



# Trustees' Annual Report for the period

	Period start date				Period end date		
	1	9	2020		31	8	2021
<b>From</b>				<b>To</b>			

## Section A Reference and administration details

**Charity name** Horn's Mill Pre-School

**Other names charity is known by**

**Registered charity number (if any)** 1160740 CIO

**Charity's principal address** Horn's Mill Pre-School

Denbigh Close

Helsby, Frodsham

**Postcode**

WA6 0ED

### 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	Kirsty Malam	Chair		
2	Jed Denham	Treasurer		
4	Alicia Landells			
5	Jayne Gilgrist			
6	Sue Huntbach			
7	John Lee	Secretary		
8	Sarah Crank			
10	Ceri Highton			
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

### 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)	Pre-School Learning Alliance Constitution - 2013
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation Status
Trustee selection methods (eg. appointed by, elected by)	The Officers and Committee members shall be elected at the Annual General Meeting(AGM). If the Committee feels that extra members are needed to provide additional expertise or to fulfil a new role, up to 3 co-opted members may be appointed between AGM's.

### 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.

A child protection policy is in place and new Trustees are briefed on its content during their induction.

DBS checks are carried out prior to commencement of employment or trusteeship.

Finances are monitored monthly to manage financial risks and trustees are briefed twice annually on financial well being.

Pre-School maintains its relationship with the Pre-School Learning Alliance, National association of Day Nurseries, Cheshire West and Chester Council and other Settings when appropriate.

## 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:

- (a) 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

**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)**

<p>children whatever their race, culture, religion, means or ability;</p> <p>(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;</p> <p>(c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.</p>
<p>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.</p> <p>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 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. Parents are offered flexible hours at the childcare provision to help support their working arrangements so that they can pay for the fees. The service is available to any child.</p> <ul style="list-style-type: none"> <li>▪ <i>Promoting their care and safety:</i></li> </ul> <p>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 provision operates out of a purpose built premises which is designed for the safety of children. The setting has an outstanding Ofsted and only takes in the number of children that it is registered with Ofsted to care for.</p> <ul style="list-style-type: none"> <li>▪ <i>Promoting their education and promoting parental involvement:</i></li> </ul> <p>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.</p> <p>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</p>

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 We are compliant with Food Information Regs

- *Providing services to support them and their families and carers:*

The charity holds regular meetings with parents and, on occasion, 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.

- *Providing services to individuals holding membership of the CIO:*

The members of the charity may use any of the services offered by the charity which are available to the general public. The charity holds meetings with its members to keep them informed of the progress of the charity and to enable them to have a say in its direction. A regular newsletter is also circulated to the members of the charity, highlighting important information about the charity and its services, as well as other events and happenings in the local community which are related to the charity's work or aims.

- *Furthering the aims of the Pre-school Learning Alliance:*

The charity maintains membership of the Pre-school Learning Alliance. When appropriate, the charity takes part in meetings, events, conferences and training run by the Pre-school Learning Alliance in the local area.

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

A great contribution is made by committee members, parent volunteers and our committed staff. Without this valuable contribution of time, energy and expertise, the successful operation of the Pre-School would not be possible. But please see section on performance -it relates the extraordinary challenges faced by us all in the face of the C-19 global pandemic.

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

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

The hallmark of this year has been 'business as usual' following the Covid-19 plagued year 2019/20. The effort to achieve 'business as usual' should not be underestimated given the restrictions and uncertainties that our charity's parents, children, and particularly, our staff have continued to deal with throughout 2020/21.

Staff have excelled in maintaining our Pre-School's outstanding standards of education and care. They have made a great success of working in bubbles (initially one of the DfE's infection control measures). Bubbles have been embraced by children and staff and have become a preferred way of educating and have continued to be used beyond the DfE requirement to do so.

Working in Bubbles is slightly more staff intensive than the way we worked prior to Covid. We have therefore considered if we should stick with Bubbles longer term and our conclusion is that we will use them as a learning aid when appropriate.

Additionally, we managed to hold a very successful Christmas Party, a summer trip and a graduation ceremony with new caps and gowns to make it as special as possible.

We are proud to have fully employed all of our staff during 2020/21 without financial support from the Furlough Scheme or any other form of Covid -19 financial support. Trustees allocated money to support our staff who had to isolate during the year. The money was used to pay staff during their absence and to cover backfill costs- the cost was £8 000-£10 000 over the year. We will discuss at our AGM if we should provide similar support up to Spring Half-Term 2021 and if support should be on the condition of being double or treble jabbed.

#### Other points

We maintained our membership of professional bodies –;Early Years Alliance and National Association of Day Nurseries.

We held our first virtual AGM.

Our business development projects were kept on hold during this year and the money that we had saved to fund them remained in our Fundraising Account incase further lockdowns demanded crisis action. Interest that the money earned has been allocated to our fundraising account.

We linked with the Parish Council/s to try to understand the impact of the new housing development on educational provision in the area. CWAC were asked to provide their assessment(a statutory duty) but we will wait for a response. We know no more than we did 12 months ago and as far as I am aware, neither do the Dunham–Hill Parish Council.

The following goals were rolled-over from this year to await slightly less frantic times:

- a. To review of our financial reserves policy
- b. To assess, plan and prepare for the introduction of a “complete nursery management “ system
- c. Prepare for the increasingly likelihood of a Charity Commission requirement to change to an “accrual accounting system” ( This will be included in the scope for the goal b)





## Section E

## Financial review

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

Our policy is to hold sufficient reserves to :

- cover four months operational costs or
- enable us to meet unexpected expenditure or
- enable us to absorb fluctuations in income due to varying attendances
- respond to changes to local authority funding policy changes or

Current reserves stand at £68 000. The impending review will assess if that is sufficient for the above points and to meet potential redundancy costs as required by the Charity Commission.

### Details of any funds materially in deficit

Nil

### 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.

Our two primary sources of income are local authority (LA) funding and fees paid by parents/carers - LA funding ( known as Direct school Grant or DSG) Is the greater source of income by a large margin.

The Govt plan to increase DSG for Early Years in the coming year – we wait to see if the settlement will meet the cost of providing places for our children to attend Pre-School.

We will remain vigilant so that we can respond to further planned and unexpected changes to LA funding and continue to operate as a charity that is able to offer affordable child , high quality early years education to the local community.

## 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



Charity Name	1160740
Horn's Mill Pre-School	

Receipts and payments accounts			
For the period from	Period start date	To	Period end date
	01/09/2020		31/08/2021

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## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
CWAC2/3/4YO funding	145,228	-	-	145,228	123,557
CWAC EYIF/misc /PP	17,770	-	-	17,770	14,796
Fees	70,418	-	-	70,418	66,462
milk/sundry income	1,365	-	-	1,365	2,381
Ed grants	3,223	-	-	3,223	1,342
Furlough & other C19 funding	6,222	-	-	6,222	30,076
fundraising devpt projects(i.e.canopy)	-	-	-	-	19,425
fundraising other	-	371	-	371	419
<b>Sub total (Gross income for AR)</b>	<b>244,226</b>	<b>371</b>	<b>-</b>	<b>244,597</b>	<b>258,458</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>244,226</b>	<b>371</b>	<b>-</b>	<b>244,597</b>	<b>258,458</b>
<b>A3 Payments</b>					
Staffing	176,320	-	-	176,320	160,548
Rent/utilities/maintenancre/eqpt	8,562	-	-	8,562	11,515
insurance	1,221	-	-	1,221	1,318
IT/phone	1,342	-	-	1,342	1,450
consumables inc milk	5,479	-	-	5,479	4,424
operating costs	14,244	-	-	14,244	16,041
fundraising devpt projects(i.e.canopy)	19,569	548	-	20,117	7,373
Ed grants	3,402	-	-	3,402	-
Discrepancy +	-	-	-	-	-
<b>Sub total</b>	<b>230,139</b>	<b>548</b>	<b>-</b>	<b>230,687</b>	<b>202,669</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>230,139</b>	<b>548</b>	<b>-</b>	<b>230,687</b>	<b>202,669</b>
<b>Net of receipts/(payments)</b>	<b>14,087</b>	<b>- 177</b>	<b>-</b>	<b>13,910</b>	<b>55,789</b>
<b>A5 Transfers between funds</b>	<b>- 90,577</b>	<b>90,577</b>	<b>-</b>	<b>90,577</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>114,713</b>	<b>22,605</b>	<b>-</b>	<b>137,318</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>38,223</b>	<b>113,005</b>	<b>-</b>	<b>151,228</b>	<b>55,789</b>

## 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>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>38,223</b>	<b>113,005</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval





# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Horn's Mill Pre-School

On accounts for the year  
ended

31<sup>st</sup> August 2021

Charity no  
(if any)

1160740 CIO

Set out on pages

2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

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.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, 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:

*Clive Curtis*

Date:

25 / 5 / 22

Name:

CLIVE CURTIS

Relevant professional  
qualification(s) or body

Senior Local Government Officer - retired  
MA Strategic Change Management