

Trustees' Annual Report for the period

From **Period start date** 1 Sept 2019 **To** **Period end date** 31 August 2020

Section A Reference and administration details

Charity name

North Nibley Pre-school

Other names charity is known by

Registered charity number (if any) 1054254

Charity's principal address

North Nibley Village Hall

Innocks Estate

North Nibley, Dursley, Gloucestershire

Postcode

GL11 6DP

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	Julie Dyer	Chair		Committee Members and parent attendees
2	Eleanor Sellers	Treasurer		" as above "
3	Kerrie Campbell	Deputy Treasurer	09/09/19 to 04/04/2020	" as above"
4	Rachel Pretlove	Secretary		" as above"
5	Jennifer Campbell	Health & Safety Rep		" as above"
6	Julian Powell	Fundraising Rep		"as above"
7	Abbie Pearson	Communications Rep		"as above"
8	Katharine Jones	Village Hall Rep		"as above"
9	Sara Riddiford	Committee Member	09/09/19 to 31/12/19	"as above"
10				
11				
12				
13				
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15				
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18				
19				
20				

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

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution adopted on 5 December 1995, as amended on 13 December 2000, 11 June 2008, 16 September 2009 and 3 October 2016.

How the charity is constituted
(eg. trust, association, company)

Group (unincorporated)

Trustee selection methods
(eg. appointed by, elected by)

Elected from and by family members and management committee at the Annual General Meeting.

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.

- Strong relationship with local primary school [North Nibley Church of England Primary School]. Primarily the Head teacher and Reception teacher.
- Sound relationship with landlord [North Nibley Village Hall Committee]. With a member of the Pre-school Committee representing the setting at meetings.
- Working relationship with local chapel [North Nibley Chapel], whose facilities are used as an alternative venue when needed.
- Links with local Village Hub [North Nibley Community Hub], who allow the Pre-school to advertise events etc.
- The Pre-school's organisational structure is stated in its constitution, ie. Chair, Treasurer and Secretary.
- The Pre-school participated in the local Early Years Managers Group network.

Summary of the objects of the charity set out in its governing document

To enhance the development, care and education of children primarily under statutory school age and also of children and young people of school age by encouraging parents to understand and provide for the needs of their children through community (voluntary managed) groups and by:

- (a) offering appropriate play facilities and training courses, together with the rights 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, regardless of race, culture, religion, disability or means;
- (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 area;
- (c) instigating and adhering to and furthering the aim of PATA.

In planning our activities for the year, the management committee keep in mind the Charity Commission's guidance on public benefit at all meetings.

Its aim is to advance education for the public benefit by the provision of a pre-school for children aged 2 years to school age living in the Stroud Valley.

To achieve this and our objectives, we undertake the following activities by:

- providing children's places for pre-school activities;
- managing, supporting, developing and paying staff;
- ensuring applications of government nursery grants, fundraising and researching other grant initiatives;
- ensuring Ofsted, Gloucestershire County Council, 'Free for 2s, 3s and 4s' compliance including offering 30 hours free childcare to those parents who are eligible (subject to availability);
- ensuring compliance with the Early Years Foundation Stage and Government Statutory requirements;
- involving the community and parents in group activities.

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)

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.

Volunteers have contributed to the pre-school in the following ways:

- piano accompaniment to children's singing time (once a week);
- gardening – talking to children and involving them planting seeds and growing sunflowers and tomatoes;
- reading stories to the children;
- helping out at fundraising events.

All input by volunteers have been very much appreciated by staff and committee. The children too have enjoyed listening and learning from someone different.

Those volunteers who have given up their valuable time to help organise and/or run fundraising events are a valuable asset and life-line for the pre-school.

Summary of the main achievements of the charity during the year

Sept 2019 to July 2020:

- Number of children at the start of the Pre-school year in September 2019 was 9, and there were 14 children on the register at the end of July 2020.
- Staff contracts reviewed and updated. One member of staff made permanent.
- Pre-school's Single Central Record updated (simpler format) taking advice from PATA and requirements set by Charity Commission and Ofsted.
- Pre-school took the children on 1 outings/trip during the school year;
- Policies – reviewed throughout the year and updated in line with legislation or inspection changes.
- Regular use of alternative venue – good working relationship developing.
- Local vicar attends Pre-school once a month doing 'open the book' with the children.
- Involved in a number of activities at the local Primary School (by invitation).
- Local elderly resident visits twice a week and plays the piano whilst the children sing their favourite nursery rhymes/songs.
- Organised a number of talks/visits from people about jobs etc. (eg. police officer).
- Pre-school organised/involved in 4 fundraising events during the year prior to COVID-19 and lockdown. Raising vital funds to enable the continued operation of the Pre-school.
- Coronavirus pandemic cancelled three fundraising events, including its main fundraiser - participation at the Nibley Festival. This put considerable strain on the setting's finances.
- Pre-school's annual Easter egg hunt had to be cancelled. Some of the eggs were sold at cost price to offset some expenditure, the rest was donated to the local Village Hub for people who were shielding.
- Monies received from several establishments, eg. Nibley Festival 2019, to support a number of projects and the continued running of the Pre-school.
- Conversely, the Pre-school held 1 fundraising event for Children in Need.
- Solid working relationship with North Nibley Village Hall where the Pre-school is held. With a member of the Committee representing the setting on the Village Hall Committee.
- Continuing with strong relationship/collaboration with the Headteacher and staff at North Nibley Church of England Primary School
- The Pre-school committee has forged a stronger relationship/collaboration with North Nibley Church of England Primary School's PTA. Working together at events the Pre-school either participates in at the Primary School, or the Pre-school itself organises.
- Pre-school staff attended a number of training courses during the year.

Due to Coronavirus the pre-school closed on 20 March 2020 and reopened

to a reduced number of children on 2 June 2020, operating on 3 days a week rather than 4.5.

- Action plans (Coronavirus superseded by Reopening) written, version controlled and updated on a weekly basis;
- 3 out of 4 staff furloughed at closure. Two returned to work in June 2020 and one remained furloughed.
- Reopening checklist written, together with associated paperwork to assist the reopening of the Pre-school in June, including information for those parents who had indicated that their child was to attend the setting from reopening.
- During closure of Pre-school links to home learning activities sent to parents/carers.
- September Action plan, risk assessment and revised Parental Agreement written.

Section E

Financial review

Brief statement of the charity's policy on reserves

The management committee aim to preserve a reserve of £7,000 to provide working capital in periods of low activity and income to provide funds for future expansion. The Pre-school also has a fund of £15,000 reserved specifically for the case of setting closure to pay redundancy and other debts.

Policy on reserves written and ratified by committee – in line with Charity Commission requirements.

Details of any funds materially in deficit

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.

Principal sources of funds:

- nursery grant from Gloucestershire County Council for 15 hours (universal) and 30 hours (extended) entitlement
- fees paid by parents for children under nursery grant age or for hours over nursery grant 15 hours per week (universal)
- hold at least two fundraising events a year.

Funds raised have been used to pay outstanding balance for the refurbishment of the children's toilets in the Village Hall. As well as purchasing new mobile storage cabinets and replacing IT equipment.

Section F


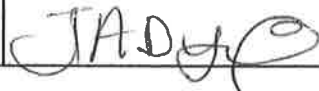
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	E SELLERS	J. A. DYER
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR
Date	09/03/2021	

North Nibley Pre School - Accounts for the period 1.9.17-31.8.18

	<u>1.09.19-31.08.20</u>	1.09.15-31.8.16	<u>1.09.14-31.8.15</u>
Note	£		£
<u>Receipts</u>			
Balance B/f	£31,912.92	30303.43	£28,974.36
Children's fees	£4,107.72	26663.82	£18,263.64
Deposits	£120.00	80	£150.00
Nursery Education Grant	£21,994.27	13821.51	£9,720.98
Other Grants	£1,550.00	1700	£2,260.05
Fundraising	£1,821.63	3032.92	£4,058.12
Bank interest	£285.37	187.85	£363.77
Donations	£0.00	39.74	£0.00
Other Income	£20,902.53	138.15	£230.50
Uniform (childrens)	£0.00	2	£0.50
Toddler Fees	£0.00	610	£376.22
Toddlers Grants	0	0	£0.00
Toddlers Donations	0	0	£0.00
 Total Income	 £50,781.52	 46275.99	 £35,423.78
 Total	 £82,694.44	 76579.42	 £64,398.14
 <u>Payments</u>			
<u>PLAYGROUP</u>			
Total payment to staff	£23,427.59	30333.62	£25,215.26
HMRC	£1,114.20	3541.44	
Course fees	£0.00	982.65	£255.95
Premises inc heating &electric	£2,886.64	4004	£3,281.50
Subscriptions	0	0	£0.00

Insurance	£308.83	291.01	£290.26
Admin Costs (post, tel etc.)	£726.98	1542.31	£752.90
Session refreshments (inc milk)	£0.00	487.19	£323.04
Consumables (paint, paper etc.)	£127.54	506.87	£520.69
Equipment (toys, books etc)	£334.75	908.9	£986.84
Fundraising Costs	£522.79	2097.8	£1,721.26
Other	£21,269.41	373.49	£475.50
Uniform	£0.00	353.7	£90.00
<u>TODDLERS</u>			
Premises inc heating &electric			£102.00
Session refreshments (inc milk)	£0.00		£0.00
Consumables (paint, paper etc.)	£0.00	181.58	
Equipment (toys, books etc)	£0.00		£0.00
Total Expenditure	<u>£50,718.73</u>	44062.25	<u>£34,015.20</u>
Income Less Expenditure	<u>£62.79</u>	2213.74	<u>£1,408.58</u>
Yearend totals			
Lloyds Current A/c 2847166	£16,211.20	actual 16194.6	4098.71
Lloyds Premier A/c 6083527	£0.29		11320.63
			£0.00
Coventry Building society	£15,697.22		14610.16
			£0.00
Playgroup Petty Cash	£0.00		9.3
Treasurer's Petty Cash	£0.00		156.73
Toddlers Petty Cash	£0.00		107.41
Total Monies in Hand	£31,908.71		30302.94
Total(balance brought forward + income - expenditure)	<u>£31,975.71</u>		<u>64318.14</u>

-£67.00

These accounts have been prepared using the format required for the annual return to PATA.

£4,505.53

£3,656.48



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

Charity Name

NORTH NIBLEY PLAYGROUP

On accounts for the year
ended

2020

Charity no
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 2020.

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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

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:

Naomi Robertson

Date:

05/06/21

Name:

NAOMI ROBERTSON

Relevant professional
qualification(s) or body

CIMA

(if any):

Address:

1 ADELPHI COURT

53 CELANDINE DRIVE

E8 3XF.

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.

1. Transfer to savings on 17/01/20 for £13,000 and subsequent transfer back in for £13,014 on 06/03/20 queried and detail of savings account cannot be verified. Immaterial impact to accounts overall.
2. The Coventry bank statement still to be provided.