

St Monica's Nursery and Forest School

England & Wales · Charity number 1152590

Details

Other names ST. MONICA'S PRE-SCHOOL, St Monica's Nursery & Forest School

Status Registered

Legal form CIO

Registered 2013-06-25

Register [View on the Charity Commission register](#)

Contact

Address St. Monica's Nursery and Forest School
St. Monicas Close
Appleton
Warrington
Cheshire
WA4 3AW

Phone 01925269258

Email admin@stmonicasnursery.com

Website <https://www.stmonicasprimary.co.uk/page/st-monicas-pre-school/115192>

Activities

Objects: 1. TO ADVANCE THE EDUCATION OF CHILDREN ATTENDING ST MONICA'S PRE-SCHOOL BY PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF SUCH CHILDREN.2. TO ADVANCE THE EDUCATION OF THE PUPILS AT ST. MONICA'S CATHOLIC PRIMARY SCHOOL BY PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES NOT REQUIRED TO BE PROVIDED BY THE LOCAL EDUCATION AUTHORITY FOR EDUCATION AT THE SCHOOL.

Activities: The Nursery is sited within the grounds of St. Monica's Catholic Primary School in Appleton, Warrington. It is open from Monday to Friday with sessional and full day care available during the school year. It is open from 8.50 am to 3.20pm for children from 2 years. Flexible arrangements are in place for parents requiring out of school care before and after the school day.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** WARRINGTON
- Warrington

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£127,508	£124,480	-	-
2024-08-31	£118,667	£107,157	-	-
2023-08-31	£93,819	£93,022	-	-
2022-08-31	£83,365	£94,156	-	-
2021-08-31	£62,826	£59,146	-	-

Trustees

Name	Role	Appointed
CLARE WADSWORTH	Chair	2019-10-01
Emma Lightfoot		2020-02-28
Martin Ashcroft		2024-10-15
Stephen Alexander Joseph Hare		2024-02-06

St Monica's Nursery and Forest School

England & Wales - Charity number 1152590

Accounts



ST. MONICA'S NURSERY Trustees' Annual Report

1152590

For the period

Period start date

01 09 2024

Period end date

31 08 2025

Section A Reference and administration details

Charity name St Monica's Nursery

Other names the charity is known by St Monica's Nursery

Registered charity number (if any) 1152590

Charity's principal address St. Monica's Close

Appleton

Warrington

Postcode

WA4 3AW

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	Clare Wadsworth	Chairperson		
2	Liam Mannion	Treasurer		
3	Stephen Hare	Parent Member		
4	Martin Ashcroft	School Link Governor		
5				
6				

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

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

Mrs Emma Lightfoot - Nursery Leader

Mrs Helena Burnett- Nursery Deputy

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution.

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO).

Trustee selection methods
(eg. appointed by, elected by)

The Nursery is a Charitable Incorporated Organisation (CIO) and is managed by a committee of charity trustees.

The trustees are appointed for a term of three years.

There are not fewer than 3 or more than 7 appointed trustees at any given time.

Committee meetings are held at least once per term to monitor the nursery's effectiveness, ensure that it complies with its statutory obligations, and discuss and agree on matters relating to its day-to-day management and ongoing development. All trustees give their time voluntarily and receive no remuneration or other benefits.

The Committee must include a parent representative and a member of St. Monica's Catholic Primary School's governing body. The Nursery Leader is a

trustee and has voting rights on all matters, except those related to the leader's role.

Individuals are appointed trustees based on their skills, knowledge and experience.

Each newly appointed trustee receives a copy of the constitution, which clearly states the nursery's aims and objectives, as well as a copy of the latest Trustees' Annual Report and Statement of Accounts.

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.

We adhere to our recruitment and employment policy for all employment and/or trusteeship. Rigorous recruitment procedures ensure that we employ the highest-quality staff.

We follow Ofsted guidance on obtaining references and completing Disclosure and Barring Service (DBS) checks for all staff and volunteers with unsupervised access to the children.

We provide a staffing ratio in line with the EYFS statutory framework to ensure that the children have sufficient individual attention and to guarantee quality care and education for all the children.

New staff members complete induction training during the first two weeks of employment, where the individual must demonstrate understanding of and compliance with our policies, procedures, daily tasks and routines, and they receive ongoing training following the EYFS statutory framework. Regular supervision by the Nursery Leader, continuing professional development (CPD) and support of individual career paths maintain positive staff attitudes

to work. The team also conducts regular peer observations.

During the financial year, the staff employed within the nursery included a Leader (full-time member of staff), a Deputy Leader (full-time member of staff), one full-time Key Worker and 2 part-time Key Workers. A nominated SENCO liaises with parents and the Early Years Advisor and Children's Services on any children requiring additional support.

All staff receive regular training following the EYFS statutory framework. The Leader has completed an HND in early years working with children and families in education (level 5). The Deputy Leader has also started a foundation degree in the early years (level 5). Two of our Key workers hold a level 3 and our newest member of staff is currently unqualified but is keen to start her Level 3 qualification in Early Years.

This year, as well as refresher courses in core training such as Safeguarding, First Aid and Prevent, staff have also undertaken CPD for specific areas such as PEEP training for parent partnership and engagement. Physical Development training through the Liverpool Training HUB. Both Our Leader and Deputy completed Talk Boost Training, which will enhance the children's communication and language skills.

A Risk Assessment policy in operation within the nursery is continually reviewed and updated accordingly. A staff member carries out daily risk assessments and health and safety checks to ensure the setting is safe and healthy for children, parents, staff, visitors and volunteers. We also encourage the children to carry out their own risk assessment indoors and outdoors to understand the need to stay safe at all times.

The nursery is within St Monica's Catholic Primary School, a suburban area in the south of Warrington. It falls within the Roman Catholic Diocese of Shrewsbury and is part of Warrington Borough Local Education Authority.

It is a term-time only setting and is open from 8am to 4pm, Monday to Friday, for children from 2 years.

We are registered with OFSTED and are advised by the EYFS Team at Warrington Borough Council.

The nursery is authorised to take in a maximum of 28 children per session.

Section C

Objectives and activities

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

To advance the education of children attending St Monica's Nursery by providing and assisting in providing facilities for the daily care, recreation and education of such children.

The nursery has a dedicated room which is situated within the main school building near the reception class. The rear access to the room is suitable for disabled access, with access also available through the school. There is also a well-resourced outdoor learning area, which benefits from a sunshade canopy, meaning the children can access the EYFS curriculum both indoors and outdoors throughout the year.

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)

Our children are encouraged to become involved in the extra-curricular activities organised by the Friends of St Monica's Primary School and the Parish Community so that they become an integral part of the broader community from an early age. These include regular fundraising events.

Nursery children also have use of the school's dining hall, which is used for the provision of school lunches and also for extracurricular activities such as music, sports and movement.

The nursery operates a Healthy Snack policy. Staff act as positive role models to encourage the children to adopt healthy lifestyles in the setting by actively involving the children in making 'good choices' about the food they eat. Discussions help to develop the children's understanding of the types of food which keep our bodies healthy. Snacks are available for the children to enjoy during each session. Cold milk and water are also available. Any allergies and/or cultural issues are considered in providing snacks. Alongside our healthy snack policy, we promote a healthy lifestyle by participating in a 'daily mile' each morning, walking or running two laps around the school field.

During the autumn and spring terms, all our children enjoy eating their lunch in the nursery room. There is a choice each day of a home-packed lunch or a cooked school meal prepared by the school cook at St Monica's Catholic Primary (prepared by the school's cook following Warrington WBC guidelines for the preparation of healthy school lunches). At the start of the summer term, our older children who will be moving to reception will move to the dining hall.

Our open Admissions policy makes the setting available to all. Although the nursery is predominantly English-speaking and reflects the catholic faith, children from all faiths and cultures are warmly welcome. We currently have English, Japanese, Black-African and Italian children at the nursery. We use various multicultural resources, posters and picture books to promote and encourage an awareness and acceptance of cultural diversity, and we actively encourage all children to develop a positive self-image, including their heritage arising from their race, ethnicity, language, religion, cultural traditions and home background. Our children's cultural needs and beliefs are incorporated within the setting by celebrating multicultural festivals and food-tasting activities.

Throughout the year, staff have been involved in fundraising activities, some of which were undertaken with the Friends of St Monica's. A total of £201 was raised this year through fundraising activities.

Additional details of objectives and activities (Optional information)

The nursery's curriculum provision aligns with the EYFS statutory framework.

Each child is allocated a key worker upon entry into the nursery to ensure consistency and establish good working relationships between staff, children and parents. This allows the key worker to develop a good understanding of the child's needs and to plan effectively for them to be met in collaboration with their parents and other nursery staff.

Planning is child-centred and is significantly influenced by the children's current interests in the setting and their homes. Weekly staff briefing meetings are held to discuss, evaluate and amend the plans accordingly.

Children's tracking documents are regularly annotated, and each learning journal is completed weekly.

Tapestry (an On-Line Learning Journal) allows families to secure access to their child's learning journal throughout the academic year.

The whole staff team works together to provide a stimulating environment in which children learn and develop. Through a broad, balanced curriculum, children are encouraged to develop a positive self-identity, taking on roles within their key worker groups to increase their independence and self-esteem.

All staff model and promote the characteristics of effective learning, understanding the importance of each child's learning method. Key workers differentiate activities to suit the needs of children in their key groups.

Provision is monitored and audited using the Early Excellence audits. This allows staff to ensure we have the very best resources to offer to the children to fully enhance their learning and development.

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

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

Evidence is collected through regular observations of the children's play and learning and through photographic evidence.

The Nursery Leader collates the tracking information from Family and submits it to the Local Authority.

Tracking data is used to assess children's progress and staff's professional development. This enables informed planning decisions for children's next learning development opportunities and agendas for staff supervision meetings.

The nursery acknowledges that continued communication with parents is essential and is committed to forming effective partnerships with them to enable each child to develop to his/her full potential. We operate an 'open-door' policy whereby parents can make contact with a team member at any time of the nursery day.

We also encourage parents to observe their children at home and report their findings by completing a "Star Moment", which is then shared and displayed within the nursery room, or by uploading evidence directly onto their child's learning record on Tapestry.

Parents are keen to be involved in their child's learning. We host a number of events throughout the year to allow parents to be involved. These events include Parent Partnership Evenings during each term and the joint EYFS Evening with the Reception class during the Summer term.

A comprehensive newsletter is issued to parents monthly. We have our own section within St Monica's Catholic Primary website. We utilise a secure social media page, which we also use as a means of

communication with parents. We also have a public social media page, which is used for advertising purposes.

We held regular Stay & Play Sessions where existing and prospective new families were invited to come along and spend some time with their children in our setting. This not only gives parents an insight into the kind of activities on offer for their children, but it also provides another opportunity for them to get to know their key workers better and to interact with other families within their cohort.

All who come into contact with the nursery comment positively about the setting, staff and exemplary behaviour of the children. Nursery staff act as positive role models at all times, and behaviour is managed in a calm, consistent and positive manner. This ensures that boundaries and routines are set in an environment in which the children feel secure, happy and valued.

We have a positive attendance record, which demonstrates that children feel safe and secure in the setting and are happy and confident to leave their parents and access their independent play.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Delivering Forest School sessions has allowed our children to experience a broader range of activities and experiences, and has helped our children and families develop empathy for the environment, which has encouraged our families to spend family time together in our local nature spaces, including 'The Dingle'.

Welcoming a new Deputy Leader to our team was a huge change, but one which has had such a positive impact on the nursery setting and staff team. Mrs Burnett has brought with her a wealth of SEND knowledge and has been amazing in taking over the role of SENDCo.

The Trustees have also invested in staff by paying for our new Key Worker to complete her level 3 training. This was a significant cost of £2500. The trustees value the qualities that staff bring and are committed to investing in their CPD.

Building a strong relationship with the Head Teacher of St Monica's Catholic Primary School. Allowing better communication and collaboration between ourselves and the school.

Section E

Financial review

Brief statement of the charity's policy on reserves

An amount of £17,000 has been ring-fenced to fund the estimated exit costs, including staff redundancy costs, in the unlikely event of closure. This is reviewed annually.

In addition to this, we aim to hold unrestricted cash reserves of at least £10,000. These funds are held to

<p>meet one month's financial obligations and any unforeseen expenditure that may occur.</p> <p>Any surplus monies are used to purchase further resources for the children and/or fund our ongoing maintenance plan, which covers both our dedicated room and our outdoor play area.</p>
<p>Details of any funds materially in deficit</p> <p>Not applicable.</p>

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 nursery's main source of income is the Early Years Funding provided by the Local Authority.

This funding is available to all children from the school term after their third birthday and currently equates to 15 hours per week up to a maximum of 570 hours per annum; some children are eligible for up to 30 hours per week up to a maximum of 1,140 hours per annum.

The nursery offers full-time funded places (ie 30 hours per week) to all eligible parents across all sessions.

The nursery also receives income from non-funded sessions (i.e. additional sessions attended in excess of the 15/30 hours per week), which are optional and are invoiced termly and paid for by parents.

The funding covers the cost of running the setting. The main costs are staffing, rent, insurance, professional services (including an external payroll provider), training and resources.

The nursery relies on fundraising, organised by staff and parent volunteers, to fund all other enrichment activities.

The nursery has opted to prepare accounts on a Receipts and Payments basis. The financial year end is 31st August.

The accounts disclosed for the period ending 31/08/25 include all financial transactions from 01/09/24 to 31/08/25. During this period, the nursery made a profit of £3027. This was a fantastic achievement as it demonstrates the hard work that staff have put into the setting during the past 12 months. This total comes from a combination of children increasing sessions and new children in the setting that were not originally included in the year's financial budget.

As a reward for all their hard work, the trustees agreed that some of the profit would be used for staff end-of-year bonuses. Whilst the rest would be used for enhancing our nursery provision and purchasing new resources.

Section F Other optional information

--

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s) C Wadsworth

Full name(s) Clare Wadsworth

Position (eg Secretary, Chair, etc) Chairperson

Date 09/10/2025



ST. MONICA'S NURSERY	1152590
-----------------------------	---------

Receipts and Payments Accounts

For the period from	01/09/2024	to	31/08/2025
---------------------	------------	----	------------

Section A Receipts and Payments

	Total funds to the nearest	Last year to the nearest
A1 Receipts		
Funded fees	91,883	89,937
Non-funded fees	35,113	28,253
Other	512	846
<i>Sub total</i>	127,508	118,667
A2 Payments		
Staffing	90,489	74,323
Premises	8,314	13,879
Insurance	1,374	1,517
Professional services	4,594	5,572
Advertising	-	-
Staff Training	3,270	943
Fundraising activities	76	7
Toys, equipment, activities & consumables	14,995	11,181
Building Work	1,368	-
<i>Sub total</i>	124,480	107,422
<i>Net of receipts/(payments)</i>	3,028	11,615

Section B Statement of Assets and Liabilities as at 31/08/2025

	Total funds to the nearest	Last year to the nearest
B1 Cash		
Cash at bank	59,785	56,787
Petty Cash in Office	-	84
<i>Sub total</i>	59,785	56,871
B2 Liabilities		
Pension Creditor	438	587
<i>Sub total</i>		-
<i>Net of assets/(liabilities)</i>	59,311	56,283

Prepared by:	Signature	Print Name	Date
Nursery Leader		Mrs Emma Lightfoot	

Signed by	Signature	Print Name	Date
Treasurer		Liam Mannion	



Independent examiner's report on the accounts

Report to the trustees/
members of

ST MONICA'S NURSERY

On accounts for the year
ended

31/08/2025

Charity no 1152590

Set out on pages

1-2

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

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:

05/10/25

Name: Liam Mannion

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

Address: 90B Powdermill Road, Warrington, W4 1GD



St Monica's Nursery and Forest School

England & Wales - Charity number 1152590

Accounts



ST. MONICA'S NURSERY Trustees' Annual Report

1152590

For the period	Period start date			Period end date		
	01	09	2023	31	08	2024

Section A Reference and administration details

Charity name	St Monica's Nursery		
Other names charity is known by	St Monica's Nursery		
Registered charity number (if any)	1152590		
Charity's principal address	St. Monica's Close		
	Appleton		
	Warrington		
	Postcode	WA4 3AW	

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	Clare Wadsworth	Chairperson		
2	Helen Kavanagh	Treasurer	Leaver July 2024	
3	Johanna Ducker	Parent	Leaver July 2024	
4	Liam Mannion	Treasurer	Started July 2024	
5	Stephen Hare	Parent Member		
6	<u>Awaiting to appoint</u>	St Monica's Catholic Primary School Link Governor		
7				

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

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

Mrs Emma Lightfoot - Nursery Leader
Mrs Victoria Johnson - Nursery Deputy (until April 2024)
Miss Jessica Brown - Acting Nursery Deputy (April 2024 - July 2024)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO).
Trustee selection methods (eg. appointed by, elected by)	<p>The Nursery is a Charitable Incorporated Organisation (CIO) and is managed by a committee of charity trustees.</p> <p>The trustees are appointed for a term of three years.</p> <p>There are not less than 3 or more than 7 appointed trustees at any given time.</p> <p>Committee meetings are held at least once per term to monitor the nursery's effectiveness, ensure that it</p>

complies with its statutory obligations, and discuss and agree on matters relating to its day-to-day management and ongoing development. All trustees give their time voluntarily and receive no remuneration or other benefits.

The Committee must include a parent representative and a member of St. Monica's Catholic Primary School's governing body. The Nursery Leader is a trustee and has voting rights on all matters other than those relating to the leader's role.

Individuals are appointed trustees based on their skills, knowledge and experience.

Each newly appointed trustee receives a copy of the constitution, which clearly states the nursery's aims and objectives, and a copy of the latest Trustees' Annual Report and Statement of Accounts.

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.

We adhere to our recruitment and employment policy for all employment and/or trusteeship. Rigorous recruitment procedures ensure that we employ the highest-quality staff.

We follow Ofsted guidance on obtaining references and completing Disclosure and Barring Service (DBS) checks for all staff and volunteers with unsupervised access to the children.

We provide a staffing ratio in line with the EYFS statutory framework to ensure that the children have sufficient individual attention and to guarantee quality care and education for all the children.

New staff members complete induction training during

the first two weeks of employment, where the individual must demonstrate understanding of and compliance with our policies, procedures, daily tasks and routines, and they receive ongoing training following the EYFS statutory framework. Regular supervision by the Nursery Leader, continuing professional development (CPD) and support of individual career paths maintain positive staff attitudes to work. The team also conducts regular peer observations.

During the financial year, the staff employed within the nursery included a Leader (full-time member of staff), a Deputy Leader (full-time member of staff), and 2 part-time Key Workers. A nominated SENCO liaises with parents and the Early Years Advisor and Children's Services on any children requiring additional support.

All staff receive regular training following the EYFS statutory framework. The Leader has completed HND in early years working with children and families in education (level 5). The Deputy Leader has also completed a foundation degree in the early years (level 5). One of our Key Workers has a full degree, and the other holds an appropriate Level 3 qualification in Childcare.

This year, as well as refresher courses in core training such as Safeguarding, First Aid and Prevent, staff have also undertaken training with the DfE, studying the PDP program, and the Early Years Recovery program following COVID-19. The course covers specific learning areas such as Communication and Language, Maths and PSED.

A Risk Assessment policy in operation within the nursery is continually reviewed and updated accordingly. A staff member carries out daily risk

assessments and health and safety checks to ensure the setting is safe and healthy for children, parents, staff, visitors and volunteers. We also encourage the children to carry out their own risk assessment indoors and outdoors to understand the need to stay safe at all times.

The nursery is within St Monica's Catholic Primary School, a suburban area in the south of Warrington. It falls within the Roman Catholic Diocese of Shrewsbury and is part of Warrington Borough Local Education Authority.

It is a term-time only setting and is open from 8.50 am to 3.20 pm, Monday to Friday, for children from 2 years.

Flexible arrangements are in place for parents requiring out of school care either before and/or after the nursery day through the nursery's breakfast and after-school club or the primary school's breakfast and after-school club W.A.S.P. 's, an independent after-school link club provider.

We are registered with OFSTED and are advised by the EYFS Team.

The nursery is authorised to take in a maximum of 28 children per session.

Section C Objectives and activities

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

To advance the education of children attending St Monica's Nursery by providing and assisting in providing facilities for the daily care, recreation and education of such children.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within

The nursery has a dedicated room which is situated within the main school building near the reception class. The rear access to the room is suitable for disabled

this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

access, with access also available through the school. There is also a well-resourced outdoor learning area, which benefits from a sunshade canopy, meaning the children can access the EYFS curriculum both indoors and outdoors throughout the year.

Our children are encouraged to become involved in the extra-curricular activities organised by the Friends of St Monica's Primary School and the Parish Community so that they become an integral part of the broader community from an early age. These include regular fundraising events.

This year, staff took part in the Stockton Heath festival along with staff from St Monica's Catholic Primary, providing a range of Forest School activities for the children and families of the local community attending the event.

Nursery children also have use of the school's dining hall, which is used for the provision of school lunches and also for extracurricular activities such as music, sports and movement.

The nursery operates a Healthy Snack policy. Staff act as positive role models to encourage the children to adopt healthy lifestyles in the setting by actively involving the children in making 'good choices' about the food they eat. Discussions help to develop the children's understanding of the types of food which keep our bodies healthy. Snacks are available for the children to enjoy during each session. Cold milk and water are also available. Any allergies and/or cultural issues are considered in providing snacks. Alongside

our healthy snack policy, we promote a healthy lifestyle by participating in a 'daily mile' each morning, walking or running two laps around the school field.

During the autumn and spring terms, all our children enjoy eating their lunch in the nursery room. There is a choice each day of a home-packed lunch or a cooked school meal prepared by the school cook at St Monica's Catholic Primary (prepared by the school's cook following Warrington WBC guidelines for the preparation of healthy school lunches). At the start of the summer term, our older children who will be moving to reception will move to the dining hall.

Our open Admissions policy makes the setting available to all. Although the nursery is predominantly English-speaking and reflects the catholic faith, children from all faiths and cultures are warmly welcome. We currently have English, Polish, Japanese and Italian children at the nursery. We use various multicultural resources, posters and picture books to promote and encourage an awareness and acceptance of cultural diversity, and we actively encourage all children to develop a positive self-image, including their heritage arising from their race, ethnicity, language, religion, cultural traditions and home background. Our children's cultural needs and beliefs are incorporated within the setting by celebrating multicultural festivals and food-tasting activities.

Throughout the year, staff have been involved in fundraising activities such as hosting monthly movie nights, Christmas fair and Summer fair with St Monica's Catholic Primary.

A total of £968 was raised this year through fundraising activities.

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

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

The nursery's curriculum provision aligns with the EYFS statutory framework.

Each child is allocated a key worker upon entry into the nursery to ensure consistency and establish good working relationships between staff, children and parents. This allows the key worker to develop a good understanding of the child's needs and to plan effectively for them to be met in collaboration with their parents and other nursery staff.

Planning is child-centred and is significantly influenced by the children's current interests in the setting and their homes. Weekly staff briefing meetings are held to discuss, evaluate and amend the plans accordingly.

Children's tracking documents are regularly annotated, and each learning journal is completed weekly. Family (an On-Line Learning Journal) allows families to secure access to their child's learning journal throughout the academic year.

The whole staff team works together to provide a stimulating environment in which children learn and develop. Through a broad, balanced curriculum, children are encouraged to develop a positive self-identity, taking on roles within their key worker groups to increase their independence and self-esteem.

All staff model and promote the characteristics of effective learning, understanding the importance of each child's learning method. Key workers differentiate activities to suit the needs of children in their key groups.

Provision is monitored and audited using the Early Excellence audits. This allows staff to ensure we have the very best resources to offer to the children to fully enhance their learning and development.

Evidence is collected through regular observations of the children's play and learning and through photographic evidence.

The Nursery Leader collates the tracking information from Family and submits it to the Local Authority.

Tracking data is used to assess children's progress and staff's professional development. This enables informed planning decisions for children's next learning development opportunities and agendas for staff supervision meetings.

The nursery acknowledges that continued communication with parents is essential and is committed to forming effective partnerships with them to enable each child to develop to his /her full potential. We operate an 'open-door' policy whereby parents can make contact with a team member at any time of the nursery day.

We also encourage parents to observe their children at home and report their findings by completing a "Star Moment", which is then shared and displayed within the nursery room, or by uploading evidence directly onto their child's learning record in Family.

Parents are keen to be involved in their child's learning. We host a number of events throughout the year to allow parents to be involved. These events include Parent Partnership Evenings during each term and the joint EYFS Evening with the Reception class during the Summer term.

A comprehensive newsletter is issued to parents monthly and we have our own section within St Monica's Catholic Primary website. We utilise a secure social media page which we also use as a means of

communication with parents. We also have a public social media page which is used for advertisement purposes.

We held regular Stay & Play Sessions where existing and prospective new families were invited to come along and spend some time with their children in our setting. This not only gives parents an insight into the kind of activities on offer for their children, but it also provides another opportunity for them to get to know their key workers better and to interact with other families within their cohort.

All who come into contact with the nursery comment positively about the setting, staff and exemplary behaviour of the children. Nursery staff act as positive role models at all times, and behaviour is managed in a calm, consistent and positive manner. This ensures that boundaries and routines are set in an environment in which the children feel secure, happy and valued.

We have a positive attendance record which demonstrates that children feel safe and secure in the setting and are happy and confident to leave their parents and access their independent play.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

A rebrand was done at the start of the academic year. We welcomed a new logo and signage to advise our Nursery as a Forest School setting.

Delivering Forest School sessions has allowed our children to experience a broader range of activities and experiences and has helped our children and families develop empathy for the environment which has encouraged our families to spend family time together in our local nature spaces including 'The Dingle'.

Building a strong relationship with the new Head Teacher of St Monica's Catholic Primary School. Allowing better communication and collaboration between ourselves and the school.

Attending Stockton Heath Festival, meeting children and families with the local community and advertising our Nursery.

Section E

Financial review

Brief statement of the charity's policy on reserves

An amount of £11,000 has been ring-fenced to fund the estimated exit costs, including staff redundancy costs, in the unlikely event of closure. This is reviewed annually.

In addition to this, we aim to hold unrestricted cash reserves of at least £10,000. These funds are held to meet one month's financial obligations and any unforeseen expenditure that may occur.

Any surplus monies are used to purchase further resources for the children and/or fund our ongoing maintenance plan which covers both our dedicated

room and our outdoor play area.

Details of any funds materially in deficit

Not applicable.

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 nursery's main source of income is the Early Years Funding provided by the Local Authority.

This funding is available to all children from the school term after their third birthday and currently equates to 15 hours per week up to a maximum of 570 hours per annum; some children are eligible for up to 30 hours per week up to a maximum of 1,140 hours per annum.

The nursery offers full-time funded places (ie 30 hours per week) to all eligible parents across all sessions.

The nursery also receives income from non-funded sessions (i.e. additional sessions attended in excess of the 15/30 hours per week) which are optional and are invoiced termly and paid for by parents.

The funding covers the cost of running the setting. The main costs are staffing, rent, insurance, professional services (including an external payroll provider), training and resources.

The nursery relies on fundraising, organised by staff and parent volunteers to fund all other enrichment activities.

The nursery has opted to prepare accounts on a Receipts and Payments basis. The financial year end is 31st August.

The accounts disclosed for the period ending 31/08/24 include all financial transactions from 01/09/23 to 31/08/24. During this period, the nursery

made a profit of 11510. This was a fantastic achievement as it demonstrates the hard work that staff have put into the setting during the past 12 months. This total comes from a combination of children increasing sessions and new children in the setting that were not originally included in the year's financial budget.

As a reward for all their hard work the trustees agreed that a third of the profit would be used for staff end of year bonuses. While the rest would be used for renovating the outdoor space including new astro turf, mud kitchen and coat trolley.

Section F Other optional information

--

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	C Wadsworth	
--------------	-------------	--

Full name(s)	Clare Wadsworth	
--------------	-----------------	--

Position (eg Secretary, Chair, etc)	Chairperson	
-------------------------------------	-------------	--

Date	13th March 2025
------	-----------------

St Monica's Pre-School

Profit & loss account for the period ending 31 August 2024

	2024	2023
<u>Turnover</u>		
Funding	89,937	58,068
Fees	28,253	34,219
Other	477	1,532
<u>Cost of Sales</u>		
Staffing	(74,058)	(67,017)
Gross Profit	44,609	26,802
Administrative expenses	(33,099)	(27,599)
Operating profit	11,510	797
Other income		
Profit/(loss) on ordinary activities before taxation	11,510	797
Exceptional item:		
Office Laptops (two of)		
Internal Works (flooring and toilets)		
External Works (MUGA, fence and gate)		
Taxation		0
Profit/(loss) for the period	11,510	(797)
Retained profit brought forward	48,132	48,929
Profit/(loss) for the period	11,880	(797)
Retained profit carried forward	59,642	48,132
<u>Administrative expenses:</u>		
Premises	13,879	7,200
Insurance	1,517	1,324
Professional services	5,533	3,860
Advertising	39	168
Staff training	943	666
Fundraising spend	7	531
Toys, equipment, activities & consumables	11,181	13,850
	33,099	27,599



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

ST MONICA'S PRE-SCHOOL

On accounts for the year
ended

31/08/2024	Charity no	1152590
------------	-------------------	---------

Set out on pages

1-2

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

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:

Name:

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

Address:

Give here brief details of any items that the examiner wishes to disclose.

St Monica's Nursery and Forest School

England & Wales - Charity number 1152590

Accounts



ST. MONICA'S NURSERY Trustees' Annual Report

115259

For the period

Period start date
01 09 2022

Period end date
31 08 2023

Charity name St Monica's Preschool,

Other names charity is known by St Monica's Nursery

Registered charity number (if any) 1152590

Charity's principal address St. Monica's Close

Appleton

Warrington

Postcode

WA4 3AW

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	Clare Wadsworth	Chairperson		
2	Helen Kavanagh	Treasurer		
3	Joanna Ducker	Parent Member		
4	Helen Nolan-O'Mahony	School Governing Body		
5				
6				
7				

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

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

Mrs Emma Lightfoot - Nursery Leader
 Mrs Victoria Johnson - Nursery Deputy

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution.
How the charity is constituted <small>(eg. trust, association, company)</small>	Charitable Incorporated Organisation (CIO).
Trustee selection methods <small>(eg. appointed by, elected by)</small>	<p>The Nursery is a Charitable Incorporated Organisation (CIO) and is managed by a committee of charity trustees.</p> <p>The trustees are appointed for a term of three years.</p> <p>There are not less than 3 or more than 7 appointed trustees at any given time.</p> <p>Committee meetings are held at least once per term to monitor the nursery's effectiveness, ensure that it</p>

complies with its statutory obligations, and discuss and agree on matters relating to its day-to-day management and ongoing development. All trustees give their time voluntarily and receive no remuneration or other benefits.

The Committee must include a parent representative and a member of St. Monica's Catholic Primary School's governing body. The Nursery Leader is not a trustee but has voting rights on all matters other than those relating to the leader's role.

Individuals are appointed trustees based on their skills, knowledge and experience.

Each newly appointed trustee receives a copy of the constitution, which clearly states the nursery's aims and objectives, and a copy of the latest Trustees' Annual Report and Statement of Accounts.

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.

We adhere to our recruitment and employment policy for all employment and/or trusteeship. Rigorous recruitment procedures ensure that we employ the highest-quality staff.

We follow Ofsted guidance on obtaining references and completing Disclosure and Barring Service (DBS) checks for all staff and volunteers with unsupervised access to the children.

We provide a staffing ratio in line with the EYFS statutory framework to ensure that the children have sufficient individual attention and to guarantee quality care and education for all the children.

New staff members complete induction training during the first two weeks of employment, where the individual must demonstrate understanding of and compliance with our policies, procedures, daily tasks and routines, and they receive ongoing training following the EYFS statutory framework. Regular supervision by the Nursery Leader, continuing professional development (CPD) and support of individual career paths maintain positive staff attitudes to work. The team also conducts regular peer observations.

During the financial year, the staff employed within the nursery included a Leader (full-time member of staff), a Deputy Leader (full-time member of staff), and 2 part-time Key Workers. A nominated SENCO liaises with parents and the Early Years Advisor and Children's Services on any children requiring additional support.

All staff receive regular training following the EYFS statutory framework. The Leader has completed HND in early years working with children and families in education (level 5). The Deputy Leader has also completed a foundation degree in the early years (level 5). One of our Key Workers has a full degree, and the other holds an appropriate Level 3 qualification in Childcare.

This year, as well as refresher courses in core training such as Safeguarding, First Aid and Prevent, staff have also undertaken training with the DfE, studying the PDP program, and the Early Years Recovery program following COVID-19. The course covers specific learning areas such as Communication and Language, Maths and PSED.

A Risk Assessment policy in operation within the nursery is continually reviewed and updated

accordingly. A staff member carries out daily risk assessments and health and safety checks to ensure the setting is safe and healthy for children, parents, staff, visitors and volunteers. We also encourage the children to carry out their own risk assessment indoors and outdoors to understand the need to stay safe at all times.

The nursery is within St Monica's Catholic Primary School, a suburban area in the south of Warrington. It falls within the Roman Catholic Diocese of Shrewsbury and is part of Warrington Borough Local Education Authority.

It is a term-time only setting and is open from 8.50 am to 3.20 pm, Monday to Friday, for children from 2 years.

Flexible arrangements are in place for parents requiring out of school care either before and/or after the nursery day through the nursery's breakfast and after-school club or the primary school's breakfast and after-school club W.A.S.P.'s, an independent after-school link club provider.

We are registered with OFSTED and are advised by the EYFS Team.

The nursery is authorised to take in a maximum of 28 children per session.

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

To advance the education of children attending St Monica's Nursery by providing and assisting in providing facilities for the daily care, recreation and education of such children.

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)

The nursery has a dedicated room which is situated within the main school building near the reception class. The rear access to the room is suitable for disabled access, with access also available through the school. There is also a well-resourced outdoor learning area which benefits from a sunshade canopy, meaning the children can access the EYFS curriculum both indoors and outdoors throughout the year.

Our children are encouraged to become involved in the extra-curricular activities organised by the Friends of St Monica's Primary School and the Parish Community so that they become an integral part of the broader community from an early age. These include regular fundraising events.

This year, staff took part in the Stockton Heath festival along with staff from St Monica's Catholic Primary, providing a range of Forest School activities for the children and families of the local community attending the event.

Nursery children also have use of the school's dining hall, which is used for the provision of school lunches and also for extracurricular activities such as music, sports and movement.

The nursery operates a Healthy Snack policy. Staff act as positive role models to encourage the children to adopt healthy lifestyles in the setting by actively involving the children in making 'good choices' about the food they eat. Discussions help to develop the children's understanding of the types of food which keep our bodies healthy. Snacks are available for the children to

enjoy during each session. Cold milk and water are also available. Any allergies and/or cultural issues are considered in providing snacks. Alongside our healthy snack policy, we promote a healthy lifestyle by participating in a 'daily mile' each morning, walking or running two laps around the school field.

During the autumn and spring terms, all our children enjoy eating their lunch in the nursery room. There is a choice each day of a home-packed lunch or a cooked school meal prepared by the school cook at St Monica's Catholic Primary (prepared by the school's cook following Warrington WBC guidelines for the preparation of healthy school lunches). At the start of the summer term, our older children who will be moving to reception will move to the dining hall.

Our open Admissions policy makes the setting available to all. Although the nursery is predominantly English-speaking and reflects the catholic faith, children from all faiths and cultures are warmly welcome. We currently have English, Polish, Japanese and Italian children at the nursery. We use various multicultural resources, posters and picture books to promote and encourage an awareness and acceptance of cultural diversity, and we actively encourage all children to develop a positive self-image, including their heritage arising from their race, ethnicity, language, religion, cultural traditions and home background. Our children's cultural needs and beliefs are incorporated within the setting by celebrating multicultural festivals and food-tasting activities.

Throughout the year, staff have been involved in fundraising activities such as hosting monthly movie nights, Christmas fair and Summer fair with St Monica's Catholic Primary.

A total of £968 was raised this year through fundraising activities.

Additional details of objectives and activities (Optional information)

The nursery's curriculum provision aligns with the EYFS statutory framework.

Each child is allocated a key worker upon entry into the nursery to ensure consistency and establish good working relationships between staff, children and parents. This allows the key worker to develop a good understanding of the child's needs and to plan effectively for them to be met in collaboration with their parents and other nursery staff.

Planning is child-centred and is significantly influenced by the children's current interests in the setting and their homes. Weekly staff briefing meetings are held to discuss, evaluate and amend the plans accordingly.

Children's tracking documents are regularly annotated, and each learning journal is completed weekly. Family (an On-Line Learning Journal) allows families to secure access to their child's learning journal throughout the academic year.

The whole staff team works together to provide a stimulating environment in which children learn and develop. Through a broad, balanced curriculum, children are encouraged to develop a positive self-identity, taking on roles within their key worker groups to increase their independence and self-esteem.

All staff model and promote the characteristics of effective learning, understanding the importance of each child's learning method. Key workers differentiate activities to suit the needs of children in their key groups.

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

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

Provision is monitored and audited using the Early Excellence audits. This allows staff to ensure we have the very best resources to offer to the children to fully enhance their learning and development.

Evidence is collected through regular observations of the children's play and learning and through photographic evidence.

The Nursery Leader collates the tracking information from Family and submits it to the Local Authority.

Tracking data is used to assess children's progress and staff's professional development. This enables informed planning decisions for children's next learning development opportunities and agendas for staff supervision meetings.

The nursery acknowledges that continued communication with parents is essential and is committed to forming effective partnerships with them to enable each child to develop to his /her full potential. We operate an 'open-door' policy whereby parents can make contact with a team member at any time of the nursery day.

We also encourage parents to observe their children at home and report their findings by completing a "Star Moment", which is then shared and displayed within the nursery room, or by uploading evidence directly onto their child's learning record in Family.

Parents are keen to be involved in their child's learning. We host a number of events throughout the year to allow parents to be involved. These events include Parent Partnership Evenings during each term and the joint EYFS Evening with the Reception class during the Summer term.

A comprehensive newsletter is issued to parents monthly and we have our own section within St Monica's Catholic Primary website. We utilise a secure social media page which we also use as a means of communication with parents. We also have a public social media page which is used for advertisement purposes.

We held regular Stay & Play Sessions where existing and prospective new families were invited to come along and spend some time with their children in our setting. This not only gives parents an insight into the kind of activities on offer for their children, but it also provides another opportunity for them to get to know their key workers better and to interact with other families within their cohort.

All who come into contact with the nursery comment positively about the setting, staff and exemplary behaviour of the children. Nursery staff act as positive role models at all times, and behaviour is managed in a calm, consistent and positive manner. This ensures that boundaries and routines are set in an environment in which the children feel secure, happy and valued.

We have a positive attendance record which demonstrates that children feel safe and secure in the setting and are happy and confident to leave their parents and access their independent play.

Summary of the main achievements of the charity during the year

A rebrand was done at the start of the academic year. We welcomed a new logo and signage to advise our Nursery as a Forest School setting

Delivering Forest School sessions has allowed our children to experience a broader range of activities and experiences and has helped our children and families develop empathy for the environment which has encouraged our families to spend family time together in our local nature spaces including The Dingle:

Building a strong relationship with the new Head Teacher of St Monica's Catholic Primary School
Allowing better communication and collaboration between ourselves and the school

Visiting Walton Gardens during our first-ever trip with the children and parents/carers. We booked a special visit to the children's zoo which enabled the children to gain hands-on experience feeding and caring for the animals.

Attending Stockton Heath Festival meeting children and families with the local community and advertising our Nursery.

Brief statement of the charity's policy on reserves

An amount of £10,000 has been ring-fenced to fund the estimated exit costs, including staff redundancy costs, in the unlikely event of closure. This is reviewed annually.

In addition to this, we aim to hold unrestricted cash reserves of at least £10,000. These funds are held to meet one month's financial obligations and any unforeseen expenditure that may occur.

Details of any funds materially in deficit

Any surplus monies are used to purchase further resources for the children and/or fund our ongoing maintenance plan which covers both our dedicated room and our outdoor play area.

Not applicable.

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 nursery's main source of income is the Early Years Funding provided by the Local Authority.

This funding is available to all children from the school term after their third birthday and currently equates to 15 hours per week up to a maximum of 570 hours per annum; some children are eligible for up to 30 hours per week up to a maximum of 1140 hours per annum.

The nursery offers full-time funded places (ie 30 hours per week) to all eligible parents across all sessions.

The nursery also receives income from non-funded sessions (ie: additional sessions attended in excess of the 15/30 hours per week) which are optional and are invoiced termly and paid for by parents.

The funding covers the cost of running the setting. The main costs are staffing, rent, insurance, professional services (including an external payroll provider), training and resources.

The nursery relies on fundraising organised by staff and parent volunteers to fund all other enrichment activities.

The nursery has opted to prepare accounts on a Receipts and Payments basis. The financial year end is 31st August.

The accounts disclosed for the period ending 31/08/23 include all financial transactions from 01/09/22 to 31/08/23. During this period, the nursery made a loss of £797 as a result of a number of one-off expenditure items that include but were not limited to new resources for the nursery provision in guidance with the early excellence standards for provision, a replacement fridge, replacement IT equipment including 3 new pads for staff observation. There was also a substantial spend on extracurricular activities including French sessions for the children and Multipsports.

Section F

Other optional information

--

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

Signed on behalf of the charity's trustees

Signature(s)

Clare Wadsworth

Full name(s)

Clare Wadsworth

Position (eg Secretary, Chair, etc)

Chairperson

Date

23rd May 2024

St Monica's Pre-School

Profit & loss account for the period ending 31 August 2023

	2023	2022
<u>Turnover</u>		
Funding	58,068 ✓	41,618
Fees	34,219 ✓	37,786
Other	1,532 ✓	3,959
<u>Cost of Sales</u>		
Staffing (70481 - adjusted from credits). £3054, +10	(67,017) ✓	(63,183)
Gross Profit	26,802 ✓ ^	20,180
Administrative expenses	(27,599) ✓	(19,729)
Operating profit	(797) ^	450
Other income		2
Profit/(loss) on ordinary activities before taxation	797 ^	453
Exceptional item:		(1,198) (4,591) (5,455)
Taxation	0	0
Profit/(loss) for the period	(797)	(10,791)
Retained profit brought forward	48,929 ^	59,721
Profit/(loss) for the period	(797)	(10,791)
Retained profit carried forward	48,132 ^	48,929
<u>Administrative expenses:</u>		
Rent	7,200 ✓	7,200
Insurance	1,324 ✓	1,032
Professional services	3,860 ✓	1,532
Advertising	168 ✓	0
Staff training	666 ✓	699
Fundraising spend	531 ✓	246
Toys, equipment, activities & consumables	13,850 ✓	9,020
	27,599 ^	19,729

Please remove -> Creditor amounts falling due within 1 yr
 as always zero +
 cash at hand.

		St Monica's Nursery Balance sheet as at 31st August 2023	
	2023	2022	
Fixed Assets	0	0	
Current assets			
Cash In Bank + Petty cash	48132	48,929	
			0
Net current assets	48132	48929	
Total assets less current liabilities	48132	48929	
Net current assets	48132	48929	
Capital and reserve	48132	48929	
Profit and loss account	-797		

✓

✓



Independent examiner's report on the accounts

Report to the trustees/
members of ST MONICA'S PRE-SCHOOL

On accounts for the year
ended 31/08/2023 Charity no 1152590

Set out on pages 1-2

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

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: Akavanagh

Date: 23/05/2024

Name: Helen Kavanagh

Relevant professional qualification(s) or body (if any): Chartered Accountant - ICAEW
Chartered Tax Adviser - CIOT

Address: t2 Grappenhall Road, Warrington, WAT 2AS.



Give here brief details of any items that the examiner wishes to disclose.

A large, empty rectangular box with a thin black border, intended for the user to provide details as requested in the text above.

IER

St Monica's Nursery and Forest School

England & Wales - Charity number 1152590

Accounts



ST. MONICA'S NURSERY Trustees' Annual Report

1152590

For the period

Period start date
01 09 2021

Period end date
31 08 2022

Charity name St Monica's Preschool

Other names charity is known by St Monica's Nursery

Registered charity number (if any) 1152590

Charity's principal address St. Monica's Close

Appleton

Warrington

Postcode

WA4 3AW

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	Clare Wadsworth	Chairperson		
2	Helen Kavanagh	Treasurer		
3	Joanna Ducker	Parent Member		
4	Helen Nolan-O'Mahony	School Governing Body	1/9/2022	Mrs Clare Wadsworth
5				
6				
7				

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

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

Mrs Emma Lightfoot - Nursery Leader
Mrs Victoria Johnson - Nursery Deputy

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO).
Trustee selection methods (eg. appointed by, elected by)	<p>The Nursery is a Charitable Incorporated Organisation (CIO) and is managed by a committee of charity trustees.</p> <p>The trustees are appointed for a term of three years.</p> <p>There are not less than 3 nor more than 7 appointed trustees at any given time.</p>

Committee meetings are held at least once per term to monitor the effectiveness of the nursery, to ensure that it complies with its statutory obligations and to discuss and agree matters relating to its day-to-day management and ongoing development. All trustees give their time voluntarily and receive no remuneration or other benefits.

The Committee must include a parent representative and a member of the governing body of St. Monica's Catholic Primary School. The Nursery Leader is not a trustee but has voting rights on all matters other than those relating to the role of the leader.

Individuals are selected for appointment as trustees based on their skills, knowledge and experience. Each new appointed trustee receives a copy of the constitution, which clearly states the aims and objectives of the nursery and a copy of the latest Trustees' Annual Report and Statement of Accounts.

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.

For all employment and/or trusteeship, we adhere to our Recruitment and Employment policy. Rigorous recruitment procedures ensure that we employ staff of the highest quality.

We follow Ofsted guidance on obtaining references and completing Disclosure and Barring Service (DBS) checks for all staff and volunteers who have unsupervised access to the children.

We provide a staffing ratio in line with the EYFS statutory framework to ensure that the children have sufficient individual attention and to guarantee quality care and education for all the children.

New staff members complete induction training during the first two weeks of employment where the individual must demonstrate understanding of and compliance with our policies, procedures, daily tasks and routines and they receive ongoing training in accordance with the EYFS statutory framework. Regular supervision by the Nursery Leader, continuing professional development (CPD) and support of individual career paths maintain positive staff attitudes to work. The team also conducts regular peer observations.

During the financial year, the staff employed within the nursery included: a Leader (full time member of staff), a Deputy Leader (full time member of staff), 2 part time Key Workers and a part time Administrator. There is a nominated SENCO who liaises with parents, the Early Years Advisor and Children's Services on any children requiring additional support.

All staff receive regular training in accordance with the EYFS statutory framework. The Leader has completed HND in early years working with children and families in education. The Deputy Leader has also completed a foundation degree in early years. All other Key Workers hold an appropriate Level 3 qualification in Childcare.

This year, as well as refresher courses in core training such as Safeguarding, First Aid and Prevent, staff have also undertaken training in Food Safety, SEN in early years, Autism Awareness, In the Moment Planning, TTS talking- Little Lockdowners, Statutory 2 year check and Curriculum planning.

There is a Risk Assessment policy in operation within the nursery which is continually reviewed and updated accordingly. Daily risk assessments and health and

safety checks are carried out by a member of staff to ensure that the setting is a safe and healthy place for children, parents, staff, visitors and volunteers. We also encourage the children to carry out their own risk assessment, both indoors and outdoors, to understand the need to stay safe at all times.

The nursery is sited within St Monica's Catholic Primary School which is in a suburban area situated in the south of Warrington. It falls within the Roman Catholic Diocese of Shrewsbury and is part of Warrington Borough Local Education Authority.

It is a term-time only setting and is open from 8.50am to 3.20pm, Monday to Friday, for children from 2 years.

Flexible arrangements are in place for parents requiring out of school care either before and/or after the nursery day through the nursery's breakfast and after school club, or the primary school's breakfast and after school club W.A.S.P.'s, which is an independent after school link club provider.

We are registered with OFSTED and are advised by the EYFS Team.

The nursery is authorised to take in a maximum of 28 children per session.

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

To advance the education of children attending St Monica's Nursery by providing and assisting in the provision of facilities for the daily care, recreation and education of such children.

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)

The nursery has a dedicated room which is situated within the main school building in close proximity to the reception class. The rear access to the room is suitable for disabled access, with access also available through the school. There is also a well-resourced outdoor learning area, which benefits from a sun shade canopy, meaning the children are able to access the EYFS curriculum both indoors and outdoors throughout the year.

This year we took part in the nativity play with St Monica's Catholic Primary reception Class.

Our children are encouraged to become involved in the extra-curricular activities organised by the Friends of St Monica's Primary School and the Parish Community so that they become an integral part of the wider community from an early age. These include regular fundraising events.

Nursery children also have use of the school's dining hall which is used for the provision of school lunches and also for extra-curricular activities such as music, sport and movement.

The nursery operates a Healthy Snack policy. Staff act as positive role models to encourage the children to adopt healthy lifestyles in the setting by actively involving the children in making 'good choices' about the food they eat. Discussions help to develop the children's understanding of the types of food which keep our bodies healthy. Snacks are available for the children to enjoy during each session. Cold milk and water are also available. Any allergies and/or cultural issues are taken into consideration in the provision of snacks. Alongside our healthy snack policy, we promote a healthy lifestyle by taking part in a 'daily mile' each morning, either walking or running two laps around the school field.

During the Autumn and Spring term all our children enjoy eating their lunch in the nursery room. There is a choice each day of a home packed lunch or a cooked school meal prepared by the school cook at St Monica's Catholic Primary (prepared by the school's cook in accordance with Warrington MBC guidelines for the preparation of healthy school lunches). At the start of the summer term our older children who will be moving to reception move to the dining hall.

Our open Admissions policy makes the setting available to all and although the nursery is predominantly an English-speaking setting and reflects the catholic faith, children from all faiths and cultures are warmly welcome. We currently have English and Italian children at nursery. We use a variety of multi-cultural resources, posters and picture books to promote and encourage an awareness and acceptance of cultural diversity and we actively encourage all children to develop a positive self- image including their heritage arising from their race, ethnicity, language, religion, cultural traditions and home background. All of our children's cultural needs and beliefs are incorporated within the setting through the celebration of multi-cultural festivals and food tasting activities.

Throughout the year staff have been involved in fundraising activities such as hosting monthly movie nights, Christmas fair and Summer fair with St Monica's Catholic Primary.

Parents could also get involved in fundraising by taking part in the 'Your School Lottery' which we have set up this year. A total of £995 was raised this year through fundraising activities.

Additional details of objectives and activities (Optional information)

The curriculum provision within the nursery is in line with the EYFS statutory framework.

Each child is allocated a key worker upon entry into the nursery to ensure consistency and enable good working relationships to be established between staff, children and parents. This allows the key worker to develop a good understanding of the child's needs and to plan effectively for them to be met, in collaboration with their parents and other nursery staff.

Planning is child centred and is significantly influenced by the current interests of the children in the setting and their home. Weekly staff briefing meetings are held in order to discuss, evaluate and amend the plans accordingly.

Children's individual tracking documents are annotated regularly, and each child's learning journal is completed weekly. Tapestry (an On-Line Learning Journal) allows families secure access to their child's learning journal throughout the school year.

The whole staff team works together to provide a stimulating environment in which children learn and develop. Through a broad balanced curriculum, children are encouraged to develop a positive self-identity taking on roles within their key worker groups to increase their independence and self-esteem.

All staff model and promote the characteristics of effective learning understanding the importance of each child's individual method of learning. Key workers differentiate activities to suit the needs of children in their key groups.

Provision is monitored and audited using the Early Excellence audits. This allows staff to ensure we have

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

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

the very best resources to offer to the children to fully enhance their learning and development.

Evidence is collected through regular observations of the children's play and learning and through photographic evidence.

The Nursery Leader collates the tracking information from Tapestry and submits it to the Local Authority.

Tracking data is used to assess the progress of children and the professional development of staff. This enables informed planning decisions to be made for children's next learning development opportunities and agendas for staff supervision meetings.

The nursery acknowledges that continued communication with parents is essential and is committed to forming effective partnerships with them to enable each child to develop to his /her full potential. We operate an 'open-door' policy whereby parents are able to make contact with a member of the team at any time of the nursery day.

We also encourage parents to observe their own children at home and report their findings either by completing a "Star Moment" which is then shared and displayed within the nursery room or by uploading evidence directly onto their child's learning record in Tapestry.

Parents are keen to be involved in their child's learning. We host a number of events throughout the year to allow parents to be involved. These events include, Parent Partnership Evenings during each term, the joint EYFS Evening with the Reception class during the Summer term. The various parent/teacher consultations normally arranged on such subjects as

numeracy and literacy were completed through tapestry guided activities.

A comprehensive newsletter is issued to parents weekly and we have our own website and a secure social media page which we also use as a means of communication with parents.

We held regular Stay & Play Sessions where existing and prospective new families were invited to come along and spend some time with their children in our setting. This not only gives parents an insight into the kind of activities on offer for their children, but it provides another opportunity for them to get to know their key worker better and to interact with other families within their cohort.

All who come into contact with the nursery comment positively about the setting, staff and exemplar behaviour of the children. Nursery staff act as positive role models at all times and behaviour is managed in a calm, consistent and positive manner. This ensures that boundaries and routines are set in an environment in which the children feel secure and happy and valued.

We have a positive attendance record which demonstrates that children feel safe and secure in the setting and are happy and confident to leave their parents and access their independent play.

Summary of the main achievements of the charity during the year

A huge achievement for the nursery has been offering places to 2 year olds. This has had a huge impact on what we can offer our parents allowing some of the youngest members of the community a chance to learn and grow in a nurturing environment.

Introducing Forest School sessions has allowed our children to experience a wider range of activities and experiences and has help our children and families develop empathy for the environment which has encouraged our families to spend family time together in our local nature spaces including 'The Dingle'.

Brief statement of the charity's policy on reserves

An amount of £11,000 has been ring-fenced to fund the estimated exit costs, including staff redundancy costs, in the unlikely event of closure. This is reviewed annually.

In addition to this, we aim to hold unrestricted cash reserves of at least £10,000. These funds are held to meet one month's financial obligations and any unforeseen expenditure that may occur.

Any surplus monies are used to purchase further resources for the children and/or fund our ongoing

maintenance plan which covers both our dedicated room and our outdoor play area

Details of any funds materially in deficit

Not applicable.

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 nursery's main source of income is the Early Years Funding provided by the Local Authority.

This funding is available to all children from the school term after their third birthday, and currently equates to 15 hours per week up to a maximum of 570 hours per annum. Some children are eligible up to 30 hours per week up to a maximum of 1140 hours per annum.

The nursery offers full time funded places (ie 30 hours per week) to all eligible parents across all sessions.

The nursery also receives income from non-funded sessions (ie additional sessions attended in excess of the 15/30 hours per week) which are optional and are invoiced termly and paid for by parents.

The funding covers the cost of running the setting. The main costs are staffing, rent, insurance, professional services (including an external payroll provider), training and resources.

The nursery relies on fundraising organised by staff and parent volunteers to fund all other enrichment activities.

The nursery has opted to prepare accounts on the Receipts and Payments basis. The financial year end is 31st August.

The accounts disclosed for the period ending 31/08/22 include all financial transactions from 01/09/21 to 31/08/22. During this period, the nursery made a loss

of £10,791 as a result of a number of one off expenditure items that include but were not limited to new flooring throughout the nursery room toilets repairs, investment in the outside space (MUGA pitch, fence and gate) The core activities of the nursery returned a modest profit of £450 for the year.

The surplus funds will be used to enhance the outdoor learning opportunities, including equipment needed for a Forest School provision, to improve the facilities within the nursery and to enable us to build resources specifically for our 2 year olds.

Section F Other optional information

--

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

Signed on behalf of the charity's trustees

Signature(s) Clare Wadsworth

Full name(s) Clare Wadsworth

Position (eg Secretary, Chair, etc) Chairperson

Date 21/04/2023



ST. MONICA'S NURSERY

1152590

Receipts and Payments Accounts

For the period from	01/09/2021	to	31/08/2022
---------------------	------------	----	------------

Section A Receipts and Payments

	Total funds to the nearest £	Last year to the nearest £
A1 Receipts		
Funded fees	41,618	50,505
Non-funded fees	37,786	11,439
Fundraising activities	995	656
Other	2,966	226
Sub total	83,365	62,826

A2 Payments

Staffing	63,183	43,917
Rent	7,200	7,200
Insurance	1,032	898
Professional services	1,532	2,541
Advertising	-	90
Staff Training	699	647
Fundraising activities	246	64
Toys, equipment, activities & consumables	10,218	3,789
Building works	10,046	
Sub total	94,156	59,146

Net of receipts/(payments)	-10,791	3,680
-----------------------------------	----------------	--------------

Section B Statement of Assets and Liabilities as at 31/08/2022

	Total funds to the nearest £	Last year to the nearest £
B1 Cash		
Cash at bank	48,929	59,721
Sub total	48,929	59,721

B2 Liabilities

	-	-
Sub total	-	-

Net of assets/(liabilities)	48,929	59,721
------------------------------------	---------------	---------------

Prepared by:	Signature	Print Name	Date
Bookkeeper	<i>Sturner</i>	Miss Emmie Turner	21/04/2023

Signed by	Signature	Print Name	Date
Treasurer	<i>Akavanagh</i>	Mrs Helen Kavanagh	21/04/23



Independent examiner's report on the accounts

Report to the trustees/
members of

On accounts for the year
ended Charity no

Set out on pages

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

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:

Name: Helen Kavanagh

Relevant professional qualification(s) or body (if any): Chartered Accountant (ICAEW) ACA.

Address: 42 Grappenhall Road, Stockton Heath, Warrington
WA4 2AG.



St Monica's Nursery and Forest School

England & Wales - Charity number 1152590

Accounts



ST. MONICA'S PRE-SCHOOL Trustees' Annual Report

1152590

For the period

Period start date

01 09 2020

Period end date

31 08 2021

Charity name St Monica's Pre-School

Other names charity is known by N/a

Registered charity number (if any) 1152590

Charity's principal address

St. Monica's Close

Appleton

Warrington

Postcode

WA4 3AG

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	Clare Wadsworth	Chairperson		
2	Adam Robinson	Vice Chairperson	Leaver 31/7/2021	
3	Sarah Karwa	Treasurer	Leaver 31/7/2021	
4	Donna Teague	Parent Member	Leaver 15/4/2021	
5	Kim Lewis-Qayyum	Parent Member	Leaver 31/7/2021	
6	Helen Kavanagh	Treasurer	Started 1/8/2021	
7	Joanna Ducker	Parent Member	Started 1/12/2021	

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

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

Mrs Emma Lightfoot - Pre-school Leader
 Mrs Victoria Johnson - Pre-school Deputy



Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO).
Trustee selection methods (eg. appointed by, elected by)	<p>The pre-school is a Charitable Incorporated Organisation (CIO) and is managed by a committee of charity trustees.</p> <p>The trustees are appointed for a term of three years.</p> <p>There are not less than 3 nor more than 7 appointed trustees at any given time.</p> <p>Committee meetings are held at least half-termly to monitor the effectiveness of the pre-school, to</p>

ensure that it complies with its statutory obligations and to discuss and agree matters relating to its day-to-day management and ongoing development. All trustees give their time voluntarily and receive no remuneration or other benefits.

The Committee must include a parent representative and a member of the governing body of St. Monica's Catholic Primary School. The Pre-School Leader is not a trustee but has voting rights on all matters other than those relating to the role of the leader.

Individuals are selected for appointment as trustees based on their skills, knowledge and experience. Each new appointed trustee receives a copy of the constitution, which clearly states the aims and objectives of the pre-school and a copy of the latest Trustees' Annual Report and Statement of Accounts.

During the financial year, the staff employed within the pre-school included: a Leader (full time member of staff), a Deputy Leader (full time member of staff), 1 part time Key Workers and a part time Administrator. There is a nominated SENCO who liaises with parents, the Early Years Advisor and Children's Services on any children requiring additional support. From September 2021, the part time key worker position has increased to a full time role, this is due to an increased staffing demand.

All staff receive regular training in accordance with the EYFS statutory framework. The Leader has completed HND in early years working with children and families in education. All other Key Workers hold an appropriate Level 3 qualification in Childcare.

This year, as well as refresher courses in core training such as Safeguarding, First Aid and Prevent, staff have also undertaken training in Food Safety,

Stopping the struggle with emotions, SEN in early years, SLC, Characteristics of effective learning, DSL, Medication awareness, Fire marshal, reflective practitioner, sustained shared thinking, theories unpinning the EYFS, Effective transitioning and emotional wellbeing, introduction of yoga, being a key person level 2, Autism Awareness, In the Moment Planning, Practical Pre-school Maths, social media marketing & a Relaxation Module.

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.

For all employment and/or trusteeship, we adhere to our Recruitment and Employment policy. Rigorous recruitment procedures ensure that we employ staff of the highest quality.

We follow Ofsted guidance on obtaining references and completing Disclosure and Barring Service (DBS) checks for all staff and volunteers who have unsupervised access to the children.

We provide a staffing ratio in line with the EYFS statutory framework to ensure that the children have sufficient individual attention and to guarantee quality care and education for all the children.

New staff members complete induction training during the first two weeks of employment where the individual must demonstrate understanding of and compliance with our policies, procedures, daily tasks and routines and they receive ongoing training in accordance with the EYFS statutory framework. Regular supervision by the Pre-School Leader, continuing professional development (CPD) and support of individual career paths maintain positive staff attitudes to work. The team also conduct regular peer observations.

There is a Risk Assessment policy in operation within the pre-school which is continually reviewed and updated accordingly. A specific COVID Risk Assessment has been performed in line with COVID guidelines. Daily risk assessments and health and safety checks are carried out daily by a member of staff to ensure that the setting is a safe and healthy place for children, parents, staff, visitors and volunteers. We also encourage the children to carry out their own risk assessment, both indoors and outdoors, to understand the need to stay safe at all times.

The pre-school is sited within St Monica's Catholic Primary School which is in a suburban area situated in the south of Warrington. It falls within the Roman Catholic Diocese of Shrewsbury and is part of Warrington Borough Local Education Authority.

It is a term-time only setting and is open from 9.00am to 3.30pm, Monday to Friday, for children from 3 years. From September 2021, we will also be accepting a small number of 2 year olds which increases the staffing ratio for the setting.

Flexible arrangements are in place for parents requiring out of school care either before and/or after the pre-school day through the pre-school's breakfast and after school club, or the primary school's breakfast and after school club W.A.S.P.'s, which is an independent after school link club provider.

We are registered with OFSTED and are advised by the EYFS Team.

The pre-school is authorised to take in a maximum of 28 children per session.

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

To advance the education of children attending St Monica's Pre-School by providing and assisting in the provision of facilities for the daily care, recreation and education of such children.

To advance the education of the pupils at St Monica's Catholic Primary School by providing and assisting in the provision of facilities not required to be provided by the local education authority for education at the school.

In planning our activities we continually refer back to our objective as a charity and keep in mind the Charity Commission's guidance on public benefit.

The pre-school has a dedicated room which is situated within the main school building in close proximity to the reception class. The rear access to the room is suitable for disabled access, with access also available through the school. There is also a well-resourced outdoor learning area, (prior to COVID this area was shared with the reception class), which benefits from a sun shade canopy, meaning the children are able to access the EYFS curriculum both indoors and outdoors throughout the year.

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)

This year, due to COVID, we have had to hold back on further opportunities for pre-school and reception children to work collaboratively. Usually this would be in the form of EYFS assemblies, collective worship and joint nativity productions.

Prior to COVID, our children were also encouraged to become involved in the extra-curricular activities organised by the Friends of St Monica's Primary School and the Parish Community so that they became an integral part of the wider community from an early age. These included regular fundraising events. We look forward to starting these events back up.

Pre-school children also have use of the school's dining hall which is used for the provision of school lunches and also for extra-curricular activities such as music, sport and movement.

The pre-school operates a Healthy Snack policy. Staff act as positive role models to encourage the children to adopt healthy lifestyles in the setting, by actively involving the children in making 'good choices' about the food they eat. Discussions help to develop the children's understanding of the types of food which keep our bodies healthy. Snacks are available for the children to enjoy during each session. Cold milk and water are also available. Any allergies and/or cultural issues are taken into consideration in the provision of snacks. Alongside our healthy snack policy, we promote a healthy lifestyle by taking part in a 'daily mile' each morning, either walking or running two laps around the school field.

When children returned to the setting in September, in line with our COVID risk assessment, children ate a packed lunch within the pre-school room. Since January, we reassessed our risk assessment, and it was decided that our pre-school children could move to the dining hall again. Here they have had the option of receiving a hot school dinner (prepared by the school's cook in accordance with Warrington MBC guidelines for the preparation of healthy school lunches) or bringing their own packed lunch.

Our open Admissions policy makes the setting available to all and although the pre-school is predominately an English-speaking setting and reflects the catholic faith, children from all faiths and cultures are warmly welcome. We currently have English, Spanish, Japanese, Muslim, Polish and Asian families at pre-school. We use a variety of multi-cultural resources, posters and picture books to promote and encourage an

awareness and acceptance of cultural diversity and we actively encourage all children to develop a positive self- image including their heritage arising from their race, ethnicity, language, religion, cultural traditions and home background. All of our children's cultural needs and beliefs are incorporated within the setting through the celebration of multi-cultural festivals and food tasting activities.

This year, our pre-school staff have been unable to get together with parent volunteers, to arrange our usual regular fundraising events which are open to the pre-school, primary school and parish communities. Instead we have been holding activities and events for the pre-school children which included: monthly birthday parties, monthly film nights, teddy bears picnic. Parents could also get involved in fundraising by taking part in the 'Your School Lottery' which we have set up this year. A total of £656 was raised this year through fundraising activities..

This year, we have been unable to continue our usual visits to Brampton Lodge, the neighbouring care home. We are keen to continue with this initiative once restrictions allow, by inviting some residents to attend fundraising events held at the pre-school.

Additional details of objectives and activities (Optional information)

The curriculum provision within the pre-school is in line with the EYFS statutory framework.

Each child is allocated a key worker upon entry into the pre-school to ensure consistency and enable good working relationships to be established between staff, children and parents. This allows the key worker to develop a good understanding of the child's needs and to plan effectively for them to be met, in collaboration with their parents and other pre-school staff.

Planning is child centred and is significantly influenced by the current interests of the children in the setting and their home. Weekly staff briefing meetings are held in order to discuss, evaluate and amend the plans accordingly.

Children's individual tracking documents are annotated regularly, and each child's learning journal is completed weekly. Tapestry (an On-Line Learning Journal) allows families secure access to their child's learning journal throughout the school year.

The whole staff team works together to provide a stimulating environment in which children learn and develop. Through a broad balanced curriculum, children are encouraged to develop a positive self-identity taking on roles within their key worker groups to increase their independence and self-esteem.

All staff model and promote the characteristics of effective learning understanding the importance of each child's individual method of learning. Key workers differentiate activities to suit the needs of children in their key groups.

Evidence is collected through regular observations of the children's play and learning and through photographic evidence.

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

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

The Pre-School Leader collates the tracking information from Tapestry and submits it to the Local Authority.

Tracking data is used to assess the progress of children and the professional development of staff. This enables informed planning decisions to be made for children's next learning development opportunities and agendas for staff supervision meetings.

The pre-school acknowledges that continued communication with parents is essential and is committed to forming effective partnerships with them to enable each child to develop to his /her full potential.

While we operate an 'open-door' policy whereby parents are able to make contact with a member of the team at any time of the pre-school day, through this academic year, this has had to be done remotely due to covid restrictions.

We also encourage parents to observe their own children at home and report their findings either by completing a "Star Moment" which is then shared and displayed within the pre-school room or by uploading evidence directly onto their child's learning record in Tapestry.

Parents are keen to be involved in their child's learning. Unfortunately, parents haven't been able to be as involved this year due to restrictions, however usually there is a high attendance at organised events. These events include, New Parents Evening during the Autumn term, this year these were carried out over the phone where restrictions prevented in person meetings, the joint EYFS Evening with the Reception class during the Summer term, which was carried out remotely. The

various parent/teacher consultations normally arranged on such subjects as transition, numeracy and literacy were completed through tapestry.

A comprehensive newsletter is issued to parents weekly and we have our own website and a secure social media page which we also use as a means of communication with parents.

Prior to COVID, we held regular Stay & Play Sessions where existing and prospective new families were invited to come along and spend some time with their children in our setting. This not only gives parents an insight into the kind of activities on offer for their children, but it provides another opportunity for them to get to know their key worker better and to interact with other families within their cohort. We look forward to these sessions returning when restrictions ease.

All who come into contact with the pre-school comment positively about the setting, staff and children. Pre-school staff act as positive role models at all times and behaviour is managed in a calm, consistent and positive manner. This ensures that boundaries and routines are set in an environment in which the children feel secure and happy.

We have a positive attendance record which demonstrates that children feel safe and secure in the setting and are happy and confident to leave their parents and access their independent play.

Summary of the main achievements of the charity during the year

In January 2020, we were awarded an Ofsted rating of "Good" in all areas.

Strengths in the report show:

- The pre-school has a robust settling-in procedure, understanding children's needs and prior knowledge well.
- A skilful team, who re-shape and extend activities to challenge children.
- The key-person system is well embedded, where relationships between staff are respectful and sensitive.
- A strong partnership with parents, with consistent two-way flow of information.
- Children are provided with healthy foods and take part in regular physical exercise sessions.
- First class relationship with attached school, ensuring the transition to reception is seamless.
- Staff are well supported by the manager and are happy in their roles.

We are reflecting on where improvements can be made, in order to invite Ofsted back, where we are looking to achieve an 'Outstanding in all areas' status again.

Brief statement of the charity's policy on reserves

An amount of £11,000 has been ring-fenced to fund the estimated exit costs, including staff redundancy costs, in the unlikely event of closure. This is reviewed annually.

In addition to this, we aim to hold unrestricted cash reserves of at least £10,000. These funds are held to meet one month's financial obligations and any unforeseen expenditure that may occur.

Any surplus monies are used to purchase further resources for the children and/or fund our ongoing

maintenance plan which covers both our dedicated room and our shared outdoor play area. This benefits the children and families of both the Pre-School and Primary School.

Details of any funds materially in deficit

Not applicable.

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 Pre-School's main source of income is the Early Years Funding provided by the Local Authority.

This funding is available to all children, from the school term after their third birthday, and currently equates to 15 hours per week up to a maximum of 570 hours per annum, some children are eligible up to 30 hours per week up to a maximum of 1,140 hours per annum.

The pre-school offers full time funded places (ie 30 hours per week) to all eligible parents across all sessions.

The pre-school also receives income from non-funded sessions (ie additional sessions attended in excess of the 15/30 hours per week) which are optional and are invoiced termly and paid for by parents.

The funding covers the cost of running the setting. The main costs are staffing, rent, insurance, professional services (including an external payroll provider), training and resources.

The pre-school relies on fundraising, organised by staff and parent volunteers to fund all other enrichment activities.

The pre-school has opted to prepare accounts on the Receipts and Payments basis. The financial year end is 31st August.

The accounts disclosed for the period ending 31/08/21 include all financial transactions from 01/09/20 to 31/08/21. During this period, the pre-school made a profit of £3,680.

The surplus funds will be used to enhance the outdoor learning opportunities, including equipment needed for a Forest School provision, to improve the facilities within the pre-school to enable 2 year olds to join us, and to increase staffing for the new financial year.

Section F Other optional information

During the period 1/8/2021 to 1/12/2021, there were 2 appointed trustees, this is due to a trustee withdrawing their application due to unforeseen personal commitments, and the recruitment process being restarted.

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

Signed on behalf of the charity's trustees

Signature(s) Clare Wadsworth

Full name(s) Clare Wadsworth

Position (eg Secretary, Chair, etc) Chairperson

Date 8/02/22

St Monica's Pre-School

Profit & loss account for the period ending 31 August 2021

	2021	2020
<u>Turnover</u>		
Funding	50,505	64,215
Fees	11,439	7,461
Other	882	379
<u>Cost of Sales</u>		
Staffing	(43,917)	(49,275)
Gross Profit	18,909	22,780
Administrative expenses	(15,229)	(16,107)
Operating profit	3,680	6,673
Other income	0	0
Profit/(loss) on ordinary activities before taxation	3,680	6,673
Exceptional item	0	0
Taxation	0	0
Profit/(loss) for the period	3,680	6,673
Retained profit brought forward	56,041	49,368
Profit/(loss) for the period	3,680	6,673
Retained profit carried forward	59,721	56,041
<u>Administrative expenses:</u>		
Rent	7,200	7,200
Insurance	898	858
Professional services	2,541	2,585
Advertising	90	156
Staff training	647	942
Fundraising spend	64	697
Toys, equipment, activities & consumables	3,789	3,669
	15,229	16,107

St Monica's Pre-School

Balance sheet
as at 31 August 2021

	2021	2020
Fixed assets	0	0
<u>Current assets</u>		
Cash at bank	59,721	56,041
Creditors: amounts falling due within 1 yr	0	0
Net current assets	<u>59,721</u>	<u>56,041</u>
Total assets less current liabilities	59,721	56,041
Net assets	<u>59,721</u>	<u>56,041</u>
<u>Capital & reserves</u>		
Profit & loss account	<u>59,721</u>	<u>56,041</u>



ST. MONICA'S PRE-SCHOOL

1152590

Receipts and Payments Accounts

For the period from 01/09/2020 to 31/08/2021

Section A Receipts and Payments

	Total funds to the nearest £	Last year to the nearest £
A1 Receipts		
Funded fees	50,505	64,215
Non-funded fees	11,439	7,461
Fundraising activities	656	294
Other	226	85
Sub total	62,826	72,055
A2 Payments		
Staffing	43,917	49,275
Rent	7,200	7,200
Insurance	898	858
Professional services	2,541	1,495
Advertising	90	156
Staff Training	647	942
Fundraising activities	64	697
Toys, equipment, activities & consumables	3,789	3,669
Building works	-	1,090
Sub total	59,146	65,382
Net of receipts/(payments)	3,680	6,673

Section B Statement of Assets and Liabilities as at 31/08/2021

	Total funds to the nearest £	Last year to the nearest £
B1 Cash		
Cash at bank	59,721	56,041
	-	-
Sub total	59,721	56,041
B2 Liabilities		
	-	-
	-	-
Sub total	-	-
Net of assets/(liabilities)	59,721	56,041

Prepared by: Finance Administrator Signature: *E Turner* Print Name: Miss E Turner Date: 10/2/2022

Signed by: Treasurer Signature: *H Kavanagh* Print Name: Mrs Helen Kavanagh Date: 9/2/2022



Independent examiner's report on the accounts

Report to the trustees/
members of ST MONICA'S PRE-SCHOOL

On accounts for the year
ended 31/08/2021 Charity no 1152590

Set out on pages 1-2

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

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: Akavanagh

Date: 9/2/22

Name: Helen Kavanagh

Relevant professional qualification(s) or body (if any): ACA - Chartered Accountant - ICAEW - Institute of Chartered Accountants in England and Wales
CTA - Chartered Tax Advisor - CIOT Chartered Institute of Taxation

Address: 42 Grappenhall Road, Stockton Heath
Warrington WAF 2AG



Give here brief details of any items that the examiner wishes to disclose.

N/A