

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	September	2019		31	August	2020

Section A Reference and administration details

Charity name

Mylor Pre-school

Other names charity is known by

Registered charity number (if any)

1036158

Charity's principal address

The School Room, Comfort Road

Mylor Bridge

Cornwall

Postcode

TR11 5SE

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	CAROLINE NICHOL	Chairperson		Pre-school Family and Affiliate Membership
2	JOANNA BURTON	Pre-school Leader		Pre-school Family and Affiliate Membership
3	SOPHIE SPICER	Treasurer		Pre-school Family and Affiliate Membership
4	EMMA CLEMENT	Secretary		Pre-school Family and Affiliate Membership
5	RACHAEL CAIRNS			Pre-school Family and Affiliate Membership
6	JENNA CHASE-WILLS			Pre-school Family and Affiliate Membership

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 adviser	Name	Address
Bank	HSBC	46 Market St, Falmouth TR11 3AA

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

Pre-school Leader - Joanna Burton

Deputy - Rachael Cairns

Section B management

Structure, governance and

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-school Learning Alliance (PLA) Model Constitution 2011
How the charity is constituted (eg. trust, association, company)	Unincorporated Charity
Trustee selection methods (eg. appointed by, elected by)	Election at Annual General Meeting plus co-option at subsequent Committee meetings

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.

Mylor Pre-school is a member of the Pre-school Learning Alliance which provides helpful advice and guidance as the national membership body for pre-schools.

Disclosure and Barring Scheme (DBS) Checks are carried out prior to commencement of employment or on appointment as a trustee.

All trustees give their time voluntarily and receive no remuneration or other benefits.

Section C

Objectives and activities

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

The aims of the pre-school are 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:

(a) 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;

(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in local areas;

(c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

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)

The pre-school team of qualified and experienced childcare professionals provide care between the hours of 9am and 3pm to children aged from 2- 4 throughout the week during term time. All children within this age range are eligible to register with the pre-school.

Activities within sessions are designed to give children of the Mylor Bridge community and surrounding area the opportunity to join together in learning and play in a safe and caring environment. Within the group, all children are supported in developing their potential at their own pace by means of developmentally appropriate play activities and a high level of adult support (with staff to child ratios typically lower than statutory requirements).

We offer a curriculum which leads to nationally approved learning outcomes and prepares children to progress with confidence to the National Curriculum at the age of 5 years. We follow the Early Years Foundation Stage, set by The Department of Education, which sets out 7 areas of learning for the children.

These are divided into two areas, the 'Prime Areas' and the 'Specific Areas'.

The Prime Areas are:

• Personal, social and emotional development • Physical development • Communication and language
The Specific Areas are: • Literacy • Mathematics • Understanding the world • Expressive arts and design

We encourage all children to be involved by having a go, to have their own ideas and to play and explore.

In planning the pre-school provision, we can confirm that the trustees have had regard to the Charity Commission guidance on public benefit.

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

Summary of the main achievements of the charity during the year

With 13 children having left pre-school to start school in July 2019, the new academic year started busily with 27 children enrolled in September. Numbers increased steadily throughout the year, and by July there were 33 children enrolled. Although in the past this number has been higher this was to be expected as the setting had gone through a national lockdown due to the Coronavirus Pandemic.

The Pre-school saw a decrease in the numbers of two year olds joining the setting which was undoubtedly due to the lockdown.

We are an inclusive early years' provider and make positive steps to assist all children who need extra help. For the year 19/20 we had 2 children on the SEN register, and one children with English as a second language. Pupil premium funding allowed us to ensure we worked over the staff to children ratio to provide individual support at times needed to support areas of need, and additionally resources were purchased to support development and relationship building. The staff work diligently to build trust and develop good relationships with parents. On a number of occasions over the course of the year, staff have supported families with applications for funding and schools.

Transition to Primary School

We supported 15 children in their transitions to primary schools, with the majority moving onto Mylor Bridge C.P. School and Flushing C of E school. The excellent links with Mylor Bridge C.P. School were developed over the course of 2018/19; with a number of additional opportunities organised for the children to visit the school on a weekly basis to spend time using the PE equipment in the hall.

Fundraising

With a new committee coming on board in October 2019 and with it a new chairperson the decision was made to provide opportunity for the committee to settle rather than begin a calendar of fundraising events.

At the start of 2020 the committee made plans to host an Easter Fayre Fundraiser. Unfortunately this had to be cancelled due to the announcement by the Government for a National Lockdown.

Lockdown

The Pre-school leader and committee worked hard with agencies and settings to put arrangements in place to open the Pre-school from April 6th to key workers, setting in place procedures and risk assessments to ensure this was done safely and adhering to government guidance. From June 1st the Pre-school opened for all children whose families wanted to return to the setting.

The preschool leader, committee and administrator ensured finances were supported by furloughing where possible. The committee were able to assure staff that they would be paid throughout lockdown through the local authorities confirmation that funding would not be retracted while settings were unable to open to all children.

Section E

Financial review

Brief statement of the charity's policy on reserves

As it stands at the AGM in October 2020, the reserves are £21,575. The operational expenditure of the pre-school for 2019/20 was £62,230.

Three months of operating expenditure (circa £16,000) will continue to be kept in reserve – to cover notice and redundancy costs and if money needed.

The remaining working capital of £5k is left to be used as a baseline in the main account, to cover any differences in timing of expenditure / income within the year and to ensure preparedness should additional costs occur.

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)

Full name(s)

Position (eg Secretary, Chair, etc) Date		



Perfect Sums

Bookkeeping & Accounts Ltd.

Mylor Pre-School

September 2019 - August 2020

Prepared by:

Perfect Sums Bookkeeping & Accounts Ltd

Trevenson House

Church Road

Pool

TR15 3PT

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF MYLOR PRE-SCHOOL PLAYGROUP

I report on the accounts of the trust for the year ended 31st August 2020, which are set out on the attached pages.

Respective responsibilities of the trustees and the examiner

The Charities trustees are responsible for the preparation of the accounts. The charities trustees consider that an audit is not required for this year under section 144(2) if the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions given by the charity commission under section 145 (5)(b) of the 2011 Act;
- To state whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the 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 you as 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 and 'true and fair' view and the report is limited to matters set out in the statement below.

Independent examiners 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 2011 Act; and
 - To prepare account which accord with the accounting records and to comply with the accounting requirements of the 2011 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 reached.

claire martin

Claire Martin – MAAT

Date: 14.10.2020

**Mylor preschool Income and Expenditure Account
for the year ending 31st August 2020**

	2020		2019
Income:		Income:	
Funding:	56,454	Funding:	41,448
HMRC Grant:	824	Fees:	12,202
Fees:	7,078	T Towels:	60
T Towels:	355	Fundraising:	2,352
Fundraising:	55	Photos:	85
Photos:	56	Donations:	250
Donations:	0	Fruit:	145
Fruit:	316	wrap around:	0
Wrap around:	5	Lunch:	0
Lunch:	49		
Total Income:	<u>£65,193</u>		<u>£56,542</u>
Expenditure:		Expenditure:	
Gross Wages	51,877	Wages:	46,880
Admin & Subscriptions	267	Admin:	240
Rent:	4,285	Rent:	4,935
Employer Pension	738	PAYE/NIC:	3,023
Milk/Food Cleaning:	458	Milk/Food Cleaning:	893
Materials:	108	Materials:	4,095
Equipment:	932	Equipment:	6,777
Stationary:	23	Stationary:	261
Telephone:	931	Telephone:	338
insurance:	718	insurance:	710
Advertising:	0	Advertising:	356
PLA/ofstead fees:	50	PLA/ofstead fees:	50
Training:	358	Training:	410
Misc:	27	Misc:	172
Postage:	43	Postage:	22
Accounts/Payroll:	470	Accounts/Payroll:	408
Fundraising:	0	Fundraising:	291
Utilities:	148	Utilities:	156
Staff Expenses	531		
Repairs and Maintenance	267		
	<u>62,230</u>		<u>70,017</u>
Operating (loss)/profit	2,962		-13,475
Carried forward 31/08/2019	18,613		32,088
Total Reserves	<u>21,575</u>		<u>18,613</u>
Represented by:			
Bank Account	10,231		7,219
Deposit Account	3,522		3,516
Interest Reserve Account	3,177		3,171
Fundrasing Account	4,644		4,637
Petty Cash	0		70
	<u>21,575</u>		<u>18,613</u>



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