

FAIRHAVEN FIRSTSTEPS PRE-SCHOOL

England & Wales · Charity number 1027491

Details

Other names SOUTH WALSHAM UNDER FIVES

Status Registered

Legal form Other

Registered 1993-10-26

Register [View on the Charity Commission register](#)

Contact

Address School Road
South Walsham
Norwich
NR13 6DZ

Phone 07508842203

Email committee@fairhavenpreschool.com

Website www.fairhavenpreschool.co.uk

Activities

Objects: 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.

Activities: To provide a safe and satisfying education setting for 2-5 year olds. 5 morning sessions and 5 afternoon sessions run per week plus 5 lunch clubs. We aim to provide a nurturing, fun environment where children learn through play and flourish under our care.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£91,933	£95,909	-	-
2023-08-31	£83,308	£69,566	-	-
2022-08-31	£65,004	£66,225	-	-
2021-08-31	£54,836	£61,938	-	-
2020-08-31	£60,639	£56,059	-	-

Trustees

Name	Role	Appointed
Amy Lake		2025-02-03
David Keenan		2024-11-28
Emily Foreman		2022-09-20
Gemma Bloom		2023-04-17
Hazel Fox		2025-10-02
Lauren Cook		2025-10-02
Lisa Press		2025-10-02
Rebecca Furr		2025-10-02
Rebecca Grigglesstone		2025-10-02

FAIRHAVEN FIRSTSTEPS PRE-SCHOOL

England & Wales - Charity number 1027491

Accounts

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Preschool Learning Alliance Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	An association of at least 5 committee members
Trustee selection methods <i>(eg. appointed by, elected by)</i>	3 Officers (Chairperson, Secretary and Treasurer) plus not less than 2 nor more than 9 other elected members. At least 60% of committee members shall be parents or guardians of children attending the PreSchool.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There is an induction procedure in place for new committee members and employees. Committee members are offered training through Norfolk County Council who have supplied the committee with a 'toolkit*' to use as guidance to follow.

The PreSchool is a member of the Early Years Alliance, who offer help and advice. There is a child protection policy in place for all staff and committee members. The PreSchool operates an equal opportunities policy. The PreSchool is registered with OFSTED, the governing body.

The PreSchool meets the National Standards set for PreSchool education and care and ensures that the staff have the necessary NVQ qualification requirements for each session.

The PreSchool has also fostered close links with Fairhaven C of E VA Primary School, regularly visiting and partaking in activities at and with the school.

Section C Objectives and activities

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

To provide learning and development opportunities through play, in a safe and stimulating environment, for 2 to 5 year olds, prior to reception class. Encourage other charitable activities through which parents may help the children.

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)

Our PreSchool's aims;

- ~ Do our very best at all times in everything we do!
- ~ Develop self-confidence, self-esteem and a growing independence.
- ~ Develop social skills, a sense of responsibility and consideration for others. 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)
- ~ Encourage children to express themselves creatively and imaginatively, be curious, investigate and appreciate the environment in which they live.
- ~ Generate a sense of excitement and develop a love for books, songs, rhymes and music.
- ~ ensure all of our children feel valued and loved and are encouraged and nurtured by caring staff.
- ~ Extend children's thinking and problem-solving skills.
- ~ Provide a safe, secure, happy environment for the children as well as for staff and families.
- ~ Support the development, learning and care of young children in accordance with the Early Years Foundation stage. The trustees have reviewed the guidance on public benefit, as issued by the Charities Commission, in their trustees' meetings and have taken it into consideration when planning future activities of the PreSchool.

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 PreSchool is run by an entirely voluntary management committee, comprised of members of the local Community, parents and carers who are elected each year at our Annual General Meeting. The committee is responsible for the management, administration, and financing of the PreSchool.

The committee meets regularly throughout the year and encourages as many parents as possible to become involved. In order to keep fees as low as possible the amount charged is sufficient to cover basic costs i.e. wages, administration, group insurance and building rent.

Fundraising events are held in order to purchase equipment, consumables, outings and parties for the children.

Summary of the main achievements of the charity during the year

Our September starting figures were high again with 27 children on roll. We've been able to open 5 full days which is fantastic. The AGM was held in person on 20th September 2022 where Nikki Evans was voted our chairperson again.

Unfortunately we lost two members of part time staff within weeks of starting back in September. We struggled to recruit new staff to replace them only managing to recruit one part time level 3 qualified practitioner. Shortly after the start of the second term, our manager Gina and 2 other members of staff handed in their notice which meant the committee was basically hiring a whole new team! In April, Gemma Bloom came in as an experienced, passionate Manager from a local Preschool with lots of new ideas, Lesley Beaumont came in as Deputy and SENCO with a wealth of knowledge and experience that brought a calming grounded influence to the setting.

Emma Mills stayed with us as a practitioner which gave great insight to what had gone before. Bethany Prestidge (who started when Gina was still manager) hit the ground running in the Summer term and took responsibility for a wonderful graduation. Then last but not at all least Shannon joined us with an eagerness to learn and nurture the children. The new team faced Ofsted the second day of the Summer term and kept our good rating, showing Ofsted we had potential to do great things!

We had a successful Coronation celebration with the Primary School raising enough money to extend the preschool garden. The extension has been a great success and really adds to the outdoor ethos of our new staff team.

The children took part in Walk to School Week, Halloween Quizzes, Fireworks fundraising and a very special Lion King performance!

Fairhaven Garden visits continued to be popular with children participating in scavenger hunts, pond dipping, story-telling sessions, and nature crafts, among other things.

Fairhaven Primary School offered 5 transition sessions for those children transferring to them, and we welcomed the reception teacher Mrs Fleet on several occasions as she came to preschool to spend time with the children here. The other primary school teachers made visits or arrangements to familiarise themselves with their transitioning children.

We said goodbye to 14 children who transitioned to Fairhaven C of E and 1 other local primary school. We celebrated our leavers with families participating in a lovely graduation ceremony. Then a dance and snacks after. All the children participated in their leavers' graduation ceremony, complete with gowns and self-made mortar boards. Parents were very happy and thanked the staff for such a beautiful end to their preschool journey.

Section E Financial review

Brief statement of the charity's policy on reserves	We aim to keep unrestricted reserves to cover any emergency expenditure not covered by the budget.
Details of any funds materially in deficit	NA

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.


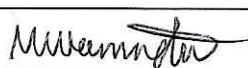
<p>The main source of funding is Norfolk County Council funding for 2, 3 & 4 year olds. Fees per session are charged for 2 year olds, and 3-4 year olds accessing hours in addition to their government funded hours.</p> <p>It is still the aim of the pre-school to keep fees to a minimum to enable anyone to attend this community pre-school.</p> <p>Fundraising is through preschool events and is then used to fund outings, Christmas and leavers' parties and any large items of equipment. The main costs are staffing and hall hire.</p>

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)		
Full name(s)	Katie Story	Matthew Warrington

Position (eg Secretary, Chair, etc)	Chair	Treasurer
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Date 30/6/24



Receipts and payments accounts

For the period from	01-Sep-22	To	31-Aug-23
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Norfolk County Council Funding	56,277	-	-	56,277	46,844
Fees	16,339	-	-	16,339	11,242
Fundraising	4,087	-	-	4,087	2,438
Interest	-	31	-	31	1
Uniform	-	-	-	-	87
Outings	202	-	-	202	192
Grants	1,173	-	-	1,173	-
Donations	4,699	-	-	4,699	4,200
EYFS Grant	500	-	-	500	-
Sub total (Gross income for AR)	83,277	31	-	83,308	65,004
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	83,277	31	-	83,308	65,004
A3 Payments					
Staff salaries	55,090	-	-	55,090	52,633
Equipment and materials	2,535	-	-	2,535	248
Insurance	825	-	-	825	992
Rent	7,249	-	-	7,249	10,562
Misc	1,436	-	-	1,436	75
Subscription / membership fees	-	-	-	-	-
Recruitment	275	-	-	275	-
Training	180	-	-	180	177
Outings / Music sessions	564	-	-	564	357
Administration	280	-	-	280	250
Leavers' presents and parties	806	-	-	806	158
Uniform	70	-	-	70	-
Advertising	138	-	-	138	565
Mobile phone	118	-	-	118	209
Sub total	69,566	-	-	69,566	66,226
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	69,566	-	-	69,566	66,226
Net of receipts/(payments)	13,711	31	-	13,742	- 1,222
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	47,435	7,456	-	54,891	56,113
Cash funds this year end	61,146	7,487	-	68,633	54,891

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Grants	-	837	-
	Redundancy Account	-	6,650	-
	Petty cash	-	-	-
	Cash at bank	61,146	-	-
	Total cash funds	61,146	7,487	-

(agree balances with receipts and payments account(s))

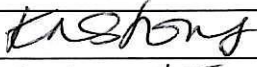

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Katie Story	30/6/24
	Matthew Warrington	30/6/24



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Fairhaven First Steps Pre School

**On accounts for the year
ended**

31 August 2023

**Charity no
(if any)**

1027491

Set out on pages

1-8

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2023**.

**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 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Catharine Simmonds

Date:

30 June 2024

Name:

CATHERINE SIMMONDS

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

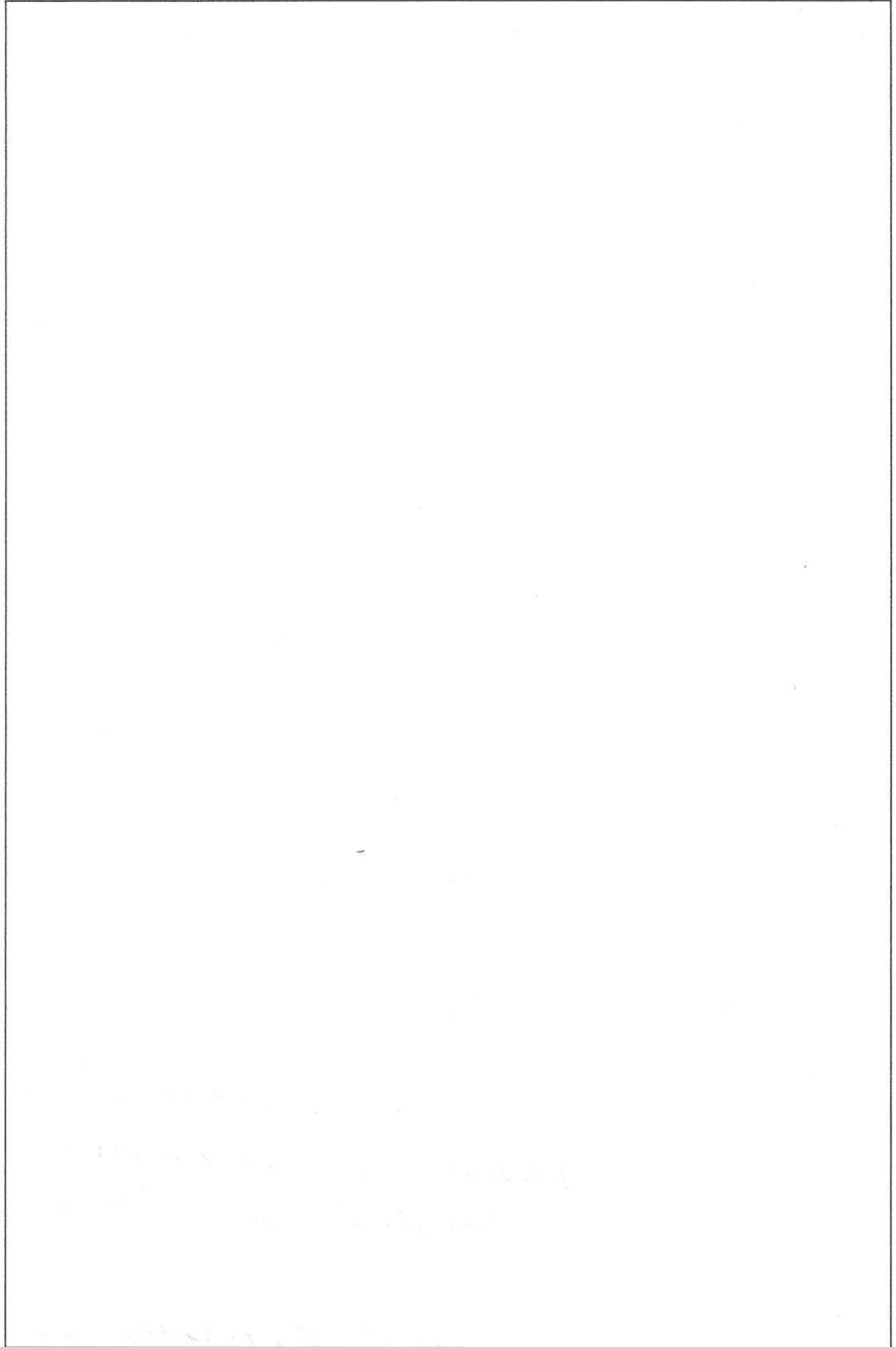
ACA with ICAEW

Address:

22 OAKFIELD DRIVE
SOUTH WALSHAM
NR13 6EH

Only complete if the examiner needs to highlight 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.



FAIRHAVEN FIRSTSTEPS PRE-SCHOOL

England & Wales - Charity number 1027491

Accounts



Trustees' Annual Report for the period

Period start date			Period end date		
01	09	2021	31	08	2022
From			To		

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

South Walsham Village Hall	
School Road	
South Walsham	
Postcode	NR13 6DZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rachel Whites	Chair	29.09.14 – 16.11.21	
2	Sam Sharples	Treasurer	14.10.19 -	
3	Samantha Harrowven	Secretary	18.10.16 – 16.11.21	
4	Gina Taylor	Vice Chair	16.10.17 -	
5	Kay Crane	Fundraiser	28.09.15 – 16.11.21	
6	Rebecca Grigglesstone	Fundraiser	08.10.18 – 16.11.21	
7	Nikki Evans	Fundraiser	08.10.18 – 16.11.21	
8	Nikki Evans	Chair	16.11.21 -	
9	Catherine Warrington	Secretary	16.11.21 -	
10	Edina Gotthard	Fundraiser	16.11.21 -	
11	Fern Anderson	Fundraiser	16.11.21 -	
12	Lynne Meale	Fundraiser	16.11.21 -	
13	Amy Johnson	Fundraiser	16.11.21 -	
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Pre-school Learning Alliance Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	An association of at least 5 committee members
Trustee selection methods <small>(eg. appointed by, elected by)</small>	3 Officers (Chairperson, Secretary and Treasurer) plus not less than 2 nor more than 9 other elected members. At least 60% of committee members shall be parents or guardians of children attending the Pre-school.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There is an induction procedure in place for new committee members and employees. Committee members are offered training through Norfolk County Council who have supplied the committee with a 'toolkit' to use as guidance to follow.

The Pre-school is a member of the Early Years Alliance, who offer help and advice. There is a child protection policy in place for all staff and committee members. The pre-school operates an equal opportunities policy.

The Pre-school is registered with OFSTED, the governing body. The Pre-school meets the National Standards set for pre-school education and care and ensures that the staff have the necessary NVQ qualification requirements for each session.

The Pre-school has also fostered close links with Fairhaven C of E VA Primary School, regularly visiting and partaking in activities at the school.

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

To provide learning and development opportunities through play, in a safe and stimulating environment, for 2 to 5 year olds, prior to reception class.

Encourage other charitable activities through which parents may help the children.

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)

Our pre-school's aims:

- Do our very best at all times in everything we do!
- Develop self-confidence, self-esteem and a growing independence.
- Develop social skills, a sense of responsibility and consideration for others.
- Encourage children to express themselves creatively and imaginatively, be curious, investigate and appreciate the environment in which they live.
- Generate a sense of excitement and develop a love for books, songs, rhymes and music.
- Extend children's thinking and problem-solving skills.
- Provide a safe, secure, happy environment for the children as well as for staff and families.
- Support the development, learning and care of young children in accordance with the Early Years Foundation stage.

The trustees have reviewed the guidance on public benefit, as issued by the Charities Commission, in their trustees' meetings and have taken it into consideration when planning future activities of the pre-school.

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 pre-school is run by an entirely voluntary management committee, comprised of parents and carers who are elected each year at our Annual General Meeting. The committee is responsible for the management, administration and financing of the pre-school. The committee meets regularly throughout the year and encourages as many parents as possible to become involved.

In order to keep fees as low as possible the amount charged is sufficient to cover basic costs i.e. wages, administration, group insurance and building rent.

Fundraising events are held in order to purchase equipment, consumables, outings and parties for the children.

Summary of the main achievements of the charity during the yearAutumn 2021

We started the year with 25 children on roll.

The AGM was held in person in November, and a new committee and Chairperson were voted in.

Natalie Chuter was employed on a permanent basis.

Gemma Banham left in November due to other commitments and to pursue opportunities elsewhere.

Fairhaven Garden visits continued to be popular with children participating in scavenger hunts, pond dipping, story-telling sessions, and nature crafts, among other things.

We removed our advertising from the Village Book to reduce the rising costs, leaflet drops were carried out by the committee instead, to maintain our visibility in the local communities.

Spring 2022

Fundraising continued throughout the term, with a Valentines fundraiser, and an Easter event which included a very successful raffle.

We received lots of donations from local businesses to purchase new resources.

The local Co-Op provided funds to cover the costs involved with providing our daily healthy snacks.

Charley-Anne Pizey left her student placement with us, following her withdrawal from her college course.

We looked into the possibility of offering Early Morning (9am) drop-offs, to both increase revenue and aid and support our working parents.

Summer 2022

The early 9am drop off's started with huge success and a growing interest moving forward.

The children and their families participated in Walk to School week, the event was popular and raised awareness of both healthy lifestyles and road safety.

We celebrated the Queen's Jubilee within preschool, and also participated in a joint event with Fairhaven Primary School which saw all the children dress up and have the opportunity to take part in circus skills workshops, before all coming together in the Primary school grounds for a Jubilee picnic lunch.

Fairhaven Primary School offered 5 transition sessions for those children transferring to them, and we welcomed the reception teacher Mrs Fleet on several occasions as she came to preschool to spend time with the children here.

Section D

Achievements and performance

The other primary school teachers made visits or arrangements to familiarise themselves with their transitioning children.

We said goodbye to 12 children who transitioned to Fairhaven C of E and 2 other local primary schools.

We again celebrated our leavers with families participating in a picnic on the field followed by a graduation ceremony. All the children participated in their leavers' graduation ceremony, complete with gowns and self-made mortar boards.

Section E

Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of funding is Norfolk County Council funding for 2, 3 & 4 year olds. Fees per session are charged for 2 year olds, and 3-4 year olds accessing hours in addition to their government funded hours.

It is still the aim of the pre-school to keep fees to a minimum to enable anyone to attend this community pre-school. Fundraising is through pre-school events and is then used to fund outings, Christmas and leavers' parties and any large items of equipment. The main costs are staffing, insurances and hall hire.

Section F

Other optional information

Future Plans

Advertise for more Emergency Relief Assistants to join the team.

Numbers are good for the next academic year with enquiries for places regularly received.

Consider increasing staffing numbers to enable us to increase capacity to meet the growing demand for places.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	NMM EMMY	Gottward
Full name(s)	NIKKI EVANS	EDINA GOTTHARD
Position (eg Secretary, Chair, etc)	CHAIR	COMMITTEE MEMBER
Date	28.06.2023	



Charity Name: <input type="text"/>	UIC Code: <input type="text"/>
Receipts and payments accounts	
For the period from: <input type="text"/>	To: <input type="text"/>
1/9/2021	Wednesday, August 31, 20

CC16a

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Norfolk County Council Funding	46844.00			46844.00	45459.00
Fees	11242.00			11242.00	6354.00
Fundraising	2438.00			2438.00	2847.00
Interest		1.00		1.00	2.00
Uniform	87.00			87.00	42.00
Outings	192.00			192.00	128.00
Misc				0.00	0.00
Grants				0.00	0.00
Donations	4200.00			4200.00	0.00
EYFS Grant				0.00	0.00
NCC Marketing Grant				0.00	0.00
NCC Inclusion and Equality Grant				0.00	0.00
Star salaries				0.00	4.00
Milk credits				0.00	4.00
Sub total(Gross income for AR)	65003.00	1.00	0.00	65004.00	54836.00
A2 Asset and investment sales, (see table).					
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00	0.00
Total receipts	65003.00	1.00	0.00	65004.00	54836.00
A3 Payments					
Staff salaries	52633.00			52633.00	48417.00
Equipment and materials	248.00			248.00	1828.00
Insurance	992.00			992.00	732.00
Rent	10562.00			10562.00	8532.00
Miscellaneous	75.00			75.00	130.00
Subscription/Membership Fees				0.00	0.00
Recruitment				0.00	8.00
Training	177.00			177.00	92.00
Outings/Music Sessions	357.00			357.00	213.00
Administration	250.00			250.00	350.00
Leavers' Presents & Parties	158.00			158.00	352.00
Uniform				0.00	0.00
Advertising	565.00			565.00	1074.00
Mobile phone	209.00			209.00	210.00
Sub total	66226.00	0.00	0.00	66226.00	61938.00
A4 Asset and investment purchases, (see table)					
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00	0.00
Total payments	66226.00	0.00	0.00	66226.00	61938.00
Net of receipts/payments	-1223.00	1.00	0.00	-1222.00	-7102.00
A5 Transfers between funds	0.00	0.00	0.00	0.00	0.00
A6 Cash funds last year end	48658.00	7455.00	0.00	56113.00	63215.00
Cash funds this year end	47435.00	7456.00	0.00	54891.00	56113.00

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Grants		834.00	0.00
	Redundancy Account		6622.00	
	Petty cash			
	Cash at bank	47435.00		0.00
	Total cash funds	47435.00	7456.00	0.00

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
				0.00
B3 Investment assets			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
				0.00
B4 Assets retained for the charity's own use			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
				0.00
B5 Liabilities			0.00	
			0.00	
			0.00	
			0.00	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Nikki Evans</i>	NIKKI EVANS	28.06.23
<i>Edina Gottard</i>	Gottard	28.06.23



Trustees' Annual Report for the period

Period start date			Period end date		
01	09	2021	31	08	2022
From			To		

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

South Walsham Village Hall	
School Road	
South Walsham	
Postcode	NR13 6DZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rachel Whites	Chair	29.09.14 – 16.11.21	
2	Sam Sharples	Treasurer	14.10.19 -	
3	Samantha Harrowven	Secretary	18.10.16 – 16.11.21	
4	Gina Taylor	Vice Chair	16.10.17 -	
5	Kay Crane	Fundraiser	28.09.15 – 16.11.21	
6	Rebecca Grigglesstone	Fundraiser	08.10.18 – 16.11.21	
7	Nikki Evans	Fundraiser	08.10.18 – 16.11.21	
8	Nikki Evans	Chair	16.11.21 -	
9	Catherine Warrington	Secretary	16.11.21 -	
10	Edina Gotthard	Fundraiser	16.11.21 -	
11	Fern Anderson	Fundraiser	16.11.21 -	
12	Lynne Meale	Fundraiser	16.11.21 -	
13	Amy Johnson	Fundraiser	16.11.21 -	
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Pre-school Learning Alliance Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	An association of at least 5 committee members
Trustee selection methods <small>(eg. appointed by, elected by)</small>	3 Officers (Chairperson, Secretary and Treasurer) plus not less than 2 nor more than 9 other elected members. At least 60% of committee members shall be parents or guardians of children attending the Pre-school.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There is an induction procedure in place for new committee members and employees. Committee members are offered training through Norfolk County Council who have supplied the committee with a 'toolkit' to use as guidance to follow.

The Pre-school is a member of the Early Years Alliance, who offer help and advice. There is a child protection policy in place for all staff and committee members. The pre-school operates an equal opportunities policy.

The Pre-school is registered with OFSTED, the governing body. The Pre-school meets the National Standards set for pre-school education and care and ensures that the staff have the necessary NVQ qualification requirements for each session.

The Pre-school has also fostered close links with Fairhaven C of E VA Primary School, regularly visiting and partaking in activities at the school.

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

To provide learning and development opportunities through play, in a safe and stimulating environment, for 2 to 5 year olds, prior to reception class.

Encourage other charitable activities through which parents may help the children.

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)

Our pre-school's aims:

- Do our very best at all times in everything we do!
- Develop self-confidence, self-esteem and a growing independence.
- Develop social skills, a sense of responsibility and consideration for others.
- Encourage children to express themselves creatively and imaginatively, be curious, investigate and appreciate the environment in which they live.
- Generate a sense of excitement and develop a love for books, songs, rhymes and music.
- Extend children's thinking and problem-solving skills.
- Provide a safe, secure, happy environment for the children as well as for staff and families.
- Support the development, learning and care of young children in accordance with the Early Years Foundation stage.

The trustees have reviewed the guidance on public benefit, as issued by the Charities Commission, in their trustees' meetings and have taken it into consideration when planning future activities of the pre-school.

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 pre-school is run by an entirely voluntary management committee, comprised of parents and carers who are elected each year at our Annual General Meeting. The committee is responsible for the management, administration and financing of the pre-school. The committee meets regularly throughout the year and encourages as many parents as possible to become involved.

In order to keep fees as low as possible the amount charged is sufficient to cover basic costs i.e. wages, administration, group insurance and building rent.

Fundraising events are held in order to purchase equipment, consumables, outings and parties for the children.

Summary of the main achievements of the charity during the yearAutumn 2021

We started the year with 25 children on roll.

The AGM was held in person in November, and a new committee and Chairperson were voted in.

Natalie Chuter was employed on a permanent basis.

Gemma Banham left in November due to other commitments and to pursue opportunities elsewhere.

Fairhaven Garden visits continued to be popular with children participating in scavenger hunts, pond dipping, story-telling sessions, and nature crafts, among other things.

We removed our advertising from the Village Book to reduce the rising costs, leaflet drops were carried out by the committee instead, to maintain our visibility in the local communities.

Spring 2022

Fundraising continued throughout the term, with a Valentines fundraiser, and an Easter event which included a very successful raffle.

We received lots of donations from local businesses to purchase new resources.

The local Co-Op provided funds to cover the costs involved with providing our daily healthy snacks.

Charley-Anne Pizey left her student placement with us, following her withdrawal from her college course.

We looked into the possibility of offering Early Morning (9am) drop-offs, to both increase revenue and aid and support our working parents.

Summer 2022

The early 9am drop off's started with huge success and a growing interest moving forward.

The children and their families participated in Walk to School week, the event was popular and raised awareness of both healthy lifestyles and road safety.

We celebrated the Queen's Jubilee within preschool, and also participated in a joint event with Fairhaven Primary School which saw all the children dress up and have the opportunity to take part in circus skills workshops, before all coming together in the Primary school grounds for a Jubilee picnic lunch.

Fairhaven Primary School offered 5 transition sessions for those children transferring to them, and we welcomed the reception teacher Mrs Fleet on several occasions as she came to preschool to spend time with the children here.

Section D

Achievements and performance

The other primary school teachers made visits or arrangements to familiarise themselves with their transitioning children.

We said goodbye to 12 children who transitioned to Fairhaven C of E and 2 other local primary schools.

We again celebrated our leavers with families participating in a picnic on the field followed by a graduation ceremony. All the children participated in their leavers' graduation ceremony, complete with gowns and self-made mortar boards.

Section E

Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of funding is Norfolk County Council funding for 2, 3 & 4 year olds. Fees per session are charged for 2 year olds, and 3-4 year olds accessing hours in addition to their government funded hours.

It is still the aim of the pre-school to keep fees to a minimum to enable anyone to attend this community pre-school. Fundraising is through pre-school events and is then used to fund outings, Christmas and leavers' parties and any large items of equipment. The main costs are staffing, insurances and hall hire.

Section F

Other optional information

Future Plans

Advertise for more Emergency Relief Assistants to join the team.

Numbers are good for the next academic year with enquiries for places regularly received.

Consider increasing staffing numbers to enable us to increase capacity to meet the growing demand for places.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	NMM EMMY	Gottward
Full name(s)	NIKKI EVANS	EDINA GOTTHARD
Position (eg Secretary, Chair, etc)	CHAIR	COMMITTEE MEMBER
Date	28.06.2023	



Charity Name: <input type="text"/>	UIC Code: <input type="text"/>
Receipts and payments accounts	
For the period from: <input type="text"/>	To: <input type="text"/>
1/9/2021	Wednesday, August 31, 20

CC16a

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Norfolk County Council Funding	46844.00			46844.00	45459.00
Fees	11242.00			11242.00	6354.00
Fundraising	2438.00			2438.00	2847.00
Interest		1.00		1.00	2.00
Uniform	87.00			87.00	42.00
Outings	192.00			192.00	128.00
Misc				0.00	0.00
Grants				0.00	0.00
Donations	4200.00			4200.00	0.00
EYFS Grant				0.00	0.00
NCC Marketing Grant				0.00	0.00
NCC Inclusion and Equality Grant				0.00	0.00
Star salaries				0.00	4.00
Mk credits				0.00	4.00
Sub total(Gross income for AR)	65003.00	1.00	0.00	65004.00	54836.00
A2 Asset and investment sales, (see table).					
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00	0.00
Total receipts	65003.00	1.00	0.00	65004.00	54836.00
A3 Payments					
Staff salaries	52633.00			52633.00	48417.00
Equipment and materials	248.00			248.00	1828.00
Insurance	992.00			992.00	732.00
Rent	10562.00			10562.00	8532.00
Miscellaneous	75.00			75.00	130.00
Subscription/Membership Fees				0.00	0.00
Recruitment				0.00	8.00
Training	177.00			177.00	92.00
Outings/Music Sessions	357.00			357.00	213.00
Administration	250.00			250.00	350.00
Leavers' Presents & Parties	158.00			158.00	352.00
Uniform				0.00	0.00
Advertising	565.00			565.00	1074.00
Mobile phone	209.00			209.00	210.00
Sub total	66226.00	0.00	0.00	66226.00	61938.00
A4 Asset and investment purchases, (see table)					
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00	0.00
Total payments	66226.00	0.00	0.00	66226.00	61938.00
Net of receipts/payments	-1223.00	1.00	0.00	-1222.00	-7102.00
A5 Transfers between funds	0.00	0.00	0.00	0.00	0.00
A6 Cash funds last year end	48658.00	7455.00	0.00	56113.00	63215.00
Cash funds this year end	47435.00	7456.00	0.00	54891.00	56113.00

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Grants		834.00	0.00
	Redundancy Account		6622.00	
	Petty cash			
	Cash at bank	47435.00		0.00
	Total cash funds	47435.00	7456.00	0.00

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			0.00	
			0.00	
			0.00	
			0.00	
			0.00	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Nikki Evans</i>	NIKKI EVANS	28.06.23
<i>Edina Gottard</i>	Gottard	28.06.23



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Fairhaven First Steps Pre-School

On accounts for the year
ended

31st August 2022

Charity no
(if any)

1027491

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn 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:

16 June 2023

Name:

Johan Neethling

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

Institute of Chartered Accountants of England and Wales

Address:	15 Eaton Road
	Norwich
	NR4 6PZ

Section B Disclosure

Only complete if the examiner needs to highlight material problems.

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

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to provide details of items that the examiner wishes to disclose.

FAIRHAVEN FIRSTSTEPS PRE-SCHOOL

England & Wales - Charity number 1027491

Accounts



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	09	2020	To	31	08	2021

Section A Reference and administration details

Charity name Fairhaven First Steps Pre-school

Other names charity is known by Fairhaven Pre-school

Registered charity number (if any) 1027491

Charity's principal address

South Walsham Village Hall	
School Road	
South Walsham, Norfolk	
Postcode	NR13 6DZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rachel Whiles	Chair	29.09.14 – 16.11.21	
2	Sam Sharples	Treasurer	14.10.19 -	
3	Samantha Harrowven	Secretary	18.10.16 – 16.11.21	
4	Gina Taylor	Vice Chair	16.10.17 -	
5	Kay Crane	Fundraiser	28.09.15 – 16.11.21	
6	Rebecca Griggstone	Fundraiser	08.10.18 – 16.11.21	
7	Nikki Evans	Fundraiser	08.10.18 – 16.11.21	
8	Nikki Evans	Chair	16.11.21 -	
9	Catherine Warrington	Secretary	16.11.21 -	
10	Edina Gotthard	Fundraiser	16.11.21 -	
11	Fern Anderson	Fundraiser	16.11.21 -	
12	Lynne Meale	Fundraiser	16.11.21 -	
13	Amy Johnson	Fundraiser	16.11.21 -	
14				
15				
16				
17				
18				
19				
20				

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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

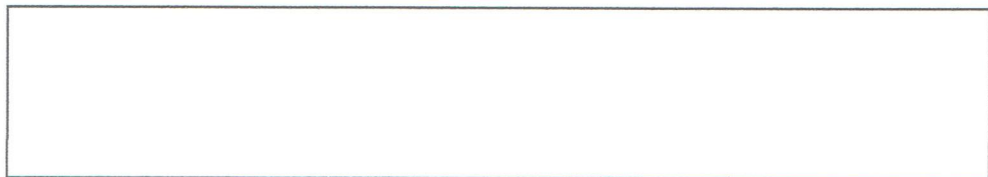
Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Pre-school Learning Alliance Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	An association of at least 5 committee members
Trustee selection methods <small>(eg. appointed by, elected by)</small>	3 Officers (Chairperson, Secretary and Treasurer) plus not less than 2 nor more than 9 other elected members. At least 60% of committee members shall be parents or guardians of children attending the Pre-school.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>There is an induction procedure in place for new committee members and employees. Committee members are offered training through Norfolk County Council who have supplied the committee with a 'toolkit' to use as guidance to follow.</p> <p>The Pre-school is a member of the Early Years Alliance, who offer help and advice. There is a child protection policy in place for all staff and committee members. The pre-school operates an equal opportunities policy.</p> <p>The Pre-school is registered with OFSTED, the governing body. The Pre-school meets the National Standards set for pre-school education and care and ensures that the staff have the necessary NVQ qualification requirements for each session.</p> <p>The Pre-school has also fostered close links with Fairhaven C of E VA Primary School, regularly visiting and partaking in activities at the school.</p>
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Section C

Objectives and activities

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

To provide learning and development opportunities through play, in a safe and stimulating environment, for 2 to 5 year olds, prior to reception class.

Encourage other charitable activities through which parents may help the children.

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)

Our pre-school's aims:

- Do our very best at all times in everything we do!
- Develop self-confidence, self-esteem and a growing independence.
- Develop social skills, a sense of responsibility and consideration for others.
- Encourage children to express themselves creatively and imaginatively, be curious, investigate and appreciate the environment in which they live.
- Generate a sense of excitement and develop a love for books, songs, rhymes and music.
- Extend children's thinking and problem-solving skills.
- Provide a safe, secure, happy environment for the children as well as for staff and families.
- Support the development, learning and care of young children in accordance with the Early Years Foundation stage.

The trustees have reviewed the guidance on public benefit, as issued by the Charities Commission, in their trustees' meetings and have taken it into consideration when planning future activities of the pre-school.

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 pre-school is run by an entirely voluntary management committee, comprised of parents and carers who are elected each year at our Annual General Meeting. The committee is responsible for the management, administration and financing of the pre-school. The committee meets regularly throughout the year and encourages as many parents as possible to become involved.

In order to keep fees as low as possible the amount charged is sufficient to cover basic costs i.e. wages, administration, group insurance and building rent.

Fundraising events are held in order to purchase equipment, consumables, outings and parties for the children.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Autumn 2020

We started the year with 21 children on roll.

The AGM was postponed due to Covid-19, and then held remotely later in the term.

Due to the Covid-19 situation, we continued to restrict visitors/additional persons into the hall and kept up a tight cleaning regime.

Fairhaven Garden visits continue. Children participated in scavenger hunts, story telling, and nature crafts among other things.

Fundraising events were not held but we did celebrate within session time, and the children were still provided with a Christmas gift.

A Student placement was due to start in Dec 2020, but this was postponed due to Covid-19 restrictions.

Spring 2021

Due to the ongoing Covid-19 situation, our attendance figures reduced dramatically to between 30-50% occupancy.

To counteract the effect of this we reduced our opening days to 2 days per week to meet the demand for places of those who wished to continue to attend.

Fairhaven Gardens visits temporarily stopped in January.

Staff continue to undertake professional development training with lots of online courses.

Jayne Debbage completed her NVQ Level 2.

Our full opening hours resumed w/c 8th March, and occupancy levels returned to normal.

The student placement commenced March 2021.

Fairhaven Gardens visits resumed, and we were able to hold our Easter Egg hunt on the field.

Section D

Achievements and performance

Summer 2021

We had full occupancy across our sessions with 30 children registered on the books. We also had a waiting list of 9 children wanting to increase/add sessions.

Chelsea Jones commenced her maternity leave.

Gemma Banham was employed on a Maternity cover contract.

The primary school transitions went ahead at Fairhaven Primary School and other primary school teachers made visits or arrangements to familiarise themselves with their transitioning children.

We had to say goodbye to 11 children who transitioned to Fairhaven C of E and other local primary schools.

We again celebrated our leavers with a picnic on the field with their families invited, maintaining social distance and outdoor meeting guidelines. All the children also participated in their leavers' graduation ceremony, complete with gowns and mortar boards.

1 child deferred their transition to primary school due to SEN requirements alongside having a late August birthday.

Section E

Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of funding is Norfolk County Council funding for 2, 3 & 4 year olds. Fees per session are charged for 2 year olds, and 3-4 year olds accessing hours in addition to their government funded hours.

It is still the aim of the pre-school to keep fees to a minimum to enable anyone to attend this community pre-school. Fundraising is through pre-school events and is then used to fund outings, Christmas and leavers' parties and any large items of equipment. The main costs are staffing, insurances and hall hire.

Section F Other optional information

Future Plans

Advertise for more Emergency Relief Assistants to join the team.


Numbers are good for the next academic year with enquiries for places regularly received.

Consider increasing staffing numbers to enable us to increase capacity to meet the growing demand for places.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	NMM EVANS	
Full name(s)	NIKKI EVANS	GINA TAYLOR
Position (eg Secretary, Chair, etc)	CHAIR	VICE CHAIR
Date	30/03/2022	



Receipts and payments accounts

For the period from	Period start date 01/09/2020	To	Period end date 31 August 2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Norfolk County Council Funding	45459.00			45459.00	55779.00
Fees	6354.00			6354.00	4347.00
Fundraising	2847.00			2847.00	387.00
Interest		2.00		2.00	12.00
Uniform	42.00			42.00	80.00
Outings	128.00			128.00	0.00
Misc				0.00	0.00
Grants				0.00	0.00
Donations				0.00	0.00
EYFS Grant				0.00	0.00
NCC Marketing Grant				0.00	0.00
NCC Inclusion and Equality Grant				0.00	0.00
Milk credits	4.00			4.00	46.00
Sub total (Gross income for AR)	54834.00	2.00	0.00	54836.00	60651.00
A2 Asset and investment sales, (see table).					
	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00	0.00
Total receipts	54834.00	2.00	0.00	54836.00	60651.00
A3 Payments					
Staff salaries	48417.00			48417.00	42816.00
Equipment and materials	1828.00			1828.00	1273.00
Insurance	732.00			732.00	681.00
Rent	8532.00			8532.00	9211.00
Miscellaneous	130.00			130.00	163.00
Subscription/Membership Fees				0.00	0.00
Recruitment	8.00			8.00	0.00
Training	92.00			92.00	186.00
Outings/Music Sessions	213.00			213.00	0.00
Administration	350.00			350.00	150.00
Leavers' Presents & Parties	352.00			352.00	329.00
Uniform				0.00	0.00
Advertising	1074.00			1074.00	1026.00
Mobile phone	210.00			210.00	224.00
Sub total	61938.00	0.00	0.00	61938.00	56059.00
A4 Asset and investment purchases, (see table)					
	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	
Sub total	0.00	0.00	0.00	0.00	0.00
Total payments	61938.00	0.00	0.00	61938.00	56059.00
Net of receipts/(payments)	-7104.00	2.00	0.00	-7102.00	4592.00
A5 Transfers between funds	0.00	0.00	0.00	0.00	0.00
A6 Cash funds last year end	55762.00	7453.00	0.00	63215.00	58623.00
Cash funds this year end	48658.00	7455.00	0.00	56113.00	63215.00

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Grants		834.00	0.00
	Redundancy Account		6621.00	
	Petty cash			
	Cash at bank	48658.00		0.00
	Total cash funds		48658.00	7455.00

(agree balances with receipts and payments account(s))

OK

OK

OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			0.00	
			0.00	
			0.00	
			0.00	
			0.00	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	GINA TAYLOR	20/6/22
NIKKI EVANS	NIKKI EVANS	21/6/22

27/05/2022



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Fairhaven First Steps Pre-School

On accounts for the year
ended

31st August 2021

Charity no
(if any)

1027491

Set out on pages

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn 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:

27 May '22

Name:

Johan Neethling

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

Institute of Chartered Accountants of England and Wales

Address:	15 Eaton Road
	Norwich
	NR4 6PZ

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.

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

FAIRHAVEN FIRSTSTEPS PRE-SCHOOL

England & Wales - Charity number 1027491

Accounts



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	09	2019	To	31	08	2020

Section A Reference and administration details

Charity name

Fairhaven First Steps Pre-school

Other names charity is known by

Fairhaven Pre-school

Registered charity number (if any)

1027491

Charity's principal address

South Walsham Village Hall

School Road

South Walsham, Norfolk

Postcode

NR13 6DZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rachel Whiles	Chair	29.09.14 -	
2	Jill Farnell	Treasurer	29.09.14 – 14.10.19	
3	Samantha Harrowven	Secretary	18.10.16 -	
4	Gina Taylor	Vice Chair	16.10.17 -	
5	Kay Crane	Fundraiser	28.09.15 -	
6	Lynne Meale	Fundraiser	16.10.17 – 14.10.19	
7	Catherine Simmonds	Fundraiser	16.10.17 – 14.10.19	
8	Rebecca Griggstone	Fundraiser	08.10.18 -	
9	Nikki Evans	Fundraiser	08.10.18 -	
10	Sam Sharples	Treasurer	14.10.19 -	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Pre-school Learning Alliance Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	An association of at least 5 committee members
Trustee selection methods <i>(eg. appointed by, elected by)</i>	3 Officers (Chairperson, Secretary and Treasurer) plus not less than 2 nor more than 9 other elected members. At least 60% of committee members shall be parents or guardians of children attending the Pre-school.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>There is an induction procedure in place for new committee members and employees. Committee members are offered training through Norfolk County Council who have supplied the committee with a 'toolkit' to use as guidance to follow.</p> <p>The Pre-school is a member of the Early Years Alliance, who offer help and advice. There is a child protection policy in place for all staff and committee members. The pre-school operates an equal opportunities policy.</p> <p>The Pre-school is registered with OFSTED, the governing body. The Pre-school meets the National Standards set for pre-school education and care and ensures that the staff have the necessary NVQ qualification requirements for each session.</p> <p>The Pre-school has also fostered close links with Fairhaven C of E VA Primary School, regularly visiting and partaking in activities at the school.</p>

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

To provide learning and development opportunities through play, in a safe and stimulating environment, for 2 to 5 year olds, prior to reception class.

Encourage other charitable activities through which parents may help the children.

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)

Our pre-school's aims:

- Do our very best at all times in everything we do!
- Develop self-confidence, self-esteem and a growing independence.
- Develop social skills, a sense of responsibility and consideration for others.
- Encourage children to express themselves creatively and imaginatively, be curious, investigate and appreciate the environment in which they live.
- Generate a sense of excitement and develop a love for books, songs, rhymes and music.
- Extend children's thinking and problem-solving skills.
- Provide a safe, secure, happy environment for the children as well as for staff and families.
- Support the development, learning and care of young children in accordance with the Early Years Foundation stage.

The trustees have reviewed the guidance on public benefit, as issued by the Charities Commission, in their trustees' meetings and have taken it into consideration when planning future activities of the pre-school.

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 pre-school is run by an entirely voluntary management committee, comprised of parents and carers who are elected each year at our Annual General Meeting. The committee is responsible for the management, administration and financing of the pre-school. The committee meets regularly throughout the year and encourages as many parents as possible to become involved.

In order to keep fees as low as possible the amount charged is sufficient to cover basic costs i.e. wages, administration, group insurance and building rent.

Fundraising events are held in order to purchase equipment, consumables, outings and parties for the children.

Summary of the main achievements of the charity during the yearAutumn 2019

We started the year with 30 children on roll.

The AGM was held and the new committee voted in.

Charlotte Bending resumed a regular session of every Friday morning.

Fairhaven Garden visits continue weekly. Children participate in scavenger hunts, story telling, and nature crafts among other things.

Fundraising events include

- Stall at the Fireworks Night event
- Stall at the Primary school Christmas fair
- Family Christmas Disco
- Pre-school Christmas Fair inc Nativity and Santa's grotto.

Spring 2020

Numbers continue to increase across all sessions.

Chelsea Jones completed her Level 3 Early Years qualification.

The Easter raffle was another success with prizes including hampers and individual eggs. The children took part in an Easter egg hunt out on the playing field.

The later part of term saw attendance numbers dropping due to the initial concerns with Covid-19.

From week commencing 23rd March 2020 we were in a national lockdown and only open to provide care to keyworker and vulnerable children. We provided childcare for 2 children under this guidance.

Summer 2020

The lockdown continued for the early part of the Summer Term.

Working practices were rapidly altered, and several more risk assessments completed to deal with the changing course of the pandemic. Higher working ratios were introduced to aid smaller group sizes and maximise social distancing as far as reasonably practical.

Fairhaven Gardens and other outings had to be postponed indefinitely.

Staff used this time to continue to expand upon their knowledge and professional development by attending online training courses provided by Norfolk County Council.

June 1st saw us able to open again to all children who wished to attend. We only had approx. 50% uptake on the offer to return. Norfolk County Council continued to pay funding to ensure our future viability, which also meant we were able to retain all our staff.

Section D

Achievements and performance

Unfortunately the primary school transitions were unable to go ahead, but the Primary school reception teacher made several visits to familiarise herself with the children.

We had to say goodbye to 20 children, 12 who transitioned to Fairhaven C of E Primary school, and 8 to other local primary schools.

Due to the government guidelines, we decided to see our leavers off with a socially distanced picnic on the field, with their families, and despite not having an end of year production, the children all participated in their leavers graduation ceremony, complete with gowns and mortar boards.

Section E

Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of funding is Norfolk County Council funding for 2, 3 & 4 year olds. Fees per session are charged for 2 year olds, and 3-4 year olds accessing hours in addition to their government funded hours.

It is still the aim of the pre-school to keep fees to a minimum to enable anyone to attend this community pre-school. Fundraising is through pre-school events and is then used to fund outings, Christmas and leavers' parties and any large items of equipment. The main costs are staffing, insurances and hall hire.

Section F**Other optional information**Future Plans

Advertise for more Emergency Relief Assistants to join the team.

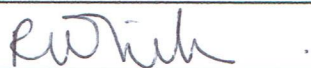

Numbers are already high for next academic year.

Consider increasing staffing numbers to enable us to increase capacity to meet the demand for places.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	RACHEL WHILES .	GINA TAYLOR
Position (eg Secretary, Chair, etc)	CHAIR .	VICE CHAIR .
Date	30/04/21	



Fairhaven First Steps Pre-school		1027491	
Receipts and payments accounts			
For the period from:	Period start date 1/9/19	To	Period end date Monday, August 31, 20

CC16a

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Norfolk County Council Funding	55779.00			55779.00	67799.00
Fees	4347.00			4347.00	11005.00
Fundraising	387.00			387.00	1252.00
Interest	0.00	12.00		12.00	13.00
Uniform	80.00			80.00	86.00
Outings	0.00			0.00	219.00
Misc	0.00			0.00	0.00
Grants	0.00			0.00	1.00
Donations				0.00	0.00
EYFS Grant				0.00	0.00
NCC Marketing Grant				0.00	0.00
NCC Inclusion and Equality Grant				0.00	0.00
Milk credits	46.00			46.00	79.00
Sub total(Gross income for AR)	60639.00	12.00	0.00	60651.00	80454.00
A2 Asset and investment sales, (see table).					
	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00	0.00
Total receipts	60639.00	12.00	0.00	60651.00	80454.00
A3 Payments					
Staff salaries	42816.00			42816.00	44349.00
Equipment and materials	1273.00			1273.00	1847.00
Insurance	681.00			681.00	959.00
Rent	9211.00			9211.00	10309.00
Miscellaneous	163.00			163.00	291.00
Subscription/Membership Fees	0.00			0.00	0.00
Recruitment	0.00			0.00	60.00
Training	186.00			186.00	360.00
Outings/Music Sessions	0.00			0.00	325.00
Administration	150.00			150.00	250.00
Leavers' Presents & Parties	329.00			329.00	277.00
Uniform	0.00			0.00	95.00
Advertising	1026.00			1026.00	1268.00
Mobile phone	224.00			224.00	246.00
Sub total	56059.00	0.00	0.00	56059.00	60636.00
A4 Asset and investment purchases, (see table)					
	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00	0.00
Total payments	56059.00	0.00	0.00	56059.00	60636.00
Net of receipts/(payments)	4580.00	12.00	0.00	4592.00	19818.00
A5 Transfers between funds	0.00	0.00	0.00	0.00	0.00
A6 Cash funds last year end	51182.00	7441.00	0.00	58623.00	38805.00
Cash funds this year end	55762.00	7453.00	0.00	63215.00	58623.00

Section B Statement of assets and liabilities at the end of the period

Categories

Details

B1 Cash funds

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Grants		834.00	0.00
Redundancy Account		6619.00	
Petty cash	0.00		
Cash at bank	55762.00	0.00	0.00
Total cash funds	55762.00	7453.00	0.00

(agree balances with receipts and payments account(s))

Details

B2 Other monetary assets

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00

Details

B3 Investment assets

	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00

Details

B4 Assets retained for the charity's own use

	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00

Details

B5 Liabilities


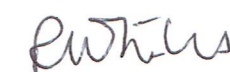
	Fund to which liability relates	Amount due (optional)	When due (optional)
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

GINA TAYLOR
RACHEL WHITE

30/6/21
30/6/21



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Parbhavan First Steps Pre-School

On accounts for the year
ended

31st August 2020

Charity no
(if any)

1027491

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn 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:

29/6/2021

Name:

Johan Neethling

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

Institute of Chartered Accountants of England and Wales

Address:	15 Eaton Road
	Norwich
	NR4 6PZ

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

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