

BISHOP CORNISH EDUCATION CENTRE

England & Wales · Charity number 1111431

Details

Status Registered

Legal form Charitable company

Company number [05349267](#)

Registered 2005-09-23

Register [View on the Charity Commission register](#)

Contact

Address Bishop Cornish C of E VA Primary Sc
Lynher Drive
Saltash
PL12 4PA

Phone 01752845463

Email secretary@bishop-cornish.cornwall.sch.uk

Website www.bishop-cornish.cornwall.sch.uk

Activities

Objects: (1) TO ADVANCE THE EDUCATION AND DEVELOPMENT OF CHILDREN UNDER STATUTORY SCHOOL AGE WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY BY OFFERING APPROPRIATE PLAY FACILITIES, SOCIAL AND EDUCATIONAL OPPORTUNITIES.(2) TO ADVANCE THE EDUCATION AND DEVELOPMENT OF CHILDREN OF STATUTORY SCHOOL AGE BEFORE SCHOOL AND AFTER SCHOOL BY OFFERING APPROPRIATE PLAY FACILITIES, SOCIAL AND EDUCATIONAL OPPORTUNITIES.(3) TO ADVANCE THE EDUCATION AND TRAINING OF PARENTS AND CARERS IN THE PROVISION OF APPROPRIATE PLAY FACILITIES, SOCIAL AND EDUCATIONAL OPPORTUNITIES SO AS TO ENABLE THEM TO TAKE RESPONSIBILITY FOR AND BECOME INVOLVED IN THE AIMS OF THE BISHOP CORNISH EDUCATION CENTRE.(4) TO ADVANCE THE EDUCATION OF THE PUPILS AT BISHOP CORNISH CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL BY PROVIDING AND ASSISTING IN THE PROVISION OF MUSIC FACILITIES FOR EDUCATION AT THE SCHOOL.(5) TO PROMOTE FOR THE BENEFIT OF THE PUPILS AT BISHOP CORNISH CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL AND THE COMMUNITY IN THE SURROUNDING AREA THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT.(6) TO ADVANCE THE EDUCATION OF THE PUPILS OF THE BISHOP CORNISH CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL AND THE COMMUNITY IN THE SURROUNDING AREA IN THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT.

Activities: The Charity operates a pre-school and provides before & after School care and opportunities for music education in a purpose-built eco-education centre. It also offers adult training in education and child care, and provides environmental education and opportunities to promote environmental benefit.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** SALTASH, CARADON, CORNWALL
- Cornwall

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£248,338	£225,385	-	-
2024-03-31	£207,567	£224,793	-	-
2023-03-31	£200,541	£266,541	-	-
2022-03-31	£176,815	£166,401	-	-
2021-03-31	£153,180	£156,256	-	-

Trustees

Name	Role	Appointed
SARAH CATHERINE ADKINS	Chair	
Captain Richard Blackwell		2018-10-01
Tracey Jane FLETCHER		2023-05-02
Victoria OAKES		2023-05-02

Accounts

**BISHOP CORNISH EDUCATION CENTRE
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025**

Bishop Cornish Education Centre

REPORT AND FINANCIAL STATEMENTS 2025

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Bishop Cornish Education Centre

REPORT AND FINANCIAL STATEMENTS

Reference and Administrative Details

Directors during the period 1 April 2024 – 31 March 2025:

Mrs Sarah Adkins	(Chair)
Mrs Tracey Fletcher	(Company Secretary)
Captain Richard Blackwell	
Mrs Victoria Oakes	

Directors' interests

No director had a material interest in any contract or arrangement during the year to which the Charity is or was a party.

Registered Office:

Bishop Cornish Education Centre
Bishop Cornish Church of England
Voluntary Aided Primary School
Lynher Drive
Saltash
Cornwall
PL12 4PA

Independent Examiner:

Stephen Richards
3 Priory Mill,
Plympton,
Plymouth
PL7 1WR

Bankers:

HSBC
93 Fore Street
Saltash
Cornwall
PL12 6AE

Solicitors:

Womble Bond Dickinson (UK) LLP
Ballard House
West Hoe Road
Plymouth
PL1 3AE

Bishop Cornish Education Centre

Directors' Report

For the year ended 31 March 2025

The Directors present their annual report together with the financial statements and independent examiner's report of the charitable company for the year ended 31 March 2025. The accounts have been prepared in accordance with the requirements of the Charities Act 2011, the Charity's Memorandum and Articles of Association and the Charities Statement of Recommended Practice (SORP) for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and Activities

Objects and Aims

The Bishop Cornish Education Centre ("the Charity") was incorporated on 1 February 2005 and is limited by guarantee. The Charity is governed by its Memorandum and Articles of Association dated 21 January 2005 as amended by a special resolution dated 19 September 2005. It was registered with the Charity Commission under number 1111431 on 23 September 2005. The Charity has a lease of the land on which the Bishop Cornish Education Centre building is located until 31 December 2110.

The Charity's objects (as amended) are:

- to provide play, social and educational opportunities for children under statutory school age;
- to provide play, social and educational opportunities, before and after school, for children of statutory school age;
- to offer education and training for parents and carers in the provision of play, social and education opportunities;
- to advance education in music for children at Bishop Cornish Church of England Voluntary Aided Primary School;
- to promote the conservation, protection and improvement of the physical and natural environment for the benefit of the pupils of Bishop Cornish Church of England Voluntary Aided Primary School and the community in the surrounding area; and
- to advance education in the conservation, protection and improvement of the physical and natural environment for the benefit of the pupils of Bishop Cornish Church of England Voluntary Aided Primary School and the community in the surrounding area.

The Charity aims to provide the best standard of education and care for children of pre-school age (2 – 4 years) by employing, training and valuing qualified, enthusiastic and talented staff and offering an exciting, creative curriculum in an inspiring building with extensive access to resources inside and outside. The premises are made available to provide before and after school provision for children of statutory school ages 5 – 11 and for children who attend the Pre-school, for music classes for Bishop Cornish Primary School during the school day, as a continuing exemplar of excellence in environmental sustainability and for opportunities for education for children, parents and carers.

Principal activities

The Pre School offered places for up to 26 children in each of the morning (08.30hrs – 11.30hrs) and afternoon (12.15hrs – 15.15hrs) sessions and over the lunch session (11.30hrs-12.15hrs). It had 32 children on roll. The Pre School operates during the 38-week school year, comprising three terms. The Charity employed four term time staff to work with the pre-school children, all of whom hold early years qualifications. One additional staff member offered support as required throughout the week and an early years qualified staff member provided cover where required. All staff hold or are working towards the appropriate Early Years Level 3. All staff hold a Paediatric First Aid qualification.

As well as the Charity's building, pre-school children had access to various areas within the school premises, such as the hall for PE sessions, the outdoor play areas including the school field, Forest School area and adventure play area. Around a third of children on roll have been supported with more targeted support to meet their identified needs. A high standard of universal practice is in place in the setting which supports all children's next steps and those with special educational needs (SEN) and other

identified disadvantages. The preschool work closely with external professionals as required e.g. speech and language therapist, early years inclusion workers and portage to make sure children are receiving the support they need. The staff can access and signpost parents to support through the Early Help Hub to ensure all children and their families receive appropriate levels of support. The Pre School has again received 10 out of 10-star rating from Day Nurseries following positive reviews received from parents and carers and also received an award for being in the top 20-day nurseries in the South West.

The Before and After School Clubs are attended by pre-school children and children of statutory school age to 11 years of age from 07.30 hrs – 08.30hrs and from 15.15 hours – 17.30hrs. Eight staff worked in the provision of the Extended Services. Three preschool staff work within either breakfast or after school club.

The Pre-School provides a balanced and varied curriculum that reflects the needs and developmental next steps of each child and uses their interests and areas of interest. A daily routine challenges the children whilst giving them time to play and explore their own ideas. Use of Tapestry, an early years online learning journey, ensures that parents feel part of their children's experience at pre-school as well as being a very effective tool to monitor progress.

The Pre-School has continued to offer opportunities for pre-school and primary school teacher training, as well as offering work experience placements for students in years 10 and 12 studying at local secondary schools. The Education Centre has been used as a venue for meetings of special needs co-ordinators from pre-schools in the area, and for regular theme days for children at from local primary schools, including English and maths for pupils identified as having higher learning potential. The Education Centre has also hosted music lessons for the primary school children. The Education Centre has also been used as a venue for topic-based sessions of parents of children in the setting. These sessions have offered support and resources such as supporting your child to learn phonics, how to support your child at home with speech and language or gaining a new sibling.

At 31 March 2025, the Charity had 13 part-time employees. All staff have undertaken professional development, including Safeguarding, Thrive, SEND support and Emotion Coaching, which is a particular focus.

Our main activities as described above clearly illustrate the delivery of public benefit. The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Charity is a company limited by guarantee and a charity. The charitable company's Memorandum and Articles of Association are the primary governing documents, and the trustees of the Bishop Cornish Education Centre are also the directors of the charitable company for the purposes of company law. The charitable company is known as the Bishop Cornish Education Centre.

Details of the Trustees who served throughout the year, except as noted, are included in the list of Directors.

Members' Liability

Each member of the charitable company undertakes to contribute to the assets of the Company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

DIRECTORS

Appointment or Election of Directors

The Charity shall have the following Directors as set out in its Articles of Association:

- Not less than three Directors but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum
- A director shall be a Member of the Governing Body of Bishop Cornish Church of England Voluntary Aided Primary School or a person appointed by them.

Directors are appointed by the Governing Body of Bishop Cornish Church of England Voluntary Aided Primary School and serve for a three-year period, retiring by rotation unless they are re-appointed or re-elected. When appointing new Trustees, consideration is given to the skills and experience mix of existing directors to ensure that the board has the skills necessary for the achievement of its objectives and aims. Succession planning continues.

Induction and Training of Directors

The induction and training provided for new Directors depends upon their existing experience. A tour of the Bishop Cornish Education Centre is provided for all new directors, with the opportunity to meet staff and pupils. All Trustees are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role. Induction is tailored specifically to each individual.

Organisational Structure

The Board of Directors normally meets once each term. At its meetings it monitors, evaluates, and reviews policy and performance in relation to the children, financial management, and compliance with reporting and regulatory requirements. It drafts and then monitors the annual budget, including setting staffing levels. In addition:

- The Manager of the Bishop Cornish Education Centre Pre School attends each meeting to provide an update on the activities of the pre-school, including curriculum, pupil progress and wellbeing, staffing, inspections and matters arising.
- Directors undertake a physical inspection of the Bishop Cornish Education Centre building at least once a year. In addition, the Manager presents an annual inspection and recommendations report from the appointed contractor.
- Directors receive a financial report at each meeting from the Charity's Finance Officer, monitoring income and expenditure against the budget.
- Pay related matters are considered when the annual budget is drafted and more frequently when appropriate.

The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

The following decisions are reserved to the Board of Directors: to consider the status and constitution of the Charity and to appoint or remove the Chair and/or Company Secretary. The Trustees are responsible for setting general policy, adopting an annual plan and budget, approving the statutory accounts, monitoring the performance of the educational provision in the Pre-School and the Before and After School Club, and making major decisions about the direction of the Charity, capital expenditure and staff appointments.

The Trustees have devolved responsibility for day-to-day management of the Pre-School to the Manager, who is supported by a part-time finance officer and a part-time administrator. The Board delegates to the Manager and to Director Mrs Tracey Fletcher (Headteacher of Bishop Cornish Primary School) responsibility for the authorisation of spending within budgets that are expressly set for identified activities.

Pay and Remuneration of Key Management Personnel

The Trustees consider that the Board of Directors and the Manager comprise the key management personnel of the Charity, in charge of directing, controlling, running and operating the Trust on a day to day basis. All Directors give their time freely and no Director received remuneration for this role in the year.

No expenses were incurred by Directors and there were no related party transactions. The pay of the Manager reviewed annually.

Going Concern

The Board of Directors has made appropriate enquiries and has a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

FINANCIAL REVIEW**Financial Review**

On 1 April 2024 the assets of the Charity comprised cash at the bank in the sum of £99,320, a debtor of £2,142 and a building, nature playground and outdoor railway playground, with a book value of £127,107. During the period from 1 April 2024 to 31 March 2025 the Charity replaced its boiler with electric heating and hot water systems at a capital cost of £15,095 and wrote-down the book value of the previous boiler amounting to £4,324. On 31 March 2025 the assets of the Charity comprised cash at the bank in the sum of £117,476 and a building, nature playground and outdoor railway playground with a book value of £133,806. During the year the Charity collected fees of £244,089 and had other income of £4,249. Its expenditure on staff costs was £182,441 and other costs and sundry expenses totalled £42,944. Mr Stephen Richards was re-appointed as the Independent Examiner.

Most of the Charity's income is obtained from fees in respect of children (aged 2 – 4 years) who attend the Bishop Cornish Pre School and from fees from children (aged 4 – 11 years) who attend the Before and After School clubs. Approximately three quarter of the fees received for the Pre School come in the form of early education funding to provide free early education places for children aged two, three and four years. Working families who are eligible can access up to 1,140 hours of free early education or childcare per year, which amounts to up to 30 hours 38 weeks of the pre-school year for children aged 2-4. Some 2 year olds are able to access disadvantaged 2 year old funding if their family is entitled to certain benefits. All 3 and 4 year olds are entitled to 15 hours a week of early years funding the term after their 3rd birthday. The Manager signposts parents to the relevant government website to check availability and supplies families with the correct funding forms. The preschool has been able to accommodate families who are eligible for the 2 year old government funding that has now been rolled out. The Charity continued to operate a Before and After School club using the Charity's premises.

The Board of Directors receives a termly update on financial management from the Finance Officer, with the budget reviewed monthly by the Chair and the Company Secretary. No matters of significance have been reported.

Reserves Policy

The Reserves Policy, adopted in 2011, provides for the establishment of a Buildings Repairs Fund to meet extraordinary expenditure on the buildings. To date this Fund has not been established but consideration will be given to making an annual contribution of £5,000 to such a Fund when the Directors carry out their annual review of reserve levels of the Charity. This review will take into account future plans, potential future income streams and other key risks identified during the risk review. In the meantime, the Charity maintains sufficient funds in its bank accounts to provide resilience in the event of key risks materialising.

Principal Risks and Uncertainties

The Directors have agreed a Risk Management Policy and completed a Risk Register. These have been discussed by Directors and include financial risks. The register and plan are reviewed in light of any new information and formally reviewed annually. The Directors have assessed the major risks to which the Charity is exposed, in particular those relating to its finances, staffing, facilities and other operational areas. A risk register is maintained and reviewed and updated on a regular basis. The Directors continue to review and ensure that appropriate measures are in place to mitigate these risks.

The Directors' report, incorporating a strategic report, was approved by order of the Board of Directors, as company directors, on 18 December 2025 and signed on the board's behalf by:



Sarah Adkins
Director

Statement of Directors' Responsibilities

The Directors are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Company and charity law requires the Directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the Charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable; and
- the Charity complies with relevant laws and regulations.

A risk management process to assess business risks and implement risk management strategies has been undertaken and is reviewed annually.

Independent Examiner's Report to the Directors of the Bishop Cornish Education Centre

I report on the accounts for the year ended 31 March 2024, which are set out on pages 10 - 16.

Respective responsibilities of Directors 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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

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

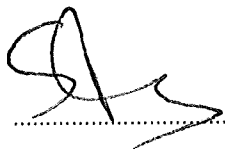
Basis of the Independent Examiner's Report

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 Statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stephen Richards
3 Priory Mill,
Plympton,
Plymouth
PL7 1WR

Date 16 December 2025

Bishop Cornish Education Centre**Statement of Financial Activities***Year ended 31 March 2025*

		2025	2024
		£	£
Income and Expenditure	<i>Notes</i>		
Incoming Resources			
Interest and Investments	3	1,688	1,156
Fees	3	244,089	201,974
Feed in tariff	3	2,561	3,258
Reimbursement	3	0	1,179
Uniforms	3	0	0
Total Incoming Resources		248,338	207,567
Resources Expended			
Building running costs	6	19,008	18,883
Administration expenses	5	15,539	28,619
Staff Costs	4	182,441	173,145
Depreciation	7	8,397	4,104
Donations		0	42
Total Resources Expended		225,385	224,793
Net Income (Expenditure) for the Year		22,953	(17,226)
Balance Brought Forward		225,523	242,749
Balance Carried Forward		248,476	225,523

There is no difference between the net incoming resources for the year stated above and its historical cost equivalent. All income and expenditure is derived from continuing activities.

The above Statement of Financial Activities also forms the Income and Expenditure Account for Companies Act purposes.

Bishop Cornish Education Centre**Balance sheet***As at 31 March 2025*

	Notes	£	2025 £	£	2024 £
Fixed assets					
Tangible assets	7		133,806		127,107
Investments	8		14,091		14,091
			147,897		141,198
Current assets					
Debtors due within one year	9	0		2,142	
Cash at bank and in hand		117,476		99,320	
			117,476	101,462	
Creditors: amounts falling due within one year	10	16,897		17,137	
Net current assets			100,579		84,325
Total assets less current liabilities			248,476		225,523
Capital and reserves					
Income and Expenditure Account			248,476		225,523
Total Capital and reserves			247,476		225,523

In preparing these financial statements:

- (a) For the year ended 31 March 2025 the company was entitled to exemption from audit conferred by Section 477 of the Companies Act 2006;
- (b) No notice has been deposited at the registered office of the company pursuant to Section 476 requiring that an audit be conducted for the year ending 31 March 2025;
- (c) The Directors acknowledge their responsibilities for:
 - a. Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006,
 - b. Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its income and expenditure for the financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of this Act relating to financial statements, so far as applicable to the company.

- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies and in accordance with the SORP (FRS 102): the Statement of Recommended Practice - Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2022) which was issued on 16 July 2014.

These financial statements were approved by the Board of Directors on 18th December 2025 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'S Adkins', with a horizontal line underneath the name.

Sarah Adkins
Director

Bishop Cornish Education Centre

Notes

*(forming part of the financial statements)***1. Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

Under Financial Reporting Standard 1, the Charity is exempt from the requirement to prepare a cash flow statement on the grounds that it is a small charity.

1.2 Taxation

The company is a registered charity and is not liable to taxation.

1.3 Income

Donations and other sources of income, including interest on funds held, are accounted for when received. The Charity received no gifts or services in kind. The Charity continued the provision of its pre-school activities during this period and undertook its charitable objectives.

1.4 Expenditure

Liabilities are recognised when the Charity is under an obligation to make a transfer of value to a third party.

1.5 Depreciation

Tangible fixed assets are capitalised at cost. Depreciation of the building is at 2% per annum. Depreciation of the heating and hot water systems are at 10% per annum, Depreciation of the Nature Playground and the Model Railway are at 20% per annum.

2. Fund Accounting

All funds held by the Charity are to be used for its charitable objectives at the discretion of the Trustees.

3. Donations, Grants, Fees & Courses

	2025	2024
	£	£
Fees	244,089	201,974
Feed in tariff	2,561	3,258
Interest	1,688	1,156
Reimbursement	0	1,179
	248,338	207,567

4. Staff Costs

	2025	2024
	£	£
Salaries and wages	138,330	134,271
National Insurance	11,629	10,072
Pension cost	31,119	27,594
Training	1,363	1,208
	182,441	173,145

5. Administration Expenses & Consumables

	2025	2024
	£	£
Telephone, insurances, general office	4,495	6,443
Consumables and provisions	4,260	4,545
Equipment	1,085	1,739
Uniforms	0	0
Ofsted fee	35	35
ICT consumables & support	3,397	7,234
Advertising and website	468	468
Health & Safety	202	208
Subscriptions	1,597	7,947
	15,539	28,619

Bishop Cornish Education Centre

Notes Continued

*(forming part of the financial statements)***6. Building Running Costs**

	2025	2024
	£	£
Gas & Electricity	2,168	3,085
Water	573	614
Maintenance	10,050	11,921
Security	506	1,416
Refuse & Pest Control	731	605
Railway	263	245
Cleaning Services & Materials	4,017	941
Other costs	699	56
	19,008	18,883

7. Tangible fixed assets

	2025	2024
	£	£
Building & asset costs	127,107	131,211
Expenditure in year	15,096	0
Depreciation charge for the year	(8,397)	(4,104)
	133,806	127,107
Net book value		

The Charity's tangible fixed assets comprised the constructed building including certain fixtures and fittings, the nature playground and outdoor railway valued at cost. The building was fully completed during 2011. The Trustees resolved to depreciate the building at 2% per annum (£3,318) from 2011/12 and to depreciate a replacement boiler at 10% per annum from 2022/23. The replacement boiler was itself replaced in September 2024 with new heating and hot water systems. The book value of the boiler has been fully written down (£4,324) and the new systems are depreciated at 10% per annum (1/2 year in 2024/25 - £755). The nature playground and outdoor railway playground are now fully depreciated.

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

8. Investments

	2025 £	2024 £
Shares held in Kirk Hill Wind Farm Limited	14,091	14,091
	14,091	14,091

9. Debtors

	2025 £	2024 £
Prepayments	0	2,142
	1,130	2,142

10. Creditors

	2025 £	2024 £
Salaries (including employer's contributions)	16,897	16,847
Other accrued costs	0	289
	16,897	17,137

The Charity pays "nil" tax and had no other creditors.

11. Employees

The Charity has 13 part-time employees.

12. Liability of Members

The Charity is a company limited by guarantee without share capital. The liability of the members, of which there are 4, is limited to £10 each in the event of the company being wound up and there being a deficiency in net assets.

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

13. Directors' Emoluments and Expenses

The Directors received no emoluments or expenses during the relevant period.

14. Contingent Liabilities

There were no contingent liabilities at the balance sheet date.

15. Reserves

In accordance with the reserves policy adopted by the Charity there was no specific reserve established at 31 March 2025. All funds of the Charity are held in its bank accounts and the Charity maintains sufficient funds in these accounts to provide resilience in the event of key risks materialising.

Accounts

**BISHOP CORNISH EDUCATION CENTRE
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

Bishop Cornish Education Centre

REPORT AND FINANCIAL STATEMENTS 2024

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Bishop Cornish Education Centre

REPORT AND FINANCIAL STATEMENTS

Reference and Administrative Details

Directors during the period 1 April 2023 – 31 March 2024:

Mrs Sarah Adkins	(Chair)
Mrs Tracey Fletcher	(Company Secretary)
Captain Richard Blackwell	
Mr Ryan Hill	(resigned 2 May 2023)
Mrs Victoria Oakes	(appointed 2 May 2023)

Directors' interests

No director had a material interest in any contract or arrangement during the year to which the Charity is or was a party.

Registered Office:

Bishop Cornish Education Centre
Bishop Cornish Church of England
Voluntary Aided Primary School
Lynher Drive
Saltash
Cornwall
PL12 4PA

Independent Examiner:

Stephen Richards
3 Priory Mill,
Plympton,
Plymouth
PL7 1WR

Bankers:

HSBC
93 Fore Street
Saltash
Cornwall
PL12 6AE

Solicitors:

Womble Bond Dickinson (UK) LLP
Ballard House
West Hoe Road
Plymouth
PL1 3AE

Bishop Cornish Education Centre

Directors' Report

For the year ended 31 March 2024

The Directors present their annual report together with the financial statements and independent examiner's report of the charitable company for the year ended 31 March 2024. The accounts have been prepared in accordance with the requirements of the Charities Act 2011, the Charity's Memorandum and Articles of Association and the Charities Statement of Recommended Practice (SORP) for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and Activities

Objects and Aims

The Bishop Cornish Education Centre ("the Charity") was incorporated on 1 February 2005 and is limited by guarantee. The Charity is governed by its Memorandum and Articles of Association dated 21 January 2005 as amended by a special resolution dated 19 September 2005. It was registered with the Charity Commission under number 1111431 on 23 September 2005. The Charity has a lease of the land on which the Bishop Cornish Education Centre building is located until 31 December 2110.

The Charity's objects (as amended) are:

- to provide play, social and educational opportunities for children under statutory school age;
- to provide play, social and educational opportunities, before and after school, for children of statutory school age;
- to offer education and training for parents and carers in the provision of play, social and education opportunities;
- to advance education in music for children at Bishop Cornish Church of England Voluntary Aided Primary School;
- to promote the conservation, protection and improvement of the physical and natural environment for the benefit of the pupils of Bishop Cornish Church of England Voluntary Aided Primary School and the community in the surrounding area; and
- to advance education in the conservation, protection and improvement of the physical and natural environment for the benefit of the pupils of Bishop Cornish Church of England Voluntary Aided Primary School and the community in the surrounding area.

The Charity aims to provide the best standard of education and care for children of pre-school age (2 – 4 years) by employing, training and valuing qualified, enthusiastic and talented staff and offering an exciting, creative curriculum in an inspiring building with extensive access to resources inside and outside. The premises are made available to provide before and after school provision for children of statutory school ages 5 – 11 and for children who attend the Pre-school, for music classes for Bishop Cornish Primary School during the school day, as a continuing exemplar of excellence in environmental sustainability and for opportunities for education for children, parents and carers.

Principal activities

The Pre School offered places for up to 26 children in each of the morning (08.45hrs – 11.45hrs) and afternoon (12.30hrs – 15.30hrs) sessions and over the lunch break. It had 42 children on roll. The Pre School operates during the 38-week school year, comprising three terms. The Charity employed four term time staff to work with the pre-school children, all of whom hold early years qualifications. Two staff support with lunch cover/admin cover. All staff hold or are working towards the appropriate Early Years Level 3. All staff hold a Paediatric First Aid qualification.

As well as the Charity's building, pre-school children had access to various areas within the school premises, such as the hall for PE sessions, the outdoor play areas including the school field, Forest School area and adventure play area. Several children have special education needs and one child, and their family are currently being supported to get an Education Health and Care Plan in place. A high standard of universal practice is in place in the setting which supports children with SEN and extra support as appropriate is provided on top of this. The preschool work closely with external professionals e.g. speech and language therapist, early years inclusion workers and portage to make sure children are receiving the

support they need. The staff can access and signpost parents to support through the Early Help Hub to ensure all children and their families receive appropriate levels of support. The Pre School has again received 10 out of 10-star rating from Day Nurseries following positive reviews received from parents and carers and also received an award for being in the top 10-day nurseries in the South West (out of more than 1000 settings).

The Before and After School Clubs are attended by pre-school children and children of statutory school age to 11 years of age from 07.45 hrs – 08.45hrs and from 15.15 hours – 17.30hrs. 7 staff worked in the provision of the Extended Services. 3 preschool staff work within either breakfast or after school club.

The Pre-School provides a balanced and varied curriculum that reflects the needs and developmental next steps of each child and uses their interests and excitements. A daily routine challenges the children whilst giving them time to play and explore their own ideas. Use of Tapestry, an early-years online learning journey, ensures that parents feel part of their children's experience at pre-school as well as being a very effective tool to monitor progress.

The Pre-School has continued to offer opportunities for pre-school and primary school teacher training, as well as offering work experience placements for students in years 10 and 12 studying at local secondary schools. The Education Centre has been used as a venue for meetings of special needs co-ordinators from pre-schools in the area, and for regular theme days for children at from local primary schools, including English and maths for pupils identified as having higher learning potential. The Education Centre has also hosted music lessons for the primary school children. The Education Centre has also been used as a venue for topic-based sessions of parents of children in the setting. These sessions have offered support and resources such as supporting your child to learn phonics, how to support your child at home with speech and language or gaining a new sibling.

At 31 March 2024 the Charity had 15 employees. All staff have undertaken professional development, including Safeguarding, Thrive, SEND support and Emotion Coaching, which is a particular focus.

Our main activities as described above clearly illustrate the delivery of public benefit. The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Charity is a company limited by guarantee and a charity. The charitable company's Memorandum and Articles of Association are the primary governing documents, and the trustees of the Bishop Cornish Education Centre are also the directors of the charitable company for the purposes of company law. The charitable company is known as the Bishop Cornish Education Centre.

Details of the Trustees who served throughout the year, except as noted, are included in the list of Directors.

Members' Liability

Each member of the charitable company undertakes to contribute to the assets of the Company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

DIRECTORS

Appointment or Election of Directors

The Charity shall have the following Directors as set out in its Articles of Association:

- Not less than three Directors but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum
- A director shall be a Member of the Governing Body of Bishop Cornish Church of England Voluntary Aided Primary School or a person appointed by them.

Directors are appointed by the Governing Body of Bishop Cornish Church of England Voluntary Aided Primary School and serve for a three-year period, retiring by rotation unless they are re-appointed or re-elected. When appointing new Trustees, consideration is given to the skills and experience mix of existing directors to ensure that the board has the skills necessary for the achievement of its objectives and aims. Succession planning continues.

Induction and Training of Directors

The induction and training provided for new Directors depends upon their existing experience. A tour of the Bishop Cornish Education Centre is provided for all new directors, with the opportunity to meet staff and pupils. All Trustees are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role. Induction is tailored specifically to each individual.

Organisational Structure

The Board of Directors normally meets once each term. At its meetings it monitors, evaluates, and reviews policy and performance in relation to the children, financial management, and compliance with reporting and regulatory requirements. It drafts and then monitors the annual budget, including setting staffing levels. In addition:

- The Manager of the Bishop Cornish Education Centre Pre School attends each meeting to provide an update on the activities of the pre-school, including curriculum, pupil progress and wellbeing, staffing, inspections and matters arising.
- Directors undertake a physical inspection of the Bishop Cornish Education Centre building at least once a year. In addition, the Manager presents an annual inspection and recommendations report from the appointed contractor.
- Directors receive a financial report at each meeting from the Charity's Finance Officer, monitoring income and expenditure against the budget.
- Pay related matters are considered when the annual budget is drafted and more frequently when appropriate.

The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

The following decisions are reserved to the Board of Directors: to consider the status and constitution of the Charity and to appoint or remove the Chair and/or Company Secretary. The Trustees are responsible for setting general policy, adopting an annual plan and budget, approving the statutory accounts, monitoring the performance of the educational provision in the Pre-School and the Before and After School Club, and making major decisions about the direction of the Charity, capital expenditure and staff appointments.

The Trustees have devolved responsibility for day-to-day management of the Pre-School to the Manager, who is supported by a part-time finance officer and a part-time administrator. The Board delegates to the Manager and to Director Mrs Tracey Fletcher (Headteacher of Bishop Cornish Primary School) responsibility for the authorisation of spending within budgets that are expressly set for identified activities.

Pay and Remuneration of Key Management Personnel

The Trustees consider that the Board of Directors and the Manager comprise the key management personnel of the Charity, in charge of directing, controlling, running and operating the Trust on a day-to-day basis. All Directors give their time freely and no Director received remuneration for this role in the year.

No expenses were incurred by Directors and there were no related party transactions. The pay of the Manager reviewed annually.

Going Concern

The Board of Directors has made appropriate enquiries and has a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, it continues to adopt the going concern basis in preparing the financial statements.

FINANCIAL REVIEW
Financial Review

On 1 April 2023 the assets of the Charity comprised cash at the bank in the sum of £110,869 and a building, nature playground and outdoor railway playground, with a book value of £131,211. During the period from 1 April 2023 to 31 March 2024 the Charity collected fees of £201,974 and had other income of £5,593. Its expenditure on staff costs was £1173,145 and other costs and sundry expenses totalled £51,648. On 31 March 2024 the assets of the Charity comprised cash at the bank in the sum of £99,320 and a building, nature playground and outdoor railway playground with a book value of £127,107. Mr Stephen Richards was re-appointed as the Independent Examiner.

Most of the Charity's income is obtained from fees in respect of children (aged 2 – 4 years) who attend the Bishop Cornish Pre School and from fees from children (aged 4 – 11 years) who attend the Before and After School clubs. Approximately two thirds of the fees received for the Pre School come in the form of early education funding to provide free early education places for children aged two, three and four years, who can get 1,140 hours of free early education or childcare per year, which amounts to up to 30 hours a week or 15 hour a week entitlement for the 38 weeks of the pre-school year. The preschool has been able to accommodate families who are eligible for the 2-year-old government funding. The Charity continued to operate a Before and After School club using the Charity's premises.

The Board of Directors receives a termly update on financial management from the Finance Officer, with the budget reviewed monthly by the Chair and the Company Secretary. No matters of significance have been reported.

Reserves Policy

The Reserves Policy, adopted in 2011, provides for the establishment of a Buildings Repairs Fund to meet extraordinary expenditure on the buildings. To date this Fund has not been established but consideration will be given to making an annual contribution of £5,000 to such a Fund when the Directors carry out their annual review of reserve levels of the Charity. This review will take into account future plans, potential future income streams and other key risks identified during the risk review. In the meantime, the Charity maintains sufficient funds in its bank accounts to provide resilience in the event of key risks materialising.

Principal Risks and Uncertainties

The Directors have agreed a Risk Management Policy and completed a Risk Register. These have been discussed by Directors and include financial risks. The register and plan are reviewed in light of any new information and formally reviewed annually. The Directors have assessed the major risks to which the Charity is exposed, in particular those relating to its finances, staffing, facilities and other operational areas. A risk register is maintained and reviewed and updated on a regular basis. The Directors continue to review and ensure that appropriate measures are in place to mitigate these risks.

The Directors' report, incorporating a strategic report, was approved by order of the Board of Directors, as company directors, on 16 December 2024 and signed on the board's behalf by:



Sarah Adkins
Director

Statement of Directors' Responsibilities

The Directors are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Company and charity law requires the Directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the Charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable; and
- the Charity complies with relevant laws and regulations.

A risk management process to assess business risks and implement risk management strategies has been undertaken and is reviewed annually.

Independent Examiner's Report to the Directors of the Bishop Cornish Education Centre

I report on the accounts for the year ended 31 March 2024, which are set out on pages 10 - 16.

Respective responsibilities of Directors 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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

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

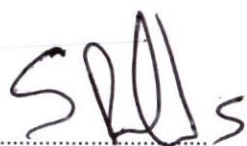
Basis of the Independent Examiner's Report

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 Statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stephen Richards
3 Priory Mill,
Plympton,
Plymouth
PL7 1WR

Date 16 December 2024

Bishop Cornish Education Centre**Statement of Financial Activities***Year ended 31 March 2024*

Income and Expenditure	<i>Notes</i>	2024 £	2023 £
Incoming Resources			
Interest and Investments	3	1,156	663
Fees	3	201,974	195,754
Feed in tariff	3	3,258	3,269
Reimbursement	3	1,179	855
Uniforms	3	0	0
Total Incoming Resources		207,567	200,541
Resources Expended			
Building running costs	6	18,883	26,462
Administration expenses	5	28,619	19,593
Staff Costs	4	173,145	155,626
Depreciation	8	4,104	4,104
Donations		42	58
Wind Farm Co-operative Shares donated to Bishop Cornish School	7	0	60,698
Total Resources Expended		224,793	266,541
Net Income (Expenditure) for the Year		(17,266)	(66,000)
Balance Brought Forward		242,749	308,749
Balance Carried Forward		225,523	242,749

There is no difference between the net incoming resources for the year stated above and its historical cost equivalent. All income and expenditure is derived from continuing activities.

The above Statement of Financial Activities also forms the Income and Expenditure Account for Companies Act purposes.

Bishop Cornish Education Centre**Balance sheet***As at 31 March 2024*

	Notes	£	2024 £	£	2023 £
Fixed assets					
Tangible assets	8		127,107		131,211
Investments	9		14,091		14,091
			141,198		145,302
Current assets					
Debtors due within one year	10	2,142		0	
Cash at bank and in hand		99,320		110,869	
			101,462	110,869	
Creditors: amounts falling due within one year	11	17,137		13,422	
Net current assets			84,325		97,447
Total assets less current liabilities			225,523		242,749
Capital and reserves					
Income and Expenditure Account			225,523		242,749
Total Capital and reserves			225,523		242,749

In preparing these financial statements:

- (a) For the year ended 31 March 2024 the company was entitled to exemption from audit conferred by Section 477 of the Companies Act 2006;
- (b) No notice has been deposited at the registered office of the company pursuant to Section 476 requiring that an audit be conducted for the year ending 31 March 2024;
- (c) The Directors acknowledge their responsibilities for:
 - a. Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006,
 - b. Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its income and expenditure for the financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of this Act relating to financial statements, so far as applicable to the company.

- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies and in accordance with the SORP (FRS 102): the Statement of Recommended Practice - Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2022) which was issued on 16 July 2014.

These financial statements were approved by the Board of Directors on 16 December 2024 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'S Adkins', followed by a period.

Sarah Adkins
Director

Bishop Cornish Education Centre

Notes

*(forming part of the financial statements)***1. Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

Under Financial Reporting Standard 1, the Charity is exempt from the requirement to prepare a cash flow statement on the grounds that it is a small charity.

1.2 Taxation

The company is a registered charity and is not liable to taxation.

1.3 Income

Donations and other sources of income, including interest on funds held, are accounted for when received. The Charity received no gifts or services in kind. The Charity continued the provision of its pre-school activities during this period and undertook its charitable objectives.

1.4 Expenditure

Liabilities are recognised when the Charity is under an obligation to make a transfer of value to a third party.

1.5 Depreciation

Tangible fixed assets are capitalised at cost. Depreciation of the building is at 2% per annum. Depreciation of the Nature Playground and the Model Railway are at 20% per annum.

2. Fund Accounting

All funds held by the Charity are to be used for its charitable objectives at the discretion of the Trustees.

3. Donations, Grants, Fees & Courses

	2024 £	2023 £
Fees	201,974	195,754
Feed in tariff	3,258	3,269
Interest	1,156	663
Uniform	0	0
Reimbursement	1,179	855
	207,567	200,541

4. Staff Costs

	2024	2023
	£	£
Salaries and wages	134,271	121,197
National Insurance	10,072	8,981
Pension cost	27,594	25,174
Training	1,208	225
Other costs	0	49
	173,145	155,626

5. Administration Expenses & Consumables

	2024	2023
	£	£
Telephone, insurances, general office	6,443	6,432
Consumables and provisions	4,545	4,767
Equipment	1,739	2,169
Uniforms	0	0
Ofsted fee	35	35
ICT consumables & support	7,234	3,928
Advertising and website	468	468
Health & Safety	208	637
Subscriptions	7,947	1,157
	28,619	19,593

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

6. Building Running Costs

	2024 £	2023 £
Gas & Electricity	3,085	3,609
Water	614	717
Maintenance	11,921	14,429
Security	1,416	5,509
Refuse & Pest Control	605	642
Railway	245	230
Cleaning Services & Materials	941	1,281
Other costs	56	45
	18,883	26,462

7. Grant of Wind Farm Shares

	2024 £	2023 £
Purchase of shares in Wind Farm Co-Operative and grant to Bishop Cornish Primary School	0	60,698
	0	60,698

8. Tangible fixed assets

	2024 £	2023 £
Building & asset costs	131,211	135,315
Depreciation charge for the year	(4,104)	(4,104)
Net book value	127,107	131,211

The Charity's tangible fixed assets comprised the constructed building including certain fixtures and fittings, the nature playground and outdoor railway valued at cost. The building was fully completed during 2011. The Trustees resolved to depreciate the building at 2% per annum (£3,318) from 2011/12 and to depreciate a replacement boiler at 10% per annum (£786) from 2022/23. The nature playground and outdoor railway playground are now fully depreciated.

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

9. Investments

	2024 £	2023 £
Shares in Kirk Hill Wind Farm Limited	14,091	14,091
	14,091	14,091

10. Debtors

	2024 £	2023 £
Prepayments	2,142	0
	2,142	0

11. Creditors

	2024 £	2023 £
Salaries (including employer's contributions)	16,847	13,064
Other accrued costs	289	358
	17,137	13,422

The Charity pays "nil" tax and had no other creditors.

12. Employees

The Charity has 15 part-time employees.

13. Liability of Members

The Charity is a company limited by guarantee without share capital. The liability of the members, of which there are 6, is limited to £1 each in the event of the company being wound up and there being a deficiency in net assets.

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

14. Directors' Emoluments and Expenses

The Directors received no emoluments or expenses during the relevant period.

15. Contingent Liabilities

There were no contingent liabilities at the balance sheet date.

16. Reserves

In accordance with the reserves policy adopted by the Charity there was no specific reserve established at 31 March 2024. All funds of the Charity are held in its bank accounts and the Charity maintains sufficient funds in these accounts to provide resilience in the event of key risks materialising.

Accounts

**BISHOP CORNISH EDUCATION CENTRE
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023**

Bishop Cornish Education Centre

REPORT AND FINANCIAL STATEMENTS 2023

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Bishop Cornish Education Centre

REPORT AND FINANCIAL STATEMENTS

Reference and Administrative Details

Directors during the period 1 April 2022 – 31 March 2023:

Mrs Sarah Adkins	(Chair)
Mrs Tracey Fletcher	(Company Secretary)
Captain Richard Blackwell	
Mr Ryan Hill	

Directors' interests

No director had a material interest in any contract or arrangement during the year to which the Charity is or was a party.

Registered Office:

Bishop Cornish Education Centre
Bishop Cornish Church of England
Voluntary Aided Primary School
Lynher Drive
Saltash
Cornwall
PL12 4PA

Independent Examiner:

Stephen Richards
3 Priory Mill,
Plympton,
Plymouth
PL7 1WR

Bankers:

HSBC
93 Fore Street
Saltash
Cornwall
PL12 6AE

Solicitors:

Womble Bond Dickinson (UK) LLP
Ballard House
West Hoe Road
Plymouth
PL1 3AE

Bishop Cornish Education Centre

Directors' Report

For the year ended 31 March 2023

The Directors present their annual report together with the financial statements and independent examiner's report of the charitable company for the year ended 31 March 2023. The accounts have been prepared in accordance with the requirements of the Charities Act 2011, the Charity's Memorandum and Articles of Association and the Charities Statement of Recommended Practice (SORP) for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

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- to provide play, social and educational opportunities, before and after school, for children of statutory school age;
- to offer education and training for parents and carers in the provision of play, social and education opportunities;
- to advance education in music for children at Bishop Cornish Church of England Voluntary Aided Primary School;
- to promote the conservation, protection and improvement of the physical and natural environment for the benefit of the pupils of Bishop Cornish Church of England Voluntary Aided Primary School and the community in the surrounding area; and
- to advance education in the conservation, protection and improvement of the physical and natural environment for the benefit of the pupils of Bishop Cornish Church of England Voluntary Aided Primary School and the community in the surrounding area.

The Charity aims to provide the best standard of education and care for children of pre-school age (2 – 4 years) by employing, training and valuing qualified, enthusiastic and talented staff and offering an exciting, creative curriculum in an inspiring building with extensive access to resources inside and outside. The premises are made available to provide before and after school provision for children of statutory school ages 5 – 11 and for children who attend the Pre-school, for music classes for Bishop Cornish Primary School during the school day, as a continuing exemplar of excellence in environmental sustainability and for opportunities for education for children, parents and carers.

Principal activities

The Pre School offered places for up to 26 children in each of the morning (08.45hrs – 11.45hrs) and afternoon (12.30hrs – 15.30hrs) sessions and over the lunch break. It had 47 children on roll. The Pre School operates during the 38-week school year, comprising three terms. The Charity employed four staff to work with the pre-school children, all of whom hold early years qualifications. All staff hold or are working towards the appropriate Early Years Level 3. All staff hold a Paediatric First Aid qualification.

As well as the Charity's building, pre-school children had access to various areas within the school premises, such as the hall for PE sessions, the outdoor play areas including the school field, Forest School area and adventure play area. The pre-school children have opportunities to observe alpacas in the school grounds. Several children have special education needs and one child and their family were supported to get an Education Health and Care Plan in place. A high standard of universal practice is in place in the setting which supports children with SEN and extra support as appropriate is provided on top of this. The preschool work closely with external professionals e.g. speech and language therapists and a teacher for the deaf to make sure children are receiving the support they need. This includes some 1:1 care for

children with particularly complex needs. The staff can access and signpost parents to support through the Early Help Hub to ensure all children and their families receive appropriate levels of support. The Pre School has again received 10 out of 10-star rating from Day Nurseries following positive reviews received from parents and carers and also received an award for being in the top 10-day nurseries in the South West (out of more than 1000 settings).

The Before and After School Clubs are attended by pre-school children and children of statutory school age to 11 years of age from 07.45 hrs – 08.45hrs and from 15.15 hours – 17.30hrs. 7 staff worked in the provision of the Extended Services.

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At 31 March 2023 the Charity had 13 employees. All staff have undertaken professional development, including Safeguarding, Thrive, SEND support and Emotion Coaching, which is a particular focus.

In light of both the importance of reducing greenhouse gas emissions and the impacts of high energy costs on budgets, the Charity evaluated energy supply options for both Bishop Cornish Church of England Voluntary Aided Primary School and the Bishop Cornish Education Centre. After careful evaluation and having regard to its charitable objectives, the Charity resolved to purchase enough shares in Kirk Hill Wind Limited, a cooperative, for each of Bishop Cornish Church of England Voluntary Aided Primary School and Bishop Cornish Education Centre to off-set 100% of their respective annual electricity consumptions. For a period of 25 years from the first generation of electricity from the Kirk Hill Wind Farm, monthly electricity bills will receive a rebate that will reflect the difference between the operating costs of Kirk Hill Wind Farm and the price at which the Kirk Hill Wind Farm Limited sells the electricity generated. As well as securing significant greenhouse gas emission reductions, this will also provide resilience against high energy costs.

The shares purchased by the Charity for Bishop Cornish Education Centre are an investment. The Charity resolved to grant to Bishop Cornish Church of England Voluntary Aided Primary School the shares purchased to offset 100% of the school's annual electricity consumption. The shares in the Kirk Hill Wind Farm Limited are non-transferable and could only be sold back to Kirk Hill Wind Farm Limited. Therefore, the grant of the shares to Bishop Cornish Church of England Voluntary Aided Primary School is subject to a condition that if at any time the Kirk Hill Wind Farm Limited agrees to acquire from Bishop Cornish Church of England Voluntary Aided Primary School all or any of its shares then the proceeds (which would reflect the outstanding value of the original cost) will be returned to the Charity. This ensures that the charitable objects of the grant will endure.

Our main activities as described above clearly illustrate the delivery of public benefit. The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Charity is a company limited by guarantee and a charity. The charitable company's Memorandum and Articles of Association are the primary governing documents, and the trustees of the Bishop Cornish Education Centre are also the directors of the charitable company for the purposes of company law. The charitable company is known as the Bishop Cornish Education Centre.

Details of the Trustees who served throughout the year are included in the list of Directors.

Members' Liability

Each member of the charitable company undertakes to contribute to the assets of the Company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

DIRECTORS**Appointment or Election of Directors**

The Charity shall have the following Directors as set out in its Articles of Association:

- Not less than three Directors but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum
- A director shall be a Member of the Governing Body of Bishop Cornish Church of England Voluntary Aided Primary School or a person appointed by them.

Directors are appointed by the Governing Body of Bishop Cornish Church of England Voluntary Aided Primary School and serve for a three-year period, retiring by rotation unless they are re-appointed or re-elected. When appointing new Trustees, consideration is given to the skills and experience mix of existing directors to ensure that the board has the skills necessary for the achievement of its objectives and aims. Succession planning continues.

Induction and Training of Directors

The induction and training provided for new Directors depends upon their existing experience. A tour of the Bishop Cornish Education Centre is provided for all new directors, with the opportunity to meet staff and pupils. All Trustees are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role. Induction is tailored specifically to each individual.

Organisational Structure

The Board of Directors normally meets once each term. At its meetings it monitors, evaluates, and reviews policy and performance in relation to the children, financial management, and compliance with reporting and regulatory requirements. It drafts and then monitors the annual budget, including setting staffing levels. In addition:

- The Manager of the Bishop Cornish Education Centre Pre School attends each meeting to provide an update on the activities of the pre-school, including curriculum, pupil progress and wellbeing, staffing, inspections and matters arising.
- Directors undertake a physical inspection of the Bishop Cornish Education Centre building at least once a year. In addition, the Manager presents an annual inspection and recommendations report from the appointed contractor.
- Directors receive a financial report at each meeting from the Charity's Finance Officer, monitoring income and expenditure against the budget.
- Pay related matters are considered when the annual budget is drafted and more frequently when appropriate.

The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

The following decisions are reserved to the Board of Directors: to consider the status and constitution of the Charity and to appoint or remove the Chair and/or Company Secretary. The Trustees are responsible for setting general policy, adopting an annual plan and budget, approving the statutory accounts, monitoring the performance of the educational provision in the Pre-School and the Before and After School Club, and making major decisions about the direction of the Charity, capital expenditure and staff appointments.

The Trustees have devolved responsibility for day-to-day management of the Pre-School to the Manager, who is supported by a part-time finance officer and a part-time administrator. The Board delegates to the Manager and to Director Mrs Susan Green (Headteacher of Bishop Cornish Primary School) responsibility for the authorisation of spending within budgets that are expressly set for identified activities.

Pay and Remuneration of Key Management Personnel

The Trustees consider that the Board of Directors and the Manager comprise the key management personnel of the Charity, in charge of directing, controlling, running and operating the Trust on a day to day basis. All Directors give their time freely and no Director received remuneration for this role in the year.

No expenses were incurred by Directors and there were no related party transactions. The pay of the Manager reviewed annually.

Going Concern

The Board of Directors has made appropriate enquiries and has a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

FINANCIAL REVIEW

Financial Review

On 1 April 2022 the assets of the Charity comprised cash at the bank in the sum of £185,104 and a building, nature playground and outdoor railway playground, with a book value of £135,315. During the period from 1 April 2022 to 31 March 2023 the Charity collected fees of £195,754 and had other income of £4,787. Its expenditure on staff costs was £155,626 and other costs and sundry expenses totalled £50,217. The Charity made a grant to Bishop Cornish Church of England Voluntary Aided Primary School of shares in Kirk Hill Wind Farm Limited, a cooperative, with a value of £60,698. The Charity made an investment itself in Kirk Hill Wind Farm Limited of £14,091. On 31 March 2023 the assets of the Charity comprised cash at the bank in the sum of £110,869 and a building, nature playground and outdoor railway playground with a book value of £131,211. Mr Stephen Richards was re-appointed as the Independent Examiner.

Most of the Charity's income is obtained from fees in respect of children (aged 3 – 4 years) who attend the Bishop Cornish Pre School and from fees from children (aged 4 – 11 years) who attend the Before and After School clubs. Approximately two thirds of the fees received for the Pre School come in the form of early education funding to provide free early education places for children aged three and four years, who can get 1,140 hours of free early education or childcare per year, which amounts to up to 30 hours a week for the 38 weeks of the pre-school year. The Charity continued to operate a Before and After School club using the Charity's premises.

The Board of Directors receives a termly update on financial management from the Finance Officer, with the budget reviewed monthly by the Chair and the Company Secretary. No matters of significance have been reported.

Reserves Policy

The Reserves Policy, adopted in 2011, provides for the establishment of a Buildings Repairs Fund to meet extraordinary expenditure on the buildings. To date this Fund has not been established but consideration will be given to making an annual contribution of £5,000 to such a Fund when the Directors carry out their annual review of reserve levels of the Charity. This review will take into account future plans, potential future income streams and other key risks identified during the risk review. In the meantime, the Charity maintains sufficient funds in its bank accounts to provide resilience in the event of key risks materialising.

Principal Risks and Uncertainties

The Directors have agreed a Risk Management Policy and completed a Risk Register. These have been discussed by Directors and include financial risks. The register and plan are reviewed in light of any new information and formally reviewed annually. The Directors have assessed the major risks to which the Charity is exposed, in particular those relating to its finances, staffing, facilities and other operational areas. A risk register is maintained and reviewed and updated on a regular basis. The Directors continue to review and ensure that appropriate measures are in place to mitigate these risks.

The Directors' report, incorporating a strategic report, was approved by order of the Board of Directors, as company directors, on 18 December 2023 and signed on the board's behalf by:



Sarah Adkins
Director

Statement of Directors' Responsibilities

The Directors are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Company and charity law requires the Directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the Charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable; and
- the Charity complies with relevant laws and regulations.

A risk management process to assess business risks and implement risk management strategies has been undertaken and is reviewed annually.

Independent Examiner's Report to the Directors of the Bishop Cornish Education Centre

I report on the accounts for the year ended 31 March 2023, which are set out on pages 10 - 16.

Respective responsibilities of Directors 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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

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

Basis of the Independent Examiner's Report

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 Statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
Stephen Richards
3 Priory Mill,
Plympton,
Plymouth
PL7 1WR

Date 18 December 2023

Bishop Cornish Education Centre**Statement of Financial Activities***Year ended 31 March 2023*

		2023	2022
	<i>Notes</i>	£	£
Income and Expenditure			
Incoming Resources			
Interest and Investments	3	663	32
Fees	3	195,754	173,733
Feed in tariff	3	3,269	2,441
Reimbursement	3	855	0
Uniforms	3	0	609
Total Incoming Resources		200,541	176,815
Resources Expended			
Building running costs	6	26,462	20,021
Administration expenses	5	19,593	14,592
Staff Costs	4	155,626	125,596
Depreciation	8	4,104	4,104
Donations		58	2,088
Grant of Kirk Hill Wind Farm Limited shares	7	60,698	0
Total Resources Expended		266,541	166,401
Net Income (Expenditure) for the Year		(66,000)	10,414
Balance Brought Forward		308,749	298,335
Balance Carried Forward		242,749	308,749

There is no difference between the net incoming resources for the year stated above and its historical cost equivalent. All income and expenditure is derived from continuing activities.

The above Statement of Financial Activities also forms the Income and Expenditure Account for Companies Act purposes.

Bishop Cornish Education Centre**Balance sheet***As at 31 March 2023*

	Notes	£	2023 £	£	2022 £
Fixed assets					
Tangible assets	8		131,211		135,315
Investments	9		14,091		
			145,302		135,315
Current assets					
Debtors due within one year	10	0		0	
Cash at bank and in hand		110,869		185,104	
			110,869	185,104	
Creditors: amounts falling due within one year	11	13,422		11,670	
Net current assets			97,447		173,434
Total assets less current liabilities			242,749		308,749
Capital and reserves					
Income and Expenditure Account			242,749		308,749
Total Capital and reserves			242,749		308,749

In preparing these financial statements:

- (a) For the year ended 31 March 2023 the company was entitled to exemption from audit conferred by Section 477 of the Companies Act 2006;
- (b) No notice has been deposited at the registered office of the company pursuant to Section 476 requiring that an audit be conducted for the year ending 31 March 2023;
- (c) The Directors acknowledge their responsibilities for:
 - a. Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006,
 - b. Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its income and expenditure for the financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of this Act relating to financial statements, so far as applicable to the company.

- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies and in accordance with the SORP (FRS 102): the Statement of Recommended Practice - Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2022) which was issued on 16 July 2014.

These financial statements were approved by the Board of Directors on 18 December 2023 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'S Adkins', with a long horizontal stroke extending to the right.

Sarah Adkins
Director

Bishop Cornish Education Centre

Notes
(forming part of the financial statements)

1. Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

Under Financial Reporting Standard 1, the Charity is exempt from the requirement to prepare a cash flow statement on the grounds that it is a small charity.

1.2 Taxation

The company is a registered charity and is not liable to taxation.

1.3 Income

Donations and other sources of income, including interest on funds held, are accounted for when received. The Charity received no gifts or services in kind. The Charity continued the provision of its pre-school activities during this period and undertook its charitable objectives.

1.4 Expenditure

Liabilities are recognised when the Charity is under an obligation to make a transfer of value to a third party.

1.5 Depreciation

Tangible fixed assets are capitalised at cost. Depreciation of the building is at 2% per annum. Depreciation of the Nature Playground and the Model Railway are at 20% per annum.

2. Fund Accounting

All funds held by the Charity are to be used for its charitable objectives at the discretion of the Trustees.

3. Donations, Grants, Fees & Courses

	2023 £	2022 £
Fees	195,754	173,733
Feed in tariff	3,269	2,441
Interest	663	32
Uniform	0	609
Reimbursement	855	0
	200,541	176,815

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

4. Staff Costs

	2023	2022
	£	£
Salaries and wages	121,197	98,255
National Insurance	8,981	6,162
Pension cost	25,174	20,930
Training	225	99
Other costs	49	150
	155,626	125,596

5. Administration Expenses & Consumables

	2023	2022
	£	£
Telephone, insurances, general office	6,432	6,022
Consumables and provisions	4,767	4,374
Equipment	2,169	873
Uniforms	0	568
Ofsted fee	35	35
ICT consumables & support	3,928	981
Advertising and website	468	735
Health & Safety	637	360
Subscriptions	1,157	644
	19,593	14,592

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

6. Building Running Costs

	2023	2022
	£	£
Gas & Electricity	3,609	2,422
Water	717	749
Maintenance	14,429	13,803
Security	5,509	268
Refuse & Pest Control	642	644
Railway	230	224
Cleaning Services & Materials	1,281	1,856
Other costs	45	55
	26,462	20,021

7. Grant of Wind Farm Shares

	2023
	£
Purchase of shares in Wind Farm Co-Operative and grant to Bishop Cornish Primary School	60,698
	60,698

8. Tangible fixed assets

	2023	2022
	£	£
Building & asset costs	135,315	139,419
Depreciation charge for the year	(4,104)	(4,104)
	131,211	135,315

The Charity's tangible fixed assets comprised the constructed building including certain fixtures and fittings, the nature playground and outdoor railway valued at cost. The building was fully completed during 2011. The Trustees resolved to depreciate the building at 2% per annum (£3,318) from 2011/12 and to depreciate a replacement boiler at 10% per annum (£786) from 2022/23. The nature playground and outdoor railway playground are now fully depreciated.

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

9. Investments

2023
£

Purchase of shares in Kirk Hill Wind Farm Limited

14,091

14,091

10. Debtors

2023
£

2022
£

Bishop Cornish School

0

0

0

0

11. Creditors

2023
£

2022
£

Salaries (including employer's contributions)
Other accrued costs

13,064
358

11,320
350

13,422

11,670

The Charity pays "nil" tax and had no other creditors.

12. Employees

The Charity has 13 part-time employees.

13. Liability of Members

The Charity is a company limited by guarantee without share capital. The liability of the members, of which there are 6, is limited to £1 each in the event of the company being wound up and there being a deficiency in net assets.

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

14. Directors' Emoluments and Expenses

The Directors received no emoluments or expenses during the relevant period.

15. Contingent Liabilities

There were no contingent liabilities at the balance sheet date.

16. Reserves

In accordance with the reserves policy adopted by the Charity there was no specific reserve established at 31 March 2023. All funds of the Charity are held in its bank accounts and the Charity maintains sufficient funds in these accounts to provide resilience in the event of key risks materialising.

Accounts

**BISHOP CORNISH EDUCATION CENTRE
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

Bishop Cornish Education Centre

REPORT AND FINANCIAL STATEMENTS 2022

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Bishop Cornish Education Centre

REPORT AND FINANCIAL STATEMENTS

Reference and Administrative Details

Directors during the period 1 April 2021 – 31 March 2022:

Mrs Sarah Adkins	(Chair)
Mrs Susan Green	(Company Secretary - retired 31 August 2021)
Mr Ryan Hill	
Captain Richard Blackwell	
Mrs Tracey Fletcher	(Company Secretary - appointed 1 September 2021)

Directors' interests

No director had a material interest in any contract or arrangement during the year to which the Charity is or was a party.

Registered Office:

Bishop Cornish Education Centre
Bishop Cornish Church of England
Voluntary Aided Primary School
Lynher Drive
Saltash
Cornwall
PL12 4PA

Independent Examiner:

Stephen Richards
3 Priory Mill,
Plympton,
Plymouth
PL7 1WR

Bankers:

HSBC
Forder House
20 William Prance Road
Plymouth
Devon
PL6 5WR

Solicitors:

Womble Bond Dickinson (UK) LLP
Ballard House
West Hoe Road
Plymouth
PL1 3AE

Bishop Cornish Education Centre

Directors' Report

For the year ended 31 March 2022

The Directors present their annual report together with the financial statements and independent examiner's report of the charitable company for the year ended 31 March 2022. The accounts have been prepared in accordance with the requirements of the Charities Act 2011, the Charity's Memorandum and Articles of Association and the Charities Statement of Recommended Practice (SORP) for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and Activities

Objects and Aims

The Bishop Cornish Education Centre ("the Charity") was incorporated on 1 February 2005 and is limited by guarantee. The Charity is governed by its Memorandum and Articles of Association dated 21 January 2005 as amended by a special resolution dated 19 September 2005. It was registered with the Charity Commission under number 1111431 on 23 September 2005. The Charity has a lease of the land on which the Bishop Cornish Education Centre building is located until 31 December 2110.

The Charity's objects (as amended) are:

- to provide play, social and educational opportunities for children under statutory school age;
- to provide play, social and educational opportunities, before and after school, for children of statutory school age;
- to offer education and training for parents and carers in the provision of play, social and education opportunities;
- to advance education in music for children at Bishop Cornish Church of England Voluntary Aided Primary School;
- to promote the conservation, protection and improvement of the physical and natural environment for the benefit of the pupils of Bishop Cornish Church of England Voluntary Aided Primary School and the community in the surrounding area; and
- to advance education in the conservation, protection and improvement of the physical and natural environment for the benefit of the pupils of Bishop Cornish Church of England Voluntary Aided Primary School and the community in the surrounding area.

The Charity aims to provide the best standard of education and care for children of pre-school age (3 – 4 years) by employing, training and valuing qualified, enthusiastic and talented staff and offering an exciting, creative curriculum in an inspiring building with extensive access to resources inside and outside. The premises are made available to provide before and after school provision for children of statutory school ages 5 – 11 and for children who attend the Pre-school, for music classes for Bishop Cornish Primary School during the school day, as a continuing exemplar of excellence in environmental sustainability and for opportunities for education for children, parents and carers.

Principal activities

Although COVID-19 continued to impact the activities of the Charity throughout the reporting period, with the Before and After School Club numbers particularly affected by absences owing to Covid, numbers on the Pre School roll from September 2021 were a considerable increase from September 2020.

The Pre School has 47 children on roll, with places available for up to 26 children in each of the morning (08.45hrs – 11.45hrs) and afternoon (12.30hrs – 15.30hrs) sessions and over the lunch break. The Pre School operates during the 38-week school year, comprising three terms. The Charity employed four staff to work with the pre-school children, all of whom hold early years qualifications. The Manager has Qualified Teacher Status and Early Years Professional Status and all other staff hold the appropriate Early Years Level 3. All staff hold a Paediatric First Aid qualification.

Extension of the age range of Pre School children to include two year olds has been implemented successfully, reflecting the effective investments in staff training and facilities, a dedicated website and changes in leadership and management within the Pre School. The Pre School has again received a 10 out of 10-star rating from Day Nurseries following positive reviews received from parents and carers.

Throughout the financial year several children had special education needs and were on Education Health and Care Plans or Individual Education Plans with appropriate support provided, including through the lockdowns. Staff continued to work closely with other support agencies through the Early Help Hub to support all children and their families. It was evident that lockdowns had had an effect on speech and language development for Pre School children.

The Before and After School Clubs are open to pre-school children and children of statutory school age to 11 years of age from 07.45 hrs – 08.45hrs and from 15.15 hours – 18.00hrs. Seven staff worked in the provision of the Extended Services. COVID-19 challenges for the 'Before and After' School Care persisted throughout the financial year.

Several children have special education needs and are on Education Health and Care Plans or Individual Education Plans with appropriate support provided. This includes some 1:1 care for children with particularly complex needs. The staff work closely with other support agencies through the Early Help Hub to ensure all children and their families receive appropriate levels of support.

At the end of the financial year there had been a significant improvement in numbers on roll, with some sessions full and bookings for September 2022 indicating that the Pre School would be at capacity then unless additional staff was employed.

At 31 March 2022 the Charity had 11 employees. All staff had undertaken professional development, including Safeguarding, Thrive, SEND support and Emotion Coaching, which is a particular focus.

Our main activities as described above clearly illustrate the delivery of public benefit. The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Charity is a company limited by guarantee and a charity. The charitable company's Memorandum and Articles of Association are the primary governing documents and the trustees of the Bishop Cornish Education Centre are also the directors of the charitable company for the purposes of company law. The charitable company is known as the Bishop Cornish Education Centre.

Details of the Trustees who served throughout the year, except as noted, are included in the list of Directors.

Members' Liability

Each member of the charitable company undertakes to contribute to the assets of the Company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

DIRECTORS

Appointment or Election of Directors

The Charity shall have the following Directors as set out in its Articles of Association:

- Not less than three Directors but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum
- A director shall be a Member of the Governing Body of Bishop Cornish Church of England Voluntary Aided Primary School or a person appointed by them.

Directors are appointed by the Governing Body of Bishop Cornish Church of England Voluntary Aided Primary School and serve for a three-year period, retiring by rotation unless they are re-appointed or re-elected. When appointing new Trustees, consideration is given to the skills and experience mix of existing directors to ensure

that the board has the skills necessary for the achievement of its objects and aims. Succession planning continues.

Induction and Training of Directors

The induction and training provided for new Directors depends upon their existing experience. A tour of the Bishop Cornish Education Centre is provided for all new directors, with the opportunity to meet staff and pupils. All Trustees are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role. Induction is tailored specifically to each individual.

Organisational Structure

The Board of Directors normally meets once each term. At its meetings it monitors, evaluates and reviews policy and performance in relation to the children, financial management, and compliance with reporting and regulatory requirements. It drafts and then monitors the annual budget including setting staffing levels. In addition:

- The Manager of the Bishop Cornish Education Centre Pre School attends each meeting to provide an update on the activities of the pre-school, including curriculum, pupil progress and wellbeing, staffing, inspections and matters arising.
- Directors undertake a physical inspection of the Bishop Cornish Education Centre building at least once a year. In addition, the Manager presents an annual inspection and recommendations report from the appointed contractor.
- Directors receive a financial report at each meeting from the Charity's Finance Officer, monitoring income and expenditure against the budget.
- Pay related matters are considered when the annual budget is drafted and more frequently when appropriate.

The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

The following decisions are reserved to the Board of Directors: to consider the status and constitution of the Charity and to appoint or remove the Chair and/or Company Secretary. The Trustees are responsible for setting general policy, adopting an annual plan and budget, approving the statutory accounts, monitoring the performance of the educational provision in the Pre-School and the Before and After School Club, and making major decisions about the direction of the Charity, capital expenditure and staff appointments.

The Trustees have devolved responsibility for day-to-day management of the Pre-School to the Manager, who is supported by a part-time finance officer and a part-time administrator. The Board delegates to the Manager and to Director Mrs. Susan Green (Head teacher of Bishop Cornish Primary School) responsibility for the authorisation of spending within budgets that are expressly set for identified activities.

Pay and Remuneration of Key Management Personnel

The Trustees consider that the Board of Directors and the Manager comprise the key management personnel of the Charity, in charge of directing, controlling, running and operating the Trust on a day to day basis. All Directors give their time freely and no Director received remuneration for this role in the year.

No expenses were incurred by Directors and there were no related party transactions. The pay of the Manager, who is a qualified school teacher, is reviewed annually in line with the pay guidance included in the School Teachers' Pay and Conditions Document (STPCD).

Going Concern

The Board of Directors has made appropriate enquiries and has a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

FINANCIAL REVIEW **Financial Review**

On 1 April 2021 the assets of the Charity comprised cash at the bank in the sum of £160,296 and a building, nature playground and outdoor railway playground, valued at £139,419. During the period from 1 April 2021 to 31 March 2022 the Charity collected fees of £173,733 and had other income of £3,082. Its expenditure on staff costs was £125,596 and other costs and sundry expenses totalled £40,805. On 31 March 2022 the assets of the Charity comprised cash at the bank in the sum of £185,104 and a building, nature playground

and outdoor railway playground valued at £135,315. Mr Stephen Richards was re-appointed as the Independent Examiner.

Most of the Charity's income is obtained from fees in respect of children (aged 3 – 4 years) who attend the Bishop Cornish Pre School and from fees from children (aged 4 – 11 years) who attend the Before and After School clubs. Approximately three quarters of the fees received for the Pre School come in the form of early education funding to provide free early education places for children aged three and four years, who can get 1,140 hours of free early education or childcare per year, which amounts to up to 30 hours a week for the 38 weeks of the pre-school year. The Charity continued to operate a 'Before and After' School Club using the Charity's premises.

The Board of Directors receives a termly update on financial management from the Finance Officer, with the budget reviewed monthly by the Chair and the Company Secretary. No matters of significance have been reported.

Reserves Policy

The Reserves Policy, adopted in 2011, provides for the establishment of a Buildings Repairs Fund to meet extraordinary expenditure on the buildings. To date this Fund has not been established but consideration will be given to making an annual contribution of £5,000 to such a Fund when the Directors carry out their annual review of reserve levels of the Charity. This review will take into account future plans, potential future income streams and other key risks identified during the risk review.

Principal Risks and Uncertainties

The Directors have agreed a Risk Management Policy and completed a Risk Register. These have been discussed by Directors and include financial risks. The register and plan are reviewed in light of any new information and formally reviewed annually. The Directors have assessed the major risks to which the Charity is exposed, in particular those relating to its finances, staffing, facilities and other operational areas. A risk register is maintained and reviewed and updated on a regular basis. The Directors continue to review and ensure that appropriate measures are in place to mitigate these risks.

Directors' report, incorporating a strategic report, approved by order of the Board of Directors, as company directors, on 23 December 2022 and signed on the board's behalf by:


Sarah Adkins
Director

Statement of Directors' Responsibilities

The Directors are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Company and charity law requires the Directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the Charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable; and
- the Charity complies with relevant laws and regulations.

A risk management process to assess business risks and implement risk management strategies has been undertaken and is reviewed annually.

Independent Examiner's Report to the Directors of the Bishop Cornish Education Centre

I report on the accounts for the year ended 31 March 2022, which are set out on pages 10 - 16.

Respective responsibilities of Directors 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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

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

Basis of the Independent Examiner's Report

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 Statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


.....

Stephen Richards
3 Priory Mill,
Plympton,
Plymouth
PL7 1WR

Date 23 December 2022

Bishop Cornish Education Centre**Statement of Financial Activities***Year ended 31 March 2022*

		2022 £	2021 £
Income and Expenditure	<i>Notes</i>		
Incoming Resources			
Interest & Investments	3	32	90
Fees	3	173,733	149,917
Uniforms	3	609	603
Feed in tariff	3	2,441	2,570
		-----	-----
Total Incoming Resources		176,815	153,180
		-----	-----
Resources Expended			
Building Running Costs	6	20,021	31,965
Administration Expenses	5	14,592	14,181
Staff Costs	4	125,596	105,965
Depreciation	7	4,104	4,104
Donations		2,088	41
		-----	-----
Total Resources Expended		156,256	166,401
		-----	-----
Net Income for the Year		10,414	(3,076)
		-----	-----
Balance Brought Forward		298,335	301,411
		-----	-----
Balance Carried Forward		308,749	298,335
		-----	-----

There is no difference between the net incoming resources for the year stated above and its historical cost equivalent. All income and expenditure is derived from continuing activities.

The above Statement of Financial Activities also forms the Income and Expenditure Account for Companies Act purposes.

Bishop Cornish Education Centre**Balance sheet***As at 31 March 2022*

	Notes	£	2022 £	£	2021 £
Fixed assets					
Tangible assets	7		135,315		139,419
Current assets					
Debtors due within one year	8	0		276	
Cash at bank and in hand		185,104		160,296	
			<u>185,104</u>	<u>160,572</u>	
Creditors: amounts falling due within one year	9	11,670		1,656	
			<u>173,434</u>	<u>158,916</u>	
Net current assets					
			<u>308,749</u>	<u>298,335</u>	
Total assets less current liabilities					
Capital and Reserves					
Income and Expenditure Account			308,749		298,335
			<u>308,749</u>	<u>298,335</u>	
Total Capital and Reserves					
			<u>308,749</u>	<u>298,335</u>	

In preparing these financial statements:

- (a) For the year ended 31 March 2022 the company was entitled to exemption from audit conferred by Section 477 of the Companies Act 2006;
- (b) No notice has been deposited at the registered office of the company pursuant to Section 476 requiring that an audit be conducted for the year ending 31 March 2022;
- (c) The Directors acknowledge their responsibilities for:
 - a. Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006,
 - b. Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its income and expenditure for the financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of this Act relating to financial statements, so far as applicable to the company.

- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies and in accordance with the SORP (FRS 102): the Statement of Recommended Practice - Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2021) which was issued on 16 July 2014.

These financial statements were approved by the Board of Directors on 23 December 2022 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'S Adkins', with a horizontal line drawn underneath the signature.

Sarah Adkins
Director

Bishop Cornish Education Centre**Notes***(forming part of the financial statements)***1. Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

Under Financial Reporting Standard 1, the Charity is exempt from the requirement to prepare a cash flow statement on the grounds that it is a small charity.

1.2 Taxation

The company is a registered charity and is not liable to taxation.

1.3 Income

Donations and other sources of income, including interest on funds held, are accounted for when received. The Charity received no gifts or services in kind. The Charity continued the provision of its pre-school activities during this period and undertook its charitable objectives.

1.4 Expenditure

Liabilities are recognised when the Charity is under an obligation to make a transfer of value to a third party.

1.5 Depreciation

Tangible fixed assets are capitalised at cost. Depreciation of the building is at 2% per annum. Depreciation of the Nature Playground and the Model Railway are at 20% per annum.

2. Fund Accounting

All funds held by the Charity are to be used for its charitable objectives at the discretion of the Trustees.

3. Donations, Grants, Fees & Courses

	2022 £	2021 £
Fees	173,733	149,917
Feed in tariff	2,441	2,570
Interest	32	90
Uniforms	609	603

	<u>176,815</u>	<u>153,180</u>

4. Staff Costs

	2022 £	2021 £
Salaries and wages	98,255	82,215
National Insurance	6,162	4,951
Pension cost	20,930	18,000
Training	99	722
Other costs	150	77
	<u>125,596</u>	<u>105,965</u>

5. Administration Expenses & Consumables

	2022 £	2021 £
Telephone, insurances, general office	6,666	3,828
Consumables and provisions	4,374	2,202
Equipment	873	1,508
Uniforms	568	596
Ofsted fee	35	35
ICT consumables & support	981	1,004
Advertising and website	735	1,313
Health & Safety	360	751
	<u>14,592</u>	<u>11,237</u>

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

6. Building Running Costs

	2022 £	2021 £
Gas & Electricity	2,422	2,169
Water	749	592
Maintenance	13,803	25,867
Security	268	677
Refuse & Pest Control	644	896
Railway	224	0
Cleaning Services & Materials	1,856	1,718
Other costs	55	46
	<u>20,021</u>	<u>31,965</u>

7. Tangible fixed assets

	2022 £	2021 £
Building & asset costs	139,419	143,523
Depreciation charge for the year	(4,104)	(4,104)
	<u>135,315</u>	<u>139,419</u>
Net book value		

The Charity's tangible fixed assets comprised the constructed building including certain fixtures and fittings, valued at cost. The building was fully completed during 2011. The Trustees resolved to depreciate the building at 2% per annum (£3,318) from 2011/12, the nature playground at 20% (£5,472 following completion in 2015/16) from 2014/15 and the railway playground at 20% (£2,034) from 2015/16. During the year a boiler was replaced at a cost of £7,861 which will be depreciated at 10% per annum. The nature playground and miniature playground are now fully depreciated.

8. Debtors

	2022 £	2021 £
Bishop Cornish School	0	276
	<u>0</u>	<u>276</u>

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

9. Creditors

	2022 £	2021 £
Salaries (including employer's contributions)	11,320	1,656
Other accrued costs	350	0
	<u>11,670</u>	<u>1,656</u>

The Charity pays "nil" tax and had no other creditors.

10. Employees

The Charity has XX part-time employees.

11. Liability of Members

The Charity is a company limited by guarantee without share capital. The liability of the members, of which there are 6, is limited to £1 each in the event of the company being wound up and there being a deficiency in net assets.

12. Directors' Emoluments and Expenses

The Directors received no emoluments or expenses during the relevant period.

13. Contingent Liabilities

There were no contingent liabilities at the balance sheet date.

14. Reserves

In accordance with the reserves policy adopted by the Charity a reserves fund is maintained at the Bank.

Accounts

**BISHOP CORNISH EDUCATION CENTRE
(A COMPANY LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

Bishop Cornish Education Centre

REPORT AND FINANCIAL STATEMENTS 2021

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Bishop Cornish Education Centre

REPORT AND FINANCIAL STATEMENTS

Reference and Administrative Details

Directors during the period 1 April 2020 – 31 March 2021:

Mrs Sarah Adkins	(Chair)
Mrs Susan Green	(Company Secretary)
Mr Ryan Hill	
Captain Richard Blackwell	
Reverend Cathy Sigrist	

Directors' interests

No director had a material interest in any contract or arrangement during the year to which the Charity is or was a party.

Registered Office:

Bishop Cornish Education Centre
Bishop Cornish Church of England
Voluntary Aided Primary School
Lynher Drive
Saltash
Cornwall
PL12 4PA

Independent Examiner:

Stephen Richards ACMA CGMA
3 Priory Mill,
Plympton,
Plymouth
PL7 1WR

Bankers:

HSBC
Forder House
20 William Prance Road
Plymouth
Devon
PL6 5WR

Solicitors:

Womble Bond Dickinson (UK) LLP
Ballard House
West Hoe Road
Plymouth
PL1 3AE

Bishop Cornish Education Centre

Directors' Report

For the year ended 31 March 2021

The Directors present their annual report together with the financial statements and independent examiner's report of the charitable company for the year ended 31 March 2021. The accounts have been prepared in accordance with the requirements of the Charities Act 2011, the Charity's Memorandum and Articles of Association and the Charities Statement of Recommended Practice (SORP) for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and Activities

Objects and Aims

The Bishop Cornish Education Centre ("the Charity") was incorporated on 1 February 2005 and is limited by guarantee. The Charity is governed by its Memorandum and Articles of Association dated 21 January 2005 as amended by a special resolution dated 19 September 2005. It was registered with the Charity Commission under number 1111431 on 23 September 2005. The Charity has a lease of the land on which the Bishop Cornish Education Centre building is located until 31 December 2110.

The Charity's objects (as amended) are:

- to provide play, social and educational opportunities for children under statutory school age;
- to provide play, social and educational opportunities, before and after school, for children of statutory school age;
- to offer education and training for parents and carers in the provision of play, social and education opportunities;
- to advance education in music for children at Bishop Cornish Church of England Voluntary Aided Primary School;
- to promote the conservation, protection and improvement of the physical and natural environment for the benefit of the pupils of Bishop Cornish Church of England Voluntary Aided Primary School and the community in the surrounding area; and
- to advance education in the conservation, protection and improvement of the physical and natural environment for the benefit of the pupils of Bishop Cornish Church of England Voluntary Aided Primary School and the community in the surrounding area.

The Charity aims to provide the best standard of education and care for children of pre-school age (3 – 4 years) by employing, training and valuing qualified, enthusiastic and talented staff and offering an exciting, creative curriculum in an inspiring building with extensive access to resources inside and outside. The premises are made available to provide before and after school provision for children of statutory school ages 5 – 11 and for children who attend the Pre-school, for music classes for Bishop Cornish Primary School during the school day, as a continuing exemplar of excellence in environmental sustainability and for opportunities for education for children, parents and carers.

Principal activities

The extreme impacts of Covid 19 throughout the reporting period had a material impact on the Charity and its operation. Throughout the first national lockdown a number of emergency meetings were held to consider how best to support beneficiaries and staff. Early Years funding was made available from Cornwall Council for the period up to the end of August 2020. However, no support was available for the before and after school club provision. This provision was necessary for key worker parents employed at nearby hospitals who had no other options for childcare. Having undertaken a detailed assessment of options and impacts, Trustees resolved to continue to provide wrap around care at a predicted cost to the Charity of just over £10,000 to end August 2020. Subsequently, an application made by Trustees to Cornwall Council for funding from a discretionary fund in respect of COVID-19 costs was successful and covered most of this loss. No staff members were furloughed. Pre School and Before and After School employees were included in the staff rota

with Bishop Cornish Primary School so that all children of key workers could be accommodated safely and staff given appropriate support.

The Pre School had capacity to offer places for up to 27 children in each of the morning (08.45hrs – 11.45hrs) and afternoon (12.30hrs – 15.30hrs) sessions and over the lunch break. The Pre School operates during the 38-week school year, comprising three terms. The Charity employed four staff to work with the pre-school children, all of whom hold early years qualifications. The Manager has Qualified Teacher Status and Early Years Professional Status and all other staff hold the appropriate Early Years Level 3. All staff hold a Paediatric First Aid qualification.

An Ofsted Inspection in March 2020 found the Pre School to be “Good” in all areas. Two areas for improvement were identified: 1) to explore ways to work in partnership with other settings children attend to further extend children's development; and 2) to build on the supervision arrangements to increase the support given to the manager to reflect on and further develop her own practice. Trustees were concerned to note the second recommendation as extensive support measures had been put in place over a twelve-month period following the change in Pre School Manager, including weekly meetings with the previous Pre School Manager.

It was identified in April 2020 that the predicted numbers on the Pre-School roll for September 2020 were much lower than in previous years and that, for the first time, the Pre-School had no waiting list. A combination of factors was considered to account for this, including changes in competitor facilities and marketing in Saltash and a falling birth rate. A range of options was examined to increase the numbers on roll. It was resolved to extend the age range of Pre School children to include two year olds, to make necessary investments in staff training and facilities, to have a dedicated website and to review leadership and management within the Pre School. Prior to the roll-out of any changes, in July 2020 the Pre School received a 10 out of 10-star rating from Day Nurseries following positive reviews received from parents and carers.

Improvements in facilities made to accommodate two year olds include upgraded child toilet facilities, an area for nappy storage and installation of a hydraulic nappy changing bench. New toys and games for indoor and outdoor use were purchased. All staff underwent training to ensure that the education and care extended to two year olds would be of the highest quality. In October 2020 the Pre School Manager left and was replaced on a temporary basis by the Deputy Pre School Manager.

Throughout the financial year several children had special education needs and were on Education Health and Care Plans or Individual Education Plans with appropriate support provided, including through the lockdowns. Staff continued to work closely with other support agencies through the Early Help Hub to support all children and their families. It was evident that lockdowns had had an effect on speech and language development for Pre School children. In the last Trustees meeting of the financial year Trustees asked the Acting Pre School Manager to work with colleagues and families in the Pre School and within the wider community to identify ways in which the Charity could implement initiatives to address these concerns.

The Before and After School Clubs are open to pre-school children and children of statutory school age to 11 years of age from 07.45 hrs – 08.45hrs and from 15.15 hours – 18.00hrs. Seven staff worked in the provision of the Extended Services. COVID-19 challenges for the Before and After School Care persisted throughout the financial year. As children returned to school in June and July 2021 use of the before and after school provision resumed, with children organised in “bubbles” to align with the bubbles in Bishop Cornish Primary School. The second national lockdown from 5 November 2020 and the third national lockdown from 4 January 2021 again saw a reorganisation in the staffing and operation of the Pre School and the Before and After School Care provision, once more organised in conjunction with Bishop Cornish Primary School, with provision offered continuously though with lower demand staff hours were flexible to accommodate the fluctuations in use through lockdowns.

Several children have special education needs and are on Education Health and Care Plans or Individual Education Plans with appropriate support provided. This includes some 1:1 care for children with particularly complex needs. The staff work closely with other support agencies through the Early Help Hub to ensure all children and their families receive appropriate levels of support.

Owing to COVID-19 opportunities for pre-school and primary school teacher training were significantly reduced from previous years. Similarly, it was not possible to use the Education Centre as a venue open to other schools and community groups, including the Cornwall Youth Choir. Similarly, it was not possible for school children to use the digital organ at St Nicholas and St Faith Church.

At the end of the financial year there had been a significant improvement in numbers on roll, with some sessions full and bookings for September 2021 indicating that the Pre School would be at capacity then unless additional staff were employed.

At 31 March 2021 the Charity had 11 employees. All staff had undertaken professional development, including Safeguarding, Thrive, SEND support and Emotion Coaching, which is a particular focus.

Our main activities as described above clearly illustrate the delivery of public benefit. The Trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Charity is a company limited by guarantee and a charity. The charitable company's Memorandum and Articles of Association are the primary governing documents and the trustees of the Bishop Cornish Education Centre are also the directors of the charitable company for the purposes of company law. The charitable company is known as the Bishop Cornish Education Centre.

Details of the Trustees who served throughout the year, except as noted, are included in the list of Directors.

Members' Liability

Each member of the charitable company undertakes to contribute to the assets of the Company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10, for the debts and liabilities contracted before they ceased to be a member.

DIRECTORS

Appointment or Election of Directors

The Charity shall have the following Directors as set out in its Articles of Association:

- Not less than three Directors but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum
- A director shall be a Member of the Governing Body of Bishop Cornish Church of England Voluntary Aided Primary School or a person appointed by them.

Directors are appointed by the Governing Body of Bishop Cornish Church of England Voluntary Aided Primary School and serve for a three-year period, retiring by rotation unless they are re-appointed or re-elected. When appointing new Trustees, consideration is given to the skills and experience mix of existing directors to ensure that the board has the skills necessary for the achievement of its objects and aims. Succession planning continues.

Induction and Training of Directors

The induction and training provided for new Directors depends upon their existing experience. A tour of the Bishop Cornish Education Centre is provided for all new directors, with the opportunity to meet staff and pupils. All Trustees are provided with copies of policies, procedures, minutes, accounts, budgets, plans and other documents that they will need to undertake their role. Induction is tailored specifically to each individual.

Organisational Structure

The Board of Directors normally meets once each term. At its meetings it monitors, evaluates and reviews policy and performance in relation to the children, financial management, and compliance with reporting and regulatory requirements. It drafts and then monitors the annual budget including setting staffing levels. In addition:

- The Manager of the Bishop Cornish Education Centre Pre School attends each meeting to provide an update on the activities of the pre-school, including curriculum, pupil progress and wellbeing, staffing, inspections and matters arising.
- Directors undertake a physical inspection of the Bishop Cornish Education Centre building at least once a year. In addition, the Manager presents an annual inspection and recommendations report from the

appointed contractor.

- Directors receive a financial report at each meeting from the Charity's Finance Officer, monitoring income and expenditure against the budget.
- Pay related matters are considered when the annual budget is drafted and more frequently when appropriate.

The Board may from time to time establish Working Groups to perform specific tasks over a limited timescale.

The following decisions are reserved to the Board of Directors: to consider the status and constitution of the Charity and to appoint or remove the Chair and/or Company Secretary. The Trustees are responsible for setting general policy, adopting an annual plan and budget, approving the statutory accounts, monitoring the performance of the educational provision in the Pre-School and the Before and After School Club, and making major decisions about the direction of the Charity, capital expenditure and staff appointments.

The Trustees have devolved responsibility for day-to-day management of the Pre-School to the Manager, who is supported by a part-time finance officer and a part-time administrator. The Board delegates to the Manager and to Director Mrs Susan Green (Headteacher of Bishop Cornish Primary School) responsibility for the authorisation of spending within budgets that are expressly set for identified activities.

Pay and Remuneration of Key Management Personnel

The Trustees consider that the Board of Directors and the Manager comprise the key management personnel of the Charity, in charge of directing, controlling, running and operating the Trust on a day to day basis. All Directors give their time freely and no Director received remuneration for this role in the year.

No expenses were incurred by Directors and there were no related party transactions. The pay of the Manager, who is a qualified school teacher, is reviewed annually in line with the pay guidance included in the School Teachers' Pay and Conditions Document (STPCD).

Going Concern

The Board of Directors has made appropriate enquiries and has a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements.

FINANCIAL REVIEW

Financial Review

On 1 April 2020 the assets of the Charity comprised cash at the bank in the sum of £157,804 (including a reserves fund of £49,000) and a building, nature playground and outdoor railway playground, valued at £143,523. During the period from 1 April 2020 to 31 March 2021 the Charity collected fees of £149,917 and had other income of £3,263. Its expenditure on staff costs was £105,965 and other costs and sundry expenses totalled £50,290. On 31 March 2021 the assets of the Charity comprised cash at the bank in the sum of £160,296 (including a reserves fund of £54,000) and a building, nature playground and outdoor railway playground valued at £139,419. Mr Stephen Richards ACMA CGMA was re-appointed as the Independent Examiner.

Most of the Charity's income is obtained from fees in respect of children (aged 3 – 4 years) who attend the Bishop Cornish Pre School and from fees from children (aged 4 – 11 years) who attend the Before and After School clubs. Approximately three quarters of the fees received for the Pre School come in the form of early education funding to provide free early education places for children aged three and four years, who can get 1,140 hours of free early education or childcare per year, which amounts to up to 30 hours a week for the 38 weeks of the pre-school year. The Charity continued to operate a Before and After School club using the Charity's premises.

The Board of Directors receives a termly update on financial management from the Finance Officer, with the budget reviewed monthly by the Chair and the Company Secretary. No matters of significance have been reported.

Reserves Policy

In accordance with their Reserves Policy, adopted in 2011, the Directors have been building up reserves of £5,000 each year to provide a source of funding for building repairs and to accommodate unexpected expenditure on staffing or other outgoings for which budget provision has not otherwise been made. The Directors review the reserve levels of the Charity annually, taking into account future plans, potential future

income streams and other key risks identified during the risk review. The Directors will continue to build up the Reserves fund, which at 31 March 2021 stood at £54,000.

Principal Risks and Uncertainties

The Directors have agreed a Risk Management Policy and completed a Risk Register. These have been discussed by Directors and include financial risks. The register and plan are reviewed in light of any new information and formally reviewed annually. The Directors have assessed the major risks to which the Charity is exposed, in particular those relating to its finances, staffing, facilities and other operational areas. A risk register is maintained and reviewed and updated on a regular basis. The Directors continue to review and ensure that appropriate measures are in place to mitigate these risks.

Directors' report, incorporating a strategic report, approved by order of the Board of Directors, as company directors, on 23 December 2021 and signed on the board's behalf by:



Sarah Adkins
Director

Statement of Directors' Responsibilities

The Directors are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Company and charity law requires the Directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- the Charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable; and
- the Charity complies with relevant laws and regulations.

A risk management process to assess business risks and implement risk management strategies has been undertaken and is reviewed annually.

Independent Examiner's Report to the Directors of the Bishop Cornish Education Centre

I report on the accounts for the year ended 31 March 2021, which are set out on pages 10 - 16.

Respective responsibilities of Directors 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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

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

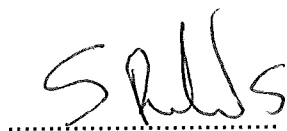
Basis of the Independent Examiner's Report

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 Statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stephen Richards ACMA CGMA
3 Priory Mill,
Plympton,
Plymouth
PL7 1WR

Date 23 December 2021

Bishop Cornish Education Centre**Statement of Financial Activities**
Year ended 31 March 2021

		2021 £	2020 £
Income and Expenditure	<i>Notes</i>		
Incoming Resources			
Donations & Grants	3	0	480
Interest & Investments	3	90	225
Outings	3	0	1,243
Fees	3	149,917	174,667
EHC Fees	3	0	2,645
Uniform		603	857
Feed in tariff		2,570	2,219
Total Incoming Resources		153,180	182,336
Resources Expended			
Building running costs	6	31,965	23,633
Administration expenses	5	14,181	18,542
Staff Costs	4	105,965	120,436
Outings		0	1,338
Depreciation	7	4,104	6,661
Donations		41	0
Total Resources Expended		156,256	170,610
Net Income for the Year		(3,076)	11,726
Balance Brought Forward		301,411	289,685
Balance Carried Forward		298,335	301,411

There is no difference between the net incoming resources for the year stated above and its historical cost equivalent. All income and expenditure is derived from continuing activities.

The above Statement of Financial Activities also forms the Income and Expenditure Account for Companies Act purposes.

Bishop Cornish Education Centre**Balance sheet***As at 31 March 2021*

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	7		139,419		143,523
Current assets					
Debtors due within one year	8	276		276	
Cash at bank and in hand		160,296		157,804	
		160,572		158,080	
Creditors: amounts falling due within one year	9	1,656		192	
Net current assets			158,916		157,888
Total assets less current liabilities			298,335		301,411
Capital and reserves					
Income and Expenditure Account			298,335		301,411
Total Capital and reserves			298,335		301,411

In preparing these financial statements:

- (a) For the year ended 31 March 2021 the company was entitled to exemption from audit conferred by Section 477 of the Companies Act 2006;
- (b) No notice has been deposited at the registered office of the company pursuant to Section 476 requiring that an audit be conducted for the year ending 31 March 2021;
- (c) The Directors acknowledge their responsibilities for:
 - a. Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006,
 - b. Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its income and expenditure for the financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of this Act relating to financial statements, so far as applicable to the company.

- (d) The accounts have been prepared in accordance with the special provisions in Part 15 of the Companies Act 2006 relating to small companies and in accordance with the SORP (FRS 102): the Statement of Recommended Practice - Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2020) which was issued on 16 July 2014.

These financial statements were approved by the Board of Directors on 23 December 2021 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'S Adkins', with a small horizontal line at the end.

Sarah Adkins
Director

Bishop Cornish Education Centre**Notes***(forming part of the financial statements)***1. Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

Under Financial Reporting Standard 1, the Charity is exempt from the requirement to prepare a cash flow statement on the grounds that it is a small charity.

1.2 Taxation

The company is a registered charity and is not liable to taxation.

1.3 Income

Donations and other sources of income, including interest on funds held, are accounted for when received. The Charity received no gifts or services in kind. The Charity continued the provision of its pre-school activities during this period and undertook its charitable objectives.

1.4 Expenditure

Liabilities are recognised when the Charity is under an obligation to make a transfer of value to a third party.

1.5 Depreciation

Tangible fixed assets are capitalised at cost. Depreciation of the building is at 2% per annum. Depreciation of the Nature Playground and the Model Railway are at 20% per annum.

2. Fund Accounting

All funds held by the Charity are to be used for its charitable objectives at the discretion of the Trustees.

3. Donations, Grants, Fees & Courses

	2021 £	2020 £
Donations	0	480
Outings	0	1,243
Fees	149,917	174,667
EHC Funding	0	2,645
Feed in tariff	2,570	2,219
Interest	90	225
Uniform	603	857
	153,180	182,336

4. Staff Costs

	2021 £	2020 £
Salaries and wages	82,215	93,415
National Insurance	4,951	7,098
Pension cost	18,000	19,820
Training	722	30
Other costs	77	73
	<u>105,965</u>	<u>120,436</u>

5. Administration Expenses & Consumables

	2021 £	2020 £
Telephone, insurances, general office	4,424	4,867
Consumables and provisions	2,202	6,570
Equipment	1,508	1,728
Music lessons	0	3,023
Ofsted fee	35	82
ICT consumables & support	1,004	2,272
Advertising and website	1,313	0
Health & Safety	751	0
	<u>11,237</u>	<u>18,542</u>

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

6. Building Running Costs

	2021 £	2020 £
Gas & Electricity	2,169	1,629
Water	592	0
Maintenance	25,867	19,070
Security	677	1,229
Refuse & Pest Control	896	427
Railway	0	218
Cleaning Services & Materials	1,718	1,060
Other costs	46	0
	<u>31,965</u>	<u>23,633</u>

7. Tangible fixed assets

	2021 £	2020 £
Building & asset costs	143,523	150,184
Depreciation charge for the year	(4,104)	(6,661)
	<u>139,419</u>	<u>143,523</u>

The Charity's tangible fixed assets comprised the constructed building including certain fixtures and fittings, valued at cost. The building was fully completed during 2011. The Trustees resolved to depreciate the building at 2% per annum (£3,318) from 2011/12, the nature playground at 20% (£5,472 following completion in 2015/16) from 2014/15 and the railway playground at 20% (£2,034) from 2015/16. During the year a boiler was replaced at a cost of £7,861 which will be depreciated at 10% per annum. The nature playground and miniature playground are now fully depreciated.

8. Debtors

	2021 £	2020 £
Bishop Cornish School	276	276
	<u>276</u>	<u>276</u>

Bishop Cornish Education Centre

Notes Continued
(forming part of the financial statements)

9. Creditors

	2021 £	2020 £
Other accrued costs	1,656	192
	<u>1,656</u>	<u>192</u>

The Charity pays “nil” tax and had no other creditors.

10. Employees

The Charity has fourteen part-time employees.

11. Liability of Members

The Charity is a company limited by guarantee without share capital. The liability of the members, of which there are 6, is limited to £1 each in the event of the company being wound up and there being a deficiency in net assets.

12. Directors’ Emoluments and Expenses

The Directors received no emoluments or expenses during the relevant period.

13. Contingent Liabilities

There were no contingent liabilities at the balance sheet date.

14. Reserves

In accordance with the reserves policy adopted by the Charity a reserves fund is maintained at the Bank.