

Trustees Annual Report 2019-2020

Reference and administration details

Name of Charity	Heckington Pre-school
Registration number	1035549
Address	Heckington Pre-school, Howell Road, Heckington, Sleaford NG34 9RX

Names and roles of Trustees who manage the charity on the date report approved;

Steven Green	Chair
TBC	Secretary
Sheila Hetherington	Finance Officer
Susan Berry	Setting Manager (OFSTED nominated individual)
Cheryl Sear	Committee member
Farah Reder	Committee member
Heather Halsall	Committee member
Molly Obundu	Committee member
Sarah Drayton	Committee member
Emma Love	Committee member

Structure, Governance and Management

Type of governing document;	Constitution, adopted 13 th September 2019
How the charity is constituted;	Unincorporated Association
Trustee selection methods;	Trustees are appointed or reappointed annually at the Annual General Meeting in October, up to three further members can be co-opted throughout the year as required. The Committee shall be made up of a minimum number of 4 and maximum number of 12 members.
Additional governance information;	Membership of the management committee is open to those who are over 16 years of age and are qualified according to the Charities Acts. The trustees are responsible for the overall management of the pre-school and are also charity trustees of the pre-school. There is a child protection policy in place, all trustees have to undergo a DBS check and

complete an EY2 form prior to commencement of Trusteeship. All trustees give their time voluntarily and received no remuneration or other benefits.

Objectives and Activities;

Heckington Pre-School is an Ofsted rated 'Good' setting with a catchment area extending beyond the local villages towards the towns of Sleaford and Boston. We are a 'High-Scope' setting where active learning and independence are promoted.

Our aim is to ensure all our children can thrive during and after the transition to school, being resilient, confident and independent individuals.

The following objectives all contribute to achieving this aim;

- Developing attitudes and behaviours that encourage children to become 'active learners' who can plan and carry out activities,

- Providing opportunities for children to decide what they want to do, allowing them to think through actions and as the child matures turn this into a plan with a defined sequence of steps,

- Encourage the personal, social and emotional development of the individual,

- Support communication and language development, providing additional one to one support or small group interventions for those with additional speech and language requirements,

- Ensuring all children have an understanding of the world, and the basics of literacy and mathematics,

- Providing education and signposting to parents to help them to continue to support their child's development away from the setting,

- To provide all children with the opportunity to express themselves through a variety of art forms,

- Ensuring that all children have equal opportunity to thrive by supporting vulnerable families, particularly those in receipt of the pupil premium and two-year-old funding.

In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our Trustee meetings. These activities benefit the children their self-confidence, social skills preparing them for school.

Achievements and Performance;

Autumn

During the summer break staff and Committee volunteered and revamped the interior and exterior of the setting along with an update to the website. As a team we successfully managed significant change. The Chair Emma Love stood down in October but remained actively on the committee. The new Chair, Steven Green joined in November 19. The setting was inspected by OFSTED in December 19 and gained a very pleasing Good report under the new assessment criteria. The staff arranged a wonderful Nativity event with the children dressed up and singing songs in a performance for parents. This was supported by the trustees providing refreshments. The Trustees arranged for a Christmas disco for the children and local community.

Spring

We employed two new staff members both level three qualified to replace retired staff. We continued our forest school activities, walks to the local community and visits to the nearby care home. In March we closed our doors due to the COVID pandemic. Places were offered to key worker parents however parents chose not to take this up.

Summer

We remained closed until the last two weeks of term when we opened to allow those children transitioning to Primary school to attend. The Chair accepted the resignation of the manager, Emma Deakin in May. The managerial role was offered and accepted by the deputy Susan Berry.

Fundraising

This year, we held a Christmas Disco with a cake stall, face painting, raffle and a visit from Santa. Fundraising was severely curtailed due to COVID.

Financial review

Cash at bank as of 31/07/2020 was £15,584.00 in our current account and our reserve account was £5037.00. Our main source of funds is from Early Years Entitlement Funding, we also benefit from additional Pupil Premium and Inclusion Funding for specific individuals. Our main financial outgoings are staff wages; our biggest risks are unpaid fees from parents and high numbers of two-year olds which require higher staff ratios.

Declaration

The Trustees declare they have approved the report above.

Signed on behalf of the Charity's Trustees;

Signature

Electronic Sig

Full Name Steven Green

Position Chair

Date 01/10/2020

Heckington Pre-School Playgroup

Accounts for the year ended 31 July 2020

Charity number : 1035549

Heckington Pre-School Playgroup

Statement of Financial Activities for the year ended 31 July 2020

	2020 £	2019 £
Incoming resources		
Donations	85	319
Additional voluntary income	<u>1,159</u>	<u>90</u>
	1,244	409
Activities for generating funds		
Income from parents	15,675	15,329
Income from local authority	98,555	104,102
Fundraising income	337	1,071
Other income	832	50
Government job retention scheme grant	<u>4,288</u>	<u>-</u>
	119,687	120,552
Investment income		
Interest received	25	9
	<u>120,956</u>	<u>120,970</u>
Resources expended		
Cost of generating funds		
2 Pre-School running costs	121,892	117,509
	<u>(936)</u>	<u>3,461</u>
(Deficit)/Surplus for year		
Unrestricted fund balance at 1 August 2019	<u>22,867</u>	<u>19,406</u>
Total unrestricted funds at 31 July 2020	<u>21,931</u>	<u>22,867</u>

Heckington Pre-School Playgroup

Balance Sheet as at 31 July 2020

	2020	2019
	£	£
Current assets		
Current account	15,584	16,057
Deposit account	5,037	5,012
Petty cash	19	42
Debtors	1,291	1,756
	<hr/>	<hr/>
	21,931	22,867
	<hr/>	<hr/>
 Represented by		
Unrestricted fund	21,931	22,867
	<hr/>	<hr/>

Heckington Pre-School Playgroup

Notes to the Financial Statements for the year ended 31 July 2020

1 Accounting Policies

Basis of preparation of Accounts

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective January 2016 - (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland.

Income is included in incoming resources when it is receivable.

2 Resources expended

Purchases	1,244	1,046
Cleaning consumables	737	1,258
Wages and salaries	111,651	105,144
Rent	3	1
Rates	282	-
Light & heat	1,330	919
Training and education	234	624
Repairs and maintenance	2,059	1,313
Telephone and internet	998	916
Printing, postage and stationery	395	563
Fund raising expenses	-	129
Group activities expenses	494	550
Insurance	761	807
Travel expenses	19	302
Equipment purchased	681	2,402
Entertainment expenses	290	200
Advertising	97	136
Accountancy and professional fees	617	1,199
	<u>121,892</u>	<u>117,509</u>

Heckington Pre-School Playgroup

**Independent Examiner's Report to the Trustees of Heckington Pre-School Playgroup
for the year ended 31 July 2020**

I report on the accounts of the Heckington Pre-School Playgroup for the year ended 31 July 2020.

Respective responsibilities of the trustees and the independent examiner

As the charity 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 charity'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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not comply with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Report) 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.

J A Eaton

J A Eaton
10 Vicarage Road
Heckington
Sleaford
Lincolnshire
NG34 9RR
24th September 2020