



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/06/2022** To **31/05/2023**

**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 investment	Para 1.38	

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>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.</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 and caring the team is. The team have responded extremely well to the challenges faced during this year.</p> <p>A new interactive screen has been installed for use at the setting - which is used actively by pupils and staff. The provision is well-used by pre-school pupils and school pupils accessing the before and after school provision. The team receive positive feedback from all stakeholders and have a very good relationship with Highnam Academy.</p> <p>Thank you to the team for all their hard work.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

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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	£6k deficit This year saw a slower start to uptake of the pre-school provision with fewer children eligible for funding or sharing their funding with another setting. Fees did increase relating to the before/after school provision. The increase in NLW/NMW has had a marked increase on wages for another year. Reserves remained healthy throughout the year and the 2023/24 year has started with a larger pre-school intake.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	£50k – for projects and for unforeseen circumstances
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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## 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

#### 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

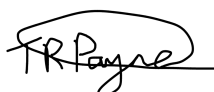
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**HIGHNAM UNDER FIVES**  
**(CHARITY NUMBER 1058551)**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MAY 2023**

	<b><u>2023</u></b>	<b><u>2022</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b>INCOME</b>		
Fees received	74,142.71	62,171.41
GCC Grants - Nursery Education	57,182.85	85,359.08
Raffles, other fundraising events and sundry receipts	684.99	86.04
Interest received	2.26	0.00
Donations	0.00	32.00
	<b><u>132,012.81</u></b>	<b><u>147,648.53</u></b>
<b>EXPENDITURE</b>		
Wages, national insurance, staff training & pensions	113,084.23	106,177.27
Rent	14,640.00	10,181.94
Refreshments	3,271.98	2,416.98
Repairs, maintenance and uniform	2,681.37	2,170.67
Capital equipment	642.59	717.65
AGM & party expenditure less receipts	95.02	330.00
Gifts to staff & children	217.50	224.38
Cost of trips, workshops and consumables	1,210.16	689.57
PATA subscription, insurance and Ofsted registration	578.38	481.70
Administration costs & telephone	1,631.31	964.14
Sundries	0.00	158.10
	<b><u>138,052.54</u></b>	<b><u>124,512.40</u></b>
<b>(DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE</b>	<b><u>(6,039.73)</u></b>	<b><u>23,136.13</u></b>

I certify that I examined the books and vouchers on 11 October 2023 and confirm them to be in accordance with the above account and attached movement of funds statement



**T R Payne FCCA**  
**Abaqus Limited**

**Date: 11 October 2023**

**HIGHNAM UNDER FIVES**  
**(CHARITY NUMBER 1058551)**  
**MOVEMENT OF FUNDS STATEMENT**  
**FOR THE YEAR ENDED 31 MAY 2023**

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
<b>OPENING BALANCES</b>		
Cash at bank      - current account NatWest	62,121.33	38,985.20
- 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>123.75</u>
	<b><u>68,170.00</u></b>	<b><u>45,033.87</u></b>
<b>CLOSING BALANCES</b>		
Debtors              - trade debtors	3,781.70	0.00
Repairs, mainten - current account NatWest	52,297.64	62,121.33
- current account Lloyds	5,879.48	5,879.48
- COIF Charities Deposit Fund	47.70	45.44
Cash in hand	<u>123.75</u>	<u>123.75</u>
	<b><u>62,130.27</u></b>	<b><u>68,170.00</u></b>
<b>(DECREASE)/INCREASE IN FUNDS</b>	<b><u>(6,039.73)</u></b>	<b><u>23,136.13</u></b>



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 2023

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 31/05/2022.

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:

11 October 2023

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.**