

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ending 31 August 2019, which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes.

### **Personnel**

Mrs. R Innes  
Ms. M S Thomas  
Mrs. G Bennett  
Mrs. D Bowes

### **Structure, Governance and Management**

The Charity is a Company Limited by Guarantee and was incorporated on 25th July 2007 and registered as a Charity on the 1st January 2008. It is governed by Memorandum of Articles of Association.

Trustees are normally recruited on a 'word of mouth' and personal recommendation basis, along with advertising within the local community to look for different skills that can be brought to the charitable company. Trustees will have an induction and be given information to read so they understand the responsibilities that comes with being a trustee. HETTY has recruited 1 new Trustees and will continue with the recruitment .

The Charity's Trustees oversee the planning and operations of HETTY. When decisions are required to be made the trustees would look at each action on the agenda and then vote and then go with the majority.

In respect of setting levels of remuneration, the HETTY manager can propose what she feels should be the performance for each member of staff. For trustees who are remunerated, the other trustees set the level of pay.

The day to day running of HETTY is managed by Denise Bowes. Denise Bowes is also the OFSTED nominated person.

### **Objectives and Financial Review**

As one of the main providers of childcare in Hoole, HETTY is committed to providing affordable, high quality, flexible and inclusive childcare. It is important to us that we are able to offer a truly accessible service offering support to all families and children who need our service. As we are a charity, we try to keep our prices low which allows our parents to continue to work. 2021 to 2022 proved to be an extremely volatile and difficult financial year due to the Pandemic. . From September 21 HETTY went back to a full service however the financial impact on purchases for gloves .masks and apron was still high.

In the year ending 2021/22 the charity's incoming resources exceeded its outgoing resources by , increasing reserves to all of which are classed as unrestricted.

It is the policy of the Trustees to build up unrestricted reserves sufficient to provide working capital to enable the core activities of the company to continue in the event of a significant drop in funding to enable contracted commitments to be met. Due to overspending we do realise there is a deficit of funds this year, however, we have a plan of action to sustain a business going forward.

In our most recent OFSTED which took place on 19<sup>th</sup> April 2018 we achieved GOOD in all areas. We achieved this by demonstrating excellent team working, delivered by dedicated and experienced staff.

The charity has a close working relationship with Hoole C of E Primary School with which we share a site. The premises from which we operate lend themselves to an abundance of play opportunities that are totally accessible to all children between the ages of 2 and 11 year olds. Security is priority within our setting, however, families are welcomed and encouraged to visit our friendly environment.

The Charity reviews its aims, objectives and activities each year ensuring they remain focused on the stated purpose of the charity. The Trustees refer to the guidance given by the Charity Commissions on the public benefit during this

process and assess how successful each activity has been and what benefits have been brought to the groups of people the charity is set up to help.

**Some of the services that are currently available from HETTY include:**

HETTY Nursery offers childcare for 2 to 4 years. We are currently using 'Rocket room' in school for a further 17-19 children as a pre-school. This is to enable school readiness and support transition. HETTY claims the 15-hour and 30-hour Nursery Educational Grant. We are also in receipt of some Welsh Funding for those families who live in Wales. HETTY currently employs 19 staff. Holiday care is offered but must be viable.

**HETTY Before, After and Holiday School**

HETTY offers wrap around care in both Hoole C of E Primary School and from September 2019, Christleton Primary School. Due to COVID, we need to make sure that it is sustainable.

**Development plans for 2023 to 2024 are:**

- Monitor the impact of lock downs or closures due to COVID outbreaks.
- Monitor income for Christleton wrap around care.
- We may have to reduce the work force.
- To increase fees in September 2024 for both Nursey and wrap around care.
- Keep the business on a sound financial footing.
- To look at the 30-hours funding and continue to monitor the funding which could mean having children to capacity.
- To look at the salary and overtime budget.
- Continue to offer quality, affordable childcare.
- To continue to offer a mix of education and care to meet the needs of families in a flexible way.
- Encourage new families to access existing and new services.
- To be more involved in the Hoole community.
- Update parental agreement to include a payment plan for possible closures due to the Pandemic.
- To keep our prices affordable and much lower than our competitors.
- To increase numbers in both schools wrap around care.
- To enroll in the free school meals holiday care by Edsential for 15 children over the age of 4 from Hoole Primary school.

**The measures we will use to tell whether we are achieving these outcomes will be:**

- To continue to follow the guidance and updates by the Government but still to offer this at a high standard.
- Continue to strive achieve good OFSTED.
- Develop a process for evaluating best practice across a range of activities to ensure quality of service.
- Regularly review the curriculum and care plan to support achievement of targets in the improvement plan.
- Comparison of our performance with other similar settings.
- Increase in numbers of children recruited and on waiting lists to access services.
- Conduct monthly reviews in relation to COVID-19 closures and also staff COVID infections.

**The evidence we will be able to provide to demonstrate this is:**

- OFSTED feedback.
- Formal termly reports from the manager and teacher to the trustees.
- Monthly informal meetings with trustees.
- Monthly review report.
- Register of places filled.
- Robust accounting systems.
- Parents/staff questionnaire

**Internal Control and Risk Management**

During the year, the trustees have examined the major risks that the charity is exposed to in terms of its governance and management, external relationships, internal controls and finances. Systems have been established and are regularly reviewed to mitigate those risks.

### **Trustees Responsibilities**

The trustees (who are also directors of Hoole Enterprise Trust Time for You (HETTY) for the purpose of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to;

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Independent Examiner**

Rachel Palombella FCA of AGP Chartered Accounts has been re-appointed as independent examiner for the ensuing year.

### **Small Company Provision**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

### **Approval**

This report was approved by trustees on .....and signed on their behalf.

*Denise Bowes*