



Annual Accounts and Annual Report 2022/ 23

Charity Registration Number: 1037668



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Stepping Stones Pre-School Canterbury

On accounts for the year
ended

31/08/2023

Charity no
(if any)

1037668

Set out on pages

1-4 (Receipts and Payments Summary)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08 /2023**.

Responsibilities and
basis of report

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 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.

Signed:

Date:

07/01/2024

Name:

Stephen Lazell

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

ACCA (Reg # 0991436)

Address:

2 Juniper Close, Canterbury, Kent, CT1 3LL

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

Charity Name	No (if any)
Stepping Stones Pre School	1037668

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/09/2022		31/08/2023

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					
External funding (KCC)	53,852	-	-	53,852	53,099
Tuition Fees	12,368	-	-	12,368	8,603
Fundraising	888	-	-	888	741
Bank interest	283	-	-	283	10
Snacks/Trips	-	-	-	-	-
Grants	-	7,254	-	7,254	4,322
Donations	8,764	-	-	8,764	5,573
	-	-	-	-	-
Sub total (Gross income for AR)	76,155	7,254	-	83,409	72,348
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	76,155	7,254	-	83,409	72,348
A3 Payments					
Staff wages	57,879	7,254	-	65,133	53,047
Hall rent	6,900	-	-	6,900	7,344
Consumables	809	-	-	809	1,269
Casual Staff	-	-	-	-	4,344
Equipment	1,175	-	-	1,175	3,760
Trips/Events	1,144	-	-	1,144	2,212
other	1,815	-	-	1,815	1,410
Phone	549	-	-	549	286
Insurance	767	-	-	767	724
Training	1,599	-	-	1,599	3,118
Membership subscriptions	1,183	-	-	1,183	1,716
Administration	4,229	-	-	4,229	978
Gifts	-	-	-	-	90
Sub total	78,049	7,254	-	85,303	80,298
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	78,049	7,254	-	85,303	80,298
Net of receipts/(payments)	- 1,894	-	-	- 1,894	- 7,950
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 1,894	-	-	- 1,894	- 7,950

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	cash in hand	286	-	-
	Cash at bank (current accounts)	6,682	-	-
	Cash at bank (deposit accounts)	25,280	-	-
	Total cash funds		32,248	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Nicola Bayly	Nicola Bayly	05/10/2023	



Trustees' Annual Report 2022/ 23

From 1 September 2022 to 31 August 2023

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 Early Years 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 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. This was especially important as the long tail of Covid still significantly affected the well-being and development of children.</p> <p>We provided excellent opportunities for learning and development, giving children the</p>

		<p>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 to do litter picking, Kearsney Abbey, Canterbury Cathedral and the library as well as carol singing at Waitrose 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 36 children to develop within the Early Years Foundation Stage during the year.</p> <p>5 children had English as an additional language, alongside Ukrainian, Arabic, Malayalam, Cantonese and Bulgarian</p> <p>5 children received Free for Two funding for all or part of the year; 7 children received Early Years Pupil Premium funding; 3 children received Special Educational Needs Inclusion Funding and 6 Disability Access Funding</p> <p>The charity continued to support children and families to work with partner agencies, including: 6 children accessing the Specialist Teaching Service or Speech and Language Therapy; 4 children accessing Kent Children's Services and 1 Early Help.</p> <p>At the end of the year, children left the pre-school to start school in 6 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 throughout the year from the parents and carers of children including the following comments:</p> <ul style="list-style-type: none"> • The team are <i>"absolutely lovely!"</i> • <i>"Overall, it was a very pleasant experience for us. Thank you for making my child very happy."</i> • <i>"I think you lot are outstanding and we are so thankful for you!"</i> • The charity continued to recognise the impact of the COVID-19 pandemic on the wellbeing of children and families and on children's communication and social skills. The charity continued to receive a Covid Recovery grant and ran additional activities within the setting including "Sign n Rhyme" – singing and signing sessions, and Football from "Little Kickers".

		<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: Statutory Safeguarding and Prevent Training, FGM, Early Years Child Development, Development Matters, Makaton, Planning in the Moment, Safeguarding, Health and Safety, Autism, Attention, Curiosity, Communication and Language, Social and Emotional Development, Food Hygiene</p> <p>All trustees completed training in governance and safeguarding.</p> <p>The charity's Manager continued her role as a mentor for the DfE Early Years covid recovery programme; delivering mentoring sessions for early years settings in Telford, Hackney, Edmonton. All staff accessed early years professional development training to embed knowledge around communication and language.</p> <p>Across the year, the charity appointed a new Early Years Educator following the retirement of a member of staff at the end of the previous year. The Business Administration Apprentice moved on at the end of the Year.</p>
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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>
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. The charity's</p>

		<p>fundraising group performed well in identifying and securing funding and monitored the charity's fundraising plan across the year. The charity secured some additional funding as detailed in the accounts but trustees were mindful of the ever-present gap between funding and costs and the attendant threat to its reserves and are aware that they will need to monitor this extremely closely going forward</p> <p>Details of the funding secured are shown in the charity's Annual Accounts and within this Annual Report.</p>
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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 with our payments exceeding our receipts by approximately £2000 but covered by a carry forward and a transfer between funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Following a review we now hold reserves of £25,280 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	£25,280
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.</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</p>
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		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 “Little Kickers”, “Sign n Rhyme” and funding our additional member of staff who works 2 days a week as standard as well as extra days as needed to enable staff to work intensively with children with additional needs.
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		

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
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		their specific role.
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, 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 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 and acting Treasurer		n/a
2	Tiffany Carter	Secretary		
3	Anna Campion			
4	Nicola Bayly	Acting Treasurer		
5	Sally Heath			
6	Coral Murray		08/06/23	

7				
8				
9				
10				
11				
12				

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	Nicola Bayly
Full name(s)	Kathryn Rogers	Nicola Bayly
Position (eg Secretary, Chair, etc)	Chair and Acting Treasurer	Acting Treasurer
Date	18/01/2024	18/01/2024