



# Trustees' Annual Report for the period

Period start date				Period end date		
From	01	09	2020	To	31	07 2021

## Section A Reference and administration details

Charity name **Shorncliffe Station Nursery School**

Other names charity is known by

Registered charity number (if any) **1061665**

Charity's principal address **Gurkha Community Centre**  
**Mackenzie Drive**  
**Folkestone, Kent**  
**Postcode CT20 3LR**

### 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	Mr Peter Houlton-Hart	Chairman		
2	Premkaji Gurung	Secretary		
3	Brett Green	Treasurer		
4	Ms Angela Maxted	Ofsted lead		
5				
6				
7				
8				
9				
10				

### 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)

**Annika Chapman – Nursery manager**

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document	Charity Commission for England and Wales – Charitable Associations Model Constitution (adopted 26 February 2019)
How the charity is constituted	Adopted at a Trustee Committee Meeting following approval from The Charity Commission.
Trustee selection methods	<p>As per the Charity Commission Constitution, however:</p> <ul style="list-style-type: none"><li>• <b>The Chairperson</b> - this is traditionally covered by the Battalion Second in Command (Bn 2IC) of the resident UK Gurkha Battalion</li><li>• <b>The Secretary</b> - this is traditionally covered by the Unit Welfare Officer (UWO) of the resident UK Gurkha Battalion</li><li>• <b>The Treasurer</b> - this is traditionally covered by the Regimental Administration Officer (RAO) or Regimental Accountant of the resident UK Gurkha Battalion</li><li>• <b>The Ofsted Contact</b> - this is traditionally covered by the Head Teacher of Cheriton Primary School</li></ul>

### 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.

All Trustees are required to:

- Read and sign the Committee policies on:
  - code of conduct
  - conflict of interest
  - confidentiality
  - suitability
- Read and familiarise themselves with the Nursery policy and procedures.
- Complete basic safeguarding training.
- Complete a DBS and EY2 Form.
- The Nursery works within a wider network to include:
  - Cheriton Primary school
  - Local British Army Battalions, past and present
  - Education of Brunei
  - Caterpillars Children's Centre
  - Community Warden

## Section C

## Objectives and activities

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

The objectives of Shorncliffe Nursery are:

- To provide care and education for children 2-5 years
- To serve the service families of Shorncliffe Garrison
- To serve the civilian families of Cheriton District

**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)**

- Provision of nursery education to local children
- Education and training
- Economic/community development

In planning our activities for the year, we have reviewed and considered the Charity Commission's guidance on public benefit at our Trustee meetings.

### **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.

To provide good quality childcare and education for children primarily under statutory school age in our local community and the Gurkha Battalion based at Sir John Moore Barracks, incorporating many cultures equally whilst enhancing families to be engaged with the Nursery. Delivering health, care and education to all families that use the Nursery and community.

- Provision of a toy library;
- Provision of a book library;
- Links with the local community;
- Visit local schools - as children become older, they visit a local primary school to aid transition and to be more independent;
- Enhance our outdoor provision to provide a safe and stimulating area of outdoor learners to reach their full potential;
- Visits to a local Age UK centre twice a month, to benefit the nursery children but also the elderly community;
- Forest school activities, providing the children with access to a wider range of safety issues and processes to enable them to adapt to varied surroundings as they grow;
- Work with the local community centre outreach program, such as the oral health events, library and active movers. This provides the children and families with information they may need to be healthy and be incorporated into the local community;
- Full and efficient nursery staff, trained to a high quality to be able to identify when families could benefit from more support, and sign post them to services or offer more nursery support;
- Provide the right environment for children with special educational needs, for them to share the same opportunities and flourish in their own time, with staff to guild their learning efficiently and nurturing their personal development.

### Summary of the main achievements of the charity during the year

- In March 2017, the Nursery was designated as an Outstanding provider following an Ofsted inspection of the quality and standards of Early Year provision. The areas covered were effectiveness of leadership and management; quality of teaching, learning and assessment; personal development, behaviour and welfare; and outcomes for children.

A copy of the full Ofsted report can be seen at:

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/EY336391>

This continued rating, together with the commitment of the Nursery Staff and Manager, has further increased the excellent reputation of the Nursery locally, and has resulted in another successful year, with children's numbers at full capacity and greater integration of children from families in the Armed Forces with other local communities.

- Extra training has been undertaken by all staff during the year which has resulted in improved Kent Progress Tracker ratings in the year.

After the Ofsted Outstanding grading, the Nursery (along with the Committee) have a well embedded self-evaluation which is at the heart of their daily work. The nursery is focused on achieving the best outcomes for our children, to deliver a stimulating environment which is constantly being improved.

The Nursery consults families, the children and outside agencies regarding improvements and what the nursery can do to improve future. The Committee listen to these views and suggestions and make plans to involve them in the Nursery action plan. The Nursery Manager attends a collaboration termly with 9 other nursery settings. They visit each other and offer support and ideas in which can be shared together. The nursery space is large enough that it can continue to grow and develop as the children's needs do. The Nursery encourages the children of the Nursery to have a sense of self in their playroom and be proud of their own achievements. The staff have high expectations of the children's outcomes and are proud of their achievements.

Improvements that have been implemented are as follows:

- The Nursery playrooms are rich in resources to naturally capture the children's awe and wonder, including a continuous change of new natural resources which encourage children to use their imagination and explore different ideas.
- The Nursery staff scaffold the children's language and interests with "in the moment" planning alongside the new development matters 2021 document. Staff provide activities for all individual needs, inclusive to all children's needs.
- The Nursery promotes the use of two gardens for the children to undertake physical play and activities throughout the seven areas of learning. The gardens are rich in activities to learn new skills and promoting the natural world around us. Children take part in Forest School sessions each term, enjoying a vast selection of activities, safe risk-taking experiences, learning how to keep ourselves safe and helping others.
- Busy bags and books are on offer daily to take home and share with families, encouraging home learning and spending time together.
- The Nursery works with parents and families at events each term including internet safety, antibullying week and oral health. We also providing times for families to join in the fun, such as sports day, stay and play and graduation/Christmas parties. We hold termly SEND drop-in sessions for parents who may have questions or worries; these are all held regardless of family's economic factors and promote cultural capital.

## Section D

## Achievements and performance

- Robust action plans with intent to implement ideas, and record the impact, with a drive to continue the Nursery's future success. The Nursery records all the impact these plans have and then enable the Nursery to deliver the next steps in accordance with promoting the best outcomes for children and their families.
- Staff have accessed in depth training to promote the children's communication and language to be able to secure attachments and children's wellbeing effected by the pandemic and isolation.
- Staff have used time at home due to COVID-19 to develop their personal development, accessing e-learning and training. Developing skills to extend the best outcomes for the children.
- The Nursery has efficiently and quickly adapted to develop and be constant with a high level of parent partnership. Improving links with the local community during the pandemic. Fully emerging the Nursery into our local community through new ways of delivery. Children were delivered activities and educational games to their homes. Encouraging home learning and development. The Nursery staff engaged with parents to be a consistent support to each family when needed.
- The Nursery school leavers left the Nursery with an exceptionally high level of the early year's foundation stage, being school ready and excited to start their new school journey.
- The Nursery has implemented time for staff's wellbeing weekly, personal development and future success through a new staff supervision and appraisal system.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Nursery has adopted an official reserve policy in line with Gov.UK guidance on statutory redundancy pay rates. The Nursery has also considered holding a reserve to cover the period of notice that staff would usually work for prior to leaving. This ensures unrestricted reserves are always maintained at levels sufficient to cover redundancy payments in the event of the Nursery closing. These funds are in a separate bank deposit account.

### Details of any funds materially in deficit

N/A

### 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.

The attached receipts and payments accounts show a surplus for the year of £44,176. Of this, it should be noted that:

- KCC funding of £10,868 was received early, in August 2021 - this related to the 2021/22 year
- £11,000 of the surplus was subsequently transferred to the restricted funds in the deposit account, in line with the above Reserves policy.

Funding from KCC continued throughout the Covid-19 pandemic and financial reserves have remained constant throughout.

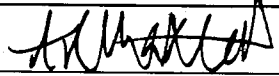
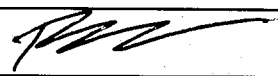
## Section F

## 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)	Angela Maxted	Peter Houlton-Hart MBE
Position (eg Secretary, Chair, etc)	Ofsted Lead	Chairman
Date	13 / 12 / 21	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Shorncliffe Station Nursery School

1061665

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2020

To

31/08/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Voluntary income	13,385	150,624	-	164,009	121,386
Government Covid-19 grants	-	1,708	-	1,708	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	13,385	152,332	-	165,717	121,386
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	13,385	152,332	-	165,717	121,386
<b>A3 Payments</b>					
Charitable activities	-	93,562	-	93,562	101,924
Governance costs	2,533	25,446	-	27,979	28,927
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	2,533	119,008	-	121,541	130,851
<b>A4 Asset and investment purchases, (see table)</b>					
Furniture	-	-	-	-	1,313
Toys and equipment	-	-	-	-	3,568
<b>Sub total</b>	-	-	-	-	4,881
<b>Total payments</b>	2,533	119,008	-	121,541	135,732
<b>Net of receipts/(payments)</b>	10,852	33,324	-	44,176	14,346
<b>A5 Transfers between funds</b>	-	11,000	-	-	-
<b>A6 Cash funds last year end</b>	39,066	9,000	-	48,066	-
<b>Cash funds this year end</b>	38,918	53,324	-	92,242	14,346

## 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 £
<b>B1 Cash funds</b>	Bank current account	38,918	44,323	-
	Bank deposit account	-	9,001	-
	Cash	-	-	-
	<b>Total cash funds</b>	<b>38,918</b>	<b>53,324</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Office furniture	General	1,213	809
	Playground equipment	General	3,898	677
	Playground equipment	SDC Grant	5,000	1,667
	Touch and Tilt nursery table	MOD Covenant Grant	4,499	2,999
	Tables and chairs	General	1,100	753
	Fridge	General	213	142
	Play equipment	General	3,568	2,379
			-	-

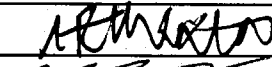

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

Angela Maxted

Peter Houlton-Hart MBE

16/12/21

13/12/21





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Shorncliffe Station Nursery School

On accounts for the year  
ended

31 August 2021

Charity no  
(if any)

1061665

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 August 2021.

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: 28/02/2022

Name: Emma Priestley

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

Address: 38 Povey Avenue  
Wainscott  
Kent ME2 4LZ

**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.**