



# Trustees' Annual Report for the period

From

| Period start date |       |      |
|-------------------|-------|------|
| Day               | Month | Year |
| 1 <sup>st</sup>   | Sept  | 2022 |

To

| Period end date  |       |      |
|------------------|-------|------|
| Day              | Month | Year |
| 31 <sup>st</sup> | Aug   | 2023 |

## 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  | Debbie White     | Secretary       |                                   | Committee   |
| 3  | Rowena Sutcliffe | Treasurer       |                                   | Committee   |
| 4  | Deanna Hall      |                 |                                   | Committee   |
| 5  | Foos Ahmed       |                 |                                   | Committee   |
| 6  | Cathy Williamson |                 |                                   | Committee   |
| 7  | Kay Mealing      |                 |                                   | Committee   |
| 8  | Kate Hardcastle  |                 |                                   | Committee   |
| 9  | Fabiana Martins  |                 |                                   | Committee   |
| 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<br>(eg. trust deed, constitution)        | Constitution    |
| How the charity is constituted<br>(eg. trust, association, company) | Association     |
| Trustee selection methods<br>(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  $\frac{3}{4}$  to 4  $\frac{3}{4}$  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**

This last year has continued to see numbers high with most 3–4-year-old places full by December and very limited space in the 2-Year-Old Room (Though, this naturally fluctuates throughout the year).

We continued to provide care and education to under 5yr olds serving almost seventy families in the local community. The repercussions of the Pandemic have made the role of early years settings even more important, and adapting and changing to support this new generation of children and their needs has been paramount.

Staffing members have remained consistent, 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. 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 also support work experience students throughout the year.

Supporting more children with SEN has become the norm and we like to think that we do this particularly well, even though this work is severely underfunded.

Finances have remained tight as both the energy increases, and cost of living crisis have affected us too. The increases in the living wage have also had a big impact but we have used this impetuous to restructure our pay scale into a fairer and more quality led system that has strengthened the staff team and enabled us to avoid the recruitment crisis that has hit many other settings.

## Achievements and performance

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 and staff too have gone above and beyond in supporting the children and their families. This year the committee and staff have run several events including an Autumn Fair, the Christmas Raffle, visits from the Photographer, an Easter Egg Hunt and Raffle, and many smaller ventures. 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!

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! We are obviously venturing into new territory this year with a move to, hopefully, our new 'forever' home.

As well as 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.

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!) And, 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 have continued 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

## Achievements and performance

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 was to completely revamp our Outdoor Area. This has now been superseded by our tenancy termination and the need to find totally new premises (where we will have an even better outdoor space to revamp!)

Other targets also include continuing to support our ever growing number of children and families with English as an additional language, SEND, and all who are experiencing hardship.

Above all, we remain committed to our community run ethos. 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 fundraising are always welcome as is any business support, experience or even sponsorship that anyone can offer. 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 our fundraising efforts, our hunt for a new 'Forever home' and 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**

The first payment of **the 23/24** year's Nursery Education Funding would normally go through in the August and would therefore be reflected in the end of 22/23 year's accounts. However, this payment was delayed and did not come into our bank until 1<sup>st</sup> September 2023. This makes it look like the end of year was in deficit when it was not. Last year's figures and the end of year balance were also inflated by this.

**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

As our income has gone back down below the threshold for accrual accounting, we have continued with our Receipts and Payments Accounting. This will obviously change in the upcoming year when we need to do an even bigger fundraising campaign in order to support our move in premises.

## Declaration

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

Signed on behalf of the charity's trustees

|  |                 |                      |
|--|-----------------|----------------------|
| <b>Signature(s)</b>                        |                 | D White              |
| <b>Full name(s)</b>                        | Michelle George | Deborah White        |
| <b>Position (eg secretary, chair, etc)</b> | Chair           | Secretary/Vice Chair |

**Date** 13<sup>th</sup> Nov 2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

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

No (if any)  
1032557

CC16a

## Receipts and payments accounts

|                        |                                 |    |                               |
|------------------------|---------------------------------|----|-------------------------------|
| For the period<br>from | Period start date<br>01/09/2022 | To | Period end date<br>31/08/2023 |
|------------------------|---------------------------------|----|-------------------------------|

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>  |  |   |  |                                 |                               |
| Fundraising   | 1,773  | -                                       | -                                      | 1,773                           | 419                           |
| NEG +GLF +other Gov funding                               | 213,399                                      | -                                       | -                                      | 213,399                         | 238,907                       |
| Capital Funding Grant+Donations                           | -  | -                                       | -                                      | -                               | 11,638                        |
| Fees  | 19,497                                       | -                                       | -                                      | 19,497                          | 18,372                        |
| Sweatshirts/trips etc.                                    | 206  | -                                       | -                                      | 206                             | 10                            |
| Wages repaid inc. Cleaner                                 | 4,067  | -                                       | -                                      | 4,067                           | 408                           |
| Bank interest + ST Loan                                   | -  | -                                       | -                                      | -                               | 7,500                         |
| Hall Renovation Fund                                      | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                    | <b>238,942</b>                               | <b>-</b>                                | <b>-</b>                               | <b>238,942</b>                  | <b>277,254</b>                |
| <b>A2 Asset and investment sales,<br/>(see table).</b>    | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>  | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                     | <b>238,942</b>                               | <b>-</b>                                | <b>-</b>                               | <b>238,942</b>                  | <b>277,254</b>                |
| <b>A3 Payments</b>  |  |   |  |                                 |                               |
| wages inc. Bank staff + pension                           | 249,873                                      | -                                       | -                                      | 249,873                         | 199,587                       |
| Inland Rev  | 21,677                                       | -                                       | -                                      | 21,677                          | 14,916                        |
| Premises (rent)   | 12,205                                       | -                                       | -                                      | 12,205                          | 7,670                         |
| Play Equipment  | 1,716  | -                                       | -                                      | 1,716                           | 986                           |
| Food + Drink + Entertainer                                | 529  | -                                       | -                                      | 529                             | 793                           |
| Telephone + Internet                                      | 640  | -                                       | -                                      | 640                             | 659                           |
| Uniform + office equipment                                | 1,287  | -                                       | -                                      | 1,287                           | 479                           |
| Insurance   | 2,302  | -                                       | -                                      | 2,302                           | -                             |
| Repairs/ maintenance/cleaning                             | 1,802  | -                                       | -                                      | 1,802                           | 2,449                         |
| Memberships and subscriptions                             | 425  | -                                       | -                                      | 425                             | 249                           |
| Admin+ office costs+postage                               | 230  | -                                       | -                                      | 230                             | 214                           |
| Accountancy + Bank Charges                                | 93   | -                                       | -                                      | 93                              | 79                            |
| BCC Bins  | 227  | -                                       | -                                      | 227                             | 260                           |
| Staff Training/DBS  | 941  | -                                       | -                                      | 941                             | 642                           |
| Short term Loan Repayments                                | -  | -                                       | -                                      | -                               | 17,500                        |
| Other (Trip, refunds+defaults)                            | -  | -                                       | -                                      | -                               | 2,623                         |
|   | <b>293,948</b>                               | <b>-</b>                                | <b>-</b>                               | <b>293,948</b>                  | <b>249,106</b>                |
| <b>A4 Asset and investment<br/>purchases, (see table)</b> | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>  | <b>-</b>                                     | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                     | <b>293,948</b>                               | <b>-</b>                                | <b>-</b>                               | <b>293,948</b>                  | <b>249,106</b>                |
| <b>Net of receipts/(payments)</b>                         | <b>- 55,006</b>                              | <b>-</b>                                | <b>-</b>                               | <b>- 55,006</b>                 | <b>28,148</b>                 |
| <b>A5 Transfers between funds</b>                         | -  | -                                       | -                                      | -                               | -                             |
| <b>A6 Cash funds last year end</b>                        | <b>50,664</b>                                | <b>2,902</b>                            | <b>-</b>                               | <b>50,664</b>                   | <b>31,149</b>                 |
| <b>Cash funds this year end</b>                           | <b>- 4,342</b>                               | <b>2,902</b>                            | <b>-</b>                               | <b>- 4,342</b>                  | <b>59,297</b>                 |

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

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds   |  | - 4,342                            |                                  | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   | <b>Total cash funds</b>                                | - 4,342                            | -                                | -                               |
|   | (agree balances with receipts and payments account(s)) | OK                                 | Agreement Error                  | OK                              |
| B2 Other monetary assets                                    | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| 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                       | 19,000                           | 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                    | 13-Nov-23                        |                                 |
|   | C M Williamson   | Cathy Williamson                   | 13-Nov-23                        |                                 |
|   |  |                                    |                                  |                                 |





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

31/08/2023

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:

10-Nov-23

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.**