

# Trustees' Annual Report for the period

Period start date		Period end date					
From	Day 01	Month 09	Year 2022	To	Day 31	Month 08	Year 2023

## Section A Reference and administration details

Charity name **St Nicholas Pre-School**

Other names charity is known by **St Nicholas First Steps and St Nicholas Little Learners**

Registered charity number (if any) **1029661**

Charity's principal address **Church Hall, Church Road**

**Whitchurch**

**Bristol**

Postcode **BS14 0PR**

### 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	Craig Gardiner	Chair		
2	Mary Stone	Treasurer		
3	Miriam Cush-Clark			
4	Kate Brien			
5	Kate Burt			
6	Sarah Pearce			
7				
8				
9				
10				
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
Independent Examiner		

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

Anne Weston, Tracey Peters

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association of approx. 100 members
Trustee selection methods (eg. appointed by, elected by)	Nominated and elected or re-elected by committee members usually at the Annual General Meeting.

### 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.

Child protection policies are in place. DBS checks and Ofsted Clearances are sought for trustees, employees and committee members.

St Nicholas Pre-school is a member of the Early Learning Alliance who provides advice where necessary. The Pre-school is also Ofsted Registered.

We have good relationships with our local schools, particularly Whitchurch Primary and Bridge Farm School who allow us to use their hall for PE sessions and Library in line with our planned themes.

We hold Professional Indemnity/Management Protection Insurance.

## Section C Objectives and activities

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

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:

- Develop children's natural curiosity and extend their understanding of the world around them
- Encourage a positive attitude to learning in preparation for school.
- Provide a safe, caring and happy learning environment.
- Work within a parent-involving framework, which ensures equality of opportunity for all children and their families.

To provide early years education and seasonal care in a pre-school setting for 3 and 4 year old children. Also running parent/carer and toddler groups for children aged from birth to 3 years old.

**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)**

**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.

None



**Summary of the main achievements of the charity during the year**

We ran 380 pre-school sessions of 3 hours and 2.5 hours each reaching 27 children and 27 families.

In the final term of this academic year we started more all day sessions for all children. Previously only Preschoolers stayed on a Thursday, now we have all day sessions on a Tuesday and Wednesday too.

Also ran 114 baby and toddler sessions of 2.5/2.75 hours each this year, reaching approximately 45 children per week.

The Pre-school children have enjoyed many activities this year including a coach trip to Ashton Court, where they played, had lunch and found out more about nature and animals.

We have had trips to our local parks for a nature trail and sports day.

Went to St Nicholas Church for Harvest festival and Christmas Nativity.

Visits to local garden centre at Christmas time to see the Christmas decorations.

Regular trips to our own allotment where the children take part in gardening all year round – weeding, digging, planting and harvesting.

We studied lots of different topics throughout the year: The Colour Monster; All About Me; Autumn and Nature Trail; Halloween; Fireworks Night; Diwali; Remembrance Day; Gross and Fine Motor Skills Weeks; 'The Stick Man'; The Arctic; Christmas; Birds; Lunar New Year; 'The Naughty Bus'; Taking Care of yourself - Healthy Eating and Healthy Teeth; Mother's Day; Easter and Spring; First Aid; The King's Coronation; Road Safety; Emotions; Bugs; Space; Fire Safety and Going to School.

As we had a smaller cohort of Preschoolers this year we were able to complete lots of trips out to local parks; local fields; play centres and soft plays.

We have raised funds for other charitable organisations e.g. Comic Relief and Children in Need. We held a MacMillan Coffee Morning

We have regular Show and Tell days and the children have weekly P.E. sessions with a trained P.E. Professional. Later in the academic year the children get changed into full P.E. kit, in preparation for primary school.

Near the end of the academic year we have visits to local schools to help in their transition to Primary School.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We try to ensure that the charity has reserves in the bank for emergency situations.

**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.

Most of the charity's funding has been in the form of funding from the Local Education Authority. Children who are not eligible for funding pay fees, as do the children attending the baby and toddler groups.

Additional funds have been gained from fundraising initiatives for example, Nativity DVD sales and Christmas Raffle. We have also received small donations from local organisations.

Expenditure has been in relation to staff wages, rent and purchase of play equipment.

Money received from fundraising is used to buy new play equipment and to subsidise trips/enrichment activities.

## 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)

Mary Stone

Position (eg Secretary, Chair, etc)

Treasurer and Trustee

Date

11/3/2024,

**St Nicholas Pre-School**  
**Income and Expenditure for the year ending 31 August 2023**

	2023	2022
Balance 1 September	£ 11,638.39	£ 14,028.45
Surplus for Year	£3,045.88	<del>£2,516.36</del>
<b>Balance 31 August</b>	<b>£ 14,684.27</b>	<b>£ 11,512.09</b>

Represented by

Cash in Hand	£45.57	£618.47
Current Account	£ 14,638.70	£ 11,019.92
<b>TOTAL</b>	<b>£14,684.27</b>	<b>£11,638.39</b>
Excess in Cash	£ -	£ 126.30

**St Nicholas Pre-School**  
Accounts Year Ending 31st August 2023



# St Nicholas Pre-School

## Income and Expenditure for the year ending 31 August 2023

Income	2023	2022
Fees	£75,502.84	£75,179.73
Milk Refunds	0	0
Interest	0	0
Training	599.43	0
<b>Sub-Total</b>	<b>£76,102.27</b>	<b>£75,179.73</b>
<b>Fund Raising</b>		
Fundraising	£975.64	£245.50
Photo Sales	£166.00	£223.00
Trips/Consumables	£186.00	£254.80
Sweatshirts	£522.00	£327.50
Online Fundraising	£50.79	£47.55
Donations	£1,030.00	£3,463.56
<b>Other Income</b>		
HMRC CJRS	£0.00	£240.88
For External orgs (PE)	£751.00	£282.00
Floats & Refunds	£2.31	£28.65
Charity Fundraising	£0.00	£390.25
<b>Sub-Total</b>	<b>£3,683.74</b>	<b>£5,503.69</b>
<b>TOTAL INCOME</b>	<b>£79,786.01</b>	<b>£80,683.42</b>
<b>Less Expenditure</b>	<b>£76,740.13</b>	<b>£83,199.78</b>
<b>Surplus</b>	<b>£3,045.88</b>	<b>-£2,516.36</b>

Expenses	2022	2021
Salaries	£63,851.88	£69,037.62
Rent	£5,250.00	£6,438.00
Milk	£0.00	£0.00
Insurance	£981.15	£548.21
Tax and National Insurance	£1,066.74	£2,070.49
Bank Charges	£147.70	£158.65
<b>Sub-Total</b>	<b>£71,297.47</b>	<b>£78,252.97</b>
<b>Expenditure</b>		
Mobile Phone	£226.00	£208.85
Stationery and Postage	£0.00	£0.00
Xmas Presents & Expenses	£256.42	£92.64
Trips	£255.00	£304.00
Sundries & Petty Cash	£0.00	£0.00
Equipment & Ed. Resources	£2,690.20	£2,353.12
Ofsted	£50.00	£50.00
Fund Raising	£0.00	£0.00
Training	£36.00	£197.00
Sweatshirts	£790.05	£423.20
Adverts	£0.00	£0.00
Memberships	£41.00	£155.00
External Organisations	£906.99	£555.00
Returned Fees	£191.00	£608.00
<b>Sub-Total</b>	<b>£5,442.66</b>	<b>£4,946.81</b>
<b>TOTAL</b>	<b>£76,740.13</b>	<b>£83,199.78</b>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

St Nicholas Pre-School

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any)

1029661

Set out on pages

(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 31/08/2022.

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

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

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

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

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

Signed:

Date:

12/10/2023

Name:

WESLEY SMITH

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

FCCA

Address:

2 PALM ROAD

ICEYNSHAM, BRISTOL

BS31 1GH



**Section B****Disclosure**

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

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