



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 Apr 2021 Period start date To 31 Mar 2022
Period end date

Charity name: Peter Pan Pre-school

Charity registration number: 1062788

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To manage the affairs and interests of, and act on behalf of, Peter Pan Pre School, thus enabling the Pre School to provide high quality care and education for children below statutory school age from Armed Forces families living in the local area.
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	<ul style="list-style-type: none">• To open bank accounts;• To raise money to pay for the Pre School's activities;• To make such payments as necessary;• To fix and collect the fees payable in respect of children attending the Pre School;• To provide accommodation and equipment required by the Pre School;• To employ such suitable paid and unpaid staff, and volunteers ,agents and advisors as maybe required from time to time;• To offer volunteering opportunities;• To set aside funds for special purposes or as reserves against future expenditure;• To sell, lease or otherwise dispose of all or any part of the Pre School's property subject to complying with the provisions of the Charities Act 1993 Sections 36 and 37.• To provide indemnity insurance to cover the liability of the Committee members;• To insure the property and assets of the Pre School against any foreseeable risk and to take out other insurance policies to protect the Pre School as required;

		<ul style="list-style-type: none"> • To work with similar Groups and support agencies and exchange information and advice with them as appropriate. • We forge links with other Charities and support them if appropriate
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Pre School continues to offer bursaries and free places to families experiencing financial or social difficulties and hardship in order to give children the opportunity to enter and benefit from a structured Early Years learning environment.
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	<ul style="list-style-type: none"> • We did have a local company that ran a team building event annually. However this activity has ceased partially due to COVID restrictions and also a complete lack of support from the Military and any subsequent networking opportunities that might have arisen. • We can offer a variety of volunteering opportunities for people who want to come in on a more ad hoc basis to do specific tasks or read to the children, or just gain experience in the workplace before pursuing a career in Early Years.
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	<ol style="list-style-type: none"> 1. The Government funded extended free 30 hours for working parents continued in this F/Y capped and remains capped at 16 places. This is continually reviewed and enables spouses to seek employment. 2. The Pre School continues to work collaboratively with our three local primary schools, Head Teachers, Home School Link Workers, Family Support Workers and Surrey Early Years, Home Start and other partner agencies to improve the outcomes for our children and families. 3. Where COVID allowed and when we were open, we celebrated with national events i.e. St Georges Day, St David's Day, St Patricks, Diwali, Eid etc which represents the diverse population and ethnicity of our children. 4. We commemorate Remembrance Day with activities. 5. Staff and Children enjoy taking part in Children in Need raising money for Charity and doing activities. 6. We held a graduation Ceremony for Children Transitioning to Yr R in Primary School 7. We held a Sports Day 8. We run a Closed Facebook page in order to communicate with our families and showcase our activities and achievements. 9. We communicate regularly with parents by email and hard copy with newsletters and information for Parents and Carers. 10. Update the Pre School regularly with Policies and Procedures and news to keep families up to date and compliant with Policy. 11. We continue to offer employment and training opportunities to service spouses and people from the local community 12. We focus on CPD for all members of staff to include additional training such as Makaton, Forest School and Paediatric First Aid. This was done virtually and face to face during this reporting year. 13. We sponsor a Shetland Pony at Mane Chance Sanctuary take part

		<p>in their 'Chance to Be' programme and encourage families to attend the Charity on its open days and events.</p> <p>14. At Harvest Festival we organised a collection for the Trussell Trust Food Bank Woking Branch.</p> <p>15. We celebrate Mother's Day and Father's Day and encourage parents to attend the Pre School on these special days to take part in activities with their children.</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	<p>The introduction of the 30 hours funded by the Government continued to be very popular and has enabled and encouraged many of our families to be able to go back to work. The feedback from parents has been positive and they welcome the flexibility that is offered. This enables families to be independent, financially secure and increases family resilience. However, we are limited in the amount of spaces we can offer as it depends on staffing availability. This is offered on a 'first come first served' basis or assessed on needs of the family.</p>
Performance of fundraising activities against objectives set	Para 1.41	<ul style="list-style-type: none"> The Pre School (SENCO) has been successful in gaining funding via SEN channels and through Surrey County Council to gain additional funding to specifically support our SEN cohort .
Investment performance against objectives	Para 1.41	<p>The additional 30 hours funding has benefitted the Pre School and boosted numbers on role and will go some way to securing the future financial stability and sustainability of the setting. We have built up a Contingency Fund to cover emergencies and redundancies this is reviewed regularly.</p>
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<ul style="list-style-type: none"> The Pre School has continued to operate without a loss considering we had to close for 3 months due to COVID in the previous year. There has been a small insignificant increase in the hourly rate paid by Surrey County Council for funded places. Charges are reviewed regularly but these are kept to a minimum to ensure affordability for service and local families. We have a very strict budgeting regime in place to maintain the stability and sustainability of Peter Pan Pre School. Our numbers have remained very low (Around 30, this is the lowest number of children on role for many years and this has affected our income. The Military have reviewed our licence and we are no longer able to offer places to civilian children that live in the Army Quarters adjacent to the Pre School or locally, this too has affected our numbers on role. Neither ourselves or our Advisors from Surrey Early Years were not consulted in this decision making process.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Limited financial reserves are held primarily to cover staff redundancies should the Pre School close or to cover future emergency expenditure and to cover a contingency fund for staff and operating costs. As the MOD are planning to build a new Pre School outside of Camp (time frame yet to be confirmed) we do not intend to spend any money on any infrastructure projects.
Amount of reserves held	Para 1.22	£59,335
Reasons for holding zero reserves	Para 1.22	Not Applicable
Details of fund materially in deficit	Para 1.24	Not Applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The finances of the Pre School are carefully managed to ensure we safeguard our financial position. Due to the fluctuating numbers of children as result of being on a military base and the churn of service life we need to manage every aspect of our business very closely.

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	Income is mainly derived from fees paid for the provision of childcare from Surrey County Council and parental contributions. The Trustees continue to seek access to further sources of funding.
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>The additional 30 hours has benefitted the Pre School and has assisted in maintaining financial stability for the period.</p> <p>We have reviewed the need for a contingency fund and will now seek to add to this regularly to mitigate any exceptional emergency expenditure or for redundancy payments if they should be necessary.</p> <p>The Pre School will continue to offer the NEST pension scheme to all employees and encourages staff to take up this option.</p>
A description of the principal risks facing the charity	Para 1.46	<p>The Army Training Centre Pirbright is due to increase in size over the next few years which would see the number of families increase significantly so it was initially envisaged that the future of the Peter Pan Pre School seemed secure as more families would potentially mean more children. However, a number of risk factors have come to the fore in this reporting year meaning the future of the Pre School and Charity is much more uncertain.</p> <p>The risks are as follows:</p> <p>Staffing. It is becoming increasingly difficult to recruit and retain staff. As a charity our wages are low in comparison to the Private Sector and with the cost of living as it is staff often cannot afford to remain and leave to find more lucratively paid employment out of the Childcare Sector. Having discussed this with our colleagues in Surrey Early Years this is a common theme across the industry. Also, the fact that we are 'behind the wire' can be off putting for potential civilian employees who have no experience of the military. We do employ wives and dependents of serving soldiers and officers however with this there is the risk of constant 'churn' as they are often only at Pirbright for a posting of maximum of 2 years duration. We have noticed a trend this year of poor mental health amongst many of our staff many of whom are young and service dependents. This in turn impacts our staffing levels and ratios as there has been a lot of staff absence this year due to sickness and poor MH. Whether this is as a result of COVID or as a result of the 'Lived Experience' of service families is hard to quantify.</p>

		<p>Volunteers for the Committee. We are a committee run Pre School and some of our committee members left this year as they were either posted with their serving partner or Spouse or they retired from work and no longer wished to fulfil a voluntary role. Again, the impact of COVID has been a factor in this with people reassessing how they spend their time. It has been a real struggle to recruit the require minimum number of volunteers this is something that the Chairperson has addressed with Ofsted and Surrey Early Years. We have managed to find a number of volunteers to fulfil committee roles and they are currently completing their required paperwork.</p> <p>Children on role. Our numbers are at the lowest the have been for a number of years (around 30) in addition over one third of our children have been assessed as having addition SEN or requirements. Many children have delayed development again in line with current trends in other settings and nationally as a result of lack of socialization during COVID. This has increased the workload of the SENCO and management team and requires an uplift in staffing on order to work one: one with specific children. We have to keep the numbers low as we cannot recruit the right number of qualified staff.</p> <p>Lack of Engagement from the military.</p> <p>I retired from the military in April 21 and stated my intent to stand down as Chairperson when I left my role as a Welfare Officer. Despite the Pre School being located on Alexander Barracks it now sadly receives no support whatsoever from the military chain of command (apart from parents who are serving and whose children are on role) and any efforts to engage with the Chain of Command have been unsuccessful. I have been unable to find a person to take over from me as Chairperson and despite me engaging with the Chain of Command with regards to this I have received no response. I am aware that if I resign as Chairperson with no replacement the Pre School would need to close, as well as the Charity in in accordance with the guidance on gov.uk, regarding closure of a Charity, with Staff redundancies as appropriate and its assets transferred. I have discussed this with Surrey Early Years and the impact this would have on the children on role.</p>
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		I am keen to relinquish the role of Chair although happy to remain .on the committee in a lesser role
Other		Not applicable.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Organisation
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	Elected and appointed by members of Peter Pan Pre School

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	<p>All Trustees complete a DBS check and annual disclosure form, an EY2 Ofsted suitability application and a Charity Commission declaration. They are issued with an induction pack detailing the Code of Conduct, Management Committee Constitution, Job Description for the Officers positions, minutes of the last meeting and AGM. It also provides links to the key childcare and safeguarding legislation and guidance documents. Peter Pan Pre School adopts the Policies and Procedures advised in the guide to Occupational Standard for Management Committee Members of Small Voluntary organisations and Groups and the Charity Trustees Handbook.</p> <p>Trustees have completed training run by Surrey Early Years Business Team for Pre Schools in the Charitable Sector and attend meetings with Surrey Early Years advisors as appropriate.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The Pre School operates in a building owned and maintained by the Ministry of Defence under an Encroachment Licence. The Management Committee consists of serving and retired members of the Armed Forces, as well as parents of current and former children who attend the Pre School.</p> <p>All the Trustees are volunteers and do not receive any payments of expense for their time and commitment.</p> <p>All major financial decisions including staff salaries and wage increases, pensions and bursary applications are decided by the management Committee. The Manager adheres to a strict budget and all additional</p>

		<p>expenditure must be justified fully to the Committee before agreement is given.</p> <p>All grant applications are generally completed by the Chairperson or Treasurer.</p>
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Peter Pan Pre-school
Other name the charity uses	
Registered charity number	1062788
Charity's principal address	Peter Pan Pre-school Alexander Barracks Pirbright Brookwood Woking Surrey GU24 0QQ 01483 798264

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	Mrs Carol Miller MBE (Major Retired)	Chairperson		
2	Mrs Michelle Loubser	Deputy Chairperson		
3	Mrs Lena Breunig	Secretary		
4	Lisa Page	Committee	26/11/2020 -17/07/2021	
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17				
18				
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20				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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)	<i>Carol Miller</i>	ORIGINAL SIGNED
Full name(s)	Carol Miller MBE (Major Retired)	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	15 Jan 2023	



Section A

Independent Examiner's Report

Report to the trustees/
members of

The Peter Pan Pre-School Pirbright

On accounts for the year
ended

31 March 2022

Charity no
(if any)

1062788

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 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").

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 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.

Signed:

F J Wilde

Date:

19/1/2023

Name:

F J Wilde

Relevant professional
qualification(s) or body:

FCCA DChA

Address:

4 Marigold Drive

Bisley

GU24 9SF



Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/2021		31/03/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Fees	128,203	-	-	128,203	104,715
Bank Interest	7	-	-	7	35
Other	259	-	-	259	-
Fundraising	-	-	-	-	-
Grants	-	-	-	-	-
Donations	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	128,469	-	-	128,469	104,750
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	128,469	-	-	128,469	104,750
A3 Payments					
Salaries	109,452	-	-	109,452	97,249
Pensions	3,124	-	-	3,124	2,894
Other Expenditure	941	-	-	941	759
Surrey CC - funding reclaim	3,572	-	-	3,572	-
Snacks	1,855	-	-	1,855	1,169
Insurance	914	-	-	914	899
Courses	2,448	-	-	2,448	608
Resources and Activities	3,802	-	-	3,802	2,554
Garden Equipment	1,110	-	-	1,110	675
Uniform	-	-	-	-	415
Office Expenses	2,915	-	-	2,915	2,184
IT and Phone	1,527	-	-	1,527	1,653
Bank and Other Charges	720	-	-	720	718
Travel	1,521	-	-	1,521	1,308
Fees Refund	174	-	-	174	-
Accountancy Fees	888	-	-	888	846
Staff Loan	-	-	-	-	50
Donations to charities	129	-	-	129	80
Cleaning	49	-	-	49	260
	-	-	-	-	-
Sub total	135,140	-	-	135,140	114,321
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	135,140	-	-	135,140	114,321
Net of receipts/(payments)	- 6,671	-	-	- 6,671	- 9,571
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	66,606	-	-	66,606	76,177
Cash funds this year end	59,935	-	-	59,935	66,606

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 £
B1 Cash funds	Current	5,000	-	-
	Deposit	54,898	-	-
	Cash	37	-	-
	Total cash funds	59,935	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Jan		-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Carol Miller MBE	15 Jan 23