



Trustees' Annual Report for the period

From 01 April 2022 Period start date To 31 Mar 2023 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.• To work with similar Groups and support agencies and exchange

		<p>information and advice with them as appropriate.</p> <ul style="list-style-type: none"> • 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 can offer limited bursaries and free places to a family 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 on a case by case basis and should this be recommended by Early Year Professionals
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	<p>The committee is made up entirely of volunteers, however it is very hard to recruit volunteers and despite frequent requests we have no volunteers from the Military community.</p> <p>Any voluntary links that we had with the civilian community have been lost as an impact of covid.</p> <p>We no longer have any voluntary organisations working with us on volunteer days.</p> <p>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.</p>
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 although we cannot offer this number of places due to insufficient staff. We offer 15 hours free funded places for 2 years olds in line with government policy but again this is capped at 4 per day due to lack of staff to meet set ratios. 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. We celebrated with national events i.e. St Georges Day, St David's Day, St Patricks, Diwali, Ramadan, 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 Year 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

		<p>such as Makaton, Forest School and Paediatric First Aid. This was done virtually and face to face during this reporting year.</p> <p>13. We sponsor a Shetland Pony at Mane Chance Sanctuary take part 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> <p>16. We offer 'stay and play' opportunities to encourage parents' interaction with their children.</p> <p>17. Parents are invited to participate in reading sessions this also assists in expansion of cultural awareness for staff and children.</p> <p>18. We hold regular coffee mornings as a small funding opportunity but to also enhance our relationships with parents and carers and increase their knowledge of the Early Years environment.</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	The introduction of 15 and 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 very limited in the number 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.
Performance of fundraising activities against objectives set	Para 1.41	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 .
	Para 1.41	The numbers of children on role is the lowest it has ever been. This is due to change in occupancy of families at

Investment performance against objectives		Pirbright. This has significantly impacted our income. We are in a precarious financial position that requires careful day to day management.
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 however we are in a very precarious financial position and have a very low number of children on role which is due to the reduced occupancy of military families in Pirbright. • There has been a small but insignificant increase in the hourly rate paid by Surrey County Council for funded places. This amount allocated by the government is woefully inadequate. • 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 20, this is the lowest number of children on role for many years and this has affected our income. • The Military have reviewed our encroachment 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 consulted in this decision making process.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Very limited financial reserves are held primarily to cover redundancy payment for one eligible staff member should the Pre School close. We are sadly now in a position where we have very limited funds to cover future emergency expenditure. The MOD have been planning to build a new preschool for several years. The timeline has been woefully fluid with very little dialogue between the MOD and the Pre School to keep us abreast of the situation. The estimated timeline for completion of this project has been cited as 2026.</p> <p>WE do not intend to spend any money on infrastructure projects.</p> <p>We will be fortunate if we can survive financially until this date.</p>
Amount of reserves held	Para 1.22	£46188.00
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	See para 1.16 below

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	<p>Income is derived from fees paid for the provision of childcare from Surrey County Council. This is woefully inadequate in the current climate of ever increasing cost of living and Living Wage Increases. This is set at £5.81 per hour for 3 -4 year olds and £6.13 per hour for 2 year olds. We also get income form Parental contributions £6.00 per hour and a daily £1.00 per day for snack and resources.</p> <p>These charges are reviewed regularly to ensure they are current and in keeping with other settings locally.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<p>The additional 30 hours and 15 hours funding did benefit the Pre School and did assist in maintaining financial stability for the period however we are limited to the places we can offer due to the inability to recruit staff.</p> <p>We have reviewed the need for a contingency fund but are in a precarious financial position due to dwindling number of children on role so are unable to set aside funds for contingency except for maintaining an amount to cover staff redundancy payment should the need arise. 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 should 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 now much more uncertain.</p> <p>The risks are as follows:</p> <p>Staffing. It is becoming increasingly difficult to recruit and retain staff. Working in Childcare and Early Years is not seen as the attractive career option it once was and this is a nationally recognised trend.</p> <p>https://www.eyalliance.org.uk/news/2022/12/ofsted-report-highlights-impact-staffing-crisis. 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</p>

		<p>across the industry. Also, the fact that we are 'behind the wire' on a barracks location can be off putting for potential civilian employees who have no experience of the military.</p> <p>We are not easily accessed by public transport. We have tried to engage with local colleges to attract Apprentices, but our location makes this an unattractive option compared to other settings in the locality.</p> <p>We do employ suitably qualified 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.</p> <p>We have noticed a continued 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 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 long term 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 have now completed their required paperwork.</p> <p>Children on role. Our numbers are at the lowest they have been for a number of years (around 20) in addition over one third of our children have been assessed as having additional 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 Manager and SENCO and requires an uplift in staffing in 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>As previously stated in last year's TAR 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</p>
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		<p>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 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> <p>I am keen to relinquish the role of Chair although happy to remain on the committee in a lesser role.</p>
Other		

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	A new Commanding Officer (July 2023) is now in situ at the Army Training Centre Pirbright and there is now a much better working relationship with improved communication and support which bodes well for the future. In addition, we have sought support from the Army Welfare Service for advice and guidance moving forward and this has proved invaluable.
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	Carol Miller	Chairperson		
2	Lena Bruenig	Secretary		
3	Michelle Loubser	Deputy Chairperson		
4				
5				
6				
7				
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9				
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15				
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17				
18				
19				
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

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	21 January 2024	



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 2023

**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 2023.

**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 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:

L Dunford

Date:

25/01/2024

Name:

L J Dunford

**Relevant professional
qualification(s) or body:**

FCCA CTA

Address:

4 Marigold Drive

Bisley

GU24 9SF



Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2022

To

Period end date
31/03/2023

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	122,771	-	-	122,771	128,203
Bank Interest	243	-	-	243	7
Other	213	-	-	213	259
Fundraising	-	-	-	-	-
Grants	12,800	-	-	12,800	-
Donations	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	136,027	-	-	136,027	128,469
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	136,027	-	-	136,027	128,469
A3 Payments					
Salaries	119,994	-	-	119,994	109,452
Pensions	3,535	-	-	3,535	3,124
Other Expenditure	292	-	-	292	941
Surrey CC - funding reclaim	50	-	-	50	3,572
Snacks	1,840	-	-	1,840	1,855
Insurance	-	-	-	-	914
Courses	2,055	-	-	2,055	2,448
Resources and Activities	8,110	-	-	8,110	3,802
Garden Equipment	360	-	-	360	1,110
Uniform	-	-	-	-	-
Office Expenses	2,954	-	-	2,954	2,915
IT and Phone	1,501	-	-	1,501	1,527
Bank and Other Charges	5,881	-	-	5,881	720
Travel	1,810	-	-	1,810	1,521
Fees Refund	-	-	-	-	174
Accountancy Fees	738	-	-	738	888
Staff Loan	-	-	-	-	-
Donations to charities	55	-	-	55	129
Cleaning	399	-	-	399	49
Events and fundraising	200	-	-	200	-
	-	-	-	-	-
Sub total	149,774	-	-	149,774	135,140
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	149,774	-	-	149,774	135,140
Net of receipts/(payments)	- 13,747	-	-	- 13,747	- 6,671
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	59,935	-	-	59,935	66,606
Cash funds this year end	46,188	-	-	46,188	59,935

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	41,117	-	-
	Cash	71	-	-
	Total cash funds	46,188	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Carol Miller	Carol Miller MBE	230124	