



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> SEPTEMBER 2022 to 31<sup>ST</sup> AUGUST 2023**

**Charity name: ST AGNES PRESCHOOL PLAYGROUP**

**Charity registration number: 1031455**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the Pre-School are the advancement of Early Years Education (including social and physical skills) of boys and girls, and in particular to get them prepared to start their chosen Primary Schools at or near St Agnes. We have in place a very good transition to school routine which the children benefit from.</p> <p>We aim, through our Pre-Schools, to provide a first class safe, secure and an enabling environment to help children from the ages of 2 – 4 years to learn and develop.</p> <p>We seek to provide a rich educational environment that develops our Children's capabilities, competences and skills for their foundation to start their journey through their school.</p> <p>We provide an educational environment where each unique Child can develop and fulfil his or her potential, building their self-confidence and inculcating a desire to learn in preparation for their next stage.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We are an equal opportunity organisation, committed to a working environment free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. Trustees, management and Pre-School staff will make reasonable adjustments to meet the needs of staff, pupils and parent/carers who are or become disabled. All staff are trained in 'Equal Opportunities'. This is regularly updated when needed.</p> <p>We continue to provide the parent/carers, of our and wider communities, an excellent safe and secure Childcare facility. We open the doors from 7.30am and close at 6.15pm. St Agnes Pre-school provides an out of school club for the local school children. Operating a breakfast and after school club. We provide holiday clubs during half terms, the Easter and 4 weeks of the Summer holiday periods. Parents are able to</p>

		<p>bank some of their funded hours to pay for some if not all of the holiday club booked.</p> <p>The Children regularly represent the Pre-school by taking part in the community's spring and summer village shows. Children also provided the library and sometimes local shops with pictures to display in their windows, mostly at Christmas. We regularly have a member of the local library come into the setting to read stories to our Children.</p> <p>By doing the above we hope it helps our Children and their families become fully integrated into their local Community.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The Board of Trustees actively promote the benefits of the Preschool and Out of School clubs and its provision to an ever expanding Community in accordance with guidance it receives from the Charities Commission.</p> <p>The benefits to the public arise from carrying out the charity's aims.</p> <p>Our aim is to ensure the organisation is operating legally. This includes:- The setting complies with the Ofsted Statutory Framework. The setting complies with up to date employment legislation, including the minimum wage policy. We have an HR company that we use to ensure all legal matters are up to date. Examination of the accounting records is carried out by a professional accountant. All policies and procedures are reviewed annually by the Chair of Trustees and the manager of the setting.</p> <p>The welfare of Staff and Children of the setting is observed.</p> <p>To work closely with the management team on all aspects of the Pre-school – this is done by having meetings and weekly telephone conversations. The manager provides the Trustees with a written report every Board of Trustees meeting. This is attached to the minutes of each meeting.</p> <p>To keep all parent/carers up to date with any news and changes that may occur.</p>

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		No voluntary or other contributions have been made

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Charity continues to provide an excellent child care preschool setting to Parents living in the Parish of St Agnes.</p> <p>It offers wrap around care from 7.30 am to 6.15 pm for its Preschool children.</p> <p>It provides a Breakfast Club and Afternoon Club for both its Preschool children and their children attending the co-located Academy Trust Primary School.</p> <p>It provides Half Term and Easter Holiday Clubs and during the longer summer holidays a 4 week Summer school of activities.</p> <p>The social and economic value of the Preschool, as a benefit to the local and wider community may be judged on the fact that it operates, daily, to its maximum attendance capacity.</p> <p>It works closely with Parents to ensure their children receive high value child care during their employment and working commitments.</p> <p>The Preschool has purchased a small porta cabin in order to cater for child care provision demands for the breakfast and out of school clubs. This has been achieved by the management team working closely with the Board of Trustees which has created a strong working relationship.</p> <p>It is inevitable the community (parents/carers) certainly benefit from the services supplied by St Agnes Pre-school and its Board of Trustees.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	



Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity continues to show it has a bright and financially secure future. We have a brilliant accountant and part time book keeper
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Pre-school continues to have two areas of Reserves which are:- Redundancy Reserve which it is required, by employment law, to have for its employees. Buildings and Maintenance Reserve to ensure the Centre is, constructively, fit for purpose in all aspects.
Amount of reserves held	Para 1.22	Redundancy Reserve £35,000 Buildings & Maintenance Reserve £10,600
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Centre receives Government Funding for many attending Children. The Charity's principal source of funding comes from the Government. All children, over the age of 3 are entitled to free 15 hours per week, some entitled to 30 hours, depending on their parent's employment status. We also take 2 year funded children and a small portion of fee payers, for Parents whose children are not eligible for Government funding due to their age. Small fund raising, events organised by parents/carers and some donations from parents/carers. The Centre has continued to operate a Breakfast and Afternoon Club for both Preschool Children and those of Key workers attending the co-located Academy at very reasonable costs to Parents. In addition the Centre operates Half Term, Easter and Summer Schools at reasonable costs to children under 10 years of age.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Charity has no Investment Policy.
A description of the principal risks facing the charity	Para 1.46	Scrutiny of all finances is monitored monthly by either the Chair of Trustees or a nominated Trustee. All payroll claims are checked monthly by either the Chair of Trustees or a nominated Trustee. There are two Authorising Bank Signatories, Bank Credit Cards/Debit Cards have been reduced and only one held by the

		Centre Manager – all payments scrutinised through monthly Bank Account analysis. The book keeper attends the setting on a regular basis to record all receipts etc.
Other		The oversight measures introduced are working in a satisfactory manner. We continue to employ a part time accounts reconciliation employee

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-school Learning Alliance Model constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Trustees are selected from regular newsletters to Parents, and in the local Parish Magazine. The Trustees collectively reviews its performance at regular intervals including an Annual Trustees Meeting to which the Public are invited.</p> <p>The Trustees use resources from Governance Support Agencies, Cornwall Council Early Years Department and from its Arm's length Human Resources provider – Peninsula Businesses' Support Organisation as support mechanisms.</p> <p>Personal skills of Trustees, their background employment experience, is reviewed each year as is a review of the Chair of Trustees performance.</p> <p>Background checks are always carried out before a new Trustee is able to attend to any pre-school business. This is done through Ofsted.</p> <p>A Centre Policy covers this in detail.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Prospective Trustees undergo an interview process followed by an induction programme as detailed in the Trustees Policies. On a regular basis, the Chair of Trustees will speak to individual Trustees to consider their personal contribution to the organisation and identify areas where the Trustee would benefit from additional training or support.
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		The Centre has a Policy which is used in this process.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The Charity, St Agnes Preschool Playgroup, is co-located on the site of an Academy Primary School.</p> <p>The Trustees and management team work very closely together. The governing principles /structure of the Trustees are:-</p> <ul style="list-style-type: none"> <li>To ensure delivery of the Charity's objectives.</li> <li>To attract and retain a motivated workforce with the skills and expertise necessary for organisational effectiveness.</li> <li>That remuneration should be equitable and coherent across the organisation.</li> <li>To take account of the purposes, aims and values of the Charity.</li> <li>To ensure that pay levels and pay increases are appropriate.</li> <li>To ensure that the Charity can access the types of skills, experiences and competencies that it needs.</li> </ul>
Relationship with any related parties	Para 1.51	None
Other		All Trustees give up their time freely and no remuneration or expenses were paid in the year. No person connected with a Trustee received any benefit.

### Reference and Administrative details

Charity name	ST AGNES PRESCHOOL PLAYGROUP
Other name the charity uses	
Registered charity number	1031455
Charity's principal address	TRELAWNEY ROAD ST AGNES CORNWALL TR5 0LZ



### 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	ADAM TURNER	CHAIR OF TRUSTEES		
2	LEX CARLYON	TREASURER		
3	KELLY LUFF-COOPER	SECRETARY		
4	LESLIE DONNITHORNE	TRUSTEE		
5	ALISON ROBINSON	TRUSTEE		
6	JULIA DODSON	TRUSTEE		
7	TOM KNIGHT	TRUSTEE		

### Corporate trustees – names of the directors at the date the report was approved

Director name	None	

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
	None	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets	



from the charity's own assets	
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**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

Mrs MELANIE GILBERT – CENTRE OPERATIONAL AND BUSINESS MANAGER
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**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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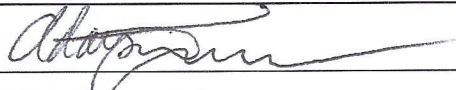
**Other optional information**

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**Declarations**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ADAM TURNER	
Position (e.g. Secretary, Chair, etc)	CHAIR OF TRUSTEES	

Date	27 <sup>TH</sup> MARCH 2024
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
St Agnes Pre School

No (if any)  
1031455

## Receipts and payments accounts

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For the period  
from

Period start date  
1st September 2022

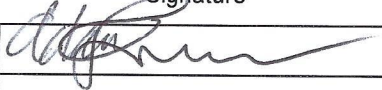
To

Period end date  
31st August 2023

### 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 £
<b>A1 Receipts</b>					
Fee received	143,231	-	-	143,231	153,059
Early Years funding	144,460	-	-	144,460	117,674
Interest received	46	-	-	46	1
Grant	-	-	-	-	-
Compensation	-	-	-	-	-
Partial repayment of theft proceeds	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>287,737</b>	<b>-</b>	<b>-</b>	<b>287,737</b>	<b>270,734</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>287,737</b>	<b>-</b>	<b>-</b>	<b>287,737</b>	<b>270,734</b>
<b>A3 Payments</b>					
Salaries incl pension costs	229,713	-	-	229,713	195,018
Premises costs incl services	16,111	-	-	16,111	23,391
Telephone & alarm	1,754	-	-	1,754	2,479
Repairs & equipment	3,235	-	-	3,235	5,517
Theft & professional fees involved	-	-	-	-	-
Training	1,564	-	-	1,564	422
Refreshments	4,276	-	-	4,276	4,346
Consumables	9,586	-	-	9,586	8,254
Administration	4,804	-	-	4,804	5,458
	271,043	-	-	271,043	244,885
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>271,043</b>	<b>-</b>	<b>-</b>	<b>271,043</b>	<b>244,885</b>
<b>Net of receipts/(payments)</b>	<b>16,694</b>	<b>-</b>	<b>-</b>	<b>16,694</b>	<b>25,849</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>81,179</b>	<b>-</b>	<b>-</b>	<b>81,179</b>	<b>55,330</b>
<b>Cash funds this year end</b>	<b>97,873</b>	<b>-</b>	<b>-</b>	<b>97,873</b>	<b>81,179</b>

## 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 £
<b>B1 Cash funds</b>	Current account	52,836	-	-
	Maintenance fund	10,037	-	-
	Redundancy fund	35,000	-	-
	<b>Total cash funds</b>	<b>97,873</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			ADAM TURNER	27/03/24





## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
St Agnes Pre-school

On accounts for the year  
ended

31<sup>st</sup> August 2023

Charity no  
(if any) 1031455

Set out on pages

1 & 2

(Remember to include the page count etc. 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
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.

Signed:

Date:

23<sup>rd</sup> March 2024

Name:

Malcolm Heard

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

FAIA

**Address:** 33 Trevoise Close

St Agnes

TR5 0SN

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.