



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2020		31	December	2020

Section A Reference and administration details

Charity name

St Pauls Preschool

Other names charity is known by

Registered charity number (if any)

1146027

Charity's principal address

Invicta Hall	
Strandfield Close, Plumstead	
London	
Postcode	SE18 1LA

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	Janet Peel	Chair		
2	Stacey Trueman	Secretary		
3	Natalie Cassidy	Treasurer		
4	Patricia Miller	Trustee		
5	Maria Commane	Trustee		
6	Craig Wright	Trustee		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B management

Structure, governance and

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre school Learning Alliance model pre - school Constitution adopted at AGM committee meeting February 2012
How the charity is constituted (eg. trust, association, company)	Unincorporated Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or re-elected at the annual AGM held on 17 th November 2020

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.

All policies and procedures in place for Trustees and reviewed yearly.

DBS checks for all staff/ trustees/ committee members done in March 2015. DBS update services were all renewed as and when needed this year

Member of the Pre- school Learning Alliance.

Work with local children's centres to deliver the Together for Two programme to families with 2 year olds in need of support.

Work with Local authority and HMRC to deliver the 30 free childcare scheme

Work with SALT, EYIT Social services & Health visitors to ensure that children with additional needs get access to the services they need.

Parents were supported to attend TAC meetings, engaging with support Services

Have a SLA with Greenwich Children's services for delivering free early learning places for two, three and four year olds

All trustees give their time voluntary and receive no remuneration or other benefits

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

The aims of the Pre-school 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 and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, 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;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning

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)

Trustees planned the activities and service development mindful of the public benefit requirement.

Worked with the local authority and Children's Centres to expand on our provision for 2 year olds, providing support to families.

Work with Local authority and HMRC to deliver the 30 free childcare scheme

Training has enabled Early identification of any additional needs and Sign posting to services

Outings – enabling quality time for families were suspended this year

Ideas for play activities at home

Role modelling behaviour management

Keep parents/ carers updated on what they can access through the Greenwich Local Offer service

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.

Volunteers support the preschool for all outings, helping the preschool maintain the 1:2 ratio . this was suspended this year due to covid

Volunteers support the preschool by helping during promoting activities - this was suspended this year due to covid

Parents / carers were advised not to donate toys / cleaning products / snacks to the preschool this due to Covid

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Covid had a huge impact on our number of children attending this year. We had to close the preschool for 3 months and then re opened for key workers children and SEN children. So we had only 3 children attending for some months as parents were either working from home or were too scared to send their children out

Vis Zoom Parents and partners are encouraged to attend our committee meetings to hear all about what we have done, what we are doing and what we plan to do. We welcome any feedback and suggestions – all of which are minuted.

We also involved parents by holding induction meetings these were done outside the nursery door with appropriate PPE and the emergency doors at the back were opened so parents could view the nursey. We provide parents with parental feedback questionnaires which they are urged to complete and if they would prefer they are told they can do this anonymously.

The preschool had to cancel all open days where families from the local area are invited to come in to see the service offered and speak to practitioners due to Covid.

The preschool had to cancel the annual Teddys Bear picnic due to Covid

All visits from our local community which include our community dentist, speech and language therapists and firefighters from our local fire station were cancelled this year due to Covid

The preschool has ensured that all the tracking, 2-year progress checks and supervisions for this year have all been completed on time. This ensures that staff feel supported and encourages them to further their knowledge and keep up to date with guidelines by attending relevant training

The preschool has formed a partnership with the local children's centres to ensure that all families in need are provided with the services and support they need

The preschool had to cancel this year's growing project that involves both children and adults due to covid.

We repaired and updated a lot of the outside area and repainted the numbers and letters on the outside floor

We invested in and made a chill out area in the nursery to ensure children have a quiet place to sit and re focus if they need to

We had a mural painted in the children's bathroom which shows the children the stages of washing and drying their hands in line with Covid instructions

Our yearly bill with BT for phone and internet was reduced this year as a goodwill gesture because we had to close the building

Section D

Achievements and performance

Section E

Financial review

Brief statement of the charity's policy on reserves

The Pre-school aims to maintain 3 months running costs in reserves to allow for fluctuations in the numbers of children attending the pre-school.

Details of any funds materially in deficit

N/A

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 preschools main source of income continues to come from the governments free 15 and 30 hours per child a week schemes, administered through Greenwich Local authority

Covid had a huge impact on our finances this year. In March 2020 we were advised to throw away any material type toys/ cloth based furnishings etc. This had to al be replaced later in the year.

Covid also added to our financial otlay with things like signage, PPE, a Mural and 3 specialised Deep Cleans of the building

We received Pupil premium funding and a deprivation grant from the Local Authority to support the development of the children in our preschool this was used to purchase additional equipment.

We received over £3000 in fees this year a much higher figure than we have had previously due to the governments childcare voucher scheme

Section F

Other optional information

Future plans

We will be doing a leaflet drop in the area advertising our Preschool and put banners back up

We will do a risk assessment to check toys / equipment are still safe and replace any broken items.

We plan to attend the Teddy Bears picnic and the Make Merry festival in 2021 to provide children and families with a fun day out and also to promote our preschool.

We are looking at designer a new entrance to the outside of the nursery to make it look more stimulating and "a Live" as we believed after lockdown it looked very uninviting and depressing

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)	Janet Peel	
Position (eg Secretary, Chair, etc)	Chair	
Date	12/07/2021	

St Pauls Pre-school

INCOME AND EXPENDITURE FOR THE YEAR ENDED 31ST DECEMBER 2020

2020

INCOME

£

£

Headcount 94,783.50

Local Authority Grant 3,307.05

Fees 3,015.00

Total Income 101,105.55

EXPENDITURE

Food and Children's Welfare 7,905.99

Children's art and craft, toys equipment 12,384.98

Marketing / Advertising 210.00

Staff Salaries 53,230.06

Rent 2,250.00

Insurance 509.36

Cleaning 7,175.00

Telephone 29.50

Internet 178.00

Printing / Stationery/Ink 537.00

Repairs & Renewals 3,000.90

Affiliation fees 159.99

OFSTED & DBS updates 89.00

Office equipment depreciation 465.30

Total Expenditure

-

88,125.08

Excess expenditure over income

12,980.47

Independent examiner's report to the trustees of St Pauls Preschool
Charity number 1146027

I report on the accounts of the charity for the year ended 31 December 2018,
which are set out on pages 1 to 6

**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 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
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 matter has come to my attention (other than that disclosed below *)

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 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 accounts to be reached.

Signed:



Date:

24/02/22

Name:

JAZMIN HEADLAM-BISP HAM.

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

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BELVEDERE
KENT DA17 5PE

Address:

AAT LEVEL 2
SAGE LEVEL 1+2