
DT4 8EQ

Approved by order of the board of trustees on 28 June 2022 and signed on its behalf by:

Ms P Goodrick - Trustee

**Independent examiner's report to the trustees of Little Firs Day Nursery**

I report to the charity trustees on my examination of the accounts of Little Firs Day Nursery (the Trust) for the year ended 31 August 2021.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Alison Hunter  
FCCA  
A Hunter & Co Ltd  
Chartered Certified Accountants  
61 St Thomas Street  
Weymouth  
Dorset  
DT4 8EQ

28 June 2022

Little Firs Day Nursery

Statement of Financial Activities  
for the Year Ended 31 August 2021

		31.8.21 Unrestricted fund £	31.8.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies		477,027	535,565
Other trading activities	2	290	600
Investment income	3	45	1,566
<b>Total</b>		<u>477,362</u>	<u>537,731</u>
 <b>EXPENDITURE ON</b>			
Raising funds	4	515,378	537,415
 <b>NET INCOME/(EXPENDITURE)</b>		<u>(38,016)</u>	<u>316</u>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		326,116	325,800
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>288,100</u></u>	<u><u>326,116</u></u>

The notes form part of these financial statements

Little Firs Day Nursery

Balance Sheet  
31 August 2021

	Notes	31.8.21 Unrestricted fund £	31.8.20 Total funds £
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		291,874	325,693
<b>CREDITORS</b>			
Amounts falling due within one year	8	(3,774)	423
<b>NET CURRENT ASSETS</b>		<u>288,100</u>	<u>326,116</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		288,100	326,116
<b>NET ASSETS</b>		<u>288,100</u>	<u>326,116</u>
<b>FUNDS</b>	10		
Unrestricted funds		<u>288,100</u>	<u>326,116</u>
<b>TOTAL FUNDS</b>		<u>288,100</u>	<u>326,116</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 28 June 2022 and were signed on its behalf by:

P Goodrick - Trustee

## **1. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Notes to the Financial Statements - continued  
for the Year Ended 31 August 2021

**2. OTHER TRADING ACTIVITIES**

	31.8.21	31.8.20
	£	£
Fundraising events	290	600
	<u>          </u>	<u>          </u>

**3. INVESTMENT INCOME**

	31.8.21	31.8.20
	£	£
Deposit account interest	45	1,566
	<u>          </u>	<u>          </u>

**4. RAISING FUNDS**

**Raising donations and legacies**

	31.8.21	31.8.20
	£	£
Support costs	515,378	537,415
	<u>          </u>	<u>          </u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 August 2021 nor for the year ended 31 August 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 August 2021 nor for the year ended 31 August 2020.

**6. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	31.8.21	31.8.20
Admin	28	28
	<u>          </u>	<u>          </u>

No employees received emoluments in excess of £60,000.

**7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	535,565
Other trading activities	600
Investment income	1,566
<b>Total</b>	<b>537,731</b>
 <b>EXPENDITURE ON</b>	
Raising funds	537,415
 <b>NET INCOME</b>	 <b>316</b>
 <b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	325,800
 <b>TOTAL FUNDS CARRIED FORWARD</b>	 <b>326,116</b>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.8.21 £	31.8.20 £
Bank loans and overdrafts (see note 9)	718	719
Taxation and social security	61	(3,928)
Other creditors	2,995	2,786
	<u>3,774</u>	<u>(423)</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 August 2021

**9. LOANS**

An analysis of the maturity of loans is given below:

	31.8.21 £	31.8.20 £
Amounts falling due within one year on demand:		
Bank overdrafts	718	719
	<u>718</u>	<u>719</u>

**10. MOVEMENT IN FUNDS**

	At 1.9.20 £	Net movement in funds £	At 31.8.21 £
<b>Unrestricted funds</b>			
General fund	326,116	(38,016)	288,100
	<u>326,116</u>	<u>(38,016)</u>	<u>288,100</u>
<b>TOTAL FUNDS</b>	<u>326,116</u>	<u>(38,016)</u>	<u>288,100</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	477,362	(515,378)	(38,016)
	<u>477,362</u>	<u>(515,378)</u>	<u>(38,016)</u>
<b>TOTAL FUNDS</b>	<u>477,362</u>	<u>(515,378)</u>	<u>(38,016)</u>

**Comparatives for movement in funds**

	At 1.9.19 £	Net movement in funds £	At 31.8.20 £
<b>Unrestricted funds</b>			
General fund	325,800	316	326,116
	<u>325,800</u>	<u>316</u>	<u>326,116</u>
<b>TOTAL FUNDS</b>	<u>325,800</u>	<u>316</u>	<u>326,116</u>



**10. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	537,731	(537,415)	316
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>537,731</u>	<u>(537,415)</u>	<u>316</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.19 £	Net movement in funds £	At 31.8.21 £
<b>Unrestricted funds</b>			
General fund	325,800	(37,700)	288,100
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>325,800</u>	<u>(37,700)</u>	<u>288,100</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,015,093	(1,052,793)	(37,700)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>1,015,093</u>	<u>(1,052,793)</u>	<u>(37,700)</u>

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 August 2021.

Detailed Statement of Financial Activities  
for the Year Ended 31 August 2021

	31.8.21 £	31.8.20 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Grants	1,430	12,349
Admissions	475,597	523,216
	<hr/>	<hr/>
	477,027	535,565
<b>Other trading activities</b>		
Fundraising events	290	600
<b>Investment income</b>		
Deposit account interest	45	1,566
	<hr/>	<hr/>
<b>Total incoming resources</b>	477,362	537,731
<b>EXPENDITURE</b>		
<b>Support costs</b>		
<b>Management</b>		
Wages	455,903	457,901
Hire of plant and machinery	3,230	633
Rates and water	918	2,631
Insurance	1,846	1,641
Light and heat	4,678	6,934
Telephone	1,825	1,625
Postage and stationery	2	74
Advertising	521	318
Sundries	1,907	1,367
Cleaning	11,621	4,345
Repairs	4,295	4,957
Consumables	13,635	14,177
Expensed equipment	7,194	29,558
Subscriptions	835	1,180
Other	3,968	4,367
Staff costs	1,864	4,113
Travel	-	(32)
	<hr/>	<hr/>
	514,242	535,789
<b>Finance</b>		
Bank charges	401	626
<b>Governance costs</b>		
Accountancy and legal fees	735	1,000

Little Firs Day Nursery

Detailed Statement of Financial Activities  
for the Year Ended 31 August 2021

	31.8.21 £	31.8.20 £
Total resources expended	515,378	537,415
<b>Net (expenditure)/income</b>	<b>(38,016)</b>	<b>316</b>

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28 June 2022