



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 attach 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
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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 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 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.

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.

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 Ruby
Full name(s)	ANNA HITCHINGS	KATIE TRUBY
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	02/10/2022	