



Trustees' Annual Report for the period

From

Period start date

Day

Month

Year

1st

Sept

2021

To

Period end date

Day

Month

Year

31st

Aug

2022

Reference and administration details

Charity name

St Joseph's Pre-school (Bristol)

Other names charity is known by

St Joseph's Pre-school

Registered charity number (if any)

1032557

Charity's principal address

St Joseph's Church Hall

Forest Road, Fishponds

Bristol

Postcode

BS16 3QT

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	Michelle George	Chair		Committee
2	Siobhan McCormack	Secretary		Committee
3	Rowena Sutcliffe	Treasurer		Committee
4	Deanna Hall			Committee
5	Debbie White			Committee
6	Cathy Williamson			Committee
7	Anne Veira			Committee
8	Kate Hardcastle			Committee
9				
10				

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 advisor	Name	Address

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

Centre Manager – Mrs Cathy Williamson, Pre-school Manager – Mrs Sheila Hastings

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
Trustee selection methods (eg. appointed by, elected by)	Election at AGM

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.

St Joseph's Pre-school is a member of the Early Years Alliance and follows their guidance with regards to key policy documents and procedures. We are also a member of Bristol and Neighbourhood Daycare (BAND).and receive guidance and support from them also, as well as the LEA Teacher Advisory Service.

The pre-school is registered with Ofsted and meets all statutory and regulatory requirements for the provision of day care for under five year olds.

The Committee and Trustees are elected annually and is largely made up of parent/carers who use the services we provide. The trustees give their time voluntarily to support the pre-school.

Objectives and activities

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

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by 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;

Summary of the main activities undertaken for the public benefit in relation to these objects

Providing pre-school education and care for children from 2 ¾ to 4 ¾ years old according to the requirements of the Early Years Foundation Stage.
Encouraging parental participation to enhance and support both the development of their children and of themselves.
Providing other services for parents/families such as ‘drop-in’ sessions, parent workshops, and family learning events.

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

Achievements and performance

Summary of the main achievements of the charity during the year

Following those 2 years like no other, St Joseph’s Pre-school has finally started to recover financially and grown from strength to strength in 2022 with numbers high and all 3–4-year-old places full. Our only spaces are in 2-Year-Old Room as a few of the older children transition into the main hall in January.

We continue to provide care and education to under 5yr olds serving almost sixty families in the local community. We are proud to have continued with these services beyond the Pandemic, adapting and changing to support this new generation of children.

Staffing members have remained consistent since then and we have also taken on some new staff, initially to help support the growing number of children with additional needs who now attend the pre-school. We have therefore welcomed Karen, Asima, and Jacky to the team. The staff have continued with various in house and external training. They are always keen and willing to continue doing these courses so that they can all keep up to date with the ever-increasing changes in childcare. We also have 3 volunteers who help out over the week, and we have been so glad that we have been able to continue welcoming parents into the setting since last year.

As previously stated, our financial stability took a huge knock in the last couple of years despite some limited support from the government, as running costs rose and numbers were much lower during the lockdown periods. We were already depending more and more on fund raising to try and replace some of our tired and worn-out equipment, but these efforts were also greatly restricted because of the Pandemic.

We were saved both by the Crowdfunder Campaign (which generated a lot of support from past and present families as well as a few generous

Achievements and performance

benefactors) and because our numbers increased as other settings failed to survive. As a not-for-profit run group who try to keep fees as low as possible, we really do look to parents and friends to support us. Our current committee have worked extra hard to try and support the Pre-school in these extremely testing times and staff have gone above and beyond in supporting the children and their families too.

This year the committee and staff have run several events including a Winter Wonderland Sale, the Christmas Raffle, Mothers Day Cream Teas, visits from the Photographer, an Easter Egg Hunt, Ice-cream Friday Sales, and many smaller ventures. We were also grateful for several monetary donations, not to mention the amazing Crowdfunder which generated over £11000 of extra income plus Gift Aid! So, this last year we managed to raise over £12057 for the pre-school which is our highest fundraising total ever! The events were fun and well supported. New ideas and support with fundraising are always welcome as other running costs for the pre-school continue to soar. Thank you to everyone who continues to support us so generously!

We would like to say a few thank-you's. Firstly, a big thankyou to all the staff for all their hard work and dedication that they put into the Pre-school and all the hours of their own time that they continue to put in to make it run smoothly. Secondly, thank you to our Volunteers for their dedication and enthusiasm for helping at St Joseph's and thank you especially to all the Committee members who have served us so gallantly over the last few years. For making more than your average important decisions, for all the advice, expertise, time, and energy they have given over this time, and for seeing us through!

Sadly, Anne and Siobhan will not be continuing on the Committee due to other commitments as their children have grown and moved on. Thank you so much to both Anne and Siobhan for all you have done!!

We really would like to encourage and welcome others to think about joining the committee and giving a bit back to our lovely Community run pre-school! We say this every year but, St Joseph's Pre-school has been built on the foundation of good parental involvement and we really hope to continue to build on these links in the future. You can become part of the Pre-school by joining the Committee tonight; you will soon see the benefits that may be here for you too and most importantly for your children!

Having highlighted a few of the things that have taken place over the last year. we'd like to add a few comments about some of our other ongoing achievements, before looking at some of our plans for the future, and our current target areas for improvement.

It has been an amazing year for fundraising again (thank you Committee!) but with other running costs continuing to rise (especially energy bills) we were therefore also forced to put fees up a little again at the start of this year. As a not-for-profit group we do feel we offer good value for money and will continue to try and meet the needs of local parents by offering an affordable and flexible service. New ideas for

Achievements and performance

fundraising are always welcome as is any business support, experience or even sponsorship that anyone can offer.

We were again awarded the 'Bristol Standard' – a local, turned National Accreditation scheme which places a high importance on ongoing self-evaluation and reflective practice. (We have achieved this every year since its inception in 1997!) Of course, we are still waiting on our next visit from Ofsted which is now well overdue!

Continuing to build stronger links with parents to improve the learning opportunities for the children and in particular, to celebrate the learning that goes on both here and at home remains a high priority. Parental participation in children's learning underlies our core principles as a community run group. Tapestry has been a great tool in helping us to do this and we love to see parents accessing it and even adding their own observations. We would like to create more opportunities for parents to engage in activities at the setting, especially our 'stay and play' sessions when parents can stay and join in with some themed activities with their child at the start of the day. Forest School sessions have been trickier to run due to the unprecedented wet weather and the increase in numbers making it harder to stay in ratio if we take children out. We really do need some parental help to keep it happening too so if you want to find out more about helping at Forest School then speak to the Manager anytime! A key target as well as supporting our Parental involvement is to completely revamp our Outdoor Area. This will be a big fundraising undertaking, but we have made a start with the new fence and now hope to call in the professionals to see what else we can do.

Other targets also include continuing to support our ever growing number of children and families with English as an additional language, SEND, and who are experiencing hardship, as well as exploring new ways to create an environment that continues to engage and support the interests and learning needs of all the children. We still need to continue to update and renew lots of our resources, but this very much depends on our fundraising achievements.

If you have any ideas or comments to make on what you would like us to provide, please do use the comments box or speak to a member of the management team. We hope you will continue to support us too with fundraising efforts, as we constantly strive to improve the services we provide for you and your children. Thank you.

Financial review

Brief statement of the charity's policy on reserves

None

Details of any funds materially in deficit

None

Further financial review details (Optional information)

Please see below

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.

Other optional information

Although we recognise that our income this year has exceeded the threshold which should have triggered an accrual accounting system, this was only evident in hindsight. The additional income this year was also exceptional based on the final payout of our Crowdfunder, the short term bridging loans required which were not actual income, the additional funding received to support the higher number of SEN children we had this year, and also the early, exceptionally higher payment at the end of the year, of funding intended for the upcoming year. We have addressed this in the upcoming year and adopted an accrual accounting system going forwards.

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)	Michelle George	Siobhan McCormack
Position (eg secretary, chair, etc)	Chair	Secretary

Date 11th Nov 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
St Joseph's Pre-school (Bristol)

No (if any)
1032557

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2021		31/08/2022

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					
Fundraising	419	-	-	419	1,553
NEG +GLF +other Gov funding	238,907	-	-	238,907	173,018
Capital Funding Grant+Donations	11,638	-	-	11,638	4,418
Fees	18,372	-	-	18,372	10,169
Sweatshirts/trips etc.	10	-	-	10	34
Wages repaid inc. Cleaner	408	-	-	408	2,182
Bank interest + ST Loan	7,500	-	-	7,500	10,000
Hall Renovation Fund		-	-	-	
Sub total (Gross income for AR)	277,254	-	-	277,254	201,374
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	277,254	-	-	277,254	201,374
A3 Payments					
wages inc. Bank staff + pension	199,587	-	-	199,587	181,979
Inland Rev	14,916	-	-	14,916	11,932
Premises (rent)	7,670	-	-	7,670	9,204
Play Equipment	986	-	-	986	1,058
Food + Drink + Entertainer	793	-	-	793	449
Telephone + Internet	659	-	-	659	661
Uniform + office equipment	479	-	-	479	635
Insurance	-	-	-	-	997
Repairs/ maintenance/cleaning	2,449	-	-	2,449	1,175
Memberships and subscriptions	249	-	-	249	869
Admin+ office costs+postage	214	-	-	214	168
Accountancy + Bank Charges	79	-	-	79	56
BCC Bins	260	-	-	260	150
Staff Training/DBS	642	-	-	642	674
Short term Loan Repayments	17,500	-	-	17,500	-
Other (Trip, refunds+defaults)	2,623	-	-	2,623	-
	249,106	-	-	249,106	210,007
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	249,106	-	-	249,106	210,007
Net of receipts/(payments)	28,148	-	-	28,148	- 8,633
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	19,614	2,902	-	22,516	31,149
Cash funds this year end	47,762	2,902	-	50,664	22,516

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		47,762	2,902	-
		-	-	-
		-	-	-
	Total cash funds	47,762	2,902	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Furniture	unrestricted	-	1,000
	Computer Equip	unrestricted	-	500
	Toys + Play	unrestricted	-	4,000
	Storage	unrestricted	-	1,000
	TV+Video Equip	unrestricted	-	50
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Wages+IR	unrestricted	20,000	# monthly
	Rent	unrestricted	9,700	annual
	Telephone/internet	unrestricted	660	annual
			-	
		-		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	M George	Michelle George	10-Nov-21	
	R Sutcliffe	Rowena Sutcliffe	10-Nov-21	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
St Joseph's Pre-school (Bristol)

**On accounts for the year
ended**

31/08/2022

**Charity no
(if any)**

1032557

Set out on pages

1- 2

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 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:

C. Marotta

Date:

11-Nov-22

Name:

Concetta Marotta

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

AAT Level 4

Address:

1 Ella Close

Fishponds, Bristol

BS16 2NZ

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.