



Trustees' Annual Report for the period

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

Section A Reference and administration details

Charity name

Willaston Pre-school

Other names charity is known by

Formerly Willaston Playgroup

Registered charity number (if any)

1035488

Charity's principal address

St John's Methodist Church Hall

Wybunbury Road

Willaston, Nantwich, Cheshire

Postcode

CW5 7JF

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 | Di Morrison | Chairperson | Until 13 Dec 2022 | |
| 2 | Lisa Gidman | Treasurer | Until 12 Oct 2021 | |
| 3 | Josephine Barrow | Secretary | Until 30 Sept 2021 | |
| 4 | Dominique Helmo-Larsen | Vice Chair | Until 30 Sept 2021 | |
| 5 | Ruth Chesters | Treasurer | From 12 Oct 2021 | |
| 6 | Patricia Ferguson | Vice-Chair | 4 April 2022 to 17 Nov 2022 | |
| 7 | Catherine Scales | | From 30 Sept 2021 | |
| 8 | Christine Taylor | Chairperson | From 14 Dec 2022 | |
| 9 | Kirsty Gollings | Vice-Chair | From 14 Dec 2022 | |
| 10 | Evelina Kettle | | From 17 Nov 2022 | |
| 11 | Kathryn Varo | | | |
| 12 | Freya Piaf | | Until 30 Sept 2021 | |
| 13 | Ursula Maywald | | | |
| 14 | Catherine Scales | Secretary | From 22 Sept 2022 | |
| 15 | Rose Guy | | Until 30 Sept 2021 | |
| 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 |
|------|-----------------------------------|
| | |
| | |

| | |
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| | |
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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 (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Trust |
| Trustee selection methods (eg. appointed by, elected by) | Elected by parents of children at the Pre-school at 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.

| |
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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 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

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)

| |
|--|
| <p>opportunities for all children whatever their race, culture, religion, means of ability;</p> <p>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;</p> <p>c) instigating and adhering to and furthering the aims and objects of the Early Years Learning Alliance.</p> |
| <p>Willaston Pre-school offers education and care for children below school age and over the age of 2 with:</p> <ul style="list-style-type: none"> • A specially tailored curriculum leading to the early goals • Individual care and attention made possible by a high ratio of adults to children • The support of a personal key worker • Opportunities for the child and their family to be directly involved, in the activities of the group and their own child's progress. <p>The Pre-school is registered with the local Children and Families Service which supports the aim of providing education and care of high quality throughout the Foundation Stage. It is open during term time on Monday to Friday offering full day care from 7.30am–5.30pm with the option of full days or sessional care. All morning and afternoon sessions are planned to ensure that they provide the children with access to the seven areas of learning as defined by the Early Years Foundation Stage.</p> <p>The management and control of the Pre-school is the responsibility of the individual members of the Pre-school's management committee. The Committee members are also the charity trustees of the Pre-school. New Committee members (trustees) are elected as needed at the Annual General Meeting; advice is sought from the Early Years Learning Alliance when needed to clarify the role of the trustees or for more general information.</p> <p>The trustees annually review the risks that the charity faces. To date these risks relate to the Covid-19 pandemic, employment of staff, and the provision of childcare; these risks are minimised by observing government guidance, robust policies and procedures and the provision of adequate insurance. The trustees have had regard to the guidance on public benefit issued by the Charity Commission and are working to ensure the pre-school continues to meet the aim of advancing education for the public benefit. We ensure that fees are set so as to enable the pre-school to just cover our costs over a 3-year period.</p> <p>The trustees operate the pre-school in line with the Pre-school Learning Alliance Model Pre-school Constitution 2011 version. The trustees intend to continue to review the level of service provision and all policies and procedures will be reviewed and updated as necessary annually.</p> |

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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During this financial period the pre-school has been able to offer the opportunity of development and education for 40 children under statutory school age who live in the Willaston area, including Nantwich and Crewe.

We have offered appropriate education and care facilities and encouraged parents to become involved with the Pre-school. Since April 2022, we have offered longer hours, hot lunches and enrichment activities, in order to meet the needs of all families.

We have also often taken the children offsite, including a visit to the library on the bus, a visit to a local bee-keeper and visits to a local care home – all of which helps our children with understanding the world.

One of the consequences of the Covid-19 pandemic has been the vast increase in children with SEN. We have recruited more staff to ensure appropriate learning is able to take place whatever the level of need and to keep all children safe. We have accessed SEN funding where possible.

Fundraising has resumed with very generous donations from parents. We have also taken part in our Nativity and Sports Day. We are very grateful to the Zochonis Charitable Trust for their large donation which funded our triennial paediatric first aid training for all staff.

Section E

Financial review

Brief statement of the charity's policy on reserves

Sufficient reserves are retained in order to fund redundancies and similar costs in the event of closure. Further, a training reserve and repairs reserve are maintained in order to smooth out infrequent but expensive costs.

Details of any funds materially in deficit

None

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.

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)

Chris Taylor

Full name(s)

Chris Taylor

Position (eg Secretary, Chair, etc)

Chair

Date

11 June 2023

Willaston Pre-school
FINANCIAL ACCOUNTS
YEAR ENDED 31ST AUGUST 2022

Willaston Pre-school

PROFIT AND LOSS FOR YEAR ENDED 31ST AUGUST 2022

| | 2022 £ | 2021 £ |
|---|------------|------------|
| INCOME | | |
| Sessional and longer hours fees | 19,830.53 | 18,821.47 |
| Lunch club | 2,199.48 | 4,080.20 |
| Hot lunches | 845.00 | - |
| Snack fee | 1,619.03 | 2,005.75 |
| Cheshire East free funding entitlement | 74,479.85 | 84,176.46 |
| SEND funding | 3,906.00 | 3,780.00 |
| Cheshire Community Foundation Grant | - | 2,200.00 |
| Early Years Premium | 737.40 | 604.20 |
| | 103,617.29 | 115,668.08 |
| Fundraising and donations | 6,130.64 | 1,730.92 |
| Milk | 795.79 | 676.64 |
| Sweatshirts | 161.36 | 24.99 |
| Interest | 6.49 | 12.93 |
| Job retention scheme | - | 1,876.69 |
| | 110,711.57 | 119,990.25 |
| EXPENDITURE | | |
| Wages | 90,901.48 | 90,031.53 |
| Pension contributions | 3,224.95 | 3,315.20 |
| Rent | 10,841.30 | 9,850.00 |
| Toys and equipment | 280.99 | 422.50 |
| Early Years Premium spend | 570.63 | 700.21 |
| Milk | 580.25 | 786.77 |
| Children's snacks and cleaning products | 2,561.41 | 1,946.81 |
| Training and course fees | 763.80 | 118.80 |
| Registration fees | 390.00 | 330.00 |
| Insurance and EYA | 710.94 | 638.66 |
| Advertising | 305.94 | 953.27 |
| Postage and stationery | 187.36 | 139.93 |
| Telephone and broadband | 615.83 | 413.72 |
| Repairs and renewals | 865.97 | 1,483.89 |
| Staff uniforms | - | 150.50 |
| Sweatshirts to resell | 191.86 | - |
| Fundraising | 10.00 | - |

| | | |
|--------------------------|--------------------------------------|------------------------------------|
| Accountancy | 286.62 | 248.80 |
| DBS checks | 239.10 | 258.00 |
| Miscellaneous | 310.03 | 740.82 |
| | <u>113,838.</u> 46 | <u>112,529.</u> 41 |
| (DEFICIT)/SURPLUS | <u>(3,126.</u> <u>89)</u> | <u>7,460.8</u> <u>4</u> |

Willaston Pre-school

BALANCE SHEET AT 31ST AUGUST 2022

| | £ | 2022 £ | 2021 £ |
|--|---------------|-------------------|-------------------|
| BANK AND CASH | | | |
| Current account | | 21,095. | 17,138. |
| | | 52 | 52 |
| Savings accounts | | 15,034. | 22,055. |
| | | 26 | 04 |
| Cash in hand | | 23.03 | 86.14 |
| | | <u>36,152.</u> | <u>39,279.</u> |
| | | <u>81</u> | <u>70</u> |
| RESERVES | | | |
| Restricted reserves | | | |
| Redundancy reserve | | 19,993. | 20,413. |
| | | 08 | 08 |
| Repairs and renewals reserve | | 250.00 | 750.00 |
| Contingency reserve | | 1,500.0 | 1,500.0 |
| | | 0 | 0 |
| Training reserve | | 1,750.0 | 1,750.0 |
| | | 0 | 0 |
| | | <u>23,493.</u> | <u>24,413.</u> |
| | | 08 | 08 |
| Unrestricted reserves | | | |
| Opening balance | 14,866. | | 9,831.7 |
| | 62 | | 8 |
| Surplus/(Deficit) | (3,126. | | 7,460.8 |
| | 89) | | 4 |
| Transfer from repairs and renewals reserve | 500.00 | | |
| Transfer from/(to) redundancy reserve | | | (2,426. |
| | <u>420.00</u> | | 00) |
| | | 12,659. | |
| | | 73 | |
| | | <u>36,152.</u> | <u>39,279.</u> |
| | | <u>81</u> | <u>70</u> |

NOTE When taking into account funded places actually relating to this year, the actual deficit is £9,308.97. Year ended 31 August 2023 will return to surplus as the improved offer to parents, first

introduced in April 2022, incorporating longer hours, enrichment activities and hot lunches, is now yielding results with full occupancy from January 2023. We are very grateful to the Zochonis Charitable Trust for their donation which covered the costs of our triennial First Aid training.

| | £ |
|--|--------------------------|
| Deficit as above | (3,126.89) |
| Funded places relating to y/e 31 Aug 2022 received in Aug 2021 | 13,517.19 |
| Funded places relating to y/e 31 Aug 2023 received in Aug 2022 | (20,032.50) |
| EYPP brought forward | 115.56 |
| EYPP carried forward | (282.33) |
| Transfer from repairs and renewals reserve | 500.00 |
| Deficit | <u>(9,308.97)</u> |

Accounts independently examined by N A Hooper, MAAT, 1 February 2023

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Willaston Pre-school

**On accounts for the year
ended**

31st August 2022

**Charity no
(if any)**

1035488

Set out on pages

2

(remember to include the page numbers of additional sheets) ²

**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:

Nicola Hooper

Date:

01/02/2023

Name:

NICOLA HOOPER

Relevant professional

FMAAT

| | |
|---------------------------------------|----------------------|
| qualification(s) or body (if any): | |
| Address: | 21 CHERRY TREE CLOSE |
| | EXETER |
| | DEVON EX4 5AT |

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

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