

ST. JOSEPH'S PRE-SCHOOL

England & Wales · Charity number 1089094

Details

Other names	HILL TOTS PRE-SCHOOL
Status	Registered
Legal form	Other
Registered	2001-10-29
Register	View on the Charity Commission register

Contact

Address	St. Josephs Catholic Primary School Front Street Nympsfield Stonehouse GL10 3TY
Phone	07851592924
Email	stjosephspresch@gmail.com
Website	www.st-josephs-preschool-nympsfield.co.uk

Activities

Objects: THE AIM OF THE GROUP IS TO EMBODY THE VISION OF PATA THROUGH THE ENHANCEMENT OF THE DEVELOPMENT, CARE AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE AND ALSO OF CHILDREN AND YOUNG PEOPLE OF SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY (VOLUNTARY MANAGED) GROUPS AND BY: (A) OFFERING APPROPRIATE PLAY FACILITIES AND TRAINING COURSES, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN AND YOUNG PEOPLE, WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY (B) ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREA

Activities: Providing Children's places for playgroup activities.Managing, supporting, developing & paying staff.Ensuring Applications of Government Nursery Grants (15 & 30 hrs).Fundraising and researching other grant initiatives.Ensuring OFSTED, Glos County Council & Free for 2s, 3s and 4s compliance.Involving community & parents in group activities.See annual trustee report for full description

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£125,000	£110,000	-	-
2024-08-31	£142,805	£103,267	-	-
2023-08-31	£104,419	£84,677	-	-
2022-08-31	£78,283	£55,131	-	-
2021-08-31	£84,724	£69,853	-	-

Trustees

Name	Role	Appointed
Anna Hitchings	Chair	2020-03-05
Bethany Wheeler		2024-10-03
Gemma Victoria Ind		2021-07-01
Leah Mary Wilson		2022-01-12
Luke Albert Finn-Powers		2022-07-05
Sara Long		2023-09-21

ST. JOSEPH'S PRE-SCHOOL

England & Wales - Charity number 1089094

Accounts

Charity Name St Joseph's Pre-School	No (if any) 1089094
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CC16a

Receipts and payments accounts

For the period from	Period start date 01-Sep-24	To	Period end date 31-Aug-25
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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 £
A1 Receipts					
Nursery Education Funding (Free for 3&4)	66,826	-	-	66,826	98,579
Nursery Education Funding (New for 2)	32,251	-	-	32,251	10,275
Other payments from Gloucestershire County Council	3,148	-	-	3,148	3,092
Children's fees	20,002	-	-	20,002	26,764
Grants	-	500	-	500	500
Fundraising	357	812	-	1,168	1,891
Donations	34	-	-	34	37
Interest on deposit account	1,041	-	-	1,041	834
Other receipts	100	-	-	100	833
Sub total (Gross income for AR)	123,759	1,312	-	125,070	142,805
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	123,759	1,312	-	125,070	142,805
A3 Payments					
Payment to staff	89,774	-	-	89,774	78,540
HMRC (Tax and NI payments)	-	-	-	-	610
Staff pension : employer contribution	871	-	-	871	1,060
Training costs/course fees	532	-	-	532	1,149
Premises (rent, heat etc)	11,922	90	-	12,012	15,347

Subscriptions	1,660	-		1,660	1,366
Insurance	722	-		722	628
Administration (post, tel etc)	255	-		255	375
Payroll service	734	-		734	600
Consumables (paint, paper etc)	1,618	-		1,618	1,297
Equipment (toys, books etc)	1,711	310		2,020	3,455
Fundraising costs	-	-		-	62
Other expenditure	-	-		-	-
Sub total	109,798	400	-	110,198	103,267
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	109,798	400	-	110,198	103,267
Net of receipts/(payments)	13,960	912	-	14,872	39,537
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	114,410	-	-	114,410	74,872
Cash funds this year end	128,370	912	-	129,282	114,410

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 Account - HSBC	68,501	912	-
	Reserves Account - HSBC	59,374		-
	Reserves Account - Dudley BS	250		-
	PayPal	144		-
	Petty Cash	101		-
	Total cash funds	128,370	912	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Prepayment of Tapestry Subscription	178	-	-
			-	-
			-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		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)
Prepayment of Tapestry Subscription	Unrestricted	178	178
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Deposits held to hold places	Unrestricted	265	Within next year
Deposits held to hold places	Unrestricted	55	Beyond next year
Deferred Income (EYPP/DAF Funding not yet spent)	Unrestricted	2,413	Within next year
Accrued Expenses	Unrestricted	-	Within next year
Pension/NI Payable	Unrestricted	-	Within next year

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

Signature	Print Name	Date of approval
<i>Anna Hitchings</i>	Anna Hitchings - Chair	06/10/2025
<i>L Farrer</i> Page 4	Leah Farrer - Treasurer	06/10/2025



Trustees' Annual Report for the period

From 1 September 2024
To 31 August 2025

Period start date
Period end date

Charity name: St Joseph's Pre-school

Charity registration number: 1089094

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of the children through community groups and by:</p> <ul style="list-style-type: none"> (a) offering appropriate play facilities and training courses, together with the right of parents 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, disability or means; (b) encouraging 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; (c) instigating and adhering to and furthering the aim of Gloucestershire PATA. <p>In planning our activities for the year the management committee keep in mind the Charity Commission's guidance on public benefit at all meetings.</p>
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	<p>To advance education for the public benefit by the provision of a pre-school for children aged 2 to 4 living in the Stroud Valley.</p> <p>To achieve this and our objects, we undertake the following activities by:</p> <ul style="list-style-type: none"> - providing children's places for pre-school activities;

		<ul style="list-style-type: none"> - managing, supporting, developing and paying staff; - ensuring applications of government nursery grants, fundraising and researching other grants initiatives; - ensuring Ofsted, Gloucestershire County Council and 'Free for 3s and 4s' compliance; - fulfilment of obligations with regards to Disadvantaged 2 year old funding (when applicable) and Working Parents 2 year old funding. - conformity to requirements with regards to 9 to 23 month old funding. - compliance to requirements with regards to Disability Access Funding and Early Years Pupil Premium; - registered provider for 30 hours free childcare; - involving community and parents in group activities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All members of the Pre-school's Management Committee have due regard to the guidance issued by the Charity Commission on public benefit, and take this into consideration in the ongoing management of the provision of the Pre-school's services.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Not applicable
Other		Not applicable

Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p><i>Sept 2024 to July 2025:</i></p> <ul style="list-style-type: none"> - September 2024 had 25 children registered and by July 2025 this had increased to 32 children; - Throughout the year children learnt about festivals around the world through activities (eg. at Chinese New Year they made crafts and sampled cultural food) - Staffing during the year: <ul style="list-style-type: none"> o 1 x Bank Staff retired; o 1 x Bank Staff member recruited – non qualified (10 month contract); o an early years qualified lady acted as Room Leader one day/week whilst Lead Practitioner on maternity leave. o Recruitment of EY 1:1 practitioner - Staff (predominantly Early Years) participated in a number of training courses throughout the year. The team have completed: <ul style="list-style-type: none"> o Safer internet training; o Operation Encompass – Key Adult Training; - .The Treasury Administrator undertook training on the following: <ul style="list-style-type: none"> o ACAS webinar: Employment Rights Bill; o ACT for education; o Online safety in early years; o Operation Encompass – Key Adult Training; o Attended webinar(s) re Simpler Recycling. - All new Committee members completed Safeguarding Training (Level 1), as per DfE “Keeping Children Safe in Education”. - The DSL attended regular DSL support hub meetings run by Gloucestershire Safeguarding Children Partnership. - Staff wages rose by 6.7% from 1 April 2025, ensuring that they are either in line or above (dependent on qualifications/knowledge) the National Living Wage. - A range of policies and procedures were systematically reviewed and updated as necessary. - Information about the Pre-school uploaded on its page within the

		<p>Primary's School's website reviewed termly for accuracy.</p> <ul style="list-style-type: none"> - Information held by PATA updated. - Information held on Charity Commission website with regards to Trustees and Contacts updated. - Pre-school's Single Central Record updated and regularly reviewed/monitored for accuracy. - Pre-school's Enrolment Pack and associated documents were reviewed and updated as necessary. - Pre-school participated in fundraising events organised by St Joseph's Primary School's PTA. Plus the setting ran a number of "stand alone" events during the year. - Continuing with relationship/collaboration with the Headteacher and staff at St Joseph's Catholic Primary School (which is now part of an Academy). - During the summer term for 2025, the children due to start at the St Joseph's Catholic Primary School attended the school. - Continuing relationship/collaboration with staff at St Joseph's Nympsfield Out of School Club. - Treasurer continues to endeavour to facilitate a working relationship with St Joseph's Catholic Primary School's Business Manager. - Treasurer continues to ensure there is timely cross communication with the Treasurer of St Joseph's Nympsfield Out of School Club
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not applicable
Performance of fundraising activities against objectives set	Para 1.41	Our objectives are to raise at least 50% of funds required for projects via fundraising activities. The outside area is the key project for this year (albeit now on hold pending confirmation from School re outside space). Identified costs at present for this include a fence, a shed and some storage. This is expected to total approximately £1,500 and to date we have raised £1,311.50 specifically towards the

		garden space. We have carried out some minor improvements and purchased some equipment (£399.50) but the remainder is on hold subject to confirmation with School regarding outside space.
Investment performance against objectives	Para 1.41	We have set an objective to ensure that our cash balances in any one bank are less than £85,000 and that our reserves are held in a separate bank and remain within the agreed reserves corridor, but ideally between the required reserves and the upper limit of the corridor. Following the opening of a third bank account (to hold our reserves) this has been achieved. A transfer will take place in early September once the Dudley Building Society is fully opened.
Other		Not applicable

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at the end of the period is set out in the Balance Sheet and Statement of Profit and Loss.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The management committee aim to hold reserves of at least:</p> <ul style="list-style-type: none"> - One funding term's running costs plus exit costs; currently £49,000 <p>The management committee have agreed that to provide working capital in periods of low activity and income and to provide funds for future expansion the Pre-School will aim to maintain their reserves between a corridor of:</p> <ul style="list-style-type: none"> - 90% or £44,100 and - 110% or £53,900 <p>To ensure the security of organisational funds and compliance with the Financial Services Compensation Scheme (FSCS) limit of £85,000 per institution, St Joseph's Pre-school will maintain a separate reserves account with a banking institution that is not affiliated or part of the same banking group as its primary operational bank. The existing savings account will be used for everyday reserves or surplus, including from fundraising.</p>

Amount of reserves held	Para 1.22	£59,624.07 (£53,900 in terms of reserves and £5,724.07 in terms of accessible reserves)
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	Not applicable

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>Principal sources of funds:</p> <ul style="list-style-type: none"> - nursery grant from Gloucestershire County Council covering Working Parents 9 to 23 month old funding, Disadvantaged 2 year olds (where applicable), Working Parents 2 Year old funding, and 3 and 4 year olds; - Early Years Pupil Premium from Gloucestershire County Council for eligible 2, 3 and 4 year olds. Monies spent to assist the eligible child on a termly basis. - fees paid by parents for children under nursery grant age or for hours over nursery grant 15 hours per week; <p>Additional sources of funding:</p> <ul style="list-style-type: none"> - Disability Access Fund grant from Gloucestershire County Council, applied for when applicable. - Education, Health and Care Plan (EHCP) payments from Gloucestershire County Council, applied for where applicable. - fees paid by parents for children who attend extra sessions over and above what is on the register; - fees paid by parents for children who attend early morning sessions, in addition to normal pre-school sessions; - fees paid by parents of children who are late collecting their child from the setting – as outlined in the relevant policy; - hold at least two fundraising events a year; - half-termly cake raffle event. - Funds raised have been used towards improving our outside space, including: <ul style="list-style-type: none"> o garden maintenance o garden storage
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Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	The Pre-school's Management Committee have assessed the major risks to which the Pre-school is exposed, in particular those related to the operations and finances of the Pre-school. The Management Committee are satisfied that systems and procedures are in place to mitigate the Pre-school's exposure to the major risks.
Other		Not applicable

Structure, Governance and Management

Description of charity's trusts:		Constitution
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	Charitable Association
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	As per the Constitution The Pre-school's Committee invites parents of children (Family Members) attending St Joseph's Pre-School to volunteer and welcomes parents of children who have left the Pre-school (Extra Members) to volunteer onto the Committee. If they wish to undertake the role of Chair, Treasurer or Secretary then they have to be proposed and seconded by an existing member of the Pre-school's Committee.

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	Introductory Trustee Guide written with regards to the induction and training of trustees. Also, associated job descriptions for Officers (Chair, Treasurer and Secretary) written. All signed off by Committee, March 2015 and June 2015 respectively. All included within St Joseph's Preschool's policies and procedures files and used to assist the induction and training of new trustees. Updated during 2020 in line with the proposed revised Constitution. Reviewed on an annual basis.
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The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Pre-school's organisational structure is detailed in its "Trustees Guide". Information about "any wider network with which the charity works" is not applicable .
Relationship with any related parties	Para 1.51	The Pre-school has a working relationship with St Joseph's Catholic Primary School, liaising with the Head Teacher and the School Business Manager. In addition, the Pre-school has a working relationship with St Joseph's Nympsfield Out of School Club. With the majority of the Pre-school's staff also being permanent employees of the Out of School Club. The Pre-school works hard at keeping in contact with the Primary School's PTA, occasionally being involved in their fundraising events.
Other		Not applicable

Reference and Administrative details

Charity name	St Joseph's Pre-school
Other name the charity uses	
Registered charity number	1089094
Charity's principal address	c/o St Joseph's Catholic Primary School Front Street Nympsfield Stonehouse, Gloucestershire GL10 3TY

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	Anna Hitchings	Chair		Family Member at AGM
2	Leah Farrer	Treasurer		Extra Member at AGM
3	Hayley Heaven	Secretary		Family Member at AGM
4	Gemma Ind	General Member		Extra Member at AGM
5	Sara Long	General Member		Family Member at AGM
6	Bethany Wheeler	General Member		Family Member at AGM
7	Rita O'Dwyer	General Member	18 December 2024	Family Member at AGM
8	Luke Finn-Powers	General Member		Extra Member at AGM
9				
10				

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	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

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

No Committee member (ie. Trustee) received remuneration from the charity during 2024-25.
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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)	Anna Hitchings	L Farrer
Full name(s)	Anna Hitchings	Leah Farrer
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	06/10/2025	



Section A

Independent Examiner's Report

**Report to the
Management Committee**

St. Joseph's Pre-School

**On accounts for the year
ended**

31 August 2025

**Charity no
(if any)**

1089094

Set out on pages

1-2

I report to the Management Committee on my examination of the accounts of the above charity ("the Setting") for the year ended 31 August 2025.

**Responsibilities and
basis of report**

As the Setting's Management Committee, 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 Setting's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed:

Date:

19 September 2025

Name:

Joseph Simpson

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

Practicing member of Association of Certified Chartered Accounts

Address:

The Willows

Tinkley Lane, Nympsfield

Stonehouse, GL10 3UH

Only complete if the examiner needs to highlight material 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.

ST. JOSEPH'S PRE-SCHOOL

England & Wales - Charity number 1089094

Accounts



Section A

Independent Examiner's Report

**Report to the
Management Committee**

St. Joseph's Pre-School

**On accounts for the year
ended**

31 August 2024

**Charity no
(if any)**

1089094

Set out on pages

1-2

I report to the Management Committee on my examination of the accounts of the above charity ("the Setting") for the year ended 31 August 2024.

**Responsibilities and
basis of report**

As the Setting's Management Committee, 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 Setting's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed:

Date:

27 September 2024

Name:

Joseph Simpson

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

Practicing member of Association of Certified Chartered Accounts

Address:

The Willows

Tinkley Lane, Nympsfield

Stonehouse, GL10 3UH

Only complete if the examiner needs to highlight material 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.

Receipts and payments accounts

For the period from	Period start date 01-Sep-23	To	Period end date 31-Aug-24
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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											
Nursery Education Funding (Free for 3&4)	98,579	-	-	-	-	-	98,579	-	70,241	-	
Nursery Education Funding (New for 2)	10,275	-	-	-	-	-	10,275	-	4,774	-	
Other payments from Gloucestershire County Council	3,092	-	-	-	-	-	3,092	-	3,770	-	
Children's fees	26,764	-	-	-	-	-	26,764	-	22,919	-	
Grants	-	500	-	-	-	-	500	-	1,000	-	
Fundraising	897	994	-	-	-	-	1,891	-	602	-	
Donations	37	-	-	-	-	-	37	-	397	-	
Interest on deposit account	834	-	-	-	-	-	834	-	375	-	
Other receipts	833	-	-	-	-	-	833	-	341	-	
Sub total (Gross income for AR)	141,311	1,494	-	-	-	-	142,805	-	104,419	-	
A2 Asset and investment sales, (see table).											
	-	-	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-	-	
Sub total	-	-	-	-	-	-	-	-	-	-	
Total receipts	141,311	1,494	-	-	-	-	142,805	-	104,419	-	
A3 Payments											
Payment to staff	78,222	318	-	-	-	-	78,540	-	56,116	-	
HMRC (Tax and NI payments)	-	610	-	-	-	-	610	-	6,783	-	
Staff pension : employer contribution	1,060	-	-	-	-	-	1,060	-	2,294	-	
Training costs/course fees	1,149	-	-	-	-	-	1,149	-	333	-	
Premises (rent, heat etc)	13,553	1,795	-	-	-	-	15,347	-	11,009	-	
Subscriptions	1,183	182	-	-	-	-	1,366	-	805	-	
Insurance	628	-	-	-	-	-	628	-	595	-	
Administration (post, tel etc)	375	-	-	-	-	-	375	-	672	-	
Payroll service	600	-	-	-	-	-	600	-	485	-	
Consumables (paint, paper etc)	1,297	-	-	-	-	-	1,297	-	823	-	
Equipment (toys, books etc)	3,330	125	-	-	-	-	3,455	-	3,292	-	
Fundraising costs	-	13	75	-	-	-	62	-	101	-	
Other expenditure	-	-	-	-	-	-	-	-	1,369	-	
Sub total	100,773	2,495	-	-	-	-	103,267	-	84,677	-	
A4 Asset and investment purchases, (see table)											
	-	-	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-	-	
Sub total	-	-	-	-	-	-	-	-	-	-	
Total payments	100,773	2,495	-	-	-	-	103,267	-	84,677	-	
Net of receipts/(payments)	40,538	-	1,000	-	-	-	39,537	-	19,742	-	
A5 Transfers between funds	-	-	-	-	-	-	-	-	-	-	
A6 Cash funds last year end	73,872	1,000	-	-	-	-	74,872	-	55,131	-	
Cash funds this year end	114,410	-	0	-	-	-	114,410	-	74,872	-	

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 Account	55,686		-
	Reserves Account	58,333		-
	PayPal	77		
	Petty Cash	314		-
	Total cash funds	114,410	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Prepayment of Tapestry Subscription	162	-	-
			-	-
			-	-
		-	-	-
		-	-	-

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Prepayment of Tapestry Subscription	Unrestricted	162	162
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Deposits held to hold places	Unrestricted	393	Within next year
	Deposits held to hold places	Unrestricted	155	Beyond next year
	Deferred Income	Unrestricted	6,239	Within next year
	Accrued Expenses	Unrestricted	343	Within next year
	Pension/NI Payable	Unrestricted	154	Within next year

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

Signature	Print Name	Date of approval
	Anna Hitchings - Chair	17/10/24
	Leah Farrer - Treasurer	17/10/24



Trustees' Annual Report for the period

From 1 September 2023
To 31 August 2024

Period start date
Period end date

Charity name: St Joseph's Pre-school

Charity registration number: 1089094

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of the children through community groups and by:</p> <ul style="list-style-type: none"> (a) offering appropriate play facilities and training courses, together with the right of parents 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, disability or means; (b) encouraging 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; (c) instigating and adhering to and furthering the aim of Gloucestershire PATA. <p>In planning our activities for the year the management committee keep in mind the Charity Commission's guidance on public benefit at all meetings.</p>
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	<p>To advance education for the public benefit by the provision of a pre-school for children aged 2 to 4 living in the Stroud Valley.</p> <p>To achieve this and our objects, we undertake the following activities by:</p>

		<ul style="list-style-type: none"> - providing children's places for pre-school activities; - managing, supporting, developing and paying staff; - ensuring applications of government nursery grants, fundraising and researching other grants initiatives; - ensuring Ofsted, Gloucestershire County Council and 'Free for 3s and 4s' compliance; - fulfilment of obligations with regards to Disadvantaged 2 year old funding (when applicable) and Working Parents 2 year old funding. - registered provider for 30 hours free childcare; - involving community and parents in group activities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All members of the Pre-school's Management Committee have due regard to the guidance issued by the Charity Commission on public benefit, and take this into consideration in the ongoing management of the provision of the Pre-school's services.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	We have a volunteer who comes in on a regular basis to support the setting. The volunteer is a retired staff member who has returned due to her love of working with young children and wanting to support the team she was once a part of. The volunteers helps with the daily routine, general jobs and scaffolding the children's play.
Other		Not applicable

Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p><i>Sept 2023 to July 2024:</i></p> <ul style="list-style-type: none"> - September 2023 had 26 children registered and by July 2024 this had increased to 34 children; - Throughout the year children learnt about festivals around the world through activities (eg. at Chinese New Year they made crafts and sampled cultural food) - Staff (predominantly Early Years) participated in a number of training courses throughout the year. The team have: <ul style="list-style-type: none"> o completed their First Aid update training; o Practitioners have upskilled in safeguarding course where applicable to meet relevant roles within the setting; o A 1:1 practitioner has completed her L1 and 2 Makaton training to support children in her care. o Our lead practitioner has completed Cherry Garden Framework training to support assessments of SEND children in our care. - All new Committee members completed Safeguarding Training (Level 1), as per DfE "Keeping Children Safe in Education". - The DSL attends regular DSL support hub meetings run by Gloucestershire Safeguarding Children Partnership. - A range of policies and procedures were systematically reviewed and updated as necessary. - One early years 1:1 practitioner was recruited in July 2023 to commence supporting two children from September 2023, on a fixed term contract. - Deputy Practitioner left the setting at the end of February 2024 to take up a post within a school more local to her. Also, a Bank Staff member resigned at the end of February 2024 due to her not being available to assist when asked because of increased workload on her university course. A further Bank Staff member's contract came to and end in July 2024 and this was not

		<p>renewed due to personal circumstances as she no longer had capacity to support the Pre-School</p> <ul style="list-style-type: none"> - Two rounds of recruitment were needed to replace the Deputy Practitioner. - Unsuccessful recruitment of maternity cover for Lead Practitioner role. However, through personal contacts and willingness of staff, cover organised. New employee started mid June to end of term to become familiar with the role. - All staff are now signed up to the DBS Update Service. - Information about the Pre-school uploaded on its page within the Primary School's website reviewed termly for accuracy. - Information held by PATA updated. - Information held on Charity Commission website with regards to Trustees and Contacts updated. - Pre-school's Single Central Record updated and regularly reviewed/monitored for accuracy. - Pre-school participated in fundraising events organised by St Joseph's Primary School's PTA. Plus the setting ran a number of "stand alone" events during the year. - Continuing with relationship/collaboration with the Headteacher and staff at St Joseph's Catholic Primary School (which is now part of an Academy). - During the summer term for 2024, the children due to start at St Joseph's Catholic Primary School attended the school - Continuing strong relationship/collaboration with staff at St Joseph's Out of School Club. - Treasurer continues to endeavour to facilitate a working relationship with St Joseph's Catholic Primary School's Business Manager. - Treasurer continues to ensure there is timely cross communication with the Treasurer of St Joseph's Out of School Club
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not applicable
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Performance of fundraising activities against objectives set	Para 1.41	<p>We raised £1,891 in the year, against a conservative budget of £962. We undertook a number of new fundraising initiatives such as a pub quiz, Bags2School and a Pre-School only Christmas Raffle. The cake sales continued to significantly outperform our projections.</p> <p>The Pre-School was able to purchase a freestanding change table (as recommended previously by Ofsted), make some improvements to the garden area, implement a financial reporting system and build (and furnish) a small office space within the Pre-School. 62% of the finances required for these initiatives were raised by fundraising efforts this year. Restricted funds of £1,000 held from fundraising in the prior year brought this to 87% of expenditure.</p>
Investment performance against objectives	Para 1.41	Not applicable
Other		Not applicable

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at the end of the period is set out in the Balance Sheet and Statement of Profit and Loss.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The management committee aim to reserve the higher of either:</p> <ul style="list-style-type: none"> - One funding term's running costs plus exit costs; or - £44,000 <p>To provide working capital in periods of low activity and income and to provide funds for future expansion.</p>
Amount of reserves held	Para 1.22	£58,333
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	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

<p>The charity's principal sources of funds (including any fundraising)</p>	<p>Para 1.47</p>	<p>Principal sources of funds:</p> <ul style="list-style-type: none"> - nursery grant from Gloucestershire County Council covering Disadvantaged 2 year olds (where applicable), Working Parents 2 Year old funding, and 3 and 4 year olds; - fees paid by parents for children under nursery grant age or for hours over nursery grant 15 hours per week; - fees paid by parents for children who attend extra sessions over and above what is on the register; - fees paid by parents for children who attend early morning sessions, in addition to normal pre-school sessions; - fees paid by parents of children who are late collecting their child from the setting – as outlined in the relevant policy; - hold at least two fundraising events a year; - half-termly cake raffle event. - Funds raised have been used to update Pre-school equipment (indoor and outdoor) and technology, both for use by the staff and by the children. This year we were also able to build an office space within the setting which was 63% funded through grants and fundraising
<p>Investment policy and objectives including any social investment policy adopted</p>	<p>Para 1.46</p>	<p>Not applicable</p>
<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>The Pre-school's Management Committee have assessed the major risks to which the Pre-school is exposed, in particular those related to the operations and finances of the Pre-school. The Management Committee are satisfied that systems and procedures are in place to mitigate the Pre-school's exposure to the major risks.</p>
<p>Other</p>		<p>Not applicable</p>

Structure, Governance and Management

Description of charity's trusts:		Constitution
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	Charitable Association
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	<p>As per the Constitution</p> <p>The Pre-school's Committee invites parents of children (Family Members) attending St Joseph's Pre-School to volunteer and welcomes parents of children who have left the Pre-school (Extra Members) to volunteer onto the Committee. If they wish to undertake the role of Chair, Treasurer or Secretary then they have to be proposed and seconded by an existing member of the Pre-school's Committee.</p>

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	Introductory Trustee Guide written with regards to the induction and training of trustees. Also, associated job descriptions for Officers (Chair, Treasurer and Secretary) written. All signed off by Committee, March 2015 and June 2015 respectively. All included within St Joseph's Preschool's policies and procedures files and used to assist the induction and training of new trustees. Updated during 2020 in line with the proposed revised Constitution. Reviewed on an annual basis.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Pre-school's organisational structure is detailed in its "Trustees Guide". Information about "any wider network with which the charity works" is not applicable .
Relationship with any related parties	Para 1.51	The Pre-school has a working relationship with St Joseph's Catholic Primary School, liaising with the Head Teacher and Business Manager. In addition, the Pre-school has a good working relationship with St Joseph's Nympsfield Out of School Club. With the majority of the Pre-school's staff being also permanent employees of the Out of School Club.
Other		Not applicable

Reference and Administrative details

Charity name	St Joseph's Pre-school
Other name the charity uses	
Registered charity number	1089094
Charity's principal address	c/o St Joseph's Catholic Primary School Front Street Nympsfield Stonehouse, Gloucestershire GL10 3TY

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	Anna Hitchings	Chair		Family Member at AGM
2	Leah Farrer	Treasurer		Extra Member at AGM
3	Sophie Webb	Secretary		Family Member at AGM
4	Gemma Ind	General Member		Extra Member at AGM
5	Sara Long	General Member		Family Member at AGM
6	Craig Johnson	General Member	21 Sept 2023 to 29 Feb 2024	Family Member at AGM
7	Jessica McFarling	General Member		Family Member at AGM
8	Luke Finn-Powers	General Member		Extra Member at AGM
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

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

No Committee member (ie. Trustee) received remuneration from the charity during 2023-24.
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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)	Anna Hitchings	L Farrer
Full name(s)	Anna Hitchings	Leah Farrer
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	17/10/2024	







St Joseph's Pre-School Annual Accounts YE 310824 For Signature

Final Audit Report

2024-10-17

Created:	2024-10-17
By:	Leah Farrer (leah@farrerfinancials.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAApv3GH8e6UM8qBmUX6K1UQ8Budl3fWAAR

"St Joseph's Pre-School Annual Accounts YE 310824 For Signature" History

-  Document created by Leah Farrer (leah@farrerfinancials.co.uk)
2024-10-17 - 12:06:42 PM GMT
-  Document e-signed by Leah Farrer (leah@farrerfinancials.co.uk)
Signature Date: 2024-10-17 - 12:07:18 PM GMT - Time Source: server
-  Document emailed to Anna Hitchings (annaoneil@hotmail.co.uk) for signature
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ST. JOSEPH'S PRE-SCHOOL

England & Wales - Charity number 1089094

Accounts



Section A

Independent Examiner's Report

Report to the
Management Committee

St. Joseph's Pre-School

On accounts for the year
ended

31 August 2023

Charity no
(if any)

1089094

Set out on pages

1-2

I report to the Management Committee on my examination of the accounts of the above charity ("the Setting") for the year ended 31 August 2023.

Responsibilities and
basis of report

As the Setting's Management Committee, 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 Setting's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Signed:

Date:

22 September 2023

Name:

Joseph Simpson

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

Practicing member of Association of Certified Chartered Accounts

Address:

The Willows

Tinkley Lane, Nympsfield

Stonehouse, GL10 3UH

Only complete if the examiner needs to highlight material 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.

Charity Name St Joseph's Pre-School	No (if any) 1089094
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CC16a

Receipts and payments accounts

For the period from	Period start date 01-Sep-22	To	Period end date 31-Aug-23
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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 £
A1 Receipts					
Nursery Education Funding (Free for 3&4)	70,241	-	-	70,241	39,887
Nursery Education Funding (New for 2)	4,774	-	-	4,774	11,438
Other payments from Gloucestershire County Council	3,770	-	-	3,770	4,071
Children's fees	22,919	-	-	22,919	18,464
Grants	-	1,000	-	1,000	1,698
Fundraising	602	-	-	602	1,009
Donations	247	150	-	397	400
Interest on deposit account	375	-	-	375	14
Other receipts	341	-	-	341	1,303
Sub total (Gross income for AR)	103,269	1,150	-	104,419	78,283
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	103,269	1,150	-	104,419	78,283
A3 Payments					
Payment to staff	56,116	-	-	56,116	54,712
HMRC (Tax and NI payments)	6,783	-	-	6,783	5,933
Staff pension : employer contribution	2,294	-	-	2,294	2,172
Training costs/course fees	333	-	-	333	1,163
Premises (rent, heat etc)	11,009	-	-	11,009	12,966
Subscriptions	805	-	-	805	903
Insurance	595	-	-	595	546
Administration (post, tel etc)	672	-	-	672	192
Payroll service	485	-	-	485	666
Consumables (paint, paper etc)	823	-	-	823	851
Equipment (toys, books etc)	3,142	150	-	3,292	5,146
Fundraising costs	101	-	-	101	394
Other expenditure	1,369	-	-	1,369	4,590
Sub total	84,527	150	-	84,677	90,234
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	84,527	150	-	84,677	90,234
Net of receipts/(payments)	18,742	1,000	-	19,742	- 11,951
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	55,131	-	-	55,131	67,082
Cash funds this year end	73,872	1,000	-	74,872	55,131

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 Account	36,169	1,000	-
	Reserves Account	37,500	-	-
	Petty Cash	203	-	-
	Total cash funds	73,872	1,000	-
	(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 £
	Session Fees from Guardians	6	-	-
	Overpayment/Prepayment to HMRC for PAYE/NI	1,171	-	-
	Gift Aid & GASDS due for donations received in this financial year	55	-	-
	Funding due from GCC	560	-	-
		-	-	-
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)
	Deposits held to hold places	Unrestricted	225	Within next year
	Deposits held to hold places	Unrestricted	38	Beyond next year
			-	
			-	

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

Signature	Print Name	Date of approval
	Leah Farrer	21/09/202
Anna Hitchings	Anna Hitchings	22/09/202



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month Sept	Year 2022		Day 31	Month Aug	Year 2023

Section A Reference and administration details

Charity name St Joseph's Pre-school

Other names charity is known by

Registered charity number (if any) 1089094

Charity's principal address St Joseph's Catholic Primary School
 Front Street, Nympsfield,
 Gloucestershire
Postcode GL10 3TY

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	Bryony Jones	Chair	5 July – 15 November 2022	Family member at AGM
2	Leah Farrer	Treasurer		Extra Member elected onto Committee at AGM
3	Anna Hitchings	Secretary	5 July – 15 November 2022	Family member at AGM
		Chair	15 November 2022 onwards	Family member at 15 Nov 22 Committee Meeting
4	Alexandra Sysum	General Committee Member	16 October – 4 November 2022	Family Member, co-opted onto the committee
5	Gillian Law	General Committee Member	5 July – 15 November 2022	Family members at AGM
6	Natalie Guoite	General Committee Member	31 March 2023	Extra Member elected onto Committee at AGM
7	Luke Finn	General Committee Member		Extra Member at AGM
8	Gemma Ind	General Committee Member		Family member at AGM
9	Katie Truby	General Committee Member		Extra Member elected onto Committee at AGM
10	Vicky Stevenson	General Committee Member	15 November 2022 – 5 January 2023	Family Member at AGM
11	Sophie Webb	General Committee Member	5 July – 15 November 2022	Family Member at AGM
		Secretary	15 November 2022 onwards	Family member at 15 Nov 22 Committee Meeting

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Provider of support to early years childcare and education in Gloucestershire	PATA	Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR

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 <i>(eg. trust deed, constitution)</i>	Constitution adopted on 14 February 2001 and approved as amended on 28 September 2006 and 4 June 2009. Revised Constitution 2019/20 unanimously adopted at AGM on 24 September 2020. Revision to Constitution 2019/20 unanimously adopted at AGM on 21 st September 2023.
How the charity is constituted <i>(eg. trust, association, company)</i>	Charitable Association
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Elected from and by Family Members and Extra Members at General Meetings

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.

<p>St Joseph's Pre-school is a member of PATA, a registered charitable company that supports providers of early years childcare and education in Gloucestershire.</p> <p>AGM moved from Summer Term to Autumn Term – agreed with PATA and updated on Charity Commission website (Spring 2023). This decision was ratified at the AGM on 21st September 2023.</p> <p>Introductory Trustee Guide written with regards to the induction and training of trustees. Also, associated job descriptions for Officers (Chair, Treasurer and Secretary) written. All signed off by Committee, March 2015 and June 2015 respectively. All included within St Joseph's Pre-school's policies and procedures files and used to assist the induction and training of new trustees. Updated during 2020 in line with the proposed revised Constitution. Reviewed on an annual basis.</p> <p>Strong relationship with St Joseph's Catholic Primary School, from whom the Pre-school leases the building. Children moving up to school attend assembly. St Joseph's Pre-school has occasional access to the primary school's hall, and periodically joins together with the school for certain activities, eg. Key Stage 1 nativity.</p> <p>Solid working relationship between the Lead Practitioner and the Lead of St Joseph's Out of School Club (OOSC) they share the same facilities. Both members of staff work as permanent members of staff for each charitable entity.</p> <p>The Lead Practitioner is actively involved in the local management network which meets termly to discuss issues affecting the Early Years sector and to support each other.</p>

Section C

Objectives and activities

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

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of the children through community groups and by:

- (a) offering appropriate play facilities and training courses, together with the right of parents 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, disability or means;
- (b) encouraging 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;
- (c) instigating and adhering to and furthering the aim of Gloucestershire PATA.

In planning our activities for the year the Management Committee keep in mind the Charity Commission's guidance on public benefit at all meetings.

To advance education for the public benefit by the provision of a pre-school for children aged 2 to 4 living in the Stroud Valley.

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)

To achieve this and our objects, we undertake the following activities by:

- providing children's places for pre-school activities;
- managing, supporting, developing and paying staff;
- ensuring applications of government nursery grants, fundraising and researching other grants initiatives;
- ensuring Ofsted, Gloucestershire County Council and 'Free for 3s and 4s' compliance; and fulfilment of obligations with regards to 2 year old funding (when applicable).
- registered provider for 30 hours free childcare;
- involving community and parents in group activities.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Sept 2022 to July 2023:

- September 2022 had 28 children registered and by July 2023 this had increased to 33 children;
- Committee changes in the Autumn 2022 term did not adversely affect the operation of the setting.
- The setting was inspected by Ofsted on 13 February 2023. They received an overall grade of "Good". With all areas inspected

- receiving “Good” too.
- The Pre-school’s Constitution was revised by current committee members to acknowledge the change in timing of the AGM from the Summer Term to the Autumn Term. Change agreed with PATA and the Charity Commission and ratified at the AGM on 21st September 2023.
 - Throughout the year children learnt about festivals around the world through activities (eg. at Chinese New Year they made crafts and sampled cultural food)
 - Staff (predominantly Early Years) participated in a number of training courses throughout the year (approximately 15 in total), including a range of safeguarding training dependent on individual’s job. The Lead Practitioner successfully completed Level 3 Early Year SENCO training.
 - All Committee members completed Safeguarding Training (Level 1), as per DfE “Keeping Children Safe in Education”.
 - The DSL attends regular DSL support hub meetings run by Gloucestershire Safeguarding Children Partnership.
 - A range of policies and procedures were systematically reviewed. Plus a number were updated with regards to Keeping Children Safe in Education (Sept 2022).
 - The Pre-school’s website was reviewed and updated in line with the April 2023 changes to the DfE guidance and Ofsted expectations for school websites.
 - One early years 1:1 practitioner was recruited in October 2022 on a fixed term contract.
 - Staff contracts were amended to include the requirement to sign up to the DBS Update Service. All but one DBS certificate have been renewed to assist this.
 - Committee agreed to change when the annual pay review took place, to be in line with when the National Living Wage and National Minimum Wage rises take place, ie. April.
 - Information about the Pre-school uploaded on its page within the Primary’s School’s website reviewed termly for accuracy.
 - Information held by PATA updated.
 - Information held on Charity Commission website with regards to Trustees and Contacts updated.
 - Pre-school’s Single Central Record updated and regularly reviewed/monitored for accuracy.
 - Treasury Administrator completed Prevent Duty e-training and one-to-one training on business planning with a representative of Early Years Gloucestershire County Council.
 - Pre-school’s reserves amount reviewed and increased.
 - Pre-school participated in fundraising events organised by St Joseph’s Primary School’s PTA. Plus the setting ran a number of “stand alone” events during the year. The “Cake Raffle” was reintroduced on a half-termly basis, which proved popular.
 - Continuing with strong relationship/collaboration with the Acting Headteacher and staff at St Joseph’s Catholic Primary School.
 - The Head of Key Stage 1 at the primary school was elected onto the Committee at July 2022 AGM and served for half a year.
 - During the summer term for 2023, the children due to start at St Joseph’s Catholic Primary School attended the school
 - Continuing strong relationship/collaboration with staff at St Joseph’s Out of School Club.
 - Treasurer had built a strong working relationship with St Joseph’s Catholic Primary School’s Business Manager up to the point until she left (Easter 2023).
 - Treasurer continues to have a strong working relationship with the

Section D

Achievements and performance

Treasurer of St Joseph's Out of School Club

Section E

Financial review

Brief statement of the charity's policy on reserves

The Management Committee aim to reserve the maximum of either:

- One funding term's running costs plus exit costs; or
- £37,500

To provide working capital in periods of low activity and income and to provide funds for future expansion.

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.

Principal sources of funds:

- nursery grant from Gloucestershire County Council covering 2 year olds (where applicable), 3 and 4 year olds;
- fees paid by parents for children under nursery grant age or for hours over nursery grant 15 hours per week;
- fees paid by parents for children who attend extra sessions over and above what is on the register;
- fees paid by parents of children who are late collecting their child from the setting – as outlined in the relevant policy;
- hold at least two fundraising events a year;
- half-termly cake raffle event.

Funds raised have been used to update Pre-school equipment and technology, both for use by the staff and by the children.

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)	Anna Hitchings	L Farrer
Full name(s)	Anna Hitchings	Leah Farrer
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 21/09/2023

ST. JOSEPH'S PRE-SCHOOL

England & Wales - Charity number 1089094

Accounts



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
St Joseph's Pre-School

**On accounts for the year
ended**

31 August 2022

**Charity no
(if any)**

1089094

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/22.

**Responsibilities and
basis of report**

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

R A Maltby

Date:

31.01.2023

Name:

Rebecca Maltby

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

AAT L2

Address:

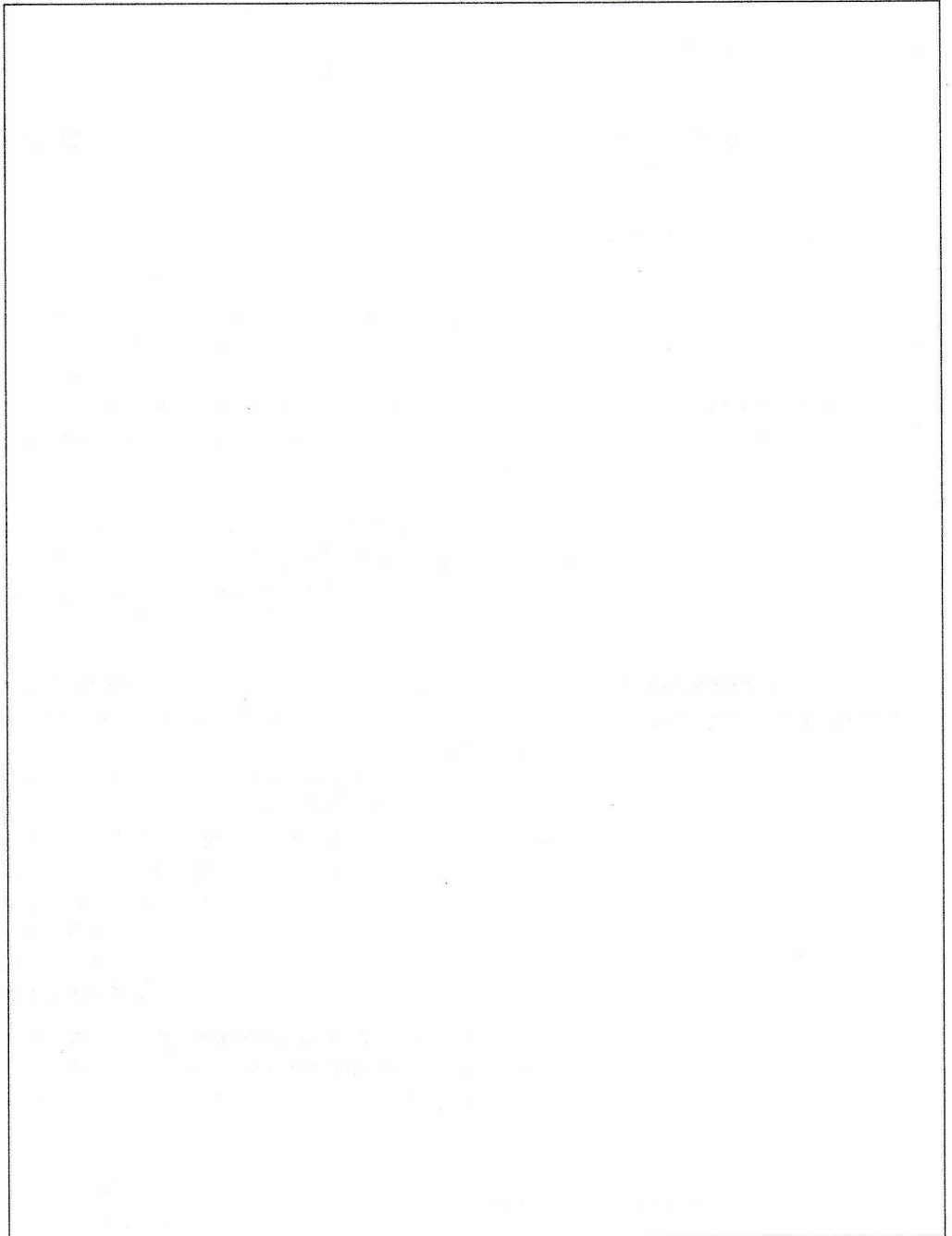
1 Badgers Way

Forest Green

Nailsworth

Only complete if the examiner needs to highlight material 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.



Charity name:

St Joseph's Pre-school

Charity number:

1089094

Receipts and payments accounts for the period

Period start date

01 September 2021

Period end date 31 August 2022

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	67,101.34		39,886.54	
Nursery Education Funding (New for 2)	3,397.62		11,438.07	
Other payments from Gloucestershire County Council	3,352.30		4,070.71	
Children's fees	10,071.41		18,463.81	
Milk refund	-			
Grants (specify) ...Magnox (Log Trail).....	-		1,698.00	
Grant	-			
Grant	-			
Fundraising	158.20		1,008.60	
Donations	243.28		399.92	
Interest on deposit account			14.19	
Other receipts	399.50		1,302.90	
Sub total	84,723.65		78,282.74	
Income from the sale of equipment	-		-	
TOTAL RECEIPTS	(A) £84,723.65		£78,282.74	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Payment to staff	45,781.90		54,711.86	
HMRC (Tax and NI payments)	4,595.85		5,932.62	
Staff pension : employer contribution	1,792.68		2,172.07	
Training costs/course fees	771.73		1,163.39	
Premises (rent, heat etc)	4,959.89		12,965.87	
Subscriptions	150.00		902.80	
Insurance	481.56		545.93	
Administration (post, tel etc)	324.30		192.29	
Payroll service	190.30		665.65	
Session refreshments (inc milk)	0.00			
Consumables (paint, paper etc)	1,920.66		850.82	
Equipment (toys, books etc)	1,249.19		5,146.19	
Fundraising costs	0.00		394.00	
Other expenditure	7,634.61		4,590.36	
Sub total	69,852.67		90,233.85	
Purchases of of equipment and other assets	-		-	
TOTAL PAYMENTS	(B) £69,852.67		£90,233.85	
NET OF RECEIPTS AND PAYMENTS	(A-B=C) £14,870.98		-£11,951.11	
Cash funds* incl. deposit a/c last year end	(D) 52,210.72		67,081.70	
Cash funds* incl. deposit a/c this year end	(C+D) £67,081.70		£55,130.59	

Signed on behalf of the trustees (committee): Signed
Name: Leah Farrer Role: Treasurer

L Farrer

Date: 11/02/23



Trustees' Annual Report for the period

Period start date


Period end date

From Day 1 Month Sept Year 2021 To Day 31 Month Aug Year 2022

Section A Reference and administration details

Charity name Other names charity is known by Registered charity number (if any) Charity's principal address 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	Anna Hitchings	Chair		Family member at AGM
2	Katie Truby	Treasurer		Extra Member elected onto Committee at AGM
3	Melissa Montgomery	Secretary		Family member at AGM
4	Stephanie Turner	General Committee Member	6 October 2021 – 17 March 2022	Extra Member, co-opted onto the committee
5	Timothy Clapp	General Committee Member		Family members at AGM
6	Clare Howells	General Committee Member		Extra Member elected onto Committee at AGM
7	Amanda Shipton	General Committee Member		Family member at AGM
8	Gemma Ind	General Committee Member		Family member at AGM
9	Leah Farrer	Deputy Treasurer	12 January 2022	Co-opted by committee
10				
11				
12				
13				
14				
18				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Provider of support to early years childcare and education in Gloucestershire	PATA	Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR

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	Constitution adopted on 14 February 2001 and approved as amended on 28 September 2006 and 4 June 2009. Revised PATA Group Constitution 2019/20 unanimously adopted at AGM on 24 September 2020
How the charity is constituted	Group (unincorporated charity)
Trustee selection methods	Elected from and by Family Members, Extra Members and Management Committee at the Annual General Meeting

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.

<p>St Joseph's Pre-school is a body associated with PATA.</p> <p>Introductory Trustee Guide written with regards to the induction and training of trustees. Also, associated job descriptions for Officers (Chair, Treasurer and Secretary) written. All signed off by Committee, March 2015 and June 2015 respectively. All included within St Joseph's Pre-school's policies and procedures files and used to assist the induction and training of new trustees. Updated during 2020 in line with the proposed revised Constitution.</p> <p>Strong relationship with St Joseph's Catholic Primary School, from whom the Pre-school leases the building. Children moving up to school attend assembly. St Joseph's Pre-school has occasional access to the primary school's hall, and periodically joins together with the school for certain activities, eg. Key Stage 1 nativity.</p> <p>Solid working relationship between the Lead Practitioner and the Lead of St Joseph's Out of School Club (OOSC) they share the same facilities. Both members of staff work as Bank Staff for each charitable entity.</p> <p>The Lead Practitioner is actively involved in the local management network which meets termly to discuss issues affecting the Early Years sector and to support each other.</p>
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Section C

Objectives and activities

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

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of the children through community groups and by:

- (a) offering appropriate play facilities and training courses, together with the right of parents 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, disability or means;
- (b) encouraging 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;
- (c) instigating and adhering to and furthering the aim of Gloucestershire PATA.

In planning our activities for the year the management committee keep in mind the Charity Commission's guidance on public benefit at all meetings.

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)

To advance education for the public benefit by the provision of a pre-school for children aged 2 to 4 living in the Stroud Valley.

To achieve this and our objects, we undertake the following activities by:

- providing children's places for pre-school activities;
- managing, supporting, developing and paying staff;
- ensuring applications of government nursery grants, fundraising and researching other grants initiatives;
- ensuring Ofsted, Gloucestershire County Council and 'Free for 3s and 4s' compliance; and fulfilment of obligations with regards to 2 year old funding (when applicable).
- registered provider for 30 hours free childcare;
- involving community and parents in group activities.

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

Sept 2021 to July 2022:

- September 2021 had 16 children registered and by July 2022 this had increased to 29 children;
- At the start of the Pre-school year, the setting continued with its "one setting rule" due to coronavirus which remained in up to and including the Spring 2022 term.
- Throughout the year children learnt about festivals around the world through activities (eg. at Chinese New Year they made crafts and sampled cultural food)
- Early Year staff participated in a number of training courses throughout the year (15 in total), including self-reliance, SEN training, Level 3 child protection and paediatric first aid training.
- Lead Practitioner attended the COVID-19 UKHSA webinars during the year and disseminated information where applicable.
- The DSL attends the regular DSL support hub meetings run by Gloucestershire Safeguarding Children Partnership.
- Policies were systematically reviewed and a number updated with regards to Keeping Children Safe in Education (Sept 2021) and revised EYFS (Sept 2021).
- Two bank staff members were recruited during the year.
- Information about the Pre-school uploaded on its page within the Primary's School's website reviewed termly for accuracy.
- Information held by PATA updated.
- Information held on Charity Commission website with regards to Trustees and Contacts updated.
- Pre-school's Single Central Record updated and regularly reviewed/monitored for accuracy.
- Treasury Administrator attended PATA training with regards roles and responsibilities for Committee Members. This is to enable her to provide additional support to the Committee as necessary.
- Treasury Administrator attended training on the changes in 2 year old+ funding.
- Pre-school's reserves amount reviewed and remain unchanged.
- On the advice of PATA, a Committee member is assigned ratification duties each term. They ratified updated policies on behalf of the Committee – noted in minutes – and the Committee ensure that they have read updated policies.
- Pre-school participated in two fundraising events organised by St Joseph's Primary School's PTA, namely Fireworks event and Easter Trail. The Pre-school ran a number of "stand alone" events during the year.
- Continuing with strong relationship/collaboration with the Acting Headteacher and staff at St Joseph's Catholic Primary School.
- Acting Headteacher re-elected onto the Committee at September 2021 AGM
- During the summer term for 2022, the children due to start at the Primary School attended the school
 - o at lunchtime,
 - o song and story time on a Monday; and
 - o class worship time on a Thursday.
- Continuing strong relationship/collaboration with staff at St Joseph's Out of School Club who now share occupancy of the building.
- Treasurer building a strong working relationship with St Joseph's Catholic Primary School's Business Manager.
- Treasurer building a strong working relationship with the Treasurer of St Joseph's Out of School Club

Section D**Achievements and performance**

- The setting contributed to the St Joseph's Catholic Primary School's PTA "log trail" fund raiser.
- PTA Treasurer co-opted onto the Committee in Spring 2022 term to act as Deputy Treasurer. Conflict of interest form completed.

Coronavirus specific achievements.

The Pre-school has continued to operate – open its full 30 hours.

COVID-19 closed the Pre-school on the last day of the Autumn 2021 term due to 3 members of staff testing positive. The setting's emergency closure policy was followed to ensure all parties (parents/carers, primary school) were notified accordingly and in a timely manner.

- Action plans continue to be updated and version controlled on a termly basis;
- The setting's Outbreak Management Plan was regularly reviewed and updated as necessary.
- Committee meetings remained being held via Zoom. No clause in the governing document to prevent this. This enabled the Pre-school Trustees to continue to demonstrate good governance of the setting.
- "one-setting" rule in place Autumn 2021 and Spring 2022 terms

Section E**Financial review****Brief statement of the charity's policy on reserves**

The management committee aim to reserve the maximum of either:

- One funding term's running costs plus exit costs; or
- £35,000

To provide working capital in periods of low activity and income and to provide funds for future expansion.

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.

Principal sources of funds:

- nursery grant from Gloucestershire County Council covering 2 year olds (where applicable), 3 and 4 year olds;
- fees paid by parents for children under nursery grant age or for hours over nursery grant 15 hours per week;
- fees paid by parents for children who attend extra sessions over and above what is on the register;
- fees paid by parents of children who are late collecting their child from the setting – as outlined in the relevant policy;
- hold at least two fundraising events a year;
- termly cake raffle event.

Funds raised have been used to update Pre-school equipment and technology, both for use by the staff and by the children.

Section F**Other optional information**

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Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Anna Hitchings	Katie Truby
Full name(s)	ANNA HITCHINGS	KATIE TRUBY
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	02/10/2022	

ST. JOSEPH'S PRE-SCHOOL

England & Wales - Charity number 1089094

Accounts



**Report to the trustees/
members of**

St Joseph's Pre-school

**On accounts for the year
ended**

31 August 2021

**Charity no
(if any)**

1089094

Set out on pages

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's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's
statement**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* *Please delete the words in the brackets if they do not apply.*

Signed:

S. Berry

Date:

31.05.22

Name:

SARAH BERRY

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

CIMA

Address:

25 LARK RISE CHALFORD GL68FF

Only complete if the examiner needs to highlight material 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.

[Empty box for details of items to disclose]

Charity name:

St Joseph's Pre-school

Charity number:

1089094

Receipts and payments accounts for the period

Period start date Tuesday, September 01, 2020

Period end date 31 August 2021

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	64,192.69		67,101.34	
Nursery Education Funding (New for 2)	-		3,397.62	
Other payments from Gloucestershire County Council			3,352.30	
Children's fees	7,046.46		10,071.41	
Milk refund	-		-	
Grants (specify)	-		-	
Grant	-		-	
Grant	-		-	
Fundraising	426.60		158.20	
Donations			243.28	
Interest on deposit account				
Other receipts	650.44		399.50	
Sub total	72,316.19		84,723.65	
Income from the sale of equipment	-		-	
TOTAL RECEIPTS	(A) £72,316.19		£84,723.65	

PAYMENTS	Previous year		Current year	
	£	p	£	p
Payment to staff	51,363.51		45,781.90	
HMRC (Tax and NI payments)	4,905.80		4,595.85	
Staff pension : employer contribution			1,792.68	
Training costs/course fees	876.29		771.73	
Premises (rent, heat etc)	420.66		4,959.89	
Subscriptions			150.00	
Insurance	373.99		481.56	

Administration (post, tel etc)	248.80	324.30
Payroll service	440.40	190.30
Session refreshments (inc milk)	53.35	0.00
Consumables (paint, paper etc)	552.44	1,920.66
Equipment (toys, books etc)	1,421.24	1,249.19
Fundraising costs	150.00	0.00

Other expenditure	4,084.92	7,634.61
Sub total	64,891.40	69,852.67
Purchases of of equipment and other assets	-	-
TOTAL PAYMENTS (B)	£64,891.40	£69,852.67
NET OF RECEIPTS AND PAYMENTS (A-B=C)	£7,424.79	£14,870.98
Cash funds* incl. deposit a/c last year end (D)	44,783.46	52,210.72
Cash funds* incl. deposit a/c this year end (C+D)	£52,208.25	£67,081.70

Signed on behalf of the trustees (committee): Signed Katie Truby Name 30.5.22
 KATIE TRUBY Role TREASURER



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	1	Sept	2020		31	Aug	2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

St Joseph's Catholic Primary School	
Front Street, Nympsfield,	
Gloucestershire	
Postcode	GL10 3TY

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	Anna Hitchings	Chair	5 March 2020	Family members at AGM
2	Katie Glassonbury	Treasurer	24 Sept 2020	Family members at AGM
3	Amanda Shipton	Secretary	24 Sept 2020	Family members at AGM
4	Stephanie Turner	General Committee Member	24 Sept 2020	Family members at AGM
5	Timothy Clapp	General Committee Member	24 Sept 2020	Family members at AGM
6	Clare Howells	General Committee Member	24 Sept 2020	Family members at AGM
7				
8				
9				
10				
11				
12				
13				
14				
18				
19				
20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Constitution adopted on 14 February 2001 and approved as amended on 28 September 2006 and 4 June 2009. Revised PATA Group Constitution 2019/20 unanimously adopted at AGM on 24 September 2020
How the charity is constituted <i>(eg. trust, association, company)</i>	Group (unincorporated charity)
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Elected from and by Family Members, Extra Members and Management Committee at the Annual General Meeting

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.

St Joseph's Pre-school is a body associated with PATA.

Introductory Trustee Guide written with regards to the induction and training of trustees. Also, associated job descriptions for Officers (Chair, Treasurer and Secretary) written. All signed off by Committee, March 2015 and June 2015 respectively. All included within St Joseph's Pre-school's policies and procedures files and used to assist the induction and training of new trustees. Updated during 2020 in line with the proposed revised Constitution.

Strong relationship with St Joseph's Catholic Primary School, from whom the Pre-school leases the building. Children moving up to school attend assembly. St Joseph's Pre-school has occasional access to the primary school's hall, and periodically joins together with the school for certain activities, eg. Key Stage 1 nativity.

Solid working relationship between the Lead Practitioner and the Lead of St Joseph's Out of School Club (OOSC) they share the same facilities. Both members of staff work as Bank Staff for each charitable entity.

The Lead Practitioner is actively involved in the local management network which meets termly to discuss issues affecting the Early Years sector and to support each other.

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

To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of the children through community groups and by:

- (a) offering appropriate play facilities and training courses, together with the right of parents 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, disability or means;
- (b) encouraging 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;
- (c) instigating and adhering to and furthering the aim of Gloucestershire PATA.

In planning our activities for the year the management committee keep in mind the Charity Commission's guidance on public benefit at all meetings.

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)

To advance education for the public benefit by the provision of a pre-school for children aged 2 to 4 living in the Stroud Valley.

To achieve this and our objects, we undertake the following activities by:

- providing children's places for pre-school activities;
- managing, supporting, developing and paying staff;
- ensuring applications of government nursery grants, fundraising and researching other grants initiatives;
- ensuring Ofsted, Gloucestershire County Council and 'Free for 3s and 4s' compliance; and fulfilment of obligations with regards to 2 year old funding (when applicable).
- registered provider for 30 hours free childcare;
- involving community and parents in group activities.

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

Sept 2020 to July 2021:

- September 2020 had 23 children registered and by July 2021 this had increased to 31 children;
- At the start of the Pre-school year, the setting continued with its "one setting rule" due to coronavirus which remained in place all year. This led to 2 children leaving before the start of term 1.
- Throughout the year children learnt about festivals around the world through activities (eg. at Chinese New Year they made crafts and sampled cultural food)
- The following essential training was updated by staff during the year: safeguarding, safer recruitment training, training on mental health, EYFS 2021 update training.
- Policies were systematically reviewed and a number updated with regards to Coronavirus and EYFS 2021
- Information about the Pre-school uploaded on its page within the Primary's School's website reviewed termly for accuracy.
- New PATA Group Constitution 2019/20 adopted by Committee/ Pre-school on 24 September 2020.
- Information held by PATA updated.
- Information held on Charity Commission website with regards to Trustees and Contacts updated.
- Pre-school's Single Central Record updated as a result of the Treasury Administrator attending training.
- Chair attended PATA training with regards to her role and that of the committee.
- Pre-school's reserves amount increased after an extensive review of costs using the Autumn 2020 term as a benchmark.
- On the advice of PATA, the Pre-school have registered with the ICO.
- No fundraising events organised by St Joseph's Primary School's PTA where participated in. The Pre-school elected that due to coronavirus, they would run their own events.
- Donation of surplus childcare vouchers received from parent whose child attended the Pre-school in 2013-14.
- Continuing with strong relationship/collaboration with the Acting Headteacher and staff at St Joseph's Catholic Primary School.
- Acting Headteacher elected onto the Committee at September 2020 AGM
- Continuing strong relationship/collaboration with staff at St Joseph's Out of School Club.
- Chair building a stronger working relationship with Chair of St Joseph's Out of School Club.
- Treasurer building a strong working relationship with St Joseph's Catholic Primary School's Business Manager.

Coronavirus specific achievements.

Through the lockdown 5 Nov to 2 Dec 2020 and 6 January to 21 June 2021 (phased in relaxation of rules), the Pre-school continued to operate – open its full 30 hours. No COVID-19 cases reported.

- Action plans continue to be updated and version controlled on a monthly basis;
- Committee meetings remained being held via Zoom. No clause in the governing document to prevent this. This enabled the Pre-school Trustees to continue to demonstrate good governance of the setting.
- "one-setting" rule in place Autumn 2020, Spring and Summer 2021 terms

Section D

Achievements and performance

- Ratification of revised policies undertaken outside Committee meetings and noted as quorate in minutes.
-

Section E

Financial review

Brief statement of the charity's policy on reserves

The management committee aim to reserve the maximum of either:

- One funding term's running costs plus exit costs; or
- £35,000

To provide working capital in periods of low activity and income and to provide funds for future expansion.

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.

Principal sources of funds:

- nursery grant from Gloucestershire County Council covering 2 year olds (where applicable), 3 and 4 year olds;
- fees paid by parents for children under nursery grant age or for hours over nursery grant 15 hours per week;
- fees paid by parents for children who attend extra sessions over and above what is on the register;
- fees paid by parents of children who are late collecting their child from the setting – as outlined in the relevant policy;
- hold at least two fundraising events a year;
- Regular cake raffle event.

Funds raised have been used to update Pre-school equipment and technology, both for use by the staff and by the children.


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)	Anna Hitchens	
Full name(s)	ANNA HITCHINGS	KATIC GLASSONBURY
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	09/07/2021	