



## Trustees' Annual Report for the period

From

Period start date

Day	Month	Year
1st	September	2023

To

Period end date

Day	Month	Year
31st	August	2024

Charity name

Mylor Pre-School

Other names charity is known by

Registered charity number (if any)

1036158

Charity's principal address

The Schoolroom, Comfort Road

Mylor Bridge

Cornwall

Postcode

TR11 5SE

Names of the charity trustees who manage the charity

	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Play Leader	1/9/2023 - 3/5/24	Pre-School Family and Affiliate Membership
2	Secretary		Pre-School Family and Affiliate Membership
3			Pre-School Family and Affiliate Membership
4			Pre-School Family and Affiliate Membership
5			Pre-School Family and Affiliate Membership
6			Pre-School Family and Affiliate Membership
7			Pre-School Family and Affiliate Membership
8	Treasurer		Pre-School Family and Affiliate Membership
9			Pre-School Family and Affiliate Membership
10			Pre-School Family and Affiliate Membership
11			Pre-School Family and Affiliate Membership
12	Chairperson		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
Auditor	Perfect Sums	Unit 5 Wheal Agar, Tolvaddon Business Park, Camborne, Cornwall TR14 0HX

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

Pre-School Leader – Jane Martin  
Deputy – Emily Lent

## 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 benefit.

## 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 give 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 care between 8.30 - 9am to children aged from 2 – 4 years throughout the week during term time. All children within this age range are eligible to register with the pre-school.

Activities within the sessions are designed to give children of 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 and by means of developmentally appropriate play activities and a high level of adult support.

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 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

The new autumn term started well with 18 children on the register. The numbers of children attending the pre-school have steadily risen throughout the year, to 29 children on the register by the end of the school year in July 2024.

The pre-school supported 14 children with their transition to primary school education. The majority moving onto Mylor Bridge C.P. School and additionally to Flushing C.of E School.

#### Fundraising

The committee welcomed new members at the A.G.M during November 2023. Both old and new committee members have joined together throughout the year to organise various fundraising events including, clothes sales, raffles, and Easter family photo shoot. One highlight of the fundraising calender this year was an 'Open Garden & Fairy Trail'. This event was very well supported and attended by the staff and families that use the pre-school but also the wider community from the surrounding areas, a wonderful positive day for everyone!

#### Grants and Donations

Members of the committee have also given their time to secure grants and donations for the pre-school. The pre-school have been extremely lucky to secure grant funding from Cornwall Council Community chest and The Asda Foundation.

## Section D

## Achievements and performance

Monies from these grants have enabled the pre-school to replace broken equipment and toys, the purchase of childrens gardening tools and also an extra gazebo to provide more shade for the children in the garden.

The pre-school have also received a generous donation from Falmouth Fire Service. This money will enable the purchase of new waterproof suits for all the children, so outdoor play can take place whatever the weather.

### Community

The pre-school and committee recognise the importance of including the community in their events and activities.

During December 2023 a Christmas sing-along was organised by the play leader and committee and held at The Mylor Methodist Church. Parents, family friends were invited to join in singing with the children and a member of the church accompanied on the piano.

A member of the committee has also written a small regular feature in the local community magazine during the year. This has explained what the pre-school does and has also informed the community about dates for fundraising events.

## Section E

## Financial review

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

Two months of operating expenditure (circa £8000) will continue to be kept in reserve to cover notice and redundancy costs.

#### Committed Expenditure includes:

An additional £5000 will be held back, to help with the expected increase to wages /tax bill in spring 2025

£5000 is to be used for redecoration and building repairs to the pre-school building, with a further £4000 allocated to improve the outside space by resurfacing the playground and make safer.

On top of this a figure of £2000 has been allocated to purchase a new higher gate at the main entrance to the pre-school. This will give easier access to parents and staff whilst also giving more privacy and security to the pre-school.

A figure of £1000 has been allocated to extra curricular activities to enhance the learning and development for all children, such as music and dance.

The remaining working capital of £8944 is left to be used as a baseline in the main account, to cover any differences in timing of expenditure /income through 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)** Sarah J Epps

**Full name(s)** Sarah Jane Epps

**Position (eg Secretary, Chair, etc)** Nominated Person

**Date** 17<sup>th</sup> November 2024

# MYLOR PRESCHOOL INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDING 31st August 2024

2024		2023	
<b>INCOME</b>		<b>Income</b>	
Funding	67669	Funding	51499
Fees	20563	Fees	22137
T-Shirts	0	T-Shirts	140
Fundraising	2019	Fundraising	946
Donations	1206	Donations	560
Fruit	157	Fruit	110
Lunch	0	Lunch	5
Grants	600	Grants	0
Easy fundraising	199	Easy fundraising	181
Wrap around	15	Wrap around	67
CC SEND Staffing	0	CC SEND Staffing	0
Interest	209	Sponsorship	690
National Savings	452	Interest	80
<b>Total Income</b>	<b>£93,089</b>	<b>Total Income</b>	<b>£76,415</b>
<b>Expenditure</b>		<b>Expenditure</b>	
Wages	55222	Wages	60657
Rent	6090	Rent	5253
NEST	1535	NEST	1433
Milk/Food/cleaning	987	Milk/Food/cleaning	935
Materials/stationary	2232	Materials/stationary	2741
Equipment	605	Equipment	1366
Accounts/Payroll	804	Accounts/Payroll	609
Telephone	1179	Telephone	1428
Subscriptions	0	Subscriptions	134
Insurance	790	Insurance	754
OFSTED/Disclosure fees	174	OFSTED fees	112
Training	305	Training	215
Postage	10	Postage	11
Garden Maintenance	560	Garden Maintenance	200
Repairs and maintenance	150	Repairs and maintenance	200
Bank fees	68	Bank fees	61
Website/Advertising	155	Website	132
Fee Refund	110	Fee refund	0
Fund raising costs	273		
New Oven	420		
	<b>£71,699</b>		<b>£76,241</b>
<b>Operating (loss)/profit</b>	<b>£21,390</b>	<b>Operating (loss)/profit</b>	<b>£174</b>
Carried forward 31/08/2021	£12,554	Carried forward 31/08/2021	£12,380
Total Reserves	£33,944	Total Reserves	£12,554

**Represented by:**

Bank Account	£21,532
Deposit Account	£3,631
Interest Reserve Account	£3,275
Fundraising Account	£5,300
Petty Cash	£206
	<b>£33,944</b>

**Represented by:**

Bank Account	£2,879
Deposit Account	£3,562
Interest Reserve Account	£3,212
Fundraising Account	£2,289
Petty Cash	£612
	<b>£12,554</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 2024, 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*

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Claire Martin – MAAT

Date: 09.10.24