



Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
01	08	2019	31	07	2020

Section A Reference and administration details

Charity name

CATERPILLAR PRE SCHOOL

Other names charity is known by

Registered charity number (if any) 1062510

Charity's principal address

C/O CALMORE INFANT SCHOOL

CALMORE, TOTTON,

SOUTHAMPTON, HAMPSHIRE

Postcode

SO40 2ZZ

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	Jade Waters	Chair Person	Joined 16.10.19	
2	Holly Guy	Secretary	Joined 16.10.19	
3	Carly Lambrelle	Treasurer	Joined 16.10.19	
4	Tracy Mitchell	Committee Member		
5	Stef Boyce	Committee Member	Joined 16.10.19 Left 24.03.21	
6	Ruth Houghton	Committee Member	Joined 16.10.19	
7	Nicky Sheath	Committee Member	Joined 16.10.19	
8	Claire Camduff-Young	Committee Member	Joined 24.03.21 Left 16.07.21	
9	Nicole Barnes	Committee Member	Joined 24.03.21	
10				
11				
12				
13				

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)

Lianne Appleby – Pre School Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre School Learning Alliance (PLA) 2011 Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting held each year.

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.

Committee members are voted by the members at the Annual General Meeting.

We Currently have 9 Committee members. The minimum number of Committee members is 5 and the maximum is 12, together with up to a further 3 co-opted members.

We follow and adapt all our policies from the Pre School Learning Alliance. These are reviewed annually by the staff and the Committee and resigned.

All Staff and Committee members are fully DBS checked and a yearly safeguarding form is signed by each.

All Trustees give their time voluntary and received no remuneration or other benefit.

Section C Objectives and activities

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

Early Years Childcare and education for children aged 2 years to school age.

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)

We continued to work with outside agencies and provide support for the children with additional needs.

We continued to claim EYPP (Early Years Pupil Premium) from the local Authority. We were able to use this money to purchase resources and additional staff to enhance the eligible children's educational needs.

We received SEN funding from the Local Authority to enable us to give extra support through one to one staffing to provide the care and education to those individual's. We had more children this year requiring additional support.

We follow the EYFS guidelines.

All policies were continued to be reviewed and updated regularly.

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.

Summary of the main achievements of the charity during the year

At the end of August our Manager retired.

Our Deputy celebrated 25 years' service!

Due to COVID-19 we were unable to hold our usual fundraising events and or run our usual summer trip to the farm.

Continued supporting children and their families through COVID-19.

Renewed fencing around the pre-school garden

Received Free School Meal Vouchers during school holidays for children who were eligible. (2 year funded, EYPP etc)

Section E

Financial review

Brief statement of the charity's policy on reserves

Caterpillars is a standalone organisation with no financial back up available from other sources. It is essential that the pre school has the reserves to meet any potential debts such as redundancy.

Details of any funds materially in deficit

NONE

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.

Any monies raised via fundraising is kept in a separate bank account. This money is only spent on activities for the children, outings and equipment.

We apply for Nursery Education Funding via the Local Authority along with EYPP funding, SEN funding. Any children who receive their funding at another setting or are yet to be funded pay fees and are invoiced appropriately.

Yearly Budgets are set and are regularly checked against actual.

Section F

Other optional information

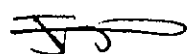
Section G

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)

JADE WATERS

Position (eg Secretary, Chair, etc)

CHAIR

Date

25 / 04 / 2022



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

CATERPILLAR PRE SCHOOL

On accounts for the year
ended

31ST JULY 2021

Charity no
(if any)

1062510

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").

Independent
examiner's statement

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.

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:

J. V. Thew

Date:

4/5/21

Name:

JONATHAN THEW

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

RETIRED FCCA

Address:

13 MERCURY CLOSE, LORDSHILL, SOUTHAMPTON
SO16 8BH.