



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 09	Year 2020		Day 31	Month 08	Year 2021

## Section A Reference and administration details

Charity name

Lady Bay Pre-school CIO

Other names charity is known by

n/a

Registered charity number (if any)

1162800

Charity's principal address

All Hallows' Church Halls

Pierrepont Road

West Bridgford, Nottingham

Postcode

NG2 5BP

### 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	Emma Allen	Chair		
2	Dr David Bird	Treasurer		
3	Anastasia Lock	Secretary		
4	Peter Edginton			
5	Susan Mallendar			
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

### 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)	CIO using Early Years Alliance model constitution
Trustee selection methods (eg. appointed by, elected by)	Elected by members – trustees are primarily members and former members but may also be co-opted from the local community

### 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 provide quality early years education and affordable childcare for children aged 2-4 within the local community and beyond.

**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)**

Lady Bay Pre-school is a voluntary managed committee run pre-school based in the Lady Bay area of Nottingham. It is open Monday to Friday 9am to 3pm during term time. Children are welcome from 2 years old until they start school.

We are committed to supporting children to learn and develop through play. We plan a range of activities on a daily and weekly basis that meet the interests and needs of the children that attend as well as the requirements of the EYFS Statutory Framework. We are registered with and regulated by Ofsted, and are members of the Early Years Alliance.

We pride ourselves on having been part of the community for over 50 years. We have built strong links with the local primary school and regularly take part in community events.

Trustees have had regard to the Public Benefit Guides PB1, PB2 and PB3 when making decisions.

#### **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

#### Overview

Despite the continuing pandemic, this year has seen an improvement on the previous year with numbers on roll and hours of attendance increasing. This is contrary to the national trend and anecdotal evidence locally. Over 3000 early years settings have closed nationwide this year.

Children continue to make good progress and the vast majority develop at least in line with expectations for their age. The cohort that started school in September is the first that has had their development tracked in detail throughout their time at pre-school and the data shows that the longer a child attends pre-school for, the more progress they make. This assures us that the curriculum is appropriate and engaging.

#### Staffing

One member of staff began their EYITT at Nottingham Trent University this year, but, due to health reasons, was forced to withdraw and ultimately resigned. The committee and manager have successfully recruited two new staff members, one permanent and one member of bank staff. The pre-school now has 3 qualified teachers employed on a permanent basis.

The deputy manager has successfully completed the Local Authority's training course for SENDCo this year, and may look to further enhance her qualifications next year by undertaking an NVQ for the role.

All permanent staff are now being paid the Living Wage set by the Living Wage Foundation.

#### Finances and Fundraising

A loss of just over £9000 was recorded this year. Although the loss is less than last year, it is still concerning. Despite this, the committee have opted to a very small increase in parental fees, as any increase is small due to the bulk of income coming from government funded childcare. Instead, the registration fee will be doubled to £20 and a half termly contribution of £5 per child for enrichment and resources will be introduced next year. In line with government rules, both contributions will be voluntary, and it will be clear that they are on invoices.

The charity still maintains substantial reserves which are there to cover leaner times. Reserves of around £25k should be maintained to cover redundancy and other costs should the pre-school have to close. The committee remains committed to paying all permanent employees the National Living Wage set by the Living Wage Foundation and sees higher wages as a good use of the reserves.

The withdrawal of a staff member from the EYITT course was not costly to the pre-school, as the government funding in place covered the costs right up to the date of withdrawal.

#### Committee

The committee has remained stable in the last 12 months, with one member presumed resigned at the end of the academic year following a move abroad. Continuity among a committee is unusual but very welcome. The committee will look to begin formalising a strategic plan over the next 12 months with a view to providing future continuity, regardless of changes within both the committee and pre-school management.

**Impact of the Covid-19 Pandemic**

Lock-downs and other restrictions have allowed pre-school to remain open as normal (operating as a single “bubble”) for the duration of the academic year. The pre-school has not been forced to close once during the academic year following a confirmed case of Covid-19 and cases amongst staff and children remains in single figures.

Opportunities for parental involvement, community activities and fundraising have been curtailed by the pandemic. However, we look forward to next September, when restrictions placed on education settings will be relaxed considerably.

The pandemic itself has not had a noticeable impact on the levels of development this year.

## Section E

## Financial review

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

We continue to maintain a healthy reserve account, to ensure that the pre-school can continue to operate safely when numbers on roll and income are lower, and in case of closure.

### 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)	Emma Allen	Dr David Bird
Full name(s)	Emma Allen	Dr David Bird
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	26.06.22	

Lady Bay Preschool  
Receipts and Payments Accounts  
Year ended 31 August 2021

	£					2021	2020
<b>Receipts</b>	<b>per accs</b>	<b>dr b/f</b>	<b>cr b/f</b>	<b>dr c/f</b>	<b>cr c/f</b>		
Free Entitlement	36,295.60		8,851.17			45,146.77	37,430.16
Preschool Fees	15,311.21					15,311.21	11,845.05
Grants and External Funds	2,917.00					2,917.00	350.00
Misc Receipts						-	-
Bank Interest	20.03					20.03	219.21
Fundraising	512.04					512.04	101.47
Christmas party						-	-
CJRS						-	1,922.97
	<b>55,055.88</b>	<b>-</b>	<b>8,851.17</b>	<b>-</b>	<b>-</b>	<b>63,907.05</b>	<b>51,868.86</b>
	£						
<b>Payments</b>	<b>per accs</b>	<b>dr b/f</b>	<b>cr b/f</b>	<b>dr c/f</b>	<b>cr c/f</b>		
wages (inc pension, tax & ni)	59,825.63					59,825.63	56,428.70
Pension							929.98
advertising	141.04					141.04	63.23
Training	97.93					97.93	419.00
Resources /subscriptions	127.29					127.29	156.40
Rent	9,528.00					9,528.00	6,622.00
Insurance	719.86					719.86	718.61
Admin/ telephone & post	331.12					331.12	405.76
food/ childrens snacks	357.84					357.84	216.90
Hygiene/cleaning and provision	158.96					158.96	270.47
Equipment	352.71					352.71	570.17
Educational equipment	220.05					220.05	217.18
Consumables/Materials	305.14					305.14	564.91
Committee Expenses	30.00					30.00	-
DBS checks	161.45					161.45	52.00
Pre-school events	101.74					101.74	392.83
Uniform	78.00					78.00	207.93
accounts audit	270.00					270.00	375.00
Website	262.50					262.50	262.50
	<b>73,069.26</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>73,069.26</b>	<b>68,873.57</b>
<b>NET INCOME/(DEFICIT) IN YEAR</b>						<b>- 9,162.21</b>	<b>- 17,004.71</b>
<b>BALANCE SHEET AS AT 31 AUGUST 2021</b>						<b>2021</b>	<b>2020</b>
						£	£
Current account balance						12,623.39	30,656.80
Savings account balance						68,980.55	68,960.52
Debtors & Prepayments							- 8,851.17
Creditors & Accruals							
<b>TOTAL FUNDS</b>						<b>81,603.94</b>	<b>90,766.15</b>
<b>Funded by:</b>							
Opening reserves current account						90,766.15	107,770.86
Opening reserves savings account							
Net income/deficit in year						- 9,162.21	- 17,004.71
<b>CLOSING RESERVES</b>						<b>81,603.94</b>	<b>90,766.15</b>

**LadyBay Preschool**  
**(Registered Charity No. 1162800)**

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**Independent examiner's report to the trustees**

I report on the accounts of the trust for the year ended 31st August 2021.

**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 the independent examiner's report**

My examination was carried out in accordance with the 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 attention:

- (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;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Phil Edwards  
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Dated: 31st May 2022

[www.vanilla-accounting.co.uk](http://www.vanilla-accounting.co.uk)