

# St Mary's Nursery - Chairperson's Report for 2021

## Introduction

The nursery has experienced a challenging year against the backdrop of the Covid-19 pandemic but has responded proactively and successfully to deal with obstacles which have arisen. This year, the new staff and trustee teams have adjusted well to their new positions, creating a strong team to support staff and nursery children through the pandemic.

The nursery has remained popular within the local community with excellent numbers of children attending, increasing as the year has gone on. The nursery has been at full capacity since April 2021. Pupil numbers for the next financial year are already extremely promising which augurs well for the future.

The financial control of the nursery is very well managed and it continues to be overseen by our Treasurer. Fundraising has improved from last year through a combination of exceptional parent/career support, active staff and the local community. This has enabled the nursery to fundraise for particular large scale projects such as outdoor play equipment and improvements to the play surface area.

## The Staff

The nursery team has flourished under the management of Laura Rudrum since she took up her new role as Nursery Manager. Together with the support of the new Deputy Manager, Nicola Whitehouse, the staff have built a supportive, proactive and creative environment.

The 1:1 Support Practitioner appointed in September 2020 will also continue in a Nursery Practitioner role for the coming year which brings extra strength and depth to the staff team.

Louise Adams continues as Cover staff so we have someone to call upon where needed in those circumstances. This provides additional support and flexibility for lunch cover and at times of staff sickness.

## The Board

There were several changes to the Board at the last AGM which saw Jessica Bromley become Chair, Sarah Holyhead, Treasurer and we welcomed a new trustee, Nicky Summers. Diana Gibbs continued as Secretary and Nominated Person for Ofsted and Lauren Hancock remained the Safeguarding trustee representative.

We are looking to recruit new trustees to the Board as the majority of trustees have children who will be leaving the nursery in Sept 2021. We hope to appoint a new trustee at the AGM who has a child starting in September and would like the opportunity to be on the committee. We follow the recruitment procedures and undertake the necessary checks when appointing new trustees.

The Chair continues to conduct half termly appraisals with the manager. These have continued to be virtually throughout the pandemic. Unfortunately, the trustees have been unable to undertake their half termly observations within the nursery setting due to covid restrictions. We will look at reintroducing these when it is safe to do so. The Board has continued to issue a Trustee newsletter on a termly basis to raise awareness of activities, events, fundraising and any other news for parents and carers.

The Board continues to meet bi-monthly to discuss any issues and this has also been conducted virtually this year. The meetings are a forum to agree actions, discuss issues and manage any actions raised by the Nursery Manager. Communication between trustees has continued to be electronically

which allows for swift decisions and a record of agreements. Board members also have specific areas of responsibility such as H&S and Safeguarding which allows trustees to provide another level of support to staff.

### Financial Results

The Nursery accounts continue to be managed online which has proven to be efficient for managing the movement of funds, paying and authorising invoices and providing a clear and up to date financial overview of our accounts at any time. This is especially important when the board are discussing expenditure and forward planning. The Treasurer prepares a monthly report which is presented and discussed at the bi-monthly trustee meetings. This provides the opportunity to discuss purchasing requirements, large scale spending proposals and future spend by agreement through the Board. Over the years a priority list of spending projects has been developed. This is revisited at the trustee meetings and reviewed regularly.

The nursery is dependant on fee income, mostly in the form of local authority free entitlement funding received through Shropshire Council. Our income from parents fees were lower than normal due to reduced session uptake during the height of the pandemic. This increased during the Summer term when our sessions were at full capacity. Our income also reflects the trend of the Autumn term producing less income as pupil numbers are usually lower whilst parents wait to access the free 15/30hrs entitlement funding from January for the remainder of the year.

The nursery finances have been closely managed over the past year as always but also in light of the uncertainty arising from the pandemic. The Nursery Manager, Chair and Treasurer in particular, have monitored expenditure and limited it to essential spend. We have not had to borrow money from our Reserves this year which was positive but going forward we have decided to introduce a Sustainability Fee (a voluntary payment) from September 2021. This should help us continue to provide a full and varied Early Years Education programme including enrichment activities such as Music Sessions run by Shropshire Music Service.

We undertook the planned wage review in March 2021 which also responded to the increase in minimum wage levels which were introduced in April 2021.

### Community & Fundraising

The Board, as a whole, contribute to the fundraising drive and work together on ideas and fundraising projects. Similarly to last year, Covid-19 has impacted our usual fundraising events such as the popular Summer Garden Party. However, through the excellent support of parents and local community groups we have managed to raise a substantial amount this year.

We received £500 from the Albrighton Craft Group to fund new outdoor creative toys. Staff arranged a #Walkamarathon and the Crown pub and Next Door Bar also arranged an Easter raffle, which together, funded the new sustainable garden play equipment. These kind donations are very much appreciated by the Board.

### Outlook

St Mary's Nursery continues to have a bright future with new staff, management and committee members all settling well into their new roles. The number of children booked to continue in September along with new pupils starting is very promising so we look forward to a successful year.

The nursery team have managed the challenges of Covid-19 over the past year and will continue to plan and prepare for the new academic year to meet any future demands, restrictions or changes which may arise. We have the financial controls in place to make sensible, informed financial decisions for the charity.

The nursery continues to have strong links with St. Mary's CE Primary School through the Nursery Manager and school Headteacher. Unfortunately, activities such as Hall Time and lunch club, usually held at the school, have not gone ahead due to the pandemic. The transition for children to Reception class has also been impacted but nursery staff have continued to support children through this and arranged for the Reception class teachers to visit the nursery and meet the children.

The Board will continue to foster close working relations with the Nursery Manager and her team. The new staff have transitioned well into their new roles and this bodes well for whatever future challenges we face. Supporting the children and providing a safe, welcoming environment for them to flourish is fundamental to the nursery and the staff and Board will continue to fully support this.

This challenging year has proven how important the support from staff, parents, trustees and the local community is to creating a thriving education setting. We would like to thank all of you for your continued support and encouragement and we look forward to seeing the Nursery develop further.

### Conclusion

St. Mary's Nursery remains a small but popular nursery within the local area. We are positive that the nursery will be well supported and continue to thrive underpinned by a resilient, talented staff and trustee team.

ST MARY'S NURSERY GROUP (ALBRIGHTON)

Registered Charity 1088584

REPORT AND ACCOUNTS

year ended

31ST DECEMBER 2020

ST MARY'S NURSERY GROUP (ALBRIGHTON)

ANNUAL REPORT FOR THE YEAR TO 31ST DECEMBER 2020

Organisation

St Mary's Nursery Group (Albrighton) is governed in accordance with the Pre-School Learning Alliance Pre-School Constitution (2011), adopted on 17th November 2015 and is a registered charity (Number 1088584). The charity's address is: The Bungalow, St Mary's C E Primary School, Shaw Lane, Albrighton, Wolverhampton WV7 3DS.

The Charity Trustees appointed by the Annual General Meeting held on 23rd September 2020 were Jessica Bromley (Chair), Diana Gibbs (Secretary and Nominated Person), Sarah Holyhead (Treasurer), Lauren Hancock and Nicola Summers.

Charity/ Management Trustees are appointed at General Meetings, unless co-opted.

Revd Roger Balkwill and Jonathan Nelson served as Custodian Trustees throughout the year.

Mrs Melanie Jones continued in her role as manager until August 2020 when she left her post to take up a new role. Mrs Laura Rudrum was appointed as the new manager and has been in the position since.

The setting's latest Ofsted assessment is "Outstanding".

Aim

The aim of the Group continued to be the provision of excellent pre-school education.

Advisers

Accountants: Miss J S Slater FCA (independent examiner)

Solicitors: Ellipse HR Ltd

Finances

The charity is dependent on fee income, mostly in the form of local authority funding, for nursery places. Throughout the Covid 19 pandemic lockdown the nursery continued to receive local authority funding for nursery places as agreed prior to the pandemic. This has helped support the nursery through this challenging period when income from other fees was lower.

The Charity Trustees agreed to hold the Annual General Meeting on 13th July 2021 when these accounts will be presented.

The charity banks with TSB Bank Plc.

The attached financial statements show the state of the charity's finances at the end of the year.

On behalf of the Trustees

Sarah Holyhead Treasurer

12th July 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ST MARY'S NURSERY GROUP (ALBRIGHTON) ON THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2020

I report on the accounts of the Trust for the year ended 31st December 2020 set out on pages 3 - 6.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the 2011 Act and to state, on the basis of procedures specified in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, 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 I do not express an audit opinion on the view given by the accounts.

Statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:-
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements set out in the Charities (Accounts and Reports) Regulations 2008.
- have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J. S. Slater  
Chartered Accountant

28 Bradford Street  
Shifnal  
TF11 8AU

12th July 2021

ST MARY'S NURSERY GROUP (ALBRIGHTON)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2020

	<u>Note</u>	<u>2020</u> £	<u>2019</u> £
Income			
Donations (none specific)		30	1,855
School fees			
Shropshire County Council		53,229	59,173
Other		5,154	9,351
Fundraising		871	2,057
Interest received		38	106
		-----	-----
Total income		59,322	72,542
		-----	-----
Direct charitable expenditure			
Provision of nursery schooling			
Rent and rates	2	1,000	1,000
Insurance		521	536
Light, heat and water		1,299	1,556
Teachers' wages and ancillary costs	2	49,363	53,269
Activities and meals		409	1,177
Telephone and broadband		768	887
Stationery and postage		400	1,056
Advertising and website		54	621
Repairs		580	1,284
Cleaning	2	2,401	3,080
Sundries		704	673
Depreciation	1	895	949
Buildings insurance		461	441
Amortisation of play area, kitchen and fencing		685	686
Accountancy		600	600
		-----	-----
Total expenditure		60,140	67,815
		-----	-----
Net (deficit)/surplus for the year		( 818)	4,727
Fund balance brought forward		23,096	18,369
		-----	-----
Fund balance carried forward		22,278	23,096
		-----	-----

ST MARY'S NURSERY GROUP (ALBRIGHTON)

BALANCE SHEET AS AT 31ST DECEMBER 2020

	<u>Note</u>	<u>2020</u> £	<u>2019</u> £
Tangible assets			
Property refurbishment	3	3,068	3,753
Equipment	3	4,247	5,017
Intangible assets			
Goodwill		1	1
		-----	-----
		7,316	8,771
		-----	-----
Current assets			
Debtors and prepaid expenditure		966	988
Cash at bank		29,728	17,741
Cash in hand		-	7
		-----	-----
		30,694	18,736
Creditors - amounts falling due within one year			
Creditors	4	13,222	1,911
		-----	-----
Net current assets		17,472	16,825
		-----	-----
Total assets less current liabilities		24,788	25,596
		-----	-----
Represented by:-			
General purpose fund		22,278	23,096
Repairs fund	5	2,500	2,500
EYPP fund	6	10	-
		-----	-----
		24,788	25,596
		-----	-----

For and on behalf of the trustees

Jessica Bromley

12th July 2021



ST MARY'S NURSERY GROUP (ALBRIGHTON)

NOTES TO THE ACCOUNTS YEAR ENDED 31ST DECEMBER 2020

1. Accounting policies

Basis of accounting

The accounts have been prepared in accordance with the historical cost convention and the Statement of Recommended Practice on Accounting by Charities.

Depreciation

Depreciation is provided on the cost of tangible assets in order to write off those assets over their anticipated lives. The rates used are as follows:-

Property	- 10 years
Equipment	- 10 years

2. Expenditure on nursery schooling

Rent and rates

The school premises are held on a twelve year lease from Shropshire Council commencing in 2011. The group has been granted exemption from rates.

Employees remuneration

There were an average of five part-time teaching staff employed during the year (2019 - an average of six part time). A part-time cleaner was also employed.

Costs in respect of these employees:-

	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Wages and salaries	48,850	53,329
Social security cost	-	-
Pension cost	1,070	1,128
	-----	-----
	49,920	54,457
	-----	-----

No remuneration was paid or payable either directly or indirectly to any trustee or person known to be connected with any of them (2019- £nil).

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year.

ST MARY'S NURSERY GROUP (ALBRIGHTON)

NOTES TO THE ACCOUNTS YEAR ENDED 31ST DECEMBER 2020 (continued)

3.	<u>Tangible assets</u>	<u>Property</u>		
		<u>Refurbishment</u>	<u>Equipment</u>	<u>Total</u>
		£	£	£
	Cost			
	At 1st January 2020	15,547	15,466	31,013
	Additions	-	125	125
	Disposals	-	-	-
	Donation	-	-	-
		-----	-----	-----
		15,547	15,591	31,138
		-----	-----	-----
	Depreciation			
	At 1st January 2020	11,794	10,449	22,243
	Charge for the year	685	895	1,580
	Disposals	-	-	-
		-----	-----	-----
		12,479	11,344	23,823
		-----	-----	-----
	Net book value			
	At 31st December 2020	3,068	4,247	7,315
		-----	-----	-----
	At 31st December 2019	3,753	5,017	8,770
		-----	-----	-----

Additions are stated at cost or at valuation where gifted.

4. Creditors – amounts falling due within one year

Creditors include £11,596 received in the year from Shropshire County Council relating to the year ending 31st December 2021 (2019 - £nil).

5. Repairs fund

No transfer was made to the fund in 2020 (2019 - £nil).

6. EYPP fund

A small balance of funds received in 2020 remains in hand at 31st December 2020 (2019 - £nil).

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For and on behalf of the trustees

Jessica Bromley

12th July 2021

ST MARY'S NURSERY GROUP (ALBRIGHTON)

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ST MARY'S NURSERY GROUP (ALBRIGHTON)

NOTES TO THE ACCOUNTS YEAR ENDED 31ST DECEMBER 2020 (continued)

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6. EYPP fund

A small balance of funds received in 2020 remains in hand at 31st December 2020 (2019 - £nil).