

## **Report of the Trustees and Accounts for year ending 2020**

Name: Saughall Preschool

Charity Number: 1158658

Address: The Vernon Institute, Church Rd, Saughall, Chester CH1 6EN

Chairman: Claire Nicholas

Vice Chair: Dawn Conroy

Treasurer: Carrie Wisinger

Secretary: Sian Willett

CIO: Foundation registered 24<sup>th</sup> September 2014

Trustee selection methods: Appointed by the committee and staff

### **Aims**

Saughall Preschool incorporates the Early Years Foundation Stage (EYFS) framework to support and develop children's play and learning. Our aims are:

- To provide a safe and secure environment which extends and develops all areas of a child's development within the six areas of learning.
- To enable all children to learn and develop their skills to the best of their ability.
- To promote self-discovery, exploration, and curiosity towards learning.
- To maintain the standards and guidance set by Ofsted and to regularly reflect and develop our practice.
- To encourage children to explore the environment and feel comfortable with the staff and the setting.
- To provide a good working relationship with parents/carers and children.
- To ensure good communication skills are in practice throughout the organisation.
- To ensure confidentiality is kept at all times.

### **Objectives**

Our objectives are the way in which we are going to meet our aims in order to provide a high-quality service which endorses and implements good practice and current government legislation. Below are the ways in which we are going to achieve our objectives:

- By acknowledging and implementing 'Principles for Early Years Education' The Practice Guidance for the Early Years Foundation Stage and Supporting Resources which will provide many of the elements of good practice needed to meet the needs of all children in the Nursery.
- Identifying, booking and attending regular training courses to keep staff up to date with current initiatives and new ideas.
- Deploying staff wisely, carefully considering their experience and qualifications.
- By staff being aware of the importance of teamwork and the need to treat each other with respect and consideration, through training and role modelling.
- By staff acknowledging and implementing the help and support offered by the Preschool Learning Alliance, whose role it is to raise standards in all settings.
- By understanding and implementing the policies, with the view that not only are they working documents, but that staff will be involved in their review and amendments on a rolling programme.

- Through monitoring, evaluation, and assessment of working practices and time management, and reflective practice by the Preschool Manager for the strategic development of the Preschool.
- By setting targets that are Specific Measurable Achievable Relevant and Timed, and meeting them within an agreed deadline.
- By offering appropriate play facilities.
- Ensuring the rights of the parents/carers to take responsibility for and become involved in the activities that are being implemented.
- Promoting and endorsing an ethos of equal opportunities for all within the preschool community.

### **Main Activities:**

#### **Registration**

Welcome children / parents / carers. We believe a welcome song is an important part of the day. We define a welcome song as the first song of the day which welcomes participation. It signals that the day has begun. A welcome song should accomplish two goals:

1. It should signal the start of the day. Using the same welcome song each time instils a sense of structure and routine.
2. It should use actions or movement to help restless or active young children prepare to listen.

#### **Free Play**

Free Play is a great tool for children to explore and learn about the society they live in and the world around them. Through Free Play, they create experiences that will help them to understand how society works and how to interact with other people. Role play, for example, forms a leading part of this. Acting out situations such as family life, going to school, hospital visits, going to the shops or taking an animal to the vets, help them to know how to interact with others, to understand their own feelings and to express their emotions. Social skills such as sharing, negotiation and turn taking is also developed, where they can conquer fears and practice adult roles. Allowing our children regular opportunities for Free Play and for independent play in the playground, at regular intervals throughout the school day, makes a huge difference to their ability to settle into their environment, and have fun!

#### **Break time**

During this time the children sit together and have a rest and a well-earned drink and snack. The preschool supplies the children with milk and a healthy snack. At times we will tie this time in with a theme and will introduce other tastes and foods, where appropriate. If a particular child does not drink milk, they be offered water at snack time, unless otherwise directed by the parent/guardian.

#### **Show and Tell**

This time gives our children an opportunity to stand up in front of their friends and speak about a topic that interest them or share something that they love. It builds confidence and helps children develop effective communication skills. Since many preschool children do not

understand the difference between a statement and a question, and so going through the process helps teach this concept. This session also provides an opportunity to use descriptive language, concept thinking, storytelling and so forth. Overall, it helps develop effective communication. We have found that 'Show and tell' can create structure for preschool children to learn how to be respectful when someone is talking and to use proper manners. It also gives the children time to share a part of their home life, their interests, with the group creates an environment of caring and fosters their sense of self and wellbeing.

### **Activity Time**

The curriculum is delivered using a mixture of child-initiated play and adult led activities. Active learning takes place because play is purposeful, and children are engaged. We believe in 'personalised learning' whereby we plan for children as individuals ensuring activities are geared to their interests, style of learning and level of development. Parents are made very welcome in the preschool and information about what the children have been doing is shared with them at regular intervals. They also contribute to their own children's learning and the EYFSP.

### **Story / Song time**

We believe that reading a story aloud is one of the most important things carers and teachers can do with children. Books and stories stimulate a child's imagination and expand their understanding of the world. It builds many foundational skills, introduces vocabulary, and provides a model of fluent and expressive reading. It also children develop vital language and listening skills, prepares them to understand the written word and helps them recognise what reading for pleasure is all about.

### **Planning**

Here at Saughall Preschool we use our planning to provide our children with an environment and activities that are enjoyable and that will challenge them. We make sure there is a balance between child-initiated and adult-led activities. Planning is done for the provision as a whole as well as each individual child, meeting every learners' unique needs and interests. We believe planning is vital to ensure that our children's learning is effective and that they make the required progress towards the EYFS goals.

### **Fundraising**

The Trustees and committee members recognise the importance of fundraising and have been extremely successful in years gone by. However, due to Covid restrictions during year ending August 2020, fundraising activities were limited. We did however approach local organisations for donations and continued to cut our costs by using existing resources for craft activities, looking for donations of free toys from marketplace internet sites, reduced staff overtime and our annual return was completed free of charge. All completed whilst maintaining our high standards of childcare.

### **Session fees**

These are now charges at £12.50 per session, with lunch period being charged at £3. There are two sessions per day, so a full day is charged at £28.00 per child.

**Charities policy on reserves**

The trustees recognise the need to cover fluctuations in grant funding and unplanned expenditure. However, the trustees are committed to the development of services not simply financial security and, therefore, approve minimum reserves of 13 weeks operating expenditure. The policy is to be reviewed on an annual basis.

## **Report of the Trustees and Accounts for the year ending 31st July 2020 Saughall Preschool**

We have examined the accounts as set out previous.

### **Respective responsibilities of Trustees and examiner:**

The charities trustees are responsible for the preparation of the accounts. The charities trustees consider that an audit is not required for this year under section 43(2) of The Charities Act 1993 (the act).

It is our responsibility to:

- Examine the accounts
- Follow the procedures laid down in the general directions given by the charity commissioners (under section 43(7)(b) of the act); and
- State whether particular matters have come to our attention.

### **Basis of Independent Examiners Report:**

Our examination was carried out in accordance with the general directions given by the charity commissioners. 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 require an audit, and consequently we do not express an audit opinion in the accounts.

### **Independent Examiners Statement:**

In connection with our examination, no matter has come to our attention: Which gives us reasonable cause to believe that in any material respect the requirements:

- i. to keep accounting records in accordance with section 41 of the 1993 Act, and
- ii. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met, or to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

The trustees present their report with the unaudited accounts of the charity for the year ended 31<sup>st</sup> July 2020.

### **Aims and objectives of the charity**

Saughall Preschool incorporates the Early Years Foundation Stage (EYFS) framework to support and develop children's play and learning. Our aims are:

- To provide a safe and secure environment which extends and develops all areas of a child's development within the six areas of learning.
- To enable all children to learn and develop their skills to the best of their ability.
- To promote self-discovery, exploration, and curiosity towards learning.
- To maintain the standards and guidance set by Ofsted and to regularly reflect and develop our practice.
- To encourage children to explore the environment and feel comfortable with the staff and the setting.
- To provide a good working relationship with parents/carers and children.
- To ensure good communication skills are in practice throughout the organisation.
- To ensure confidentiality is kept at all times.

### **Objectives**

Our objectives are the way in which we are going to meet our aims in order to provide a high-quality service which endorses and implements good practice and current government legislation. Below are the ways in which we are going to achieve our objectives:

- By acknowledging and implementing 'Principles for Early Years Education' The Practice Guidance for the Early Years Foundation Stage and Supporting Resources which will provide many of the elements of good practice needed to meet the needs of all children in the Nursery.
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- By understanding and implementing the policies, with the view that not only are they working documents, but that staff will be involved in their review and amendments on a rolling programme.
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- By setting targets that are Specific Measurable Achievable Relevant and Timed, and meeting them within an agreed deadline.
- By offering appropriate play facilities.
- Ensuring the rights of the parents/carers to take responsibility for and become involved in the activities that are being implemented.
- Promoting and endorsing an ethos of equal opportunities for all within the preschool community.

### **Governing document**

The constitution adopted in September 2014

### **Reserves policy**

The trustees recognise the need to cover fluctuations in grant funding and unplanned expenditure. However, the trustees are committed to the development of services not simply financial security and, therefore, approve minimum reserves of 13 weeks operating expenditure. The policy is to be reviewed on an annual basis.

### **Trustees**

The trustees during this time period were:

Chairman: Claire Nicholas

Vice Chair: Dawn Conroy

Treasurer: Carrie Wisinger

Secretary: Sian Willett

**Signed on behalf of the committee:**

Chairperson: *C Nicholas*


Secretary: *S Willett*

**Approved by the committee: 31<sup>st</sup> January 2022**

### Saughall Pre-School summary of income & expenses

	2019/20	2018/19
<b>Income</b>		
1 Fees	£4,525.79	£12,339.13
2 Grants & Welfare	£31,551.28	£39,167.71
3 Fundraising/Donations	£927.06	£1,659.33
4 Other	£ -	£ -
5 Bank Interest	£ -	£ -
18 Uniform refund	£0.00	£7.50
<b>Total Income</b>	<b>£37,004.13</b>	<b>£53,173.67</b>
<b>Expenses</b>		
6 Wages (inc HMRC)	£39,815.99	£37,721.89
7 Rent	£4,476.99	£6,050.00
8 Telephone	£ -	£ -
9 Resources for kids	£ -	£277.00
Provisions (inc ad hoc		
10 milk)	£284.07	£244.36
Insurance/Ofsted/PLA		
11 Membership	£697.15	£657.55
12 Accountancy	£0.00	£0.00
14 Payroll Costs	£434.40	£477.00
15 Sundry Expenses	£101.52	£297.13
16 Bonuses	£0.00	£2,800.00
17 Uniform	£0.00	£6.25
<b>Total expenses</b>	<b>£45,810.12</b>	<b>£48,531.18</b>
		-
Surplus (loss)	<b>£8,805.99</b>	<b>£4,642.49</b>
<b>Bank</b>		
Closing balance	£24,303.64	£33,109.63
£ change	-£8,805.99	



 CHARITY COMMISSION FOR ENGLAND AND WALES	Saughall Preschool			1158658		CC16a
	Receipts and payments accounts					
	For the period from	Period start date 01/08/2019	To	Period end date 31/07/2020		

Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees	£6,370.82	-	-	6,371	6,371
Grants & Welfare	£33,392.70	-	-	33,393	33,393
Fundraising/Donations	£1,172.60	-	-	1,173	1,173
Uniform refund	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	40,936	-	-	40,936	40,936
A2 Asset and investment sales,					
(see table).	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	40,936	-	-	40,936	40,936
A3 Payments					
Wages (inc HMRC)	£39,171.78	-	-	39,172	39,172
Rent	£6,050.01	-	-	6,050	6,050
Provisions (inc ad hoc milk)	£215.98	-	-	216	216
Insurance/ofsted/PLA Membership	£668.81	-	-	669	669
Payroll Costs	£358.80	-	-	359	359
Sundry Expenses	£49.95	-	-	50	50
Resources for kids	0	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	46,515	-	-	46,515	46,515
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-

	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	46,515	-	-	46,515	46,515
<b>Net of receipts/(payments)</b>	- 5,579	-	-	- 5,579	- 5,579
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	24,304	-	-	24,304	24,304
<b>Cash funds this year end</b>	18,724	-	-	18,724	18,724

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account (Santander)	18,411	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	18,411	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>
	<b>Details</b>	<b>to nearest £</b>	<b>to nearest £</b>	<b>to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-

			-	-
			-	-
			-	-
			-	-
			-	-

	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<i>C Nicholas</i>	Claire Nicholas	31/01/2022
	<i>S Willett</i>	Sian Willett	31/01/2022