



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	6	April	2022		5	April	2023

## Section A Reference and administration details

**Charity name** ALL SAINTS UNDER FIVES PRE-SCHOOL CIO

**Other names charity is known by** ALL SAINTS UNDER FIVES PRESCHOOL, NEWMARKET;  
ALL SAINTS UNDER 5S, NEWMARKET

**Registered charity number (if any)** [1163532](#)

**Charity's principal address** VICARAGE ROAD, NEWMARKET

**Postcode** CB8 8JE

### 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 Jane Fleet		30 Jun 2020 – 18 Jan 2023	
2	Dr Rachel Margaret Wood	Treasurer	8 Sep 2015 – present	
3	Mrs Melanie Jane Pettitt	Secretary	8 Sep 2015 – 18 Jan 2023	
4	Mrs Melanie Jane Pettitt	Chair	30 Jun 2020 – 18 Jan 2023	
5	Mrs Gillian Holmes		8 Sep 2015 – present	
6	Mrs Caroline McKay		15 Feb 2016 – 15 Aug 2022	
7	Mrs Gill Burbidge		1 Nov 2018 – 18 Jan 2023	
8	Leanne Dudgeon		1 Nov 2022 – present	
9	Mrs Florence Tofa Otule	Chair	18 Jan 2023 – present	
10	Georgiana-Cezarina Dascalu		18 Jan 2023 – 6 Feb 2023	
11	Sinead Mathias-Madeiros	Secretary	18 Jan 2023 – present	
12	Sheza Samran		18 Jan 2023 – 30 Jan 2023	
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)

N/A

## 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)

The Pre-School is a body in membership of the Pre School Learning Alliance

Trustee selection methods  
(eg. appointed by, elected by)

Trustees have been appointed

### 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.

N/A

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

At All Saints Under Fives we strive to make a difference. We hope to set free children's original ideas and follow the children not only the plans. We give ideas and choices, we observe and evaluate the children's ideas and watch those ideas grow. We try to be their constancy, someone to turn to. We listen and we want to contribute to their wellbeing, protect them and above all develop their independence. An extension of home. (Mission statement)

**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)**

The focus of all our activities is to promote learning through play, supporting the individual child through their unique learning journey, in partnership with parents/carers with the use of individual planning, observations and an appropriate mix of adult and child initiated activities, to enable the child to become independent and to support transitions into school. All children and their families are treated on an individual basis, regardless of race, gender and personal circumstances and the diversity within our setting represents the local community and enriches the learning environment for both children and adults.

Our trustees have regard to the guidance issued by the Charity Commission on public benefit when exercising any powers or duties to which the guidance is relevant.

**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.

N/A

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

This academic year has proved to be a challenging yet positive one and we have much to celebrate.

**1. Operation and Child Numbers**

We have been open fully since the easing of COVID19, adhering to the appropriate guidelines, keeping on top of procedures and making changes as necessary. In the current academic year, Preschool opened for the Autumn term on 5<sup>th</sup> September 2022.

Following the pandemic and the uncertainty of what came after, numbers had remained low into the start of 2022, but by September they had greatly improved and we are now at capacity with a waiting list in place.

We have our own website [www.allsaintsunderfives.co.uk](http://www.allsaintsunderfives.co.uk).

**2. Staffing**

There were a few unexpected changes to staff last year, as we said goodbye to Jane, Karen and Wendy for different reasons, and Caroline resigned as a trustee. This put immense pressure on the setting whilst we interviewed and waited for the transition of new staff. I would like to thank Lucy and Clare who went above and beyond to cause as little disruption as possible to the children; Lucy accepted the temporary role of deputy manager, and was confirmed in the role on 1 April 2023.

Following advertising, interviews and necessary checks, we welcomed Leanne as our new Manager in October 2022. We have also recruited Michelle, Tiffany and Katie as pre-school assistants. Training has continued where possible and all staff are up to date with First Aid training.

Pay-scales were reviewed, and the new rates were paid from 1 April 2023.

All staff have continued to work with parents/carers, children, and each other in a professional, safe, and thoughtful way in these very challenging times. The Trustees would like to offer their thanks and respect for their ongoing commitment to All Saints Under Fives and their continued efforts to support best outcomes for the children and families in the setting. It has been noted by Leanne that "The children we care for are thriving - learning and happy and adapted to the changes without complaint". Without a caring professional team to support them, this would have been much more difficult to achieve.

**3. Activities**

Children enjoyed their traditional Christmas party in preschool on Thursday 15<sup>th</sup> December 2022 and each child took home a bag of Christmas goodies that had been made in pre-school. The children were also invited to attend the Key Stage 1 Christmas Nativity performance and the Christmas service at All Saints Church on the last day of term.

Unfortunately, due to staff changes and timing there have been no photos this year, but we are hoping to reinstate these for 2023, along with other events such as the annual Easter egg hunt and the sponsored walk with school.

**4. Community**

The current economic crisis has made things difficult and financial hardship has been hard for everybody, and there have been slight concerns about debts built up by one or two parents. As a community setting, we strive to support parents during hardship and communication has been maintained and small increments paid. This will be monitored, and necessary action taken where needed.

Pre-school held a couple of open sessions for parents and careers in November, giving them a chance to come in and meet Leanne and the Trustees and ask any questions they had. Although numbers were low, we felt this was a positive experience and offered reassurance to those questioning all the recent staff changes. Mrs Barbara Rodel – Head Teacher of All Saints' Primary School attended the afternoon session offering Pre-school her full support. She is keen to work closely with Leanne and promote Pre-school and will be visiting the setting on a regular basis so that she is a familiar face for the children.

Feedback remains to be pivotal in offering the best possible service to children and families in the setting and we have lots of experience, exiting ideas and challenges planned for the children in a bright, happy and safe environment.

**5. Administration**

The review of the accounts by the independent examiner and a routine visit from Tracey Hannon (SCC Early Years Team) both took place, and the Charity Commission Accounts are ready to be submitted before the deadline on 31<sup>st</sup> January 2023.

Staff appraisals have taken place and Leanne will be looking at those again in the coming months.

Safety checks such as PAT testing, heating, lighting, alarms, fire extinguishers and listeria checks have all been maintained and are due to checked again 12<sup>th</sup> January 2023. The fire risk advisor was able to check the preschool and paperwork on 8<sup>th</sup> November 2022 and stated: "all very satisfactory and paperwork very thorough." The safeguarding self-assessment has also been completed.

**6. Trustees**

The AGM took place on 11 Jan 2023 at 7pm and was attended by parents and 3 trustees. A further Trustees' meeting took place on 20th Feb 2023 at 7pm and was attended by all 4 Trustees.

Melanie Pettitt (temporary chair), Gill Burbridge and Jane Fleet expressed their intention to resign as Trustees; we thank them for their help and support during this time. We are therefore looking to form a new committee – it is time for a change, and for others to enjoy the benefits of being a Trustee – not just the opportunities for personal development, but also the chance to serve our community and to ensure that some of its youngest members receive the best start to their education. The current Trustees are delighted to be handing over with numbers high for both children and staff, and with Pre-school in a very happy and healthy place. We wish the new Trustees continuing success in the future.

## Section E

## Financial review

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

In compliance with advice given by Suffolk County Council, the Pre-School has set aside £55,000.00 as a designated contingency fund to cover the possibility of any redundancies; this was reduced to £45,000.00 during the COVID pandemic, but will be raised over future years as numbers of children increase.

### Details of any funds materially in deficit

N/A

### 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.

N/A

## Section F

## Other optional information

N/A

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Rachel Wood

Florence Tofa Otule

Full name(s)

Rachel Margaret Wood

Florence Tofa Otule

Position (eg Secretary, Chair, etc)

Treasurer

Chair

Date

03 Feb 2024

**ALL SAINTS UNDER 5's PRE-SCHOOL CIO**

REGISTRATION No: 1163532

Year end: 5 April 2023

**INCOME AND EXPENDITURE ACCOUNT**

	2023		2022	
	£	£	£	£
<b>INCOME</b>				
Fees		12,748.00		4,095
Funding		69,777.03		43,699
Donations		-		2,000
Premises - Wacky Snackys Club		2,515.82		2,274
Premises grants		-		5,600
Suffolk CC - add Special grant		-		1,517
Photography		-		-
Deposit account interest		85.50		5
Abhay's account interest		9.93		1
Other		48.50		-
<b>TOTAL INCOME</b>		<b>85,184.78</b>		<b>59,191</b>
<b>EXPENDITURE</b>				
Wages:				
- Gross	60,210.06		65,397	
- Ers Pension (NEST)	1,755.06		997	
- Payroll fees (PLA)	708.00	62,673.12	691	67,084
Premises:				
- SCC	2,747.58		4,579	
- Utilities	2,562.91		1,285	
- BT	1,705.23		1,523	
- TV	159.36		159	
- Rates incl. bins	1,985		416	
- Insurance (PLA)	754.11		738	
- Wacky snacky	260.00		270	
- Sundries	517.92	10,692.51	458	9,428
Consumables	1,133.59			351
Training/registration	246.80			749
Equipment (Play and office)	1,710.87			1,259
Printing, Postage & Stationery	84.15			598
Bank charges	89.34			87
Abhay's account - iPad	575.95			-
Abhay's account - vouchers	55.00			
Accountancy	-			50
IT support and website	-			250
Funding repaid - Autumn 2021 EY	-			4,146
Sundries	624.06			1,192
<b>TOTAL EXPENDITURE</b>		<b>77,885.39</b>		<b>85,193</b>
<b>SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE</b>		<b>7,299.39</b>		<b>(26,003)</b>
<b>FUNDED BY</b>		£		£
Bank balances @ 5 April 2023				
Current account	20,695.87		12,861	
Deposit account	45,119.58		45,034	
Abhay's account	4,711.15		5,332	
Cash account - Balance b/fwd and c/fwd	5.90		6	
<b>Total</b>		<b>70,532.50</b>		<b>63,233</b>
B/fwd balances		63,233.11		89,237
<b>Movement in balances</b>		<b>7,299.39</b>		<b>(26,003)</b>





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
All Saints Under Fives Pre-School

On accounts for the year  
ended

05/04/2023

Charity no  
(if any)

1163532

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 DD / MM / YYYY.

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

Independent  
examiner's statement

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:

*Lisa King*

Date:

02/02/2024

Name:

Lisa King

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

FCCA MAAT

Address:

8 The Hamiltons

Newmarket

CB8 0NF