



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2020 Period start date
To 31/08/2021 Period end date

Charity name: **Magpie Pre-school**

Charity registration number: **115332811**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The charity works for the public benefit having as its objective the development and education of children and young people, in particular by: (1) promoting their care and safety, (2) promoting their education and promoting parental involvement, (3) promoting their health and wellbeing, (4) providing services to support them and their families and carers, (5) providing services to individuals holding membership of the CIO, and (6) furthering the aims of the Pre-School Learning Alliance.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Our main activity is to deliver the Early Years Foundation Stage, within our fully inclusive setting for 2 to 5-year-olds,. In order to do this, we employ childcare managers and practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning. We ensure that our staff are well trained and therefore able to successfully meet the needs of the children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. We accurately assess our children and provide this information to KCC as requested. We develop positive relationships with parents and carers and invite them into our setting as observers or helpers. We value all children as individuals and celebrate Britain's diversity of culture of ethnicity. We help the children in our care to be happy and healthy. We have policies and

		procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are fluent in these. We follow the recommendations offered by our Childcare Sufficiency Officer and the guidance available from the Pre-School Learning Alliance.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In all of our work we (the trustees) have regard to the guidance issued by the Charity Commission on public benefit.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Although Covid continued to be disruptive, our staff continued to put the children first and provide as consistent a pre-school experience as possible.</p> <p>We are pleased to confirm that the new KCC lease has been signed for Magpie to continue using the school grounds for the next 10 years. There has however been a rent increase.</p> <p><u>Staffing</u></p> <p>Unfortunately, after two years we said good-bye to our Deputy Manager but are pleased to welcome her replacement, who has many years of experience in Early Years including at Magpie where she started off her career.</p> <p>We have also had change of Lead practitioner.</p> <p>Newer members of staff have/are settling well and working together as a team and bonding with their key group children.</p> <p><u>Maintenance</u></p> <p>The following maintenance and repairs have been undertaken:</p> <ul style="list-style-type: none"> • Replacement of damaged fence posts • Replacement of main pre-school heaters • A review of the cabin structure and cladding has been done and we await details of recommended repairs. • A visit from KCC's compliance officer has provided us with guidance

		<p>regarding our water hygiene, fire and emergency lighting procedures.</p> <p>Maintenance/purchases still required include:</p> <ul style="list-style-type: none"> • One of the sail posts needs to be replaced. • Recommended replacement of the foul water pump is being monitored.
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Expenditure exceeded Income by £3287.90 during this financial period.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Our policy is to hold the equivalent of a term's funds as a reserve. (There are 6 terms within our financial year.) This enables us to manage our cash flow during the autumn months (Terms 1 & 2), when our income is significantly lower.</p> <p>Where possible unspent monies are also held in reserve to cover unplanned as well as expected maintenance costs of the building and grounds.</p> <p>Restricted access reserves are held in the savings account to cover redundancy and other known costs should there be an unforeseen need to close the pre-school.</p>
Amount of reserves held	Para 1.22	<p>At the end of the period the balances were: HSBC Community Account £40,262.25 HSBC Savings £12,570.91 Cash £150</p> <p>The Community Account is used for day-to-day banking including payment of overheads and salaries. It is the account KCC funding payments and fee payments are received into.</p> <p>Reserves retained in the Savings account are kept separate to cover redundancy.</p> <p>Cash is held as a petty cash balance for purchase of snacks and resources.</p>
Details of fund materially in deficit	Para 1.24	No funds are materially in deficit currently.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no current concerns though we are aware of how things can quickly change in the winter terms when numbers are lower. Careful management of expenditure at this time is needed as is the flexibility of staff.

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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's principal sources of funds are fees collected from children (mainly aged 2 years) attending the Pre-School and income received from KCC for those children aged 3 and above who are entitled to funded sessions. We receive a smaller amount of funding in total for children identified as FF2.
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution Document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Members of the preschool (i.e family members) may offer to become a trustee at any point though are invited to put themselves forward at the AGM. Trustees are appointed by existing committee members/trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees complete DBS checks in line with statutory requirements. Trustees meet regularly (at least once a term), are in email contact as necessary and work collaboratively on all aspects of the role. Induction and training take place as part of our regular meetings. Trustees are required to agree to and sign a trustee Code of Conduct, Confidentiality policy and Declaration of Interest policy. Trustees are also provided an introductory level of safeguarding training as non-childcare volunteers. All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the financial statements.
The charity's organisational structure and any wider	Para 1.51	The Pre-School management structure consists of a full-time pre-school Manager who has overall responsibility for the pre-school and the staffing team. A Deputy Manager leads on the

network with which the charity works		<p>floor supported by a lead practitioner to ensure the daily childcare and safety needs are met.</p> <p>The Manager is the Ofsted nominated person and also is a committee member. The committee work closely with the Manager to ensure all requirements and legislation are met and work together on staff recruitment.</p> <p>Staff salaries are reviewed by the trustees annually. The Manager is excluded from discussion of their salary review.</p>
Relationship with any related parties	Para 1.51	Where beneficial or appropriate, the Manager and/or Trustees meet with the Head Teacher and/or Early years lead at Boughton Primary school. Magpie pre-school is separate to, but is situated with on the grounds of the school.

Reference and Administrative details

Charity name	Magpie Pre-school
Other name the charity uses	
Registered charity number	115332811
Charity's principal address	<p>Magpie Pre-school c/o Boughton-under-Blean & Dunkirk Primary School School Lane Boughton-under-Blean Faversham ME13 9AW</p>

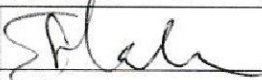
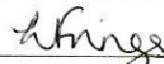
Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Elaine Masters	Chair		
2	Annette Garner	Treasurer		
3	Louise Frings	Secretary		
4	Joanne Buckman			
5				

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ELAINE MASTERS	LOUISE FRINGS
Position (eg Secretary, Chair, etc)	CHAIR	Secretary
Date	28/3/2022	

MAGPIE PRE-SCHOOL

Financial Statements for the period 01/09/2020-31/08/2021

Income

Fees paid in Cash	3007.00	
Fees/Vouchers	74768.20	
Fundraising + Donations	102.67	
RingFenced	461.62	
Uniform, Misc	46.00	
Interest on Savings Account	1.27	
		78386.76

Expenses

Wages,Tax,NI	68995.61	
Electricity	789.51	
Water & Drainage	480.00	
Telephone & Website	920.16	
Insurance	1030.07	
Rent	2000.00	
Refreshments	519.54	
Cleaning & Waste Removal	1782.37	
Resources	1683.45	
Stationary	607.86	
Art Supplies	267.52	
Services	806.92	
Repairs	950.35	
Courses	841.30	
		81674.66

Surplus Income over Expenditure

-3287.90

Balance at Bank as at 1st Sept 2020

50211.65

Balance at Bank as at 31st Aug 2021

52833.16

Change in Balance at Bank

2621.51

Net items(Expense) in 2019/20 processed by Bank in 2020/21.

212.62

Less Income received in 2020/21 that relates to 2021/22

6122.03

Change in Balance at Bank for year 2020/21

-3287.90

Statement of Assets as at 31st Aug. 2021

HSBC Community Account	40262.25
HSBC Savings	12570.91
Cash	150