

**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

Bankers:

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

Independent Examiner:

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

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.

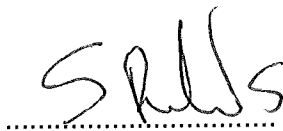
Basis of the Independent Examiner's Report

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.