

Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|--------------------|--------------|----|-----------------|-----------------|--------------|
| | Day 1 | Month September | Year 2020 | | Day 31 | Month August | Year 2021 |

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 | September -20 th October 2020 | Pre-school Family and Affiliate Membership |
| 2 | MEL PERERIA | Chairperson | October 2020 | Pre-school Family and Affiliate Membership |
| 3 | JOANNA BURTON | Pre-school Leader | | Pre-school Family and Affiliate Membership |
| 4 | SOPHIE SPICER | Treasurer | | Pre-school Family and Affiliate Membership |
| 5 | EMMA CLEMENT | Secretary | September-20 th October 2020 | Pre-school Family and Affiliate Membership |
| 6 | RACHAEL CAIRNS | | | Pre-school Family and Affiliate Membership |
| 7 | JENNA CHASE-WILLS | Secretary | October 2020 | Pre-school Family and Affiliate Membership |
| | HAYLEY MANN | | | Pre-school Family and Affiliate Membership |
| | LOUISE COLE | | | Pre-school Family and Affiliate Membership |
| | KATY HILL | | | 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 Structure, governance and management

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 Early Years 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.

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 Early Years 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, and wrap-around between 8.30-9 a.m. 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 14 children having left pre-school to start school in July 2020 the new academic year started busily with 22 children enrolled in September. Numbers increased steadily throughout the year, and by July there were 30 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 pandemic, and the reluctance of some parents to place their children within a large group setting unless absolutely necessary, particularly if they had older children at home, due to the closure of Primary and Secondary schools.

We are an inclusive early years' provider and make positive steps to assist all children who need extra help. For the year 20/21 we had 2 children on the SEN register, and one child 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. The staff work diligently to build trust and develop good relationships with parents. On several occasions over the course of the year, staff have supported families with applications for funding and schools.

Transition to Primary School

We supported 14 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 continued to be strengthened with staff working together to ensure a smooth transition. The usual visits to the school could not take place due to the restrictions at the time so story time sessions led by the Reception class staff were facilitated in the garden at Preschool.

Fundraising

With a new committee coming on board in October 2020 and with it a new chairperson the decision was made that after a quiet year on the fundraising front due to the restrictions of the national lockdown of 2020 the profile of the preschool and fundraising events needed to be a priority. The committee's fundraising team were innovative in their ideas of events to raise funds within the restrictions in place. An online Christmas raffle was organised; making the most of social media to reach a greater audience; donations for which were given by the local and wider community. The committee also found an innovative way of hosting the annual Easter trail through making individual Easter Hunt packs which could be purchased socially distanced with an honesty pot for a suggested donation. The Easter trail took place over the Easter bank holiday weekend so that families could do it in their own time and avoid large groups. During the summer term a Friday fundraising stall was also set up selling treats. An honesty stall was later commissioned, displaying, and selling donated goods to raise funds for the

preschool.

Lockdown 2021

Following the Government announcement that Early Years' settings were to open for the Spring term whilst schools remained closed, the Pre-school leader and Committee took the decision to close for the first two days to ensure that the children were able to return as safely as possible. They worked hard with agencies. and settings to put appropriate arrangements in place as well as to review procedures and risk assessments whilst ensuring adherence to Government guidance. As a result, the Preschool opened from January 5th for those parents who wished for them to return to the setting. With the Government lockdown of schools and many parents already home-schooling older siblings, the majority chose to keep their younger children at home.

Initially it was the children of Key workers who attended and then this gradually increased at the parents' discretion until March 8th, when all children returned to the setting.

Following confirmation from the Local Authority that funding would not be retracted if children did not attend their funded sessions, the Committee were able to reassure staff, during these unsettling times, that they would be paid their usual salary, regardless of the numbers of children attending and the hours that they had worked.

Brief statement of the charity's policy on reserves

As it stands at the AGM in November 2021, the reserves are £18,611. The operational expenditure of the pre-school for 2020/21 was £64,287.

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 £3k 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)

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| | |

Date

Mylor Preschool Income and Expenditure Accounts for the year ending 31st August 2021

| 2021 | | 2020 | |
|--------------------------------|----------------|--------------------------------|----------------|
| Income: | | Income: | |
| Funding: | 51,197 | Funding: | 56,454 |
| Fees: | 8,849 | HMRC Grant: | 824 |
| T Towels: | 461 | Fees: | 7,078 |
| Fundraising: | 511 | T Towels: | 355 |
| Donations: | 2 | Fundraising: | 55 |
| Fruit: | 298 | Photos: | 56 |
| Lunch: | 5 | Donations: | 0 |
| | | Fruit: | 316 |
| | | Wrap around: | 5 |
| | | Lunch: | 49 |
| Total Income: | £61,323 | Total Income: | £65,193 |
| Expenditure: | | Expenditure: | |
| Gross Wages | 53649 | Gross Wages | 51,877 |
| Admin & Subscriptions | 136 | Admin & Subscriptions | 267 |
| Rent: | 4422 | Rent: | 4,285 |
| Employer Pension | 1069 | Employer Pension | 738 |
| Milk/Food Cleaning: | 387 | Milk/Food Cleaning: | 458 |
| Materials: | 161 | Materials: | 108 |
| Equipment: | 1094 | Equipment: | 932 |
| Stationery: | 0 | Stationery: | 23 |
| Telephone: | 1053 | Telephone: | 931 |
| Insurance: | 720 | Insurance: | 718 |
| Advertising: | 0 | Advertising: | 0 |
| PLA/Ofsted fees: | 50 | PLA/Ofsted fees: | 50 |
| Training: | 195 | Training: | 358 |
| Misc: | 48 | Misc: | 27 |
| Postage: | 11 | Postage: | 43 |
| Accounts/Payroll: | 539 | Accounts/Payroll: | 470 |
| Fundraising: | 0 | Fundraising: | 0 |
| Utilities: | 55 | Utilities: | 148 |
| Staff Expenses | 466 | Staff Expenses | 531 |
| Repairs and Maintenance | 232 | Repairs and Maintenance | 267 |
| | £64,287 | | £62,230 |
| Operating (loss)/profit | -£2,964 | Operating (loss)/profit | £2,962 |
| Carried forward 31/08/2020 | £21,575 | Carried forward 31/08/2019 | £18,613 |
| Total Reserves | £18,611 | Total Reserves | £21,575 |
| Represented by: | | Represented by: | |
| Bank Account | £6,578 | Bank Account | £10,231 |
| Deposit Account | £3,522 | Deposit Account | £3,522 |
| Interest Reserve Account | £3,177 | Interest Reserve Account | £3,177 |
| Fundraising Account | £5,248 | Fundraising Account | £4,644 |
| Petty Cash | £86 | Petty Cash | £0 |
| | £18,611 | | £21,575 |

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 2021, 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: 16.10.2021