



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1st	Month Sept	Year 2019		Day 31 st	Month August	Year 2020

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Section A Reference and administration details

Charity name Impstone Pre-school

Other names charity is known by Impstone Pre-school

Registered charity number (if any) 1140075

Charity's principal address Pamber Heath Memorial Hall

Pamber Heath Road

Pamber Heath, Tadley, Hants

Postcode

RG26 3TQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jenny Marshall	Chair		
2	Christine McGarvie	Treasurer		
3	Rebecca Kingston	Secretary		
4	Amanda Davies	Manager/Trustee		
5	Samantha Kuflik	Trustee		
6	Rachel Hughes	Trustee		
7				
8				
9				
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17				
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bookkeeper	Vikie Trussler	

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (Pre-school Learning Alliance Model Constitution 2011 adopted 27/6/12, previously 2008 version).
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	All Family Members (Parents) are invited to stand for the posts and act as trustees. The nominations, elections and appointments are made at the AGM in line with CC requirements, our constitution and our procedures. Trustees can also be appointed through these procedures.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- Trustees' consideration of major risks and the system and procedures to manage them.

Impstone is a charity run pre-school offering funded and affordable childcare. We are a not for profit organisation, which is managed by our Parent Management Committee (Trustees). We are affiliated to the Pre-school Learning Alliance and regulated by the Charity Commission. We are compliant with legal and regulatory requirements and operate a best practice policy.

The pre-school is affiliated to the Pre-school Learning Alliance, and is supported, monitored and regulated by Hampshire County Council & Hampshire Early Years team. As a pre-school we are also inspected and regulated by Ofsted.

The school also maintains links with local and feeder schools and any social support networks/agencies as required.

We undertake regular reviews of our policies and procedures (which can be accessed via the pre-school website www.impstonepreschool.co.uk). These include a conflicts of interest policy, controls and reporting process; trustee expenses policy; Expenditure over £250 process; a reserves policy; as well as complying with the requirements under employment law and other such related regulations.

Trustees are nominated and elected in line with our governing document. All trustees are given a welcome pack upon appointment (available via the website) and are required to submit the required declarations and sign confidentiality agreements, as well as complete the EY2 (CRB/DBS) checks.

We work hard to ensure we have a fully inclusive, approachable, friendly, open atmosphere, whilst maintaining security and confidentiality. We readily welcome feedback and input from staff and Family Members (parents/carers), and willingly offer support and guidance where necessary.

Summary of the objects of the charity set out in its governing document

The pre-school aims to provide fully inclusive, affordable and accessible childcare to pre-school aged children (age 2 – statutory school age), in a safe and supportive environment and to work in partnership with parents in the provision of this, regardless of race, religion, disability or ethnicity.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Impstone Pre-school is the only charity run preschool within the local area. It is open Monday to Friday during term time and offers funded and affordable childcare to children aged 2 to statutory school age, on a sessional day basis, with additional lunch clubs available. Afternoon sessions are also available 3 days a week.

Children are cared for by qualified and trainee, paid staff who have shown great dedication and commitment to the school and have worked hard to become an effective team under the Manager's leadership.

The team take part in necessary training on a timely basis relating to all parts of the statutory framework with regards to Safeguarding and First Aid. There has also been training to all the staff relating to the use of Makaton, symbols and visuals to aid communication for all children. 2 of our staff also passed their level 3 Early Years qualifications and we started 2 new members of staff on their level 3.

The team have worked efficiently to provide a nurturing, stimulating and educational environment where the children can learn through investigation and imaginative play, as well as structured learning activities on an individual and group basis. The children are encouraged to develop their awareness of others and understand differences, as well as develop life skills, such as sharing, co-operation and negotiation.

Specialist Roles are now well established to help the setting manage areas of need, specifically in Behaviour Management and Speech & Language, where each provides activities and resources to target and encourage children in these areas, especially as we see a higher number of children with needs in these areas.

The school continually reviews its working practices and seeks the advice of support agencies to ensure continued improvement and has policies and procedures in place to ensure its legal and regulatory compliance.

The school actively encourages parental involvement in the management of the pre-school and the development of their children, both within the setting and at home.

The management team continues to build on ever stronger links with the feeder schools and has attended a number of events throughout the school year at the main catchment area schools.

The manager also leads a local cluster group for all preschools and nurseries to ensure we are all benefiting from our depth of knowledge and sharing experiences and training to provide the best opportunities for all our children.

The parents and children have actively supported the school through fundraising activities. Many families have attended school throughout the year to share in activities and projects that have been held.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The committee is run on a voluntary basis.

THANKS

Huge thanks go to the committee Chair (Jenny Marshall) who has been an amazing support with her knowledge of education, special needs and all things Early Years, as well as coming from a senior leadership role herself within a school, able to support the manager in various aspects within the preschool.

Thanks to Rebecca Kingston for continuing with the Secretary role and working with Jenny to get to grips with what this entails and being on hand to support whenever needed.

Thanks go to the Treasurer (Christine McGarvie) who has given time to ensure banking procedures have been undertaken in a timely manner and also being a very active part in helping to raise awareness for any funds we may be entitled to, either as a setting or towards our new building project (updates below).

We would also like to thank our local Vicar (Cathy Pynn), who continues to attend the setting to play with the children and incorporate religious stories and activities into special events (such as Christmas and Easter) as well as offering support to the staff and Family Members.

As always, a big and special thanks must be given to Amanda for her selflessness, drive, determination and unwavering dedication in the management of the pre-school and for ensuring its continued growth and reputation within the community.

We are confident that an OUTSTANDING grade is only a hairsbreadth away – next time!

Finally, the committee as a whole extend their grateful thanks and appreciation to ALL the staff for the dedication, hard work, flexibility and commitment they have shown and continue to give to the pre-school.

Summary of the main achievements of the charity during the year

The Committee met during the school year to discuss fundraising events and any other financial meetings were held with the chair, accountant, treasurer and manager to ensure finances continued to be used effectively.

The AGM in December 18 proved very successful in bringing more parents to the meeting, engaging in what the committee is all about. We trialled this after our Christmas Carol event this year as parents were already at the setting, so thought was a great time to catch them! We were able to sign up 4 new parent members for active support.

We have held various fund raising events, including coffee and cake sales, joined in with nationwide events such as Red Nose Day and had support from the committee to deliver special events specific to the preschool such as Mother's Day, Father's Day, Sports Day and Easter etc. as well as the Children's Christmas and year end parties.

Main Project

Following on from last year, we successfully received planning permission from the Council to extend the current building that we use, which would allow us specific space to run the preschool from. Since receiving this permission in February 2019, the Parish, Hall Committee and Preschool have been working together to look at ways to secure funding to pay for this enormous build plan. We hope to have more to share next year with regards to progress.

In the meantime, the preschool still holds a savings fund of approx. £44,000 which will be used towards this and ways to support the preschool until the time of this new extension taking place.

Growth

Over this year we have seen a significant decline in the number of children around our area requiring childcare with the hours we are able to offer, therefore our numbers haven't been as high as in previous years, however in March 2019, an amazing opportunity to expand our preschool in another way came up.

One of the preschools in the next village, Cherry Trees in Silchester, was offered to the preschool as an additional setting to run alongside Impstone.

After several meetings with the owners of Cherry Trees and the Impstone Committee, it was agreed this would be a great asset to add to the Impstone umbrella and in May 2019, Impstone officially purchased Cherry Trees Preschool.

Over the summer term and holidays, we spoke to the families continuing to stay in September, providing security for their child as well as a big online advertising campaign to let families in the local and surrounding areas know of the change.

Adding Cherry Trees to the Impstone brand allowed us to secure jobs for staff currently at Impstone, who may've had to reduce hours for September due to lesser children. We also kept on the 2 remaining staff members from Cherry Trees.

Over the Summer break, we prepared Cherry Trees for September to bring it alongside our already successful Impstone ethos.

Committee

With the additional setting coming on board from September, we are hoping to increase our committee, aiming to focus on highlighting the importance of the committee as part of the preschool's running.

As always, our thanks go to all the current, leaving and new trustees for their support, and to all our Family Members without whom our successes would not have been so great.

Section E

Financial review

Brief statement of the charity's policy on reserves

The pre-school reserve has been established and maintained throughout the school year and provides 6 weeks of funds for all compulsory payments and wages/redundancy payments.

Any "profit" has been allocated to the new build project or to any new equipment

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The majority of funding is met through the Nursery Grant system. Further funding comes through sessional fees and lunch club from unfunded parents/take-up. We also raise funds through various fundraising and educational activities.

We also receive grants from Hampshire to enable the purchase of extra equipment to support our funded 2 year olds.

Our expenditure has fully supported our key objectives to provide a quality, safe and stimulating environment for the children to learn through play. Expenditure has included staff wages, rent and maintenance of premises as well as new play equipment and training costs.

Section F

Other optional information

The Pre-school has also secured a wonderful team of bank staff who have been as dedicated and enthusiastic as the permanent team members

We thank the Pamber Parish Council for their continued support and belief in us.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

AMANDA DAVIES

Position (eg Secretary, Chair, etc)

MANAGER & TRUSTEE

Date

25 / 05 / 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Impstone Pre-School

No (if any)
1140075

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/09/2019


To

Period end date
31/08/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees	9,939	-	-	9,939	10,391
Funding	91,941	-	-	91,941	65,063
Grant	-	-	-	-	-
Fund Raising	540	-	-	540	613
Donations	210	-	-	210	840
Bank Interest	23	-	-	23	24
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	102,653	-	-	102,653	76,931
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	102,653	-	-	102,653	76,931
A3 Payments					
Hall Rental	6,280	-	-	6,280	3,269
Equipment & Materials	2,178	-	-	2,178	2,888
Cleaning & Supplies	978	-	-	978	963
Setting Development		-	-	-	
Advertising		-	-	-	250
Insurance	1,080	-	-	1,080	1,080
Miscellaneous	470	-	-	470	325
Office Supplies	1,636	-	-	1,636	1,605
Prof Fees	1,894	-	-	1,894	1,561
Staff Costs	91,500	-	-	91,500	66,890
Staff Uniforms	618	-	-	618	
Waste Disposal	840	-	-	840	1,244
Website	138	-	-	138	149
Training	546	-	-	546	910
Subscriptions	322	-	-	322	325
Learning Journals		-	-	-	95
Trips		-	-	-	186
Cherry Trees Purchase		-	-	-	2,000
	-	-	-	-	-
Sub total	108,480	-	-	108,480	83,740
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	108,480	-	-	108,480	83,740
Net of receipts/(payments)	- 5,826	-	-	- 5,826	- 6,809
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	51,760	-	-	51,760	58,569
Cash funds this year end	45,934	-	-	45,934	51,760

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank - Current	773	-	-
	Bank - Reserve	47,006		
	Outstanding Fees	25	-	-
	Payments made, not cleared bank	- 1,871	-	-
	Total cash funds	45,934	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
Signature		Print Name	Date of approval	
		Amanda Davies	30/06/2021	



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Impstone Pre-School

**On accounts for the year
ended**

31st August 2020

**Charity no
(if any)** 1140075

Set out on pages

1 to 3

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

L Parker-Schwarz

Date:

30TH JUNE 2021

Name:

LYNDA PARKER-SCHWARZ

Relevant professional
qualification(s) or body
(if any):

/

Address:

BELL HOUSE 19A CHURCH ROAD, PAMBER HEATH,
TADLEY, HANTS RG26 3DZ

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).