



Section A

Independent Examiner's Report

Report to the trustees/ members of	Stepping Stones Pre-School		
On accounts for the year ended	31/08/2020	Charity no (if any)	1037668
Set out on pages	1-2 of Receipts and Payments Accounts 2019-20		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/ 08/2019**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:  **Date:** 18/02/2021

Name: Stephen Lazell

**Relevant professional
qualification(s) or body
(if any):**

ACCA
Membership Number- 0991436

Address:

2 Juniper Close
Canterbury
Kent, CT1 3LL

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Stepping Stones Pre-School Canterbury

1037688

Receipts and payments accounts

CC16a

For the period
from

1 September 2019

To

31 August 2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Tuition Fees	5,633	-	-	5,633	8,116
Kent County Council Funding	42,506	-	-	42,506	50,812
Fundraising	4,350	-	-	4,350	2,473
Grants	11,966	-	-	11,966	6,180
Bank Interest	133	-	-	133	209
Sub total (Gross income for AR)	64,588	-	-	64,588	67,790
A2 Asset and investment sales, (see table).					
Matured Bond	- 0	12,000	- 0	12,000	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	12,000	- 0	12,000	- 0
Total receipts	64,588	12,000	- 0	76,588	67,790
A3 Payments					
Staff Wages	41,998	-	-	41,998	42,820
Hall rent	4,934	-	-	4,934	6,601
Consumables	499	-	-	499	1,418
Casual Staff	1,376	-	-	1,376	3,322
Equipment	2,714	-	-	2,714	1,651
Trips/Events	390	-	-	390	246
Other	1,043	-	-	1,043	968
Phone	250	-	-	250	-
Insurance	1,026	-	-	1,026	808
Training	1,187			1,187	1,013
Membership Subscriptions	487			487	446
Administration	829			829	1,045
Gifts	21			21	118
Sub total	56,754	-	-	56,754	60,456
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	
Sub total	- 0	- 0	- 0	-	- 0
Total payments	56,754	- 0	- 0	56,754	60,456
Net of receipts/(payments)	7,834	12,000	-	19,834	7,334
A5 Transfers between funds	- 23,000	23,000	-	-	-
A6 Cash funds last year end	20,552	-	-	20,552	-
Cash funds this year end	5,386	35,000	-	40,386	7,334

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash in hand	745	-	-

	Cash at bank (current account)	4,525	13,000	-
	Cash at Bank (deposit accounts)	116	22,000	-
	Total cash funds	5,386	35,000	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Toys and Equipment (estimated value)		-	9,771
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Kathryn Rogers	Kathryn Rogers	18/2/21	
	Anna Campion	Anna Campion	18/2/21	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report 2019/ 20

From 1 September 2019 to 31 August 2020

Charity name: Stepping Stones Pre-School Canterbury

Charity registration number: 1037668

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>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:</p> <ul style="list-style-type: none">(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 the local areas(c) instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance

<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p>	<p>Para 1.17 and 1.19</p>	<p>We provided a charity pre-school, totally focussed on our children, families and community, where children built on their learning through creative play. Our skilled and experienced staff nurtured every child's individual interests and partnered with families in their child's learning, giving children the freedom to develop at their own pace.</p> <p>From September to March we ran pre-school sessions for 2-5 year olds every week day during term time. We provided a high quality learning environment for children to enjoy their early years and to become independent learners who are willing to take risks and to challenge themselves as they learn through play. Our children's wellbeing was high and we supported them to build resilience and independence so that they are well prepared for their transition to primary school. The charity created a welcoming and inclusive space for children and families and embedded excellence and best practice in its work.</p> <p>We welcomed children from a wide range of backgrounds, including those living in areas of deprivation, children with English as an additional language, those with special educational and health needs and families working with Children's Services. Each child's highly qualified key person worked with families so that children could develop and reach their full potential within the Early Years Foundation Stage.</p> <p>Children enjoyed Christmas events and outings around the local community, including to: the UNESCO World Heritage Site of Canterbury Cathedral and St Augustine's Abbey, Canterbury Library and Museum and local green spaces.</p> <p>From March to the end of the year, the pre-school setting was closed due to COVID-19 restrictions. During this time, the charity delivered support to children and families in a range of ways, including: providing daily ideas for pre-school activities at home, through email and social media; weekly phone calls to families; delivery of resources to children's homes; a virtual sports day; and transition packs for children leaving us to start school in September. The charity received funding from Tesco to support this work and our preparations for a COVID-secure reopening of the setting in September 2020.</p>
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Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have considered the Charity Commission's guidance on public benefit when planning the charity's activities
Contribution made by volunteers	Para 1.38	The charity is governed by a volunteer Board of Trustees, with a wide range of skills and experience across charity, business, education and family support. All trustees either currently have children at the pre-school, or previously had children with us and they have a real commitment to the charity and the wellbeing and learning of the children in our care. Our constitution involves all parents and carers as family members of the charity and they take on active roles as volunteers within the setting and at community events.

Achievements and Performance

	SORP reference	
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<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The charity supported 34 children to develop within the Early Years Foundation Stage during the year: 16 aged 4, 10 aged 3 and 8 aged 2 by the end of the summer term. Of these: 5 children received Free for Two funding for all or part of the year; 2 children received SENIF funding for additional needs; 3 children received support from the Specialist Teaching Service; 2 children had Child in Need plans in place; and 7 children had English as an additional language.</p> <p>We supported families to access support from partner agencies, including Home Start, Health Visiting and Speech and Language Therapy.</p> <p>At the end of the year, 17 children left the pre-school to start school in 7 different primary schools across Canterbury and surrounding areas. The charity received positive feedback from the schools on the learning and development of the children.</p> <p>The charity received very positive feedback from the parents and carers of children that left the pre-school at the end of the year, including the following comments:</p> <ul style="list-style-type: none"> • <i>"Thank you for all your support over these last two years. Stepping Stones is a real gem"</i> • <i>"[My son] felt secure at the setting and staff met his needs for reassurance when in in the morning and engaged with his favourite activities like reading books. He was encouraged to stretch himself when pedalling on the trike or making friends"</i> • <i>"We were impressed with the number of trips and he really enjoyed them. Staff were engaging [with] the children, chatting as they walked and finding lots of things of interest. It was a great chance to make memories and encourage independence. It was lovely to join in with the St Augustine's Abbey trip"</i> • <i>"I think you have walked the extra mile with it [during COVID-19 lockdown], always keeping in touch via emails, phone calls, videoconferences, even surprise visits and gift packs. The ideas and videos on email and Facebook were...a great resource for us. We cannot thank you enough for all your support"</i> • <i>"Absolutely wonderful support during lockdown with weekly phone calls, toys and resources dropped off for children, the amazing homemade worry monster puppet and book and fabulous daily activities"</i>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Across the year, the trustees implemented an annual plan with actions in five key priority areas: Children and Families; Staff and Volunteers; Fundraising; Communications; and Governance. Trustees regularly monitored progress against the plan and ensured that objectives were met. In addition to this, the trustees agreed their response to the COVID-19 pandemic and implemented and regularly monitored a plan to keep children, staff and volunteers safe and to safeguard the charity.
Performance of fundraising activities against objectives set	Para 1.41	The trustees appointed a fundraising group which implemented and monitored the charity's Fundraising Plan. From September to March the charity performed well against its objectives for individual giving, grants, statutory funding and community events. The COVID-19 pandemic affected the fundraising income in all areas and the trustees have agreed plans to address this in the coming year.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite a difficult year the charity has ended the period with £5,386 to carry forward. This includes a £5000 grant from the Martello Fund which will be used to fund the charity's running costs during the continuing COVID-19 restriction while our usual income is expected to be reduced.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	During this period we held reserves of £12,000 in a fixed bond to cover the costs of charity wind up and dissolution. The bond matured during the period and it was identified that this amount did not cover our dissolution costs. The Trustees therefore decided to restrict a total of £35,000 to cover 3 months running costs and all staff redundancies.
Amount of reserves held	Para 1.22	£35,000
Reasons for holding zero reserves	Para 1.22	n/a

Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's main source of income continues to be government funding for childcare provision, through Kent County Council. Secondary to this is the income from fees for children who are not in receipt of government-funded childcare. As in previous years, the income from these sources does not cover the charity's costs and this year the charity has continued to focus on developing other sources of income, including: charitable grants, statutory grants, voluntary contributions from parents and carers and community fundraising.
Investment performance against objectives	Para 1.41	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The main risk facing the charity this year and going to the next is the effect of the COVID-19 pandemic. We have suffered a substantial loss of income due to a period of closure followed by reduced numbers of children in the setting due to social distancing measures and fewer children taking up their places. This has been overcome by the receipt of grants and increased government funding but continues to be a concern going forwards.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by members or co-opted by trustees
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Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Chair of Trustees oversees the recruitment and induction of trustees to the charity. Trustees complete training and reading in governance and safeguarding and in areas relevant to their specific roles.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The charity is governed by a Board of Trustees, with a wide range of skills and experience across charity, business, education and family support. All trustees either currently have children at the pre-school, or previously had children with us and they have a real commitment to the charity and the wellbeing and learning of the children in our care.</p> <p>The pre-school is run day-to-day by a small staff team. All staff are highly qualified and are led by a Manager with an MA in Early Childhood Education (with Distinction). Staff performance is monitored through a supervision and appraisal system. The Manager and the Chair of Trustees work together well and fortnightly staff meetings, which the Chair of Trustees attends on a termly basis, ensure good communication across the charity.</p> <p>The pre-school is regulated by Ofsted and the charity is a member of the Early Years Alliance, the National Council for Voluntary Organisations and a collaboration of local pre-schools.</p>
Relationship with any related parties	Para 1.51	n/a

Reference and Administrative details

Charity name	Stepping Stones Pre-School Canterbury
Other name the charity uses	n/a
Registered charity number	1037668
Charity's principal address	Kendall Hall, Nunnery Fields, Canterbury, Kent, CT1 3JN

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	Kathryn Rogers	Chair		n/a
2	Susannah Silva-Gould	Treasurer	Treasurer to 4 April 2020. Rest of year as Trustee	
3	Anna Campion	Treasurer	From 4 April 2020	
4	Sarah Barnes	Secretary	To 29 October 2019	
5	Nicola Bayly			
6	Hayley Barnett			
8	Tiffany Carter		From 4 June 2020	
9	Sally Heath			
10	Nadia Lang		To 11 May 2020	
11	Nic Maher			

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

Sally Heath, Manager

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Kathryn Rogers	Anna Campion
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Full name(s)	Kathryn Rogers	Anna Campion
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Position (eg Secretary, Chair, etc)	Chair	Treasurer
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Date	18/2/2021	18/2/2021
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