



ST. MONICA'S NURSERY

Trustees' Annual Report

1152590

For the
period

Period start date

01

09

2023

Period end date

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

	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>We are registered with OFSTED and are advised by the EYFS Team.</p> <p>The nursery is authorised to take in a maximum of 28 children per session.</p>
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Section C	Objectives and activities
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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.**