



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the 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.

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  Name 30.5.22
KATIE TRUBY Role TREASURER



Trustees' Annual Report for the period

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

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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution 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 (eg. trust, association, company)	Group (unincorporated charity)
Trustee selection methods (eg. appointed by, elected by)	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.
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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.

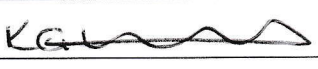
Section F

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	KATIE GLASSONBURY
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	09/07/2021	