

**COMPANY NUMBER: 06005795**

**NANPANTAN NURSERY SCHOOL LIMITED**

**(A Company Limited by Guarantee)**

**COMMITTEE REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31 DECEMBER 2020**

**CHARITY NUMBER: 1118872**

**NANPANTAN NURSERY SCHOOL LIMITED**  
**COMMITTEE REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2020**

**CONTENTS**

	<b>PAGE</b>
Committee Report	1-7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11-12

## **NANPANTAN NURSERY SCHOOL LIMITED**

### **REPORT OF THE COMMITTEE**

#### **FOR THE PERIOD ENDED 31 DECEMBER 2020**

The Committee presents its report and unaudited financial statements for the period ended 31 December 2020.

#### **REFERENCE AND ADMINISTRATIVE INFORMATION**

**Charity Name:** Nanpantan Nursery School Limited

**Charity Registration Number:** 1118872

**Company Registration Number:** 06005795

**Registered Office Address:** The Old School House  
Nanpantan Road  
Loughborough  
Leicestershire  
LE11 3YD

**Trustees and Directors who served during the year:**

T J T Bird  
C J Murray  
M L Tack

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 22 November 2006, and registered as a charity on 19 April 2007. The company commenced its activities on 1 January 2007. The company is established under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members guarantee to each contribute an amount not exceeding £1.

##### **The Committee**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Committee.

Committee members are elected for a term of one year at the Annual General Meeting. Members of the Committee are eligible for re-election unless they have served on the Committee in any capacity for six consecutive years.

The Committee delegate the responsibility of running the nursery on a day to day basis to the nursery staff.

# **NANPANTAN NURSERY SCHOOL LIMITED**

## **REPORT OF THE COMMITTEE**

### **FOR THE PERIOD ENDED 31 DECEMBER 2020**

#### **OBJECTIVES AND ACTIVITIES FOR THE BENEFIT OF THE PUBLIC**

The objects of the charitable company are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups. The following activities are carried out to meet these objectives:-

- Offering appropriate play, education and care facilities and training courses together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs.
- Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The Committee have referred to the guidance contained in the Charity Commissions general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Committee consider how planned activities will contribute to the aims and objectives they have set.

#### **REVIEW OF THE YEAR**

##### **Staffing**

GJ started maternity leave 16<sup>th</sup> February 2020

In February 2020 we employed GQ as a new bank staff member to help support maternity leave and 1-1 sessions. Unfortunately due to COVID-19 GQ was unable to start as we went into lockdown but did start in October 2020 to support 1:1's. We also furloughed YM our bank staff in March 2020. The setting remained closed until after the Easter half term holiday we reopened for vulnerable and key worker children, where we had 7 in total. Due to MS being high risk she worked from home while ST, EL and KH worked through lockdown to provide care for our vulnerable and key worker children. MS returned to work in June 2020 after speaking with the committee and her doctor.

During lockdown we had a steady number of children in the setting for us to remain open, we continued to receive the government funding for 2 -4 years olds.

## **NANPANTAN NURSERY SCHOOL LIMITED**

### **REPORT OF THE COMMITTEE**

#### **FOR THE PERIOD ENDED 31 DECEMBER 2020**

##### **COVID-19**

It was announced on Friday 20<sup>th</sup> March 2020 that we would go into lockdown due to coronavirus, we closed the setting for 2 weeks before the Easter break (closed for 4 weeks in total) We re-opened to vulnerable and key worker children on Monday 20<sup>th</sup> April 2020 and have remained open since only closing for half term holidays and bank holidays. In June 2020 we were able to open the setting to all of our children.

We have in place our own COVID-19 risk assessment that was sent to all parents, parents had to read and sign at the nursery to say they have read and understood the risk assessment. Following the government guidelines we have ensured we have put in place strict measures to protect staff, children, parents and visitors to the setting.

During lockdown we used our online learning software Blossom to provide home learning for all of our children we found this very easy to use and parents also were able to communicate to key staff and share observations to help us plan next steps.

##### **Occupancy**

From March 2020 – July 2020 our setting was only open to vulnerable and key worker children following government guidelines. We had 7 children in total that required care throughout lockdown. When we were able to reopen some children did return until the end of the term until we closed for the summer holidays.

19 children left nursery to start primary school this year.

Our numbers have increased since the summer holidays with new children starting from August 2020 and 1 to start in January 2021. We have spoken with our current parents and 11 have increased or are due to increase their sessions in January 2021.

MS has continued to monitor what our enquiries are looking for and tried to come up with solutions which could help us to increase numbers at the setting.

##### **What have we done?**

Advertising availability on our own FB page and spotted sites, parents have been great sharing these posts too. We are keeping Facebook updated regularly with activities, events, and news. I have noticed we have more page like and message enquires through facebook than we do our website.

Nursery information booklet given to and sent to new enquires this contain images of the setting and information about Nanpantan Nursery School

# **NANPANTAN NURSERY SCHOOL LIMITED**

## **REPORT OF THE COMMITTEE**

### **FOR THE PERIOD ENDED 31 DECEMBER 2020**

#### **Operational plan**

We are continuing to run the setting with set sessions Morning, Full days and afternoon sessions. Offering funded and paid places for children aged 2–5years.

The main room has been laid out to ensure there is free flow between activities so the children can have full access to toys and equipment and move them around to different areas to extend their own learning.

We are continuing to update and develop areas with new resources and ideas, the children are also involved in choosing and thinking of new equipment they would like at the setting.

The early years continues to be challenging with ongoing changes in legislation, frameworks and expectations. We are currently reading though some changes to the EYFS (Early Years Foundation Stage) and OFSTED inspections to ensure we comply fully with the new outcome and changes, there have been changes made due to COVID-19 and we receive regular updates via email so we ensure we have read these and making changes where necessary. Safeguarding expectations are continually changing with new guidelines and / or policies. We have 2 DSL (Designated Safeguarding Leads) on site at all times and all staff are up to date with policies and procedures in the setting. Appraisals and supervisions are carried out through the year with all members of staff to support them and explore training opportunities to expand their own knowledge and understanding.

#### **OFSTED**

In April 2019 we were inspected by OFSTED and were rated as good throughout all areas. MS and the team were very pleased with the outcome as we had implemented so many improvement in such a small time frame. The areas we have been working and continue to reflect on and adapt to further improve our early years provision as set out by OFSTED are;

- Supporting staff to develop their questioning skills to help promote children's ideas and learning even further.

We have ongoing training during staff meetings, setting scenes and using observations to talk about what questions should / could have been asked, in what manner they should be asked, what could be improved on and how we could next step the observations. We have also displayed helpful open ended questions, staff can use as a reference.

- Review the organisation of whole – group activities to reduce distractions and help all children, particularly younger children, make the most of learning opportunities.

Staff are ensuring that when children are taking part in group activities it is adjusted to support all ages and stages. We don't want to turn children away from activities if they are interested, staff are being more mindful in providing resources that will support each child.

## **NANPANTAN NURSERY SCHOOL LIMITED**

### **REPORT OF THE COMMITTEE**

#### **FOR THE PERIOD ENDED 31 DECEMBER 2020**

- Continue to explore ways to share specific information with parents about children's daily routines and learning activities.

From this we immediately explored online learning software, we have now moved over to blossom educational. Though this software we can share all observations, messages and daily diaries if required, Parents are also able to share photos and home observation. We are continuing to post on Facebook. We have found blossom works very well for our setting especially during lockdown for supporting children that have to isolate or are shielding.

#### **Training attended / attending by staff**

Due to COVID-19 we have been unable to attend any training courses, staffs training is currently up to date and we will be re checking this in December when we do staff supervisions.

Food hygiene is due to be updated for staff, MS is looking into booking an online course.

We receive regular updates about COVID-19 and staff ensure they have read and understood all documents we receive.

Staff also completed their distance learning courses and started new which also have been completed

Courses completed by staff;

- Safeguarding and prevent (MS)
- Business administration (MS)
- Working with individuals with learning difficulties(KH)
- Awareness of mental health problems (KH)
- Managing challenging behaviour (EL)
- Understanding children and young people's mental health needs (EL& ST)

#### **Improvements**

Blossom (online learning software) we use this software for our observations , progress reports , daily diaries and news, parents can also send staff home observations and photos. This has been a great improvement for the setting, Since we have moved over staff have found it quicker and easier to complete observations and enjoy sharing them with parents, the children love to help and are learning some basics skills with staff using ICT equipment, we have received positive feedback from parents and are enjoying using the software.

#### **Events**

This year we have been unable to plan and hold our usual events for parents and visitors to attend.

# **NANPANTAN NURSERY SCHOOL LIMITED**

## **REPORT OF THE COMMITTEE**

### **FOR THE PERIOD ENDED 31 DECEMBER 2020**

We have adapted to ensure the children can still enjoy learning new things and celebrating with their friends by planning events and activities that stretch over a week so all children have been able to try new activities, and celebrate cultural festivals and celebrations.

#### **Fund raising**

Unfortunately, we have not carried out much fundraising this year.

We have found some old nursery uniforms and are currently selling them half price.

We raised £28.25 for children in need through donations on a pyjama day and a sweepstake.

#### **Plans for the future**

In the coming year we plan to increase numbers of attendees by advertising through social media and holding open days/evenings. The setting will continue to maintain and update resources to stimulate children and provide an environment conducive to learning. We will continue to invite parent and children feedback through parent surveys and use these responses to inform areas for development and improvement.

We will provide training opportunities to facilitate continual professional development and continue with ongoing appraisal and supervision of all staff. The settings aim is to provide high quality childcare and maximise learning opportunities for children through play in line with EYFS guidelines. We will continue to implement changes recommended by Ofsted in April 2019.

We will re paint and update the bathroom and kitchen areas and add signage to the front of the setting.

It becomes increasingly difficult to recruit new members to the committee but we plan to hold open evenings and provide all new parents with information of how the committee runs and invite new members to help oversee the setting and join in fundraising.

Next year we are hoping to be able to plan fundraising events and continue to support other charities these will be advertised through blossom, emails and facebook. In the long term we plan to raise enough funds to upgrade the toilet facilities, providing more toilets for children and to include disabled facilities



# **NANPANTAN NURSERY SCHOOL LIMITED**

## **REPORT OF THE COMMITTEE**

### **FOR THE PERIOD ENDED 31 DECEMBER 2020**

#### **FINANCIAL REVIEW**

During the year the charitable company had incoming resources of £88,682 and expended resources of £77,338, resulting in a surplus for the year of £11,344. This surplus resulted in the general unrestricted reserves being increased to £56,322 from £44,978. In addition to the general unrestricted reserves, there is an expendable endowment reserve fund from when the charitable company was incorporated, amounting to £11,217. Therefore, the total reserves of the charity are £67,539.

#### **RESERVES**

The charitable company holds reserves to ensure its ongoing operation and to fund any future improvements to the building, the charitable company's trustees are comfortable with the current level of reserves but are always looking to identify areas where costs can be reduced whilst also trying to increase income streams to allow the reserves to be increased.

#### **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) and in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Committee on 26 October 2021 and signed on its behalf by:

**C J MURRAY**  
**TRUSTEE**

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF  
NANPANTAN NURSERY SCHOOL LIMITED**

I report on the accounts of the Charity for the year ended 31 December 2020, which are set out on pages 9 to 12.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 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 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 independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 to comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Mr J Nixon FCCA  
Evolve Accountants and Business Advisors  
Unit 10 Phoenix Park  
Telford Way  
Coalville  
Leicestershire  
LE67 3HB

26 October 2021

**NANPANTAN NURSERY SCHOOL LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE PERIOD ENDED 31 DECEMBER 2020**

	<u><b>2020</b></u>	<u><b>2019</b></u>
	<u><b>£</b></u>	<u><b>£</b></u>
<b>INCOMING RESOURCES</b>		
Fees and other income	87,242	92,110
Grant income – JRS Scheme	1,440	-
<b>TOTAL INCOMING RESOURCES</b>	<u>88,682</u>	<u>92,110</u>
<b>RESOURCES EXPENDED</b>		
<i><b>Charitable Activities</b></i>		
Salaries and Pension	57,332	63,391
Rent, Light, Heat, Telephone, Water and Insurance	12,574	12,755
Trips, Photographs, Sweatshirts etc.	-	327
Materials and Toys	559	1,587
Canteen costs	2,272	1,964
Post, Photocopier and Stationery	616	512
Training and Subscriptions	1,646	1,207
Maintenance and repairs	891	8,899
Sundry expenses	254	912
	<u>76,144</u>	<u>91,554</u>
<i><b>Governance Costs</b></i>		
Professional fees	504	504
Independent Examination fees	690	672
<b>TOTAL RESOURCES EXPENDED</b>	<u>77,338</u>	<u>92,730</u>
<b>NET MOVEMENT IN FUNDS</b>	11,344	(620)
<b>FUNDS BROUGHT FORWARD</b>	56,195	56,815
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>67,539</u>	<u>56,195</u>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities. All funds are unrestricted funds.

# NANPANTAN NURSERY SCHOOL LIMITED

## BALANCE SHEET AS AT 31 DECEMBER 2020

	<u>2020</u> £	<u>2019</u> £
<b>CURRENT ASSETS</b>		
Other debtors	6,649	484
Loughborough Building Society	1,705	1,705
Cash at Bank	60,738	56,059
	<u>69,092</u>	<u>58,248</u>
<b>CURRENT LIABILITIES</b>		
<i><b>Creditors : Falling due within one year</b></i>		
PAYE	-	(1,132)
Accruals and other creditors	(1,553)	(921)
	<u>67,539</u>	<u>56,195</u>
<b>NET ASSETS</b>		
	<u>67,539</u>	<u>56,195</u>
<b>FINANCED BY:</b>		
Unrestricted General Fund	56,322	44,978
Expendable Endowment Fund	11,217	11,217
<b>TOTAL RESERVES</b>	<u>67,539</u>	<u>56,195</u>

The Committee are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of Section 477 and that no member or members have requested an audit pursuant to Section 476 of the Act.

The Committee acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with Section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and its surplus or deficit for the financial year in accordance with the requirements of Section 393 of the Act and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved and authorised for issue by the Committee on 26 October 2021 and signed on their behalf by:

**C J MURRAY**  
**TRUSTEE**  
**COMPANY NUMBER: 06005795**

**NANPANTAN NURSERY SCHOOL LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2020**

**(1) ACCOUNTING POLICIES**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

**(a) Basis of Accounting**

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value and in accordance with Accounting and Reporting by Charities : Statement of Recommended Practice 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 2015) and in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small entities.

**(b) Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**(c) Incoming Resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

**(d) Resources Expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

**(e) Endowment Fund**

The endowment fund relates to the value of net assets transferred to the charitable company on the 1 January 2007 from Nanpantan Nursery School. This fund is expendable.

**NANPANTAN NURSERY SCHOOL LIMITED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2020**

**(2) TRUSTEES REMUNERATION**

The trustees received no remuneration in connection with their duty as trustees during the year ended 31 December 2020 (31 December 2019: nil). The Trustees were not refunded expenses in connection with their duty as Trustees in the year ended 31 December 2020 (31 December 2019: nil).