



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **September 2019**  
Period end date

Period start date To **August 2020**

Charity name **Holy Trinity Pre-School**

Charity registration number: **1037957**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The purpose of the Pre-School shall be to provide a safe and satisfying learning –through-play experience, whilst following the demands of the Early Years Curriculum, to provide quality childcare and early years education for children aged from 2 to school age. The Pre-School also aims to support parents in their children's early years, by working collaboratively with parents and carers, other agencies and professionals, where appropriate.
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	Provide a safe and stimulating learning environment. Recruit, train and support suitably qualified staff to provide quality pre-school learning and care. Comply with Ofsted regulations and registration. Ensure the needs (in particular child-care and language development) of local people are being met by consultation. Work closely with other agencies to provide support for vulnerable children and families (at-risk)
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The public benefit from the pre-school because we are able to provide affordable and high quality childcare to families with low incomes, in order to allow them to continue in employment. The playgroup serves the local community which is made up of many low-income families, single-parent families and families from overseas, especially the Philippines, Africa, and Southern India, many of whom have come to the area to work in the local large teaching hospital. The playgroup is able to offer help and support to families and agencies involved in providing for the needs of at-risk children. Referrals of at-risk children are increasing year by year. In addition, by providing the opportunity for students to learn on-the-job we are helping to provide training and increased employment prospects

		for local people. All the above is provided with regard to the guidance issued by the Charity Commission on public benefit
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Not applicable</b>
Policy on social investment including program related investment	Para 1.38	<b>Not applicable</b>
Contribution made by volunteers	Para 1.38	<b>Local people, including parents and carers, assist occasionally in raising funds to provide specific equipment. They also assist with providing extra support on educational visits. Volunteers have assisted with maintaining a vegetable garden which the children use to learn about Healthy Eating.</b>
Other		

## 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>During the year the Pre-School has been able to provide ten (five morning and five afternoon) sessions per week throughout term-time, except for the two months when the provision was closed due to the first Covid lockdown.</p> <p>Children of essential workers, especially from the local hospital, have been accommodated wherever possible, thus supporting the whole community by extension.</p> <p>Children with English as a second language, and their transition to school have been supported by close liaison with two LEA's and several local primary schools.</p> <p>Staff salaries remain in line with the National Living Wage, and the Charity continues to recognise the additional responsibilities of manager and assistant manager, by</p>

		<p>differentiated rates of pay. Eligible staff are now enrolled into a work-place pension scheme.</p> <p>The large outdoor play area has been extensively used this year, as a response to the Covid regulations, and the children have enjoyed all-weather play in the outdoor kitchen set up for messy play)..</p>
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>The income and expenditure account show that the year ended with a surplus of £2292.80, which is an encouraging result after the previous year's deficit of £5,540.</b></p> <p><b>We have been successful at increasing our income, partly through being flexible and providing short-term provision for slightly older children of essential workers, and partly through having extended the age-range, so that we are able to accommodate under 2's. Because our overheads are actually quite low compared with other local provisions, we have been able to continue during what has been a difficult year, and which has seen some other local provision fail to survive.</b></p> <p><b>During the current year, the Community Centre have allowed us to continue paying a slightly reduced rent, which is nevertheless an increase on last year.</b></p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	n/a
Amount of reserves held	Para 1.22	<p><b>Reserves as such are not held, but the charity has a deposit account which has been built up over several years. Over the last three years, this has been used to supplement the income to ensure that the Pre-School can continue to meet its commitments. The deposit account, at the year end, holds enough funds for three months operating costs, but we hope that we can increase this amount in future years.</b></p>
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p><b>Funding from the Local Authority (shown in accounts as "NEG funding") for the eligible children attending is reliable. The only area of uncertainty is the number of children we manage to recruit and retain, and the number of hours over and above the statutory funded hours that parents request. (Shown in the accounts as "Fees"). As the only income is from these two sources, the future of the pre-school is dependent on the recruitment of a</b></p>

		<p>satisfactory number of children, balanced by the optimal number of staff employed to cover the legal requirements (The accounts show that the cost of employing staff is the single largest expense (£32,361 of a total expenditure of £43.231). Our staffing costs, as well as other overall expenditure have been reduced this year, and income has increased, from both NEG funding and parent fees.</p>
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#### **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	<b>The Pre-school's major sources of funding are fees charged to parents and carers and Nursery Education Grant from Local Authorities.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not applicable</b>
A description of the principal risks facing the charity	Para 1.46	<b>Recruitment has shown a slight increase this year, in line with similar provision in the local area. This increase will hopefully continue next year. Although the pre-school has had enough financial resources to ride out recent downturn in numbers, we would be in danger of if the improvement in recruitment does not continue and increase over the next year or two</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>Unincorporated association.</b>
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	<b>All parents and primary carers with children attending the Pre-School are members of the Pre-School, and are able to vote at meetings. Members are elected annually to office (Chairperson, Treasurer and Secretary) and these, together with the Pre-school manager and deputy, form the Management Committee. The committee has the right to co-opt committee members.</b>

## Reference and Administrative details

Charity name	Holy Trinity Pre-School
Other name the charity uses	
Registered charity number	1037957
Charity's principal address	Holy Trinity Community Centre London Road Newcastle under Lyme ST51LQ

## 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	Barbara Davies	Treasurer		
2	Zoe Dillett	Secretary		
3	Emma Bonfiglio	Chairperson		
4	Sarah Shufflebotham	Manager		
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## Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

Sarah Shufflebotham Lisa Godwin
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**Other optional information**

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**HOLY TRINITY PLAYGROUP**

**STATEMENT OF ACCOUNTS FOR THE YEAR**

**ENDED 31 AUGUST 2020**

**HOLY TRINITY**  
**PLAYGROUP**

**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31ST AUGUST 2020**

**Income**

Fees	13,548.01
Grants	0.00
NEG Funding	31,965.99
Staff Development	0.00

Fundraising	0.00
Interest	<u>10.09</u>
	45,524.09

#### **Expenditure**

Wages	32,361.43	
Insurance	737.20	
Rent	6,600.00	
Marketing	30.00	
Equipment	801.32	
Accountancy	360.00	
Petty Cash (Refreshments etc)	0.00	
Photographs	0.00	
Property Maintenance	115.00	
Office Equipment	904.74	
Miscellaneous Expenses	0.00	
Training	550.00	
Professional Fees	771.60	
Educational Visits	<u>0.00</u>	<u>43,231.29</u>
Surplus of Income over expenditure		<u>2,292.80</u>

#### **HOLY TRINITY** **PLAYGROUP**

#### **BALANCE SHEET AS AT 31ST AUGUST 2020**

During the year Holy Trinity Playgroup made a surplus of £2,292.80 which can be seen by the increase in Assets as follows : -

#### **Bank Balances**

**as at 31 August 2020****as at 31 August 2019**

Current Account	85.04	Current Account	3,802.33
Deposit Account	9,290.65	Deposit Account	3,280.56
Cash in Hand	0.00	Cash in Hand	0.00
		Surplus for the year	2,292.80
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	9,375.69		9,375.69

The attached Statement of Accounts for the year ended 31st August 2020 has been prepared from the accounting records, information and explanations supplied to me, without carrying out an audit and are in accordance therewith.

A J Wilkinson ACMA

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