

| Trustees' Annual Report for the period |                   |                    |              |    |                 |                 |
|--|-------------------|--------------------|--------------|----|-----------------|-----------------|
| From                                   | Period start date |                    |              | To | Period end date |                 |
|  | Day<br>1          | Month<br>September | Year<br>2021 |    | Day<br>31       | Month<br>August |

## Section A Reference and administration details

|   |                               |
|---|-------------------------------|
| <b>Charity name</b>                       | Mylor Pre-school              |
| <b>Other names charity is known by</b>    |                               |
| <b>Registered charity number (if any)</b> | 1036158                       |
| <b>Charity's principal address</b>        | The School Room, Comfort Road |
|   | Mylor Bridge                  |
|   | Cornwall                      |
| <b>Postcode</b>                           | 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 | MELISSA PEREIRA | Chairperson       |                                   | Pre-school Family and Affiliate Membership                    |
| 2 | JOANNA BURTON   | Pre-school Leader |                                   | Pre-school Family and Affiliate Membership                    |
| 3 | KRYSTAL FANNING | Treasurer         |                                   | Pre-school Family and Affiliate Membership                    |
| 4 | KATY HILL       | Secretary         |                                   | Pre-school Family and Affiliate Membership                    |
| 5 | RACHAEL CAIRNS  |                   |                                   | Pre-school Family and Affiliate Membership                    |
| 6 | ABI ROWE        |                   |                                   | Pre-school Family and Affiliate Membership                    |
| 7 | AMY CAMPBELL    |                   |                                   | Pre-school Family and Affiliate Membership                    |
|   |                 |                   |                                   | Pre-school Family and Affiliate Membership                    |
|   |                 |                   |                                   | 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.

## 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.

**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>(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.</p> <p>(c) instigating and adhering to and furthering the aims and objects of the Early Years Alliance.</p>   |
| <p>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.</p> <p>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).</p> <p>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.</p> <p>These are divided into two areas, the 'Prime Areas' and the 'Specific Areas'.</p> <p>The Prime Areas are:</p> <ul style="list-style-type: none"> <li>• Personal, Social and Emotional Development</li> <li>• Physical development</li> <li>• Communication and language</li> </ul> <p>The Specific Areas are:</p> <ul style="list-style-type: none"> <li>• Literacy</li> <li>• Mathematics</li> <li>• Understanding the world</li> <li>• Expressive arts and design</li> </ul> <p>We encourage all children to be involved by having a go, to have their own ideas and to play and explore.</p> <p>In planning the pre-school provision, we can confirm that the trustees have had regard to the Charity Commission guidance on public benefit.</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

### Summary of the main achievements of the charity during the year

With 12 children having left pre-school to start school in July 2021 the new academic year started on a quiet note with 16 children enrolled in September. Numbers increased steadily throughout the year, and by July there were 24 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 and a year on still feeling its effects.

We are an inclusive early years' provider and make positive steps to assist all children who need extra support. For the year 21/22 we had 2 children on the SEN register. Inclusion funding allowed us to ensure we worked over the staff to children ratio to provide the individual support 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 12 children in their transitions to primary schools, with the majority moving onto Mylor Bridge C.P. School and a couple of children to both Flushing C of E school and Devoran 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 but preschool staff were able to support children and parents by facilitating the visits during the preschool session time.

### Fundraising

With a new committee coming on board in October 2021 the decision was made that after a quiet year on the fundraising front due to the restrictions of the national lockdown of 2020 and beyond that 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.

A 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. Mylor Christmas cards were also produced and sold with a variety of homemade goods on the Pre-school honesty stall to raise funds.

In the Spring a Parish Council grant was secured which paid towards some new tech in the way of a new laptop, enabling the Leader and Deputy to attend to emails, plan learning opportunities for the children during the opening hours and to enable smooth running of the preschool. The committee organised a sponsored Welly Walk around the local gardens of Enys Gardens to encourage healthy lifestyles, provide an opportunity for parents to socialise and raise funds for the preschool. The committee also hosted an Easter Fayre and the annual Easter trail. The Easter trail took place during the Easter holiday.

During the summer term Mylor Preschool t-shirts were designed and sold in a new Mylor shop set up by members of the committee, selling t-shirts and tote bags printed with the Mylor logo. The preschool also took part in the Asda Green token Scheme and secured funds to purchase outdoor equipment to enhance the preschool garden.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

As it stands at the AGM in November 2022, the reserves are £12,380. The operational expenditure of the pre-school for 2021/22 was £62,005.

Two months of operating expenditure (circa £8,000) will continue to be kept in reserve – to cover notice and redundancy costs and if money needed.

The remaining working capital of £4 k 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

# Mylor Preschool Income and Expenditure Accounts for the year ending 31st August 2022

| 2022                           |                | 2021                           |                |
|--------------------------------|----------------|--------------------------------|----------------|
| <b>Income:</b>                 |                | <b>Income:</b>                 |                |
| Funding:                       | 44477          | Funding:                       | 51,197         |
| Fees:                          | 7015           | Fees:                          | 8,849          |
| T-Shirts                       | 112            | T Towels:                      | 461            |
| Fundraising:                   | 1405           | Fundraising:                   | 511            |
| Donations:                     | 75             | Donations:                     | 2              |
| Fruit:                         | 118            | Fruit:                         | 298            |
| Lunch:                         | 15             | Lunch:                         | 5              |
| Grants                         | 1633           |                                |                |
| Easy fundraising               | 215            |                                |                |
| Wrap around                    | 21             |                                |                |
| CC SEND Staffing               | 594            |                                |                |
| Sponsorship                    | 94             |                                |                |
| <b>Total Income:</b>           | <b>£55,774</b> | <b>Total Income:</b>           | <b>£61,323</b> |
| <b>Expenditure:</b>            |                | <b>Expenditure:</b>            |                |
| Wages                          | 48764          | Gross Wages                    | 53649          |
| Rent                           | 4950           | Admin & Subscriptions          | 136            |
| NEST                           | 989            | Rent:                          | 4422           |
| Milk/Food/cleaning             | 1198           | Employer Pension               | 1069           |
| Materials/stationary           | 497            | Milk/Food Cleaning:            | 387            |
| Equipment                      | 1198           | Materials:                     | 161            |
| Accounts/Payroll               | 448            | Equipment:                     | 1094           |
| Telephone                      | 1558           | Stationery:                    | 0              |
| Subscriptions                  | 625            | Telephone:                     | 1053           |
| Insurance                      | 733            | Insurance:                     | 720            |
| OFSTED fees                    | 50             | Advertising:                   | 0              |
| Training                       | 60             | PLA/Ofsted fees:               | 50             |
| Postage                        | 4              | Training:                      | 195            |
| Garden Maintenance             | 280            | Misc:                          | 48             |
| Laptop                         | 319            | Postage:                       | 11             |
| Repairs and maintenance        | 224            | Accounts/Payroll:              | 539            |
| Bank fees                      | 43             | Fundraising:                   | 0              |
| Fee refund                     | 65             | Utilities:                     | 55             |
|                                |                | Staff Expenses                 | 466            |
|                                |                | Repairs and Maintenance        | 232            |
|                                | <b>£62,005</b> |                                | <b>£64,287</b> |
| <b>Operating (loss)/profit</b> | <b>-£6,231</b> | <b>Operating (loss)/profit</b> | <b>-£2,964</b> |
| Carried forward 31/08/2021     | £18,611        | Carried forward 31/08/2020     | £21,575        |
| Total Reserves                 | £12,380        | Total Reserves                 | £18,611        |
| <b>Represented by:</b>         |                | <b>Represented by:</b>         |                |
| Bank Account                   | £3,645         | Bank Account                   | £6,578         |
| Deposit Account                | £3,524         | Deposit Account                | £3,522         |
| Interest Reserve Account       | £3,178         | Interest Reserve Account       | £3,177         |
| Fundraising Account            | £1,919         | Fundraising Account            | £5,248         |
| Petty Cash                     | £114           | Petty Cash                     | £86            |
|                                | <b>£12,380</b> |                                | <b>£18,611</b> |

\_\_\_\_\_

\_\_\_\_\_



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

I report on the accounts of the trust for the year ended 31<sup>st</sup> August 2022, 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: 05.11.22