



# Trustees' Annual Report for the period

Period start date		Period end date	
From	To		
Day 01	Month 09	Year 2019	Day 31
			Month 08
			Year 2020

## Section A

## Reference and administration details

Charity name Shenley Lodge Pre-School Incorporated

Other names charity is known by

Registered charity number (if any) 1156432

Charity's principal address

The Meeting Place

Faraday Drive

Shenley Lodge, Milton Keynes

Postcode

MK5 7DE

### 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	Mrs Sarah Nicholls	Chair		
2	Mr Constantine Makris	Treasurer		
3	Mrs Laura Foot	Secretary		
4	Mrs Audria Gutt	Committee Member		
5	Mrs Julia J Ahulu	Committee Member		
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### 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)

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## 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)	Shenley Lodge Pre-school Incorporated is constituted under the Pre-School Learning Alliance
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees, nominated at annual AGM

### 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

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.  
To provide a safe, secure and stimulating environment.  
To work within a framework that ensures equality of opportunity for all children and families.



**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)**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The pre-school continues to be run by a parent management committee.

We have continued to provide high quality care and education for children under statutory school age in a safe, secure and stimulating environment. We are at full capacity in both morning and afternoon sessions and have a waiting list.

High quality has been maintained by ensuring staff are well-trained and by providing an adult/child ratio of 1:5 which is well above the legal requirement of 1:8. Staff take on additional roles namely special educational needs co-ordinator (working with parents and outside agencies to ensure we get sufficient support to meet the children's needs), child protection officer, behavioural management co-ordinator, photograph and evidence in line with early learning goals leader, multicultural co-ordinator and music and movement leader.

The lunch club facility continues to give an opportunity for the children to improve essential social skills by sitting and eating together. This is staffed by 2 lunchtime supervisors who are employed to specifically cover this period.

#### **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.

**Summary of the main achievements of the charity during the year**

The pre-school has been run at full capacity for the school year (38 weeks) for both morning and afternoon sessions, each half day session catering for 30 children aged 2 to 5 years.  
The lunch club continues to run at an average of 20 children per day.

## Section E

## Financial review

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

The charity trustees have decided that an appropriate level of reserves stands at three months staff salary and building running costs plus statutory redundancy liability in order to cover any unforeseen risks and this level is maintained at the end of the financial year.

### Details of any funds materially in deficit

None

### 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)

Mrs Sarah Nicholls

Mr Constantine Makris

Position (eg Secretary, Chair, etc)

Chairperson

Treasurer

Date

28.07.2021



## **SHENLEY LODGE PRE-SCHOOL INCORPORATED**

### **Independent Examiners Report to the Trustees of Shenley Lodge Pre-School Incorporated**

I report to the trustees on my examination of the accounts of the Shenley Lodge Pre-School Incorporated for the year ended 31<sup>st</sup> August 2020, which are set out on page 3 and 4.

### **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').

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 all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent Examiners Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The Accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**N Kearney B.Sc.(Hons) FMAAT**

**Accountant**

40 Kilpin Green

North Crawley

Newport Pagnell MK16 9LY

Date 22<sup>nd</sup> July 2021

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