



Stepping Stones
Pre-School Canterbury

Annual Accounts and
Annual Report 2020/ 21

Charity Registration Number: 1037668



Section A

Independent Examiner's Report

Report to the trustees/
members of

Stepping Stones Pre-School Canterbury

On accounts for the year
ended

31/08/2021

Charity no
(if any)

1037668

Set out on pages

1-4 (Receipts and Payments Summary)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/08/2021.

As the charity's trustees, 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 all 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 in connection with the examination (other than that
disclosed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in this report 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:

18/03/2022

Name:

Stephen Lazell

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

ACCA (Reg # 0991436)

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material 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

For the period from 1/9/20 To 31/8/21

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts				
Tuition Fees	10,800	-	-	10,800
Kent County Council Funding	48,706	-	-	48,706
Fundraising	7,500	-	-	7,500
Grants	- 0	6,847	-	6,847
Bank Interest	3	-	-	3
Sub total (Gross income for AR)	67,009	6,847	-	73,856
A2 Asset and investment sales, (see table).				
Reserves	- 0	- 0	- 0	-
Sub total	- 0	- 0	- 0	-
Total receipts	67,009	6,847	- 0	73,856
A3 Payments				
Staff Wages	44,510	2,097	-	47,407
Hall rent	7,574	-	-	7,574
Consumables	1,383	-	-	1,383
Casual Staff	3,260	-	-	3,260
Equipment	1,596	1,091	-	2,687
Trips/Events	60	-	-	60
Other	1,660	-	-	1,660
Phone	464	-	-	464
Insurance	672	-	-	672
Training	1,834	1,559	-	3,393
Membership Subscriptions	677	-	-	677
Administration	2,765	300	-	3,065
Gifts	95	-	-	95
Sub total	66,551	5,847	-	72,398
A4 Asset and investment purchases, (see table)				
	- 0	- 0	- 0	-
	- 0	- 0	- 0	-
Sub total	- 0	- 0	- 0	-
Total payments	66,551	5,847	- 0	72,398
Net of receipts/(payments)	458	1,000	-	1,458
A5 Transfers between funds	- 0	-	-	-
A6 Cash funds last year end	5,386	35,000	-	40,386
Cash funds this year end	5,844	36,000	-	41,844

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

Categories	Details	Unrestricted funds	Restricted funds
		to nearest £	to nearest £
B1 Cash funds	Cash in hand	160	-
	Cash at bank (current account)	5,684	1,000

CC16a

Last year

to the nearest £

5,633
42,506
4,350
11,966
133
64,588

- 0

64,588

41,998

4,934

499

1,376

2,714

390

1,043

250

1,026

1,187

487

829

21

56,754

7,834

- 23,000

20,552

5,386

Endowment funds

to nearest £

-

-

	Cash at Bank (deposit accounts)		35,000
	Total cash funds	5,844	36,000
	(agree balances with receipts and payments account(s))	OK	OK
		Unrestricted funds	Restricted funds
	Details	to nearest £	to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-
	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-
	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	
	Anna Campion	Anna Campion	

-
-
OK
Endowment funds
to nearest £
-
-
-
-
-
-
-
Current value (optional)
-
-
-
-
-
-
-
-
Current value (optional)
-
-
-
-
-
-
-
When due (optional)
Date of approval
14/02/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report 2020/ 21

From 1 September 2020 to 31 August 2021

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
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.	Para 1.17 and 1.19	<p>We provided a charity pre-school, totally focussed on our children, families and community, where children built on their learning through creative play.</p> <p>We remained open throughout the COVID-19 lockdowns and ran pre-school sessions for 2-5 year olds every week day during term time. Children's wellbeing was absolutely paramount and was nurtured by a skilled and experienced team and a welcoming and inclusive learning environment.</p>

		<p>We provided excellent opportunities for learning and development, giving children the freedom to develop at their own pace and reach their full potential within the Early Years Foundation Stage. Children became resilient and independent learners who are willing to take risks and to challenge themselves as they learn through play. Our children's wellbeing was high and those that left us at the end of the summer term were well prepared for their transition to primary school. The charity continued to embed excellence and best practice in its work.</p> <p>Our knowledgeable, professional, caring and experienced staff team continued to be really valued by children and families. Very strong partnerships with parents and carers supported children's learning and development.</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.</p> <p>Children enjoyed events and fundraising activities at Christmas, Easter and summer and a transition celebration for those children that left pre-school in July to start school in September.</p> <p>Staff and volunteers took the children on outings around the local community, including to: Dane John Gardens, local green spaces, an orchard, the local shop and to Kearsney Abbey, with families.</p>
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.
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Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>The charity supported 35 children to develop within the Early Years Foundation Stage during the year: 12 aged 4, 20 aged 3 and 3 aged 2 by the end of the summer term.</p> <p>7 children had English as an additional language, alongside Estonian, Tamil, Arabic, Turkish, Polish and Nepali.</p> <p>4 children received Free for Two funding for all or part of the year; 2 children received Early Years Pupil Premium funding; 2 children received Special Educational Needs Inclusion Funding.</p> <p>The charity continued to support children and families to work with partner agencies, including: 2 children accessing the Specialist Teaching Service; 2 children accessing Speech and Language Therapy; and 1 child accessing Kent Children's Services.</p> <p>At the end of the year, 15 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>"We honestly could not have asked for a better place with better people."</i> • <i>"At every step of the way we felt included and involved with our children's learning."</i> • <i>"The staff are always - absolutely without fail - open, welcoming and warm to both children and families."</i> • <i>"I am very impressed with their commitment to our children's happiness and development."</i> • <i>"Staff are clearly so knowledgeable about the early years."</i> • <i>"She was given the freedom to express herself through a wide range of resources,</i>

		<p><i>to risk-take and to negotiate friendships and feelings safely."</i></p> <ul style="list-style-type: none"> • <i>"You took such time and care to get to know our little boy. You knew all about him: his interests, his family and friends and what he needed to feel safe and settled."</i> <p>The charity recognised that COVID-19 social distancing measures were making it difficult to communicate effectively with families. The charity secured a capacity building grant from Comic Relief – through Groundwork UK – to set up an online system to share information on children’s learning and development and invest in work to develop the charity’s website</p> <p>The charity recognised the impact of the COVID-19 pandemic on the wellbeing of children and families and on children’s communication and social skills. The charity secured a wellbeing support grant from Canterbury City Council to fund: staff training in supporting wellbeing; deliver Solihull workshops for parents; and support children’s transition into primary school.</p> <p>The charity carried forward some funding from Martello Fund, through Kent Community Foundation, which was used to fund redevelopment of the charity’s website and general running costs.</p> <p>The charity’s staff continued to develop their professional practice during the year, attending training and learning events in a range of areas, including: Developmental Trauma and Adverse Childhood Events; Solihull Approach Training for Professionals; Young Minds mental health and wellbeing; safeguarding; First Aid; and Makaton.</p> <p>All trustees completed training in governance and safeguarding.</p> <p>The charity’s Manager continued her role as Tutor Champion for Kent, delivering mentoring sessions for early years settings in East Kent and communication counts training for the charity’s staff and gaining Communication Friendly status for the pre-school.</p> <p>Across the year, the charity recruited an Early Years Staff member and an Early Years Apprentice. One of our Early Years Educators retired after 18 years with the charity.</p>
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		The charity continued to work as part of a collaboration of local early years settings and in partnership with local universities at Community of Practice events.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Across the year, the trustees implemented an annual plan with actions in five key priority areas: Children, Families and Safeguarding; Staff, Volunteers and Health and Safety; Fundraising; Communications; and Governance and Finance. Trustees regularly monitored progress against the plan and ensured that objectives were met. Trustees completed an annual review of the charity's work.</p> <p>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.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>The trustees set the following fundraising objectives for the year:</p> <ul style="list-style-type: none"> • To raise income from individual giving and community events to meet the shortfall in statutory funding for childcare places • To raise income from grants, statutory funding and corporate funding to provide additional services for children and families • To further diversify the charity's income streams <p>The trustees set realistic goals, taking into account the ongoing impact of the COVID-19 pandemic. The charity's fundraising group performed well in identifying and securing funding and monitored the charity's fundraising plan across the year. The charity performed well against all fundraising objectives and continued to build relationships with existing and new funders across the year.</p> <p>Details of the funding secured are shown in the charity's Annual Accounts and within this Annual Report.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is ending this financial year in an acceptable position with our receipts exceeding payments by approximately £500. We also have a 9% surplus to carry over as unrestricted budget.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold reserves of £35,000 to cover the costs of charity wind up and dissolution. This covers 3 months approximate running costs and all staff redundancies. The reserve fund is restricted to emergency use only and can only be accessed in the event of the charity's dissolution.
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	n/a

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	<p>The charity's main source of income continues to be government funding for childcare provision, through Kent County Council.</p> <p>Secondary to this is the income from fees for children who are not in receipt of government-funded childcare. This year the Trustees agreed to increase fees by £0.25 per hour.</p> <p>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 finding other sources of income, including: charitable grants, statutory grants, voluntary contributions from parents and carers and community fundraising. The majority of grants received this year were used for specific projects such as the new communication app and the ongoing redevelopment of the website. £1,000 from Tesco will be carried over to fund a Helicopter Stories project at the beginning of the next year.</p> <p>The charity also received £1,847 from the government's Job Retention Scheme to assist in paying members of staff who were furloughed while there was reduced capacity at the beginning of the year.</p>
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Investment performance against objectives	Para 1.41	n/a
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	The main risk facing the charity is the disparity between its main funding avenues and its outgoings. The fundraising team will continue to focus on obtaining additional funding to cover the difference.
Other		n/a

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

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 charity has a clear process for the recruitment and induction of trustees, which is overseen by the Governance and Finance Group. The Chair of Trustees and Manager support new trustees with their induction to the charity. During their induction, trustees meet staff, volunteers, children and families and complete training and reading in governance, safeguarding and areas relevant to their specific role.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is governed by a Board of Trustees, who meet on a termly basis to review the charity's progress against its annual plan and budget. Sub-committees of the Board report into trustee meetings on work in the following priority areas: Children, Families and Safeguarding; Staff, Volunteers and Health and Safety; Fundraising; Communications; and Governance and Finance. Each sub-committee

		<p>has a Lead Trustee who oversees the charity's work in that area.</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	Anna Campion	Treasurer		
3	Tiffany Carter	Secretary		
4	Hayley Barnett		1 September 2020 to 26 May 2021	
5	Nicola Bayly			
6	Philip Embry		From 28 January 2021	
7	Patricia Fleming		From 28 January 2021	
8	Elisabeth Garcia White		From 28 January 2021	
9	Sally Heath			
10	Nicholas Maher			
11	Coral Murray		From 26 May 2021	
12	Susannah Silva-Gould		1 September 2020 to 25 March 2021	

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
Full name(s)	Kathryn Rogers	Anna Campion
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	27 April 2022	27 April 2022