



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 <sup>st</sup>	Month Sept	Year 2019		Day 31 <sup>st</sup>	Month August	Year 2020

## Section A

## Reference and administration details

Charity name

ST JOHN'S SUNSHINE PRE-SCHOOL

Other names charity is known by

Registered charity number (if any)

1154193

Charity's principal address

The Parish Hub

Borers Arms Road

Copthorne

Postcode

RH10 3ZQ

### 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	Grace Wiggins	Chair		
2	Charlotte Warner	Treasurer		
3	Lucy Parkins	Secretary		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Name and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

--

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	Early Years Alliance Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	Association
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Elected from Membership during the Annual General Meeting

**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.

--

## Section C Objectives and activities

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

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

▪ *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has a good Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

▪ *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

▪ *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

▪ *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

**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)**

## Additional details of objectives and activities (Optional information)

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

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

## Section D

### Achievements and performance

See Attached AGM Minutes.

## Section E

### Financial review

**Brief statement of the charity's policy on reserves**

The playgroup will hold in reserve a sum of money sufficient to pay statutory compensation payments to each member of staff in the event of St John's Sunshine Pre-school closing (if sufficient funds are available). This amount will be calculated and reviewed by the Treasurer on an annual basis considering the age, length of service and average weekly pay (in the previous year) of staff.

In addition, contingency funds equivalent to 3 months running costs should be maintained if sufficient funds are available.

**Details of any funds materially in deficit**

## 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.

## Section F

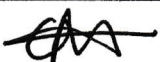
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	GRACE WIGGINS	
Position (eg Secretary, Chair, etc)	Chair	
Date	1.4.21	

## ANNUAL GENERAL MEETING 29<sup>th</sup> March 2021

Attendees:-

Grace Wiggins (Chair), Lucy Parkins (Secretary), Charlotte Warner (Treasurer) Kim Brimelow, Jo Taylor, Karen Carey

---

### CHAIR'S REPORT

This has been a very challenging year due to the Covid Pandemic which has had a big impact on the Pre-school. We made a loss of £212 this year compared to a profit of £1,245 last year, which was still very good under the circumstances.

We started the year with 60% attendance and the Monday and Tuesday afternoon were very popular right from the start of term. Unfortunately we then had to close our doors due to Covid 19. We refunded or credited everyone that had already paid. We made a decision that we would pay staff 100% of their wages whilst we were closed. WSCC continued to fund the Free Entitlement and we were able to claim a small amount from the Job Retention Scheme. We thought we would be able to claim the full amount but the Department of Education decided that we could only claim the percentage of our payroll from paying parents. We also did not pay rent during this time.

In fund raising news we raised a total of £1,669. Staff were sponsored to handle some snakes and spiders and this raised a huge £717, which was well deserved. The Christmas Fair raised £228 and we had a sponsored bounce which raised £377. We would to thank all the parents and committee members who contributed to the fund raising and helped to raise such a large amount of money in the difficult circumstances.

Items purchased with fund raising included an equipment trolley, book case, some rugs, sensory toys, home corner panels and an art easel. We also used some fund raising money towards the staff uniforms.

In staff news, Kim has done a wonderful job after taking over from Katy, with the help of Jo Taylor as her deputy. We welcomed Jo Creasey to the team in November 2019. We would like to thank all the staff for the fantastic way they have implemented the new Covid guidelines, with all the challenges that involved.

In the coming year, things are looking good even with the lockdowns. We started with 33% attendance, but children's numbers have now increased to 73%. We were paid the Free Entitlement with the expected numbers for the Spring term rather than those that were attending. We also applied for and were successfully awarded a Contain Outbreak Management Fund of £890 which will help towards any Covid costs that we have had previously and in the future.

The Financial Report is attached.

## **ELECTION OF THE COMMITTEE**

All the current committee have very kindly agreed to stay on. The following people are the trustees of St John's Sunshine Pre-school

NAME	POSITION
Grace Wiggins	Chair
Lucy Parkins	Secretary
Charlotte Warner	Treasurer



# ANNUAL ACCOUNTS

FOR COMPARISON

**01/09/2019 -  
31/08/2020**

**01/09/2018 -  
31/08/2019**

	TOTAL	TOTAL
Opening Balance	£ 18,449.63	£ 17,204.25
<b>INCOME</b>		
Donation		
Fees	£ 8,226.71	£ 6,554.47
Fees WSCC	£ 34,972.46	£ 32,287.96
Fundraising	£ 1,669.44	£ 2,229.74
Interest	£ 3.57	£ 1.88
Transfers	£ 1,544.53	£ 801.15
<b>TOTAL</b>	<b>£ 46,416.71</b>	<b>£ 41,875.20</b>
<b>EXPENDITURE</b>		
Advertising	£ 64.15	£ 60.00
Bank Charges	£ 60.00	£ 60.00
DBS	£ 194.64	£ 63.52
Equipment	£ 408.87	£ 402.00
Fund Raising Costs	£ 187.95	£ 101.75
Ink Cartridges	£ 35.00	£ 39.81
Insurance	£ 970.88	£ 594.22
Items bought with Fund Raising	£ 1,468.53	£ 865.27
Mobile Phone	£ 35.00	£ 20.00
Ofsted		£ 220.00
Payroll	£ 121.20	£ 39.60
Pension	£ 1,431.83	£ 550.49
Professional Fees	£ 71.16	
Provisions	£ 259.01	£ 211.89
Rent	£ 4,721.75	£ 6,759.50
Staff Uniform	£ 40.00	
Stationery	£ 48.82	£ 32.33
Tapestry	£ 118.80	£ 90.00
Tax/NI	£ 800.79	£ 203.75
Training	-£ 200.00	£ 520.00
Wages	£ 34,246.73	£ 28,994.54
Transfers	£ 1,544.53	£ 801.15
<b>TOTAL</b>	<b>£ 46,629.64</b>	<b>£ 40,629.82</b>
<b>BALANCE</b>	<b>-£ 212.93</b>	<b>£ 1,245.38</b>
<b>TOTAL FUNDS</b>	<b>£ 18,236.70</b>	<b>£ 18,449.63</b>
<b>REPRESENTED BY</b>		
CAF Main A/C	£ 15,738.72	£ 16,000.13
CAF Fund Raising A/C	£ 2,497.98	£ 2,449.50
<b>TOTAL</b>	<b>£ 18,236.70</b>	<b>£ 18,449.63</b>



Section A

Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Charity Name St John's Sunshine Pre-school		
<b>On accounts for the year ended</b>	31/08/2020	<b>Charity no (if any)</b>	1154193
<b>Set out on pages</b>	<div></div> <p><i>(Remember to include the page numbers of additional sheets.)</i></p>		
<b>Respective responsibilities of trustees and examiner</b>	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"><li>• examine the accounts under section 145 of the Charities Act,</li><li>• to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and</li><li>• to state whether particular matters have come to my attention</li></ul>		
<b>Basis of independent examiner's statement</b>	<p>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.</p>		
<b>Independent examiner's statement</b>	<p>In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none"><li>• accounting records were not kept in accordance with section 130 of the Charities Act or</li><li>• the accounts do not accord with the accounting records</li></ul> <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>		
<b>Signed:</b>	<div></div>	<b>Date:</b>	25/2/2021
<b>Name:</b>	ANDREW BRIMELOW		
<b>Relevant professional qualification(s) or body (if any):</b>	<div></div>		

**Address:**

17 BANKS ROAD
CRAWLEY
WEST SUSSEX, RH10 7BT

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

--