

Sacred Heart Pre School

Trustees' Annual Report & Accounts

For the year ended 31st August 2024

Sacred Heart Pre School

Administration information

| | | |
|----------------------|---|--------------------------|
| Charity Name | Sacred Heart Pre School | |
| Charity Num | 0197847 | |
| Address | Heys Street Thornton Lancashire FY5 4HL | |
| Trustees | Treasurer | Victoria Bennett |
| | Secretary | Sylvia Biggins |
| | Chairperson | Philippa Cookson- Wood |
| | Committee Member | Tina Ayres |
| | Committee Member | Paul Eaton |
| | Committee Member | Bethany Heartwell |
| Independent Examiner | Committee Member | Michelle Sessions-Barker |
| | Jean Horner 20, Rydal Road, Hambleton, Poulton Le Fylde FY6 9BN | |

SACRED HEART PRE SCHOOL

TRUSTEE'S ANNUAL REPORT FOR THE YEAR ENDED 31ST AUGUST 2024

The Trustees present their annual report for Sacred Heart Pre-school for the year ended 31st August 2024.

Governing document and constitution

The Charity is governed by a Constitution dated 22nd September 2006 and is a member of the Pre-school Learning Alliance with membership number 25994.

Charity Registration

The charity was previously registered with the Charity Commission number 1097847 but was removed from registration on 17th April 2014. After consultation with the Charity Commission, the trustees have now had their charity status restored.

Objects

The aims of the Pre- School are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by

- Offering appropriate play, education and care facilities, family learning and extended -hours groups, 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 whatever their race, culture, religion, means or ability.
- 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 and
- Instigating and adhering to and furthermore the aims and objects of the Pre-School Learning Alliance

Management Committee

The Trustees set out on page 2 are also members of the Pre School-Management Committee.

The minimum number of Committee members shall be 5 and the maximum shall be 12, including the Chair, a Treasurer & a Secretary (The Officers)

The Officers & Committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee members are eligible for re- election unless they have served on the Committee for ten consecutive years.

The Committee is responsible for the overall management and control of the Pre School.

SACRED HEART PRE SCHOOL

TRUSTEE'S ANNUAL REPORT FOR THE YEAR ENDED 31ST AUGUST 2024 (contd)

Main Activities

Providing appropriate play, education and care facilities and extended hours groups with the use of the pre-school facilities for breakfast and after school clubs. Continuing to ensure that opportunities are offered for all children whatever race, culture, religion, means or ability. This remains a useful learning resource for the staff.

In setting our objectives and planning our activities, The Trustees have given careful consideration to the Charity Commission's public benefit guidance.

Management Report September 2023 – August 2024

Summer/Autumn Term:

Child numbers were very low at this time. Due to this, hours for staff had to be cut down to 2.5 days per week for management, and 2 days per week for other staff.

Due to Vicky, Denise and Michelle choosing to leave before we returned in September, this then opened up more hours for the remaining staff. Numbers began to rise again (quite rapidly) when we returned after Summer, so Julie Dickinson (previously volunteering) was hired as a practitioner and subsequently, later in the term – so was Hannah Curtis.

By October our team structure and hours looked like this:

| | | |
|-----------------|----------------|-------------------|
| Melissa Ball | Manager | 4 days per week |
| Chelsea Porter | Deputy Manager | 5 days per week |
| Clare Hansford | SENCO | 5 days per week |
| Hannah Curtis | Practitioner | 4 days per week |
| Julie Dickinson | Practitioner | 3-4 days per week |

In the Summer Holidays, we were generously donated a large amount of furniture and resources by a local pre-school (Queensway) which was shutting down. Mel and Chelsea then spent weeks in the summer changing the pre-school room around and setting it up in a new open-ended way (which aligned with our setting vision). Clare also spent weeks in the holidays transforming the pre-school play shed into a sensory room. Mel and Chelsea also cleaned up the school nature area so we could begin to use it more. These were very successful summer projects, and the finished result was amazing.

In Autumn term we also gained a Blackpool and Fylde College Student named Yaroslava who came in on Tuesdays. We worked closely with the college tutor and ensured that she met the outcomes she needed to whilst with us.

Tinkling Trev still attended throughout this term and also played the music for our Christmas nativity. The nativity proved quite tricky, as we have high levels of SEN in the setting, so we feel like next time we will adapt the nativity to be easier.

In Autumn Term, Mel also made the decision to step down from her manager role to be a practitioner again and be on the floor all the time as that is what she likes best. We are very grateful for everything Mel did in her time as manager, especially navigating us through the tricky times of poor numbers and staff changes. Chelsea and Hannah interviewed for the role and took it on as co-managers.

Spring/Summer Term:

In the Spring term, Hannah and Chelsea became co-managers of pre-school and settled into the role. Our focus in this term was change management. The changes being:

- New managers – this was something that the whole team had to get used to as well as the managers.
- Different staff,
- New children,
- Different key people for children whose keyperson had left
- Staff shortage/stretched ratios due to prolonged staff absences/staff leaving.

In Spring term, we sadly said goodbye to Auntie Julie and Auntie Mel, as they both decided to leave pre-school. Auntie Julie was struggling with both her health and her family's health and wellbeing and thus took a step back, and Auntie Mel left due to wanting a change in age as she enjoyed working in year three so much that she moved to a primary school. We were very sad to see them both go, but we wish them all the best.

We also had our work experience student Yaroslava finish with us, and had two work experience students from Millfield join us.

As Mel and Julie decided to leave, it meant that we had two open spaces on our team and therefore the recruitment process began! Our successful candidates were Carly Heald and Samantha Turner who both joined the team just before Easter. The time following this was a bit rocky as everyone settled in and found their feet, but everyone settled in well and the team was full again. We had another student join us – Caitlin Trusler, who was studying for a degree. She did so excellent that we actually invited her back to join us for the summer as a member of staff whilst she did her course (this contract has now been extended for one more year, as of September 2024).

Our numbers increased exponentially over summer term and we found ourselves full for the first time in a few years! This was amazing. One of the children who started with us, has very high levels of SEND and was not mobile so he required a 1-1. We had hired a lady named Jessica to be his 1-1 but she was not suitable, so we hired Keira Smith to cover Carly (who became his key person/1-1).

Over the summer term, our transitions to school went well and we also held a leavers assembly/concert in our pre-school room where all the children received their 'certificates of graduation' and their leavers teddies. It was a lovely celebration of their time at pre-school. Throughout the term, all of our staff spent a lot of time trying to prepare for OFSTED as we all know they are looming in our Autumn term.

We had an excellent year at pre-school, and we look forward to next year already.

Chelsea Porter & Hannah Curtis



Managers/DSLs
Sacred Heart Pre-School

SACRED HEART PRE SCHOOL

Policy on Reserves

Our policy on reserves is to retain minimum cash funds of £22,000.00 for staff wages, rent and outstanding debt if we were to close.

The trustees approved this report, and it is signed on their behalf by :

Signature

B. Harrell

Date

24-6-25

SACRED HEART PRE SCHOOL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts Sacred Heart Pre School for the year ended 31st August 2024 set out on pages 7 & 8

Respective responsibilities of the Trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts.
The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities' Act 2011(the 2011Act) and that an independent examination is needed.

It is my responsibility to :

- Examine the accounts under Section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act and to state whether matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's qualified statement

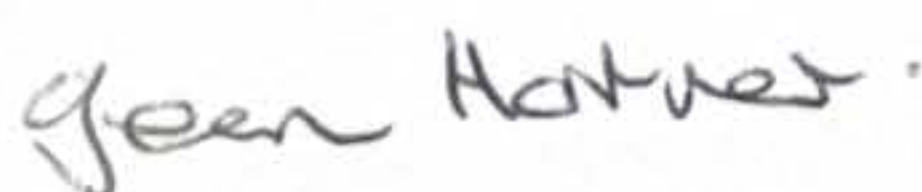
The accounts have been prepared in accordance with the accounting requirements of the 2011Act.

The internal financial controls are fully controlled and secure.

The trustees oversee & are fully in control of all the aspects of the accounts.

I have fully examined all the Bank Statements & Petty Cash transactions relating to this financial year & am completely satisfied with all elements of the accounting procedures.

Signed


Jean Horner

Date 24/6/25

SACRED HEART PRE SCHOOL

RECEIPTS & PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2024

| | | <u>2024</u> | | <u>2023</u> |
|---------------------------|----------|----------------------|----------|----------------------|
| | £ | £ | £ | £ |
| RECEIPTS | | | | |
| Fees Received | 19,660 | | 22,298 | |
| Grant Income | 117,546 | | 82,969 | |
| Donations | 4,261 | | 0 | |
| Interest Received | 400 | | 96 | |
| | | | | |
| Total Receipts | | 141,867 | | 105,363 |
| | | | | |
| PAYMENTS | | | | |
| Wages | 94,041 | | 92,878 | |
| Premises | 6,731 | | 7,152 | |
| Equipment | 4,464 | | 3,387 | |
| Uniform | 816 | | 0 | |
| Activities | 900 | | 875 | |
| Stationery | 460 | | 531 | |
| Other Costs | 6,152 | | 2,536 | |
| Training | 355 | | 460 | |
| Accountancy Fees | 840 | | 795 | |
| Repairs & Renewals | 221 | | 55 | |
| | | | | |
| Total Payments | | 114,980 | | 108,669 |
| | | | | |
| Net | | 26,887 | | -3,306 |
| | | | | |
| Cash Fund brought forward | | 31,234 | | 34,540 |
| | | | | |
| Cash Fund carried forward | | <u>58,121</u> | | <u>31,234</u> |

SACRED HEART PRE SCHOOL

Statement of Assets and Liabilities to 31st August 2024

Unrestricted Funds

£

Cash Funds

| | |
|--------------------------|-------------------|
| Business Current Account | 34,509 |
| Business Savings Account | 23,302 |
| Petty Cash | 309 |
| Total Cash Funds | <u>58,121</u> |

| | |
|---|--------------|
| Assets retained for the charity's own use | |
| School Equipment | <u>1,000</u> |

The trustees acknowledge their responsibility:

- To keep accounting records in accordance with section 130 of the Charities Act 2011 and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 2011.

Approved by the trustees on 24/06/25 and signed on their behalf by:

B. Keatwell