



Trustees' Annual Report for the period

| Period start date | | Period end date | | |
|-------------------|----|-----------------|------|----------------------|
| From | 01 | 04 | 2020 | To 31 03 2021 |

Section A Reference and administration details

Charity name Stanmore Park Nursery School

Other names charity is known by

Registered charity number (if any) 1070138

Charity's principal address Stanmore Park Community Centre

Elliott Road

Stanmore, Middlesex

Postcode

HA7 3SW

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 Marina Dziuge | Chairperson | | Committee |
| 2 | Mrs Susan Lavelle | Treasurer | | Committee |
| 3 | Mrs Ruby Shaifta | Nursery Manager | | Committee |
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
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| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

Mrs Ruby Shaifta – Nursery Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Non-Profit-Making Organisation

Trustee selection methods
(eg. appointed by, elected by)

Elected by Nursery Committee

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.

The building is owned by the Defence Infrastructure Organisation (DIO) / Ministry of Defence (MOD). The nursery is supported by DIO / MOD and has an excellent relationship with both organisation. The rent is subsidised by the DIO / MOD as the nursery has a high number of military children on the register. The rent includes maintenance of the building as well as heating and lightening.

Policies and procedures are in place and induction documents have been adopted to ensure that trustees, employees and other service users understand their roles and responsibilities.

The bookkeeper is contracted to attend the nursery on a regular basis to manage the nursery accounts.

The nursery works in partnership with the Local Authority in terms of receiving training and early years funding.

The nursery's priority is to provide a safe and stimulating environment for children, employees and other service users and ensure all individual adhere and follow the setting policies and procedures.

Section C Objectives and activities

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

To help and support the children in the nursery achieve their full potential as an individual by providing a safe, secure and stimulating environment.

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)

Section D

All trustees understand their roles and responsibilities and have the nursery's best interest at heart. All committee members make sure that the nursery is governed by the 'Preschool Learning Alliance Constitution', which was adopted to ensure that the nursery is in line with the Charity Commission's rules and regulations.

The committee holds regular meetings to ensure the nursery is running smoothly and adheres to relevant childcare rules and regulations.

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

The main achievement of the nursery to provide a friendly and successful service to children, families and other service users. It ensures that the environment is suitable and age / stage appropriate for all children.

Instructive planning is in place to make sure the children's learning and development is regularly assessed and further enhanced. All records are kept in line with data protection and confidentiality act. The nursery has a strict procedure on safeguarding and child protection and staff members attend safeguarding training on a regular basis.

All employees are highly qualified and experienced in early years and are encouraged to continue their professional development. The nursery is consistent in providing a high standard of childcare service and has a very positive partnership with parents.

The nursery is compliant with Ofsted, Statutory Welfare Requirements, Early Years Foundation Stage Framework and other relevant Government guidelines. The recent Ofsted inspection (Nov 2017) has been very positive and successful and the nursery received an 'Outstanding' grade in all areas.

The children's and adults' health and safety is the nursery's priority and to maintain this regular risk assessments are carried out.

Section E Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

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 principal source of funding is 'Children's Early Years' funding, parents' nursery fees and various forms of fundraising.

The building is maintained by the MOD / DIO.

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) | <i>Susan Lavelle</i> | <i>Ruby Shaifta</i> |
| Full name(s) | Mrs Susan Lavelle | Mrs Ruby Shaifta |
| Position (eg Secretary, Chair, etc) | Treasurer | Nursery Manager |
| Date | 18 th June 2022 | |

**Stanmore Park Nursery School
Income and Expenditure Account
Year Ended 31 March 2021**

Charity Number 1070138

| | 2021 £ | 2020 £ |
|-----------------------------------|----------------|----------------|
| Income | | |
| Fees | 3,522 | 3,945 |
| Funding | 51,014 | 64,048 |
| Fund raising and sponsorship | 105 | 620 |
| Lunch club fees | - | 3,130 |
| Deposits received | 450 | 550 |
| Interest received | 2 | 11 |
| Government grant | 14,617 | - |
| | <u>69,710</u> | <u>72,304</u> |
| Less Expenditure | | |
| Wages | 53,698 | 53,398 |
| Supplies and books | 2,078 | 1,851 |
| Snack expenses | 795 | 2,274 |
| Insurance | 577 | 577 |
| Subscriptions | 43 | - |
| Training | 903 | - |
| Sundry expenses | 431 | 406 |
| Deposits refunded | 375 | 650 |
| Postage and stationery | 590 | 552 |
| Advertising | - | 110 |
| Cleaning | 30 | 692 |
| Computer equipment | 5,810 | 1,410 |
| Office furniture and redecoration | 4,554 | 4,706 |
| Bookkeeping | 1,440 | 2,600 |
| Staff Uniform | 366 | - |
| Rent | 4,055 | 4,910 |
| | <u>75,745</u> | <u>74,136</u> |
| Deficit for the year | (6,035) | (1,832) |
| | <u>=====</u> | <u>=====</u> |

Stanmore Park Nursery School
Balance Sheet
At 31 March 2021

Charity Number 1070138

| | 2021 | 2020 |
|----------------------------------|---------------|---------------|
| | £ | £ |
| Assets | | |
| Bank balance | 88,235 | 93,068 |
| Bank reserve | 5,320 | 5,318 |
| Cash | 200 | 1,404 |
| Total assets | 93,755 | 99,790 |
| | ===== | ===== |
| Unrestricted funds | | |
| Balance at 1 April 2020 | 99,790 | 101,622 |
| (Deficit) / Surplus for the year | (6,035) | (1,832) |
| Total unrestricted funds | 93,755 | 99,790 |
| | ===== | ===== |

Notes:

- 1) Accounting Policies: The Statements are prepared in accordance with the Charities Act 2011, Section 133 using the Receipts and Payments basis.

R. Dugan

Shirley

Approved on behalf of the Trustees

15 June 2022

Independent examiner's report to the trustees of Stanmore Park Nursery School

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 1 to 2.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
 - have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

| | |
|--|---|
| Name: | Edward Whittaker |
| Relevant professional qualification or body: | ACA (Member of the Institute of Chartered Accountants in England and Wales) |
| Address | 15 Goodhall Close, Stanmore Park, Stanmore, Middlesex |
| Date: 15 June 2022 | E Whittaker |