



# 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.

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

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

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

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 31<sup>st</sup> 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

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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
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**Section A Receipts and Payments**

	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>		
Funded fees	41,618	50,595
Non-funded fees	37,786	11,439
Fundraising activities	995	656
Other	2,966	226
<b>Sub total</b>	<b>83,365</b>	<b>62,826</b>
<b>A2 Payments</b>		
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	
<b>Sub total</b>	<b>94,156</b>	<b>59,146</b>
<b>Net of receipts/(payments)</b>	<b>-10,791</b>	<b>3,680</b>

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

	Total funds to the nearest £	Last year to the nearest £
<b>B1 Cash</b>		
Cash at bank	48,929	59,721
<b>Sub total</b>	<b>48,929</b>	<b>59,721</b>
<b>B2 Liabilities</b>		
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Net of assets/(liabilities)</b>	<b>48,929</b>	<b>59,721</b>

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

<b>Signed by</b>	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 ST MONICA'S PRE-SCHOOL

On accounts for the year  
ended 31/08/2022 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:

*Mikavongh*

Date:

21/09/23

Name: Helen Kavanagh

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

Chartered Accountant (ICAEW) ACA.

Address:

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