



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1 st	Month Sept	Year 2023		Day 31 st	Month August	Year 2024

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 Delmar Morgan Centre

Copthorne Bank

Copthorne

Postcode

RH10 3QX

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	Up to 22/2/23	
2	Hayley Wheatland	Treasurer	Up to 22/2/23	
3	Jo Moucarry	Secretary		
4	Jess Elvin	Chair	From 22/2/23	
5	Charlie Harradine	Treasurer	From 22/2/23	
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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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Early Years Alliance Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	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.

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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 Pre-school 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

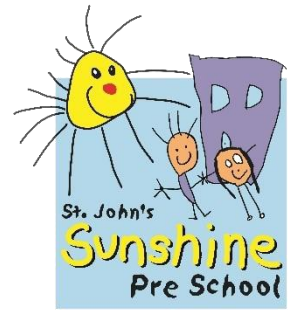
Section G

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)		
Position (eg Secretary, Chair, etc)		
Date		



ANNUAL GENERAL MEETING 5th June 2025

Attendees:-

Jess Elvin (Chair), Charlie Harradine (Treasurer), Georgiie Burbidge, Kirsty Lane, Jen Shepherd, Jo Creasey, Jo Taylor.

Apologies:- Jo Moucarry (Treasurer), Kim Brimelow

The Chair of the meeting confirmed that a quorum was present.

Chair's Report 2023-2024

In this financial year we made £16,258.41 profit, compared to £7,359 last year.

We started the year with an 87% percent attendance with a 53% attendance in the afternoons. The afternoons are for the older children so the numbers are kept lower so they have a better staff to child ratio. By January 2024 we were full in the mornings and by the end of the school year the afternoons had increased to 66% attendance.

We received an increase in the Free Entitlement due to an Early Years Supplementary Grant which ended in March 2024. This helped in April when the Minimum wage went up to £11.44 which saw another 10% pay increase.

Due to the increase in wages and other outgoings, we had to increase our session rate to £20. We hadn't greatly increased our fees for 6 years, and we are hoping that more parents will be entitled to the new 2 year funding for working parents which is being rolled out in April 2024 so parents will only have to pay the increased fees for a short time.

In November 2023 we held an extraordinary meeting to discuss whether we should stay at the Parish Hub as they wanted to increase the rent until the hourly rate was £15. The Delmar Morgan Centre had been recently vacated and it was agreed by the committee to move to the new premises in January 2024. The Delmar's hourly rate is £8 an hour. This has resulted in the rent being lower compared to last year.

In fund raising we raised £1,288.03 which is less than last year but still a great amount. This included £669.55 at Christmas, £146.77 for the Easter Egg Hunt, £302 at the Carnival, and Graduation photos and refreshments raised £94. Some of the fund raising was spent on new staff uniform, a laminator and trimmer and lots of outdoor toys.

We spent more on equipment this year than last year. This included a laptop for the administration of the Pre School, various items for the new premises, lots of crafting accessories, play doh and accessories, dress up costumes, sand and even a second hand Little Tikes Car!

In staff news, Melanie unfortunately left but we then welcomed Grace to the team in March to help with the increase in workload. We also sadly said goodbye to Karen who had been the administrator at Sunshine for many years. We have since welcomed our new Administrator Jen who has had some very big boots to fill.

We have kept fees the same for this period, however due to the introduction of 2 year old funding for working families and the rate for 2 year old funding being greater than for 3-4 year olds; as the year progressed we received less funding for the same number of children.

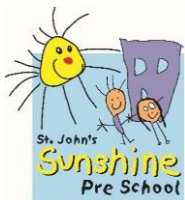
Over this current academic year, we have had an unusual situation in that we were full for this academic year and the next academic year (in the mornings) which meant we had to put a pause on taking on new starters. We also had a very high number of 2 year olds which meant we had to increase our staffing numbers to comply to the adult:child ratios. We still have a good waiting list and are currently finalising staffing and children's sessions for September. We have also introduced a settling in session for new starters to enable them to get used to the staff and setting prior to starting in September.

ELECTION OF THE COMMITTEE

Jo, Charlie and Jess have very kindly agreed to stay on in their roles

NAME	POSITION
Jess Elvin	Chair
Jo Moucarry	Secretary
Charlie Harradine	Treasurer

The financial report follows:-



ANNUAL ACCOUNTS

FOR COMPARISON

01/09/2023 -
31/08/2024

01/09/2022 -
31/08/2023

	TOTAL	TOTAL
Opening Balance	£ 32,261.32	£ 24,902.31
INCOME		
Donation	£ -	£ 25.00
Fees	£ 16,155.76	£ 17,211.68
Fees WSCC	£ 88,446.45	£ 62,644.91
Fundraising	£ 1,382.03	£ 1,997.91
Grant	£ -	£ 500.00
Interest	£ 202.04	£ 81.79
Transfers	£ 1,347.97	£ 1,014.89
TOTAL	£ 107,534.25	£ 83,476.18
EXPENDITURE		
Advertising	£ 68.40	£ 68.40
Bank Charges	£ 60.00	£ 60.00
Court Costs	£ 80.00	£ -
Entertainers - End of term/Christmas	£ 265.00	£ 331.50
DBS	£ 149.98	£ 90.00
Equipment	£ 1,180.76	£ 722.47
EYPP Equipment	£ 654.11	£ 251.63
Fund Raising Costs	£ 534.68	£ 106.70
Ink Cartridges	£ 321.76	£ 335.76
Insurance	£ -	£ 1,737.21
Items bought with Fund Raising	£ 1,272.97	£ 1,347.33
Misc	£ 33.94	£ -
Mobile Phone	£ 20.00	£ 40.00
Moving Costs	£ 421.94	£ -
Ofsted	£ 35.00	£ 220.00
Payroll	£ 276.00	£ 247.20
Pension	£ 1,820.82	£ 1,356.03
Photographs	£ 58.70	
Professional Fees	£ 337.87	£ 146.88
Provisions	£ 579.46	£ 561.28
Rent	£ 8,252.75	£ 9,551.25
Staff Uniform	£ -	£ 135.00
Stationery/Postage	£ 180.04	£ 143.42
Tapestry	£ -	£ 134.40
Tax/NI	£ -	£ -
Training	£ 89.00	£ -
Wages	£ 73,105.23	£ 57,515.82
Website	£ 129.46	£ -
Transfers	£ 1,347.97	£ 1,014.89
TOTAL	£ 91,275.84	£ 76,117.17
BALANCE	£ 16,258.41	£ 7,359.01
TOTAL FUNDS	£ 48,519.73	£ 32,261.32
REPRESENTED BY		
CAF Main A/C	£ 43,027.89	£ 26,878.10
CAF Fund Raising A/C	£ 5,491.84	£ 5,383.22
TOTAL	£ 48,519.73	£ 32,261.32



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
St John's Sunshine Pre-school

On accounts for the year
ended

31/08/2024

Charity no
(if any)

1154193

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

04/06/2025

Name:

LEWIS BURBIDGE

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

Police officer.

Address:

6 Celandine Close
Crawley
RH11 9EB

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.