



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' annual report (including Directors' report) for the period

From: Period start date - 1st September 2019 To: Period end date - 31st August 2020

Charity name: Caterpillars Pre-school

Charity registration number: 1137958

Company number: 07287209

Objectives and activities

	SORP referenc e	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objectives of both Caterpillars Pre-schools is to enhance the development and education of children, primarily under statutory school age, by encouraging parents to understand and provide for the needs of their children through community groups and by: - ● Offering appropriate play, education and care facilities 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 they 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 the recognition of such needs. ● Instigating, adhering to and furthering the aims and objects of the Pre-School Learning Alliance.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Birch setting was rated outstanding for the 2nd time by Ofsted in October 2014. This report/inspection remains the most recent for the Birch setting but the setting at Marks Tey was reinspected in January 2020 where it received its 3rd Ofsted Outstanding rating. This is a significant achievement and reflects the continuing hard work and dedication of staff, not just to maintain standards but to remain innovative to ensure that the settings keep moving forward with fresh ideas and not just standing still.

		The full OFSTED reports are available to view on the Caterpillars website (Marks Tey Report – EY422628 & Birch - EY422633). These independent reports continue to demonstrate how our core activities continue to meet our main objectives as detailed above. Throughout the year, including the period from march to June when the Pres-schools had to close and again when the settings reopened, the staff continued to work extremely hard to ensure that they keep the key comments from the Ofsted reports at the forefront when planning activities. The key points from these reports are. Marks Tey ● Partnership working with parents is excellent. Staff share daily information with them. This enables parents to build precisely on what their children are learning in the setting. Parents express their utmost satisfaction about the pre-school. They describe how settled and happy their children are. They say the staff are 'amazing' and that they go above and beyond to provide exciting play experiences every day. Parents express their genuine pleasure and add that there is nothing they would change. ● Partnership working with staff from local schools, early years settings and other professionals is excellent. This directly contributes to the outstanding provision and the exemplary support for children's learning. ● Excellent systems are in place to meet the care and learning needs of all children. The manager and staff keep very good track of children's progress through highly effective observations and assessments. These clearly show children's individual abilities and areas for development. Staff obtain resources aimed at supporting children's individual learning needs. They successfully plan activities for one-to-one or group sessions. They ensure that children's priorities for learning are targeted exceptionally well. ● Children demonstrate extremely high levels of engagement and concentration. They work collaboratively and are extremely patient and kind to each other. ● Staff provide children with rich experiences. They offer an abundance of extra activities to support children's understanding of diversity and what makes them unique. Children enjoy opportunities to use maps and participate in discussions and creative opportunities. They celebrate their own and other customs from around the world. ● The deployment of staff is highly effective. Children are supervised closely, and staff maintain a safe and secure environment to protect children from harm. Robust assessments of all areas used by the children ensure their safety is maintained. Appropriate risk taking during planned activities enables children to learn about keeping themselves safe. ● The manager and staff continually reflect on all aspects of their practice, and there is a continuous drive for excellence. The manager and staff pay superb attention to enhancing their
--	--	--

		professional development. Together, they demonstrate a real commitment to provide the highest level of teaching. All aspects of the pre-school environment are thoughtfully reviewed. This helps to promote children's practical development of communication and language, phonics and mathematics. Birch • Children consistently make exceptionally good progress because extremely high quality of teaching ensures that they have engaging, stimulating and imaginative learning opportunities at all times, both indoors and outside, as they play, investigate and explore. • Children develop firm, meaningful attachments to their Keyperson and the other adults caring for them, enabling them to play and learn confidently, with increasing independence. The highly effective partnerships with parents are recognised as key to the development of the children's emotional well-being. • All children are safe and free from harm as all staff have a secure understanding of safeguarding and child protection matters. They work tirelessly and efficiently as a team to create a safe, complete child-centred environment in which children thrive and flourish. • Leadership is inspirational and contributes to the outstanding quality of the pre-school. The overarching ethos and vision for an exceptional standard of care is consistently embedded and applies to all aspects. A reflective approach and the meticulous evaluation of all activities ensures that constant improvements are made, to benefit children and raise their achievement levels. • Outdoor learning is a key feature which contributes to every child's outstanding progress. Children are confident, enthusiastic learners who use their imagination and creative thinking to structure their own play and learning. They are eager to explore and actively investigate their surroundings and talk about their discoveries. All of these key statements remain a key driver and are at the forefront of the planning and development of activities for the children attending our settings.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Both in the planning of activities and decision making at our committee meetings we have full regard to the Charities Commission's Guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Caterpillars relies on a strong and committed committee of volunteers who help support the running of the Pre-schools through both the management committee and in normal years, the organisation of a programme of fundraising events. Neither the Pre-schools themselves, nor the fundraising events normally organised to support them, would succeed without the support of the volunteer committee members who work tirelessly with the staff to help plan and run them along with the support of the families and friends of the children who attend the Pre-schools.
Other		

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<u>Settings:</u> Numbers at both settings have remained strong, despite the interruption caused by the preschools closure during Lockdown 1 because of the Covid 19 Pandemic. Staff close working with parents ensured their continued support during a very difficult year. Staff at both settings remained incredibly committed, hardworking and innovative to enable them to support all the families and continue to deliver excellent childcare and maintain the delivery of the high standards of early years education that parents have come to expect. Marks Tey The staff found it difficult to deal with the suddenness of the forced closure in March due to the Covid 19 Pandemic as well as the uncertainty as to how long the closure would last. Despite this, staff pulled together to produce home learning packs for all the children to support them in their early years education from home. Daily activities were uploaded to the Facebook page to give parents ideas how to continue their children's early years development at home. Birch Throughout the first lockdown, staff continued to provide support to all the children. Daily activities were emailed to parents which initially all members of staff contributed. When 2 of staff were furloughed, this was
---	-----------	--

		continued by the Managers and Deputy. Home learning packs were delivered to children's homes. The Manager and Deputy also produced over 40 videos reading stories and singing for a newly created You Tube channel. This received incredibly positive feedback including children using them for their bedtime stories. The link was also sent to new starters so they could see staff to help with their transition. The channel has also been shared with the Talk Listen Cuddle campaign run by Essex who may choose some of the material for their website. Across both settings there was some anxiety as to how the children would cope with the necessary changes to routine and equipment that had to be introduced when the Preschools reopened after Lockdown 1. However, the children adapted really well, and this enabled Staff to provide those children due to start school in September with some of the usual activities to aid their transition to Primary school. <u>Some great achievements have been:</u> All staff were incredibly pleased to achieve a 3rd successive outstanding rating from Ofsted in January 2020. For a pack away Pre-School that is an amazing achievement and a reflection of the staff's commitment and hard work. One member of staff has achieved her Level 4 qualification with the Open University and continues to study for a full degree in Early Years Education. <u>Training</u> During lockdown staff used the closure as an opportunity to complete a variety of online training and webinars. In July, all staff completed socially distance paediatric first aid training in July. <u>Transition arrangements</u> For those children who returned in June, transition reports and passports using observations taken over the year, including lockdown and these were then sent on to parents and primary schools. Priorities for improvement to the settings: <u>Fundraising</u> Due to the Covid 19 pandemic in 2020, the normal programme of fundraising events that would normal have been held were postponed. <u>General</u>
--	--	--

		Both settings are desperately in need of some dedicated office space to provide Managers with a place to undertake paperwork on site, as well as a private space to meet with parents or carry out online meetings. Circumstances allow, this will be the key priority for the committee.
--	--	---

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	Wages, training and hall hire remain the biggest areas of expense for Caterpillars. Whilst the numbers at both settings remained strong at the start of the 2019/20 financial year. However, the impact of the closure of the Pre-school in March 2020 due to the Covid 19 Pandemic and then the limited reopening in June and July placed significant financial pressures on Caterpillars meaning it had to rely solely on the confirmed government funding as there was no additional fee income between March and July 2020. As the preschool closures coincided with the annual impact of the minimum wage increase in April, and with only a small increase in the Government funding levels for 2019/20, this made the remainder of this reporting period particularly challenging year. The pandemic and social distancing restrictions also restricted the ability to hold any fundraising events after March 2020 but fortunately, the fundraising monies already held meant there were sufficient monies available for fundraising purchases for the remainder of the year. At the end of the financial year the account balances were as follows; Fundraising Money - £1,201 Running accounts; Caterpillars main current account – £14,975.92 Caterpillars Savings (exl reserves) - £24,175
Statement explaining the policy for holding	Para 1.22	The charity holds three months running costs in a separate account as a contingency for redundancy and other liabilities in the event of closure.

reserves stating why they are held		The amount held in the Caterpillars Reserve Account as at the 31 st August 2020 was £28,501
Amount of reserves held	Para 1.22	Reserves as at 31/8/2020 - £28,510
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The majority of income comes from government grant funded places, with a smaller percentage from direct fees (non-funded hours) and uniform sales. In normal years, fundraising events are held to raise money to purchase additional resources solely for the benefit and enhancement of the children's time at Caterpillars.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The biggest risk to Caterpillars is always a reduction in income due to a fall in the number of children attending. Currently, despite the disruption and some parental concerns regarding attendance caused by the Covid 19 pandemic, numbers at both settings have remained strong as this looks set to continue into the 2020/21 reporting year with both settings currently hold waiting lists for the next academic year. Managing the transition of new Directors/ Trustees to the management committee remains an ongoing challenge, particularly after such a difficult year. However, the current Treasurer is putting themselves forward to step up to the role of Chair at the next AGM which will help mitigate the risk.
Other		

Structure, governance and management

Description of charity's trusts:		
----------------------------------	--	--

Type of governing document: for example, trust deed , memorandum and articles of association etc	Para 1.25	Articles and Memorandum of Association
How is the charity constituted? for example limited company , unincorporated association , CIO	Para 1.25	The charity is registered as a limited company with effect from 1 st November 2010
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election at the Annual General Meeting. The charity is committed to engaging a diverse committee of trustees which reflects the society in which we operate.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have a policy and for the induction of trustees and volunteers.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

Charity name	Caterpillars Pre-school
Other name the charity uses	
Registered charity number	1137958
Charity's principal address	Caterpillars Pre-school, St Andrews Church Hall, Church Lane, Marks Tey, Colchester, Essex, CO6 1LW

Names of the charity trustee's who manage the Charity

Trustee Name	Office (if any)	Dates acted if not for the whole year	Name of person (or body) entitled to appoint trustee (if any)
Laura Smith	Chair	Sep 2019-Nov 2019 (Resigned at Nov 2109 AGM)	Voted by members of the committee following midyear resignation in Mar 2019
Jacqui Collins	Treasurer	Sep 2019 - Nov 2019 (Resigned at Nov 2019 AGM)	Voted by members of the committee at the AGM in Nov 2018

Natalie Shana	Secretary	Sep 2019-Nov 2019 (Resigned at Nov 2019 AGM)	Voted by members of the committee at the AGM in Nov 2018
Matthew Doonan	Trustee Chair	Sep 2019-Nov 2019 Nov 2019-Aug 2020	Voted by members of the committee at the AGM in Nov 2018 as Trustee and as Chair at AGM in Nov 2019
Cerise Upham	Treasurer	Nov 19– Aug 2020	Vote of members at AGM in Nov 2019
Sarah Powell	Secretary	Nov 19-Aug 2020	Vote of members at AGM in Nov 2019
Kate Moore	Trustee	Nov 2019- Aug 2020	Voted by members of the committee at the AGM in Nov 2019

Corporate trustees – names of the directors at the date the report was approved.

Director name	
Cerise Upham	Chairperson
Rachel Marsh	Treasurer
Sarah Powell	Secretary
Kirsty Kemp	Trustee
Kate Moore	Trustee

Name of trustees holding title to property belonging to the charity.

Trustee name	Dates acted if not for whole year
N/A	

Funds held as custodian trustees on behalf of others.

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)**Names and addresses of advisers (optional information)**

Type of adviser	Name	Address
Accountants	Axis Accounting	4a Lodge Court, Lodge Park, Langham, Colchester CO4 5NE
Banker	HSBC	26 High Street, Colchester, Essex, CO1 1DQ

Name of chief executive or names of senior staff members (optional information)

Sarah Powell – Pre-school Manager - Marks Tey

Chrystal Clark – Pre-school Manager - Birch

Exemptions from disclosure

Reason for non-disclosure of key personnel details

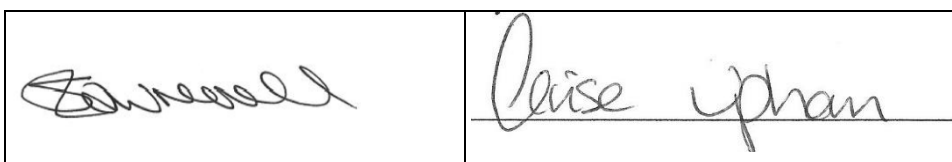
Other optional information**Declarations**

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)



Full name(s)

Sarah Lawrence

Cerise Upham

Position (for example
Secretary, Chair, etc)

Pre-school Administrator

Chair

Date

19th March 2021

**CATERPILLARS PRE-SCHOOL
DIRECTORS' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020**



Axis Accounting & Bookkeeping Ltd

**4a Lodge Court Lodge Lane
Langham
Colchester
CO4 5NE**

**Caterpillars Pre-School
Directors' Report and Unaudited Financial Statements
For The Year Ended 31 August 2020**

Contents

Page

Company Information	1
Directors' Report	2
Profit and Loss Account	3
Balance Sheet	4
Notes to the Financial Statements	5—6
The following pages do not form part of the statutory accounts:	
Trading Profit and Loss Account	7—8

**Caterpillars Pre-School
Company Information
For The Year Ended 31 August 2020**

Directors

Mrs Sarah Powell
Miss Laura Smith
Mrs Natalie Shana
Mrs Jacqui Collins
Mr Matthew Doonan
Reverend Catherine Moore
Ms Cherise Upham

Company Number

07287209

Registered Office

St Andrews Church Hall Church Lane
Marks Tey
Colchester
Essex
CO6 1LW

Accountants

Axis Accounting & Bookkeeping Ltd
4a Lodge Court Lodge Lane
Langham
Colchester
CO4 5NE

Caterpillars Pre-School
Company No. 07287209
Directors' Report For The Year Ended 31 August 2020

The directors present their report and the financial statements for the year ended 31 August 2020.

Statement of Directors' Responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations. Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing the financial statements the directors are required to:

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

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors

The directors who held office during the year were as follows:

Mrs Sarah Powell
Miss Laura Smith
Mrs Natalie Shana
Mrs Jacqui Collins
Mr Matthew Doonan
Reverend Catherine Moore
Ms Cherise Upham

APPOINTED	27/11/2019
APPOINTED	27/11/2019
APPOINTED	27/11/2019

Small Company Rules

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

By order of the board



Date 11th November 2020

**Caterpillars Pre-School
Profit and Loss Account
For The Year Ended 31 August 2020**

	Notes	2020 £	2019 £
TURNOVER		101,583	123,702
Cost of sales		(95,390)	(108,717)
GROSS PROFIT		6,193	14,985
Administrative expenses		(13,796)	(15,236)
Other operating income		5,560	-
OPERATING LOSS		(2,043)	(251)
Other interest receivable and similar income		89	57
LOSS FOR THE FINANCIAL YEAR		<u>(1,954)</u>	<u>(194)</u>

The notes on pages 5 to 6 form part of these financial statements.

**Caterpillars Pre-School
Balance Sheet
As at 31 August 2020**

		2020		2019	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible Assets	3		674		1,348
			674		1,348
CURRENT ASSETS					
Debtors	4	724		2,442	
Cash at bank and in hand		68,860		68,578	
		69,584		71,020	
Creditors: Amounts Falling Due Within One Year	5	(636)		(792)	
NET CURRENT ASSETS (LIABILITIES)			68,948		70,228
TOTAL ASSETS LESS CURRENT LIABILITIES			69,622		71,576
NET ASSETS			69,622		71,576
Profit and Loss Account			69,622		71,576
SHAREHOLDERS' FUNDS			69,622		71,576

For the year ending 31 August 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

On behalf of the board

Leise Upham

Date 11th November 2020

The notes on pages 5 to 6 form part of these financial statements.

**Caterpillars Pre-School
Notes to the Financial Statements
For The Year Ended 31 August 2020**

1. Accounting Policies

1.1. Basis of Preparation of Financial Statements

The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

1.2. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

1.3. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

2. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 10 (2019: 10)

3. Tangible Assets

	Plant & Machinery £
Cost	
As at 1 September 2019	6,740
As at 31 August 2020	6,740
Depreciation	
As at 1 September 2019	5,392
Provided during the period	674
As at 31 August 2020	6,066
Net Book Value	
As at 31 August 2020	674
As at 1 September 2019	1,348

Caterpillars Pre-School
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2020

4. Debtors

	2020	2019
	£	£
Due within one year		
Trade debtors	(681)	2,255
Other debtors	1,060	-
Other taxes and social security	345	187
	<u>724</u>	<u>2,442</u>

5. Creditors: Amounts Falling Due Within One Year

	2020	2019
	£	£
Trade creditors	18	271
Net wages	-	299
Other creditors	258	-
Accruals and deferred income	360	222
	<u>636</u>	<u>792</u>

6. General Information

Caterpillars Pre-School is a private company, limited by shares, incorporated in England & Wales, registered number 07287209. The registered office is St Andrews Church Hall Church Lane, Marks Tey, Colchester, Essex, CO6 1LW.

**Caterpillars Pre-School
Trading Profit and Loss Account
For The Year Ended 31 August 2020**

	2020	2019
	£	£
TURNOVER		
Fee income	12,395	18,212
Funding	88,318	90,630
Breakfast club	-	11,400
Fundraising	255	2,060
Milk reimbursement	320	345
Uniform and book bags	295	635
Trips	-	420
	<u>101,583</u>	<u>123,702</u>
COST OF SALES		
Fundraising expenses	898	441
Milk costs	287	523
Resources	1,274	5,934
Trip expenses	-	650
Uniform and book bag costs	905	756
Snacks	557	1,166
Wages and salaries	89,947	98,004
Employers NI	-	123
Employers pensions	1,463	1,120
Other direct costs	59	-
	<u>(95,390)</u>	<u>(108,717)</u>
GROSS PROFIT	6,193	14,985
Administrative Expenses		
Staff training	1,285	1,223
Rent	4,128	5,483
Repairs and maintenance	6	894
Cleaning	128	104
Computer software, consumables and maintenance	142	2
Insurance	724	938
Printing, postage and stationery	879	1,523
Advertising and marketing costs	-	334
Telecommunications and data costs	267	204
Accountancy fees	1,107	1,216
Legal fees	1,848	1,854
Subscriptions	533	533
Depreciation	674	674
Sundry expenses	1,105	1
Gifts	30	253
Equipment	940	-
	<u>(13,796)</u>	<u>(15,236)</u>
Other Operating Income		

...CONTINUED

Caterpillars Pre-School
Trading Profit and Loss Account (continued)
For The Year Ended 31 August 2020

Other income - contributing to other operating income	<u>5,560</u>	<u>-</u>
	<u>5,560</u>	<u>-</u>
OPERATING LOSS	<u>(2,043)</u>	<u>(251)</u>
Other interest receivable and similar income		
Other interest receivable	<u>89</u>	<u>57</u>
	<u>89</u>	<u>57</u>
LOSS FOR THE FINANCIAL YEAR	<u><u>(1,954)</u></u>	<u><u>(194)</u></u>