



# Trustees' Annual Report for the period

Period start date  
From 01 09 2020 To 31 08 2021  
Period end date

## Section A Reference and administration details

Charity name WELLAND & DISTRICT PRE-SCHOOL GROUP

Other names charity is known by WELLAND PRE-SCHOOL

Registered charity number (if any) 1083591

Charity's principal address  
The Pavilion, Spitalfield, Marlbank Road,  
Welland, Malvern, Worcestershire  
WR13 6NE  
Postcode

### 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	Rachel Ball	Chair		
2	Sarah Bullock	Vice Chair & Acting secretary	16/06/2021 – 31/08/2021	
3	Hannah Barkley	Treasurer		
4	Laura Harvey	Secretary	10/11/2020 - 16/06/2021	
5	Jadine Gaffney		01/09/2020 – 24/06/2021	
6	Alexandra Abbott			
7	Samantha Box			
8	Katherine Smith			
9	Beckie Cooke		24/06/2021 – 31/08/2021	
10	Kirsty Dunstall			
11	Hayley Coates			
12				
13				
14				
15				
16				
17				
18				
19				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)


<b>Name</b>	<b>Dates acted if not for whole year</b>

### 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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## 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)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by Members

### 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.

Trustees, who are also committee members, are appointed or reappointed annually at the Annual General Meeting. There is a child Safeguarding policy in place and Trustee appointment is conditional on a DBS check and OFSTED approval. These checks are carried out and renewed in line with statutory requirements.

Policies and Procedures are reviewed and adopted annually.

A New Learning Alliance Constitution has been approved by Trustees and will be forwarded for adoption at the AGM in November 2021.

A strong and active working relationship with Welland Football Club, who share the Pavilion and the Parish Council, who own it, continues.

We continue to have a working partnership with the local Primary School.



## Section C

## Objectives and activities

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

The objectives of Welland Pre-school are:

To enhance the development and education of children primarily under statutory school age by encouraging parent/carers to understand and provide for the needs of their child through community groups.

To offer appropriate play facilities and training courses, together with the right of parents/carers to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children regardless of race, culture, religion or means.

Encourage the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.

Instigate and adhere to and further the aim of the Early Years Alliance.

Rural pre-school catering for children between 2 years and 5 years.

Pre-school opens Monday – Friday, during term time, from 9am – 3pm. Sessions can be variable to meet the needs of the child and family, e.g. all day, morning or afternoon sessions with the option of staying for lunch.

Section D Achievements and Performance demonstrate how the Trustees and staff of Welland Pre-school ensure that the activities undertaken at preschool are of public benefit in providing a safe and secure learning environment for the preschool children of Welland and the surrounding district.

The Trustees of Welland Pre-school have complied with their duty to have due regard to the Charity Commission public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**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)**

#### Additional details of objectives and activities (Optional information)

Welland Pre-school, as a Charity, relies on the ongoing support of its volunteers. Family members of the children who attend the Pre-school and friends and family of staff and Trustees, as well as the local general public all help to ensure our fundraising activities are successful.

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**

**Autumn Term 2021**

In July 2020 our previous Manager, Amie, left to become a Primary school teacher. Our new Manager, Jadine, started in September with Beckie as Deputy Manager. We continued opening to all as per the government guidance for early years. Staff were wearing masks when speaking to parents and children and staff had their temperatures checked on entry.

We started the Autumn term with 29 children on the register with further new starters expected.

We ran weekly Forest School sessions for the children in their Pre-school year when the weather permitted.

Due to Covid 19 we were unable to offer our normal Harvest Festival but instead focused on thanking our famers and learning about where our food comes from and how important farmers are. We were incredibly lucky to have a tractor visit us for the day which the children were able to sit on and pretend to drive. We also ran a harvest plate competition.

In October and November, we celebrated Halloween, Diwali, Bonfire Night and Children in Need with a wide range of activities.

We decided to run another Christmas Pop Up Shop for the children to buy their parents presents which raised £110.01. All the children and their families really enjoyed taking part.

Unfortunately, due to Covid 19 we were unable to run our annual Christmas play, so instead the children learnt some Christmas songs so we could record a carol service to send to parents. We chose to do this at St James' Church and Alison kindly read the children a Christmas story. Although Father Christmas was unable to visit this year, we were lucky enough to have been sent a personal video from him and Christmas gifts.

**Spring/Summer Term 2021**

Although Pre-school was open as normal not all families chose to return after Christmas due to Covid and their own personal concerns and vulnerable family members. However, we continued to run activities as normal with the children attending.

Due to the concerns surrounding pregnancy and the unknown risks to an unborn baby and mother, Jade went on furlough



from the middle of January before her maternity leave started in April. Due to starting her own gardening business Mandy left at the end of January. Katie also left at the end of January as she needed a job closer to home.

Lauren took over the role of SENCO after Katie left and has enjoyed learning the role and the challenges it brings.

Pre-school had to close on the 2nd February due to a staff member testing positive for Covid. All staff had PCR tests and once all their results were back negative Pre-school was able to reopen on Tuesday 9th following advice from the Local Authority.

One of our families asked if they could start a Just Giving page to help us raise money for a fogging machine. Amazingly she raised £1452.25 which enabled us to not only purchase a good quality fogging machine and chemicals but also some new books for the children.

Crystal started in March and settled in well with all children and their families as well as the staff.

We ran an Easter Raffle with donated prizes from staff and families. Most of our families got involved and bought raffle tickets and we raised £386.46.

In May we took on another apprentice Bronwen who will be doing her level 3 with us. She has settled in well and has built bonds with all the children, families and staff.

Our annual photographs were taken in June with a new photographer who was a big hit with the children and produced some lovely photos.

In June, Jadine handed in her notice and Beckie took over as acting manager. Following Jadine's departure, we were subjected to an Ofsted inspection which the staff and committee members handled admirably allowing us to get a rating overall of 'Good' which was fantastic. Whilst this is unfortunately not the 'Outstanding' we had been awarded previously it is still a brilliant achievement for a committee run setting.

We ran a Sports Week where over the week the children were able to take part in sports day activities.

We were able to run our annual Graduation party this year which was an enormous success. We had great feedback from families who enjoyed seeing their children singing and dancing as well as being able to see them playing on the

bouncy castle with their friends. It was lovely for the staff to be able to say goodbye to the children and their families.

All staff are up to date with their Safeguarding and First Aid training. Two staff members have upcoming Paediatric First Aid training in line with their current certificates ending.



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

The financial statement has been prepared on a Receipts and Payments basis as in previous years and as such take no account of Income or Expenditure which may be due but not received or paid as at 31st August 2021. It is important to be aware that the Receipt and Payments Accounts for the period 1st September 2020 to 31st August 2021 is simply a summary of those amounts actually received and paid in the period and takes no account of the income which might be due but not received by 31st August 2021. A combined total of £89,354.98 is held in the Groups two bank accounts.

All funds are unrestricted. We do however aim to hold a reserve in order to meet unforeseen expenditure and a 3 month contingency amount to enable the Preschool to maintain continuity of service to the community. It is the aim of the Trustees to maintain a £30,000.00 joint balance per annum from our two bank accounts in order to achieve this objective.

**Details of any funds materially in deficit**

There are no funds 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.

Our main source of income comes from Government funding. Funds are further enhanced by community fundraising which is made possible by Trustee, Staff and Community volunteers. Our numerous fundraising events are listed in Section D – Achievements and Performance.

From January to March 2021 although we were open to all children, due to Covid 19, some parents chose not to send their children to Pre-school so the numbers were down and we therefore did not receive our regular income from fee paying parents.

We received two Supplementary Payments totalling £11,583.60 from Worcestershire County Council which was given to all settings who were suffering financially due to the Coronavirus pandemic. Without this money we would have ended the year with a £2,294.09 deficit.



## 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>RBall</i>	
Full name(s)	<i>RACHEL BALL</i>	
Position (eg Secretary, Chair, etc)	<i>CHAIR</i>	
Date	<i>10/11/21.</i>	



WELLAND AND DISTRICT PPS SCHOOL GROUP	1003591
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## Receipts and payments accounts

CC16a

For the period from	2020	To	2021
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### 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>					
Childcare	100,207	-	-	100,207	104,324
Fundraising	2,271	-	-	2,271	1,837
Interest	9	-	-	9	127
Petty Cash	22	-	-	22	16
Donations	44	-	-	44	101
Misc income	- 6	-	-	- 6	10,651
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>102,546</b>	<b>-</b>	<b>-</b>	<b>102,546</b>	<b>117,056</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>102,546</b>	<b>-</b>	<b>-</b>	<b>102,546</b>	<b>117,056</b>
<b>A3 Payments</b>					
Staff Costs	77,891	-	-	77,891	85,528
Fundraising	249	-	-	249	556
IT/General Equipment	3,388	-	-	3,388	2,662
Pavilion Costs (Rent and services)	5,220	-	-	5,220	6,296
Professional/Insurance	1,817	-	-	1,817	1,283
Petty Cash	200	-	-	200	600
Stationery/Post/Print/Adverts	921	-	-	921	663
Childcare Costs	1,358	-	-	1,358	700
Consumables	1,832	-	-	1,832	1,230
<b>Sub total</b>	<b>92,876</b>	<b>-</b>	<b>-</b>	<b>92,876</b>	<b>99,518</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>92,876</b>	<b>-</b>	<b>-</b>	<b>92,876</b>	<b>99,518</b>
<b>Net of receipts/(payments)</b>	<b>9,670</b>	<b>-</b>	<b>-</b>	<b>9,670</b>	<b>17,538</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>79,685</b>	<b>-</b>	<b>-</b>	<b>79,685</b>	<b>62,147</b>
<b>Cash funds this year end</b>	<b>89,355</b>	<b>-</b>	<b>-</b>	<b>89,355</b>	<b>79,685</b>



## 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 Accounts	89,355	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>89,355</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				

[illegible]

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Not Applicable		-	-
			-	-
			-	-
			-	-
			-	-

[illegible]

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Not Applicable		-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

RG and

Rachel Ball

$$10 \mid 11 \mid 21$$



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Welland and District Pre-school Group

**On accounts for the year  
ended**

31<sup>st</sup> August 2021

**Charity no  
(if any)**

1083591

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021

**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:**

**Date:**

22/12/21

**Name:**

H. MILLINGTON MAAT

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

AAT

**Address:**

60 Main Road

WR5 3JF



Only complete if the examiner needs to highlight 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.