



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/06/2020** **To**
31/05/2021

Charity name: Highnam Under Fives

Charity registration number: 1058551

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To enhance and develop, care and educate the children we work with. Most are under statutory school age. Provision of pre-school child care activities for the under fives – singing, dancing, educational play, outdoor learning, stories and crafts. Providing before and after school care for Highnam Academy pupils.
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	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related	Para 1.38	

investment		
Contribution made by volunteers	Para 1.38	
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>This has been another difficult year for all connected with Highnam Under Fives. The Covid-19 pandemic continues to impact on the running of charity. The team has adapted well to the new normal with social distancing measures in place and PPE has been used by staff. A quality service has continued for pre-school pupils during the school day and the before and after school provision has returned with a slightly earlier start time of 7:45am.</p> <p>The charity has continued to develop its resources to be able to provide an excellent provision for the pupils of Highnam and the surrounding area. Increasing our investment in the infrastructure has enabled us to have a fantastic provision and large outdoor area for pupil led play.</p> <p>The team work hard to provide an inclusive and vibrant learning environment where all pupils are able to make sustained progress socially, academically, physically and emotionally.</p> <p>Pre-school-aged children make good progress from their individual starting points. Children who attend the out-of-school club enjoy the creative and play opportunities, where they make choices about where and what to play with.</p> <p>The charity has ably supported a number of children with additional needs and this shows how inclusive</p>

		<p>and caring the team is. The team have responded extremely well to the challenges faced during this year.</p> <p>Thank you to the team for all their hard work.</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	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	A £10k deficit due to Covid 19 – funds are being steadily increased.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	£25k – for projects and for unforeseen circumstances e.g. pandemic
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	

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	
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	
Other		

Structure, Governance and Management

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

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's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Highnam Under Fives
Other name the charity uses	
Registered charity number	1058551

Charity's principal address	c/o Highnam C of E Primary Academy Wetherleigh Drive Highnam Gloucester GL2 8LW

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	Stephen Dean	Chair		
2	Crystal Stroud			
3	Rachael Orchard			
4				
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20				

Corporate trustees - names of the directors at the date the report was approved

Director name		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information


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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Stephen Dean	
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Position (eg
Secretary, Chair, etc)

Chair	
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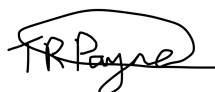
Date

2 nd February 2022

HIGHNAM UNDER FIVES
(CHARITY NUMBER 1058551)
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MAY 2021

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
INCOME		
Fees received	41,448.42	61,363.03
GCC Grants - Nursery Education	67,166.29	69,395.90
Raffles, other fundraising events and sundry receipts	291.91	305.01
Government grants	5,875.05	0.00
Donations	398.00	116.00
	<u>115,179.67</u>	<u>131,179.94</u>
EXPENDITURE		
Wages, national insurance, staff training & pensions	113,235.27	104,158.56
Rent	6,361.15	7,430.00
Refreshments	1,822.57	4,568.42
Repairs, maintenance and staff uniform	903.96	8,735.98
Capital equipment	1,625.69	2,325.65
AGM & party expenditure less receipts	81.00	129.17
Gifts to staff & children	0.00	80.00
Cost of trips & workshops less receipts	65.00	352.71
PATA subscription, insurance and Ofsted registration	421.50	371.96
Administration costs & telephone	811.51	324.03
Sundries	296.26	100.75
	<u>125,623.91</u>	<u>128,577.23</u>
(DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE	<u>(10,444.24)</u>	<u>2,602.71</u>

I certify that I examined the books and vouchers on 1 December 2021 and confirm them to be in accordance with the above account and attached movement of funds statement



T R Payne FCCA
Abaqus Limited

Date: 1 December 2021

HIGHNAM UNDER FIVES
(CHARITY NUMBER 1058551)
MOVEMENT OF FUNDS STATEMENT
FOR THE YEAR ENDED 31 MAY 2021

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
OPENING BALANCES		
Cash at bank - current account NatWest	49,441.44	46,818.73
- current account Lloyds	5,879.48	5,879.48
- COIF Charities Deposit Fund	45.44	45.44
Cash in hand	<u>111.75</u>	<u>131.75</u>
	<u>55,478.11</u>	<u>52,875.40</u>
CLOSING BALANCES		
Cash at bank - current account NatWest	38,985.20	49,441.44
- current account Lloyds	5,879.48	5,879.48
- COIF Charities Deposit Fund	45.44	45.44
Cash in hand	<u>123.75</u>	<u>111.75</u>
	<u>45,033.87</u>	<u>55,478.11</u>
(DECREASE)/INCREASE IN FUNDS	<u>(10,444.24)</u>	<u>2,602.71</u>



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Highnam Under Fives

On accounts for the year
ended

31 May 2021

Charity no
(if any)

1058551

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 DD / MM / YYYY.

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:

1 December 2021

Name:

T R Payne FCCA

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

Association of Chartered Certified Accountants

Address:

49 Brionne Way

Longlevens

Gloucester, GL2 0TW

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.