



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 09 2020	To	31 08 2021

Section A Reference and administration details

Charity name

Coltishall & Horstead Preschool

Other names charity is known by

Barefoot Explorers

Registered charity number (if any)

1164338

Charity's principal address

Village Hall, Rectory Road

Coltishall

Norwich

Postcode

NR12 7HL

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	Julie Ward	Chair	October 2019	-
2	Iwona Caruk	Treasurer	October 2019	-
3	Alison Haynes	Trustee	March 2018	-
4	Natalie Shrubsall	Trustee	July 2021	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Nil	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Amanda Buck Manager – Until July 2020

Judith Harris Temporary Manager – August 2020 – December 2020

Michaela Brown and Emily Cork – Setting Managers from January 2021

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

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.

Coltishall & Horstead Preschool is a Charitable Incorporated Organisation URN EY501142.

The committee uses the guidance provided by the Charities Commission website to ensure compliance with requirements there in for managing a charity and use available guides in the training of Trustees.

In addition, the Early Years Committee Toolkit (amended by Norfolk Early Years Team) is a valuable reference source provided by Norfolk County Council and is used by the committee to ensure our charity meets its obligations as an Early Years provider.

Other valuable reference materials for Trustees of this charity include:

- NSCB Safer Programme Early Years, Safeguarding for Committees - Norfolk Safeguarding Children's Board
- Roles and Responsibilities of the Early Years Committee – Norfolk Early Years achievement service.
- NSCB Safer Programme – Safer Recruitment – Norfolk Safeguarding Children's Board
- Norfolk Early Years Achievement Service - Supervision and Appraisal
- DfE Working together to safeguard children 2018 – updated December 2020.
- DfE Keeping children safe in education. 2015, updated 2020

- Guidance for Safer Working Practice for those working with Children and Young People in Education Settings 2019 with Addendum April 2020
- Statutory Framework for the Early Years Foundation Stage (EYFS) April 2017.
- Statutory Framework for the Early Years Foundation Stage safeguarding and welfare March 2021
- Inspecting safeguarding in early years education GOV.UK 24.8.21
- Early years inspection handbook GOV.UK 2019

<https://www.norfolkscb.org/people-working-with-children/publications-research/>

- Advisors from Norfolk Early Years' Service have supported the preschool throughout the year, in addition the Norfolk Outbreak Management Team have been a valuable point of reference throughout the pandemic.

As an employer, the charity also recognises its obligations to HMRC and uses the gov.uk website for guidance and training. Currently a volunteer is employed to manage Payroll on behalf of the Trustees.

Section C Objectives and activities

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

The object of the preschool is to enhance the development and education of children primarily under statutory school age, by:

Offering appropriate education facilities for under 5's for children and families regardless of race, culture, religion or means to attend.

Offering family information sessions to encourage parents to understand and provide for the needs of their children through local community groups.

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 area.

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)

Ordinarily the preschool provided supervised sessions for preschool children five mornings per week, Monday to Friday 9.00 am to 3pm with an optional lunch time bolt on of 12-1pm.

During the lockdown, the Preschool was available for key workers children as requested by the government, however not all parents/carers accepted this opportunity.

At Coltishall and Horstead Preschool we offer children a safe, stimulating, and welcoming environment in which they can learn and grow. We place particular importance on relationships with others and the development of self-esteem, self-awareness, and a thirst for knowledge. We do this by offering opportunities to play, investigate and explore that challenge, extend, and develop all learning. In our setting the children are nurtured, supported, encouraged, and valued by experienced and qualified staff. Appropriate facilities and equipment are provided in order to achieve this.

The sessions take place in its own specialist area of Coltishall Village Hall, which benefits from a bespoke indoor learning-through-play area with adjoining outdoor learning area to allow for free-flow access. Also at the preschools own allotment, which is very close to the Preschool.

The trustees have had regard to the guidance issued by the commission on public benefit.

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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

How the Preschool has met its charitable aims:

The preschool has continued to provide high quality care and early year's education to the children attending any of the 10 x 3-hour sessions held each week during term time, despite the numerous issues related to the outbreak of the pandemic. The preschool successfully built upon the "Good" judgement of its last Ofsted Inspection in 2018.

The Manager Amanda Buck led the highly qualified staffing team successfully until July 2020. From September 2020 to December 2020 a temporary manager took over the management of the Preschool from within the staff. From January 2021 Michaela Brown and Emily Cork took over as the permanent managers, after rigorous interviews. They continued to lead the highly qualified staff in line with the revised Early Years Foundation Stage Standard (EYFS). In addition, they ensured all policies and practices remained current and relevant. The demand for preschool placements for families continued to increase above staffing capabilities and steps were taken to increase the number of qualified staff so we were able accept more children, within our maximum capacity. In April 2021 two more Early Learning Practitioners were appointed.

Julie Ward (experienced retired School leader) took over from Trudy Fines as Chairperson in November 2019. Trudy remained as a committee member for the following year. Iwona Caruk continued as the Treasurer until July 2021 when she handed in her resignation to start her parental leave. Amanda Buck took over the Treasurer role as a committee member in August 2021 assisted by a committee volunteer Payroll Clerk Lynda Alexander. Alison Haynes remained as a Trustee and Natalie Shrubsall joined as a trustee. The Committee, made up of Trustees and Voting members (consisting of staff, parents, and other interested members of the public), continued to meet its obligations as a charity, employer and provider of early year's education and remains strong, even throughout the Covid 19 lockdowns, meeting regularly via Zoom.

The preschool continued to operate Payroll and the staff pension scheme, and we continue to give great thanks, and gratitude to volunteers Lynda Alexander (Payroll) and Peter Casson ,C.I.M.A Retired (Independent Examiner), who have continued to manage this fully and effectively with no charge to the preschool.

The preschool continued to support families by accommodating the governments Tax Free Childcare Scheme and Universal and Extended Free Childcare entitlements and has worked incredibly hard to make a 30-hour week possible for the 2020-2021 school year, despite the challenges of the pandemic.

Michaela Brown and Emily Cork collaborated with the staff to create an inviting and stimulating, wonderful learning environment, which the children continue to enjoy and learn in. They introduced and developed "planning in the moment learning" which the staff, children and parents enjoy and benefit from, which perfectly linked into the new EYFS starting in September 2021.

Full Covid 19 Risk Assessments continued, enabling stringent hygiene measures to ensure the safety of the children and staff during the pandemic. The outdoor space continued to grow and develop, as the importance of outdoor learning became even more apparent during the pandemic.

Over the course of yet another exceedingly difficult and challenging year the Preschool managed to remain open for most of the year and still managed to achieve the following:

- Continued with Home Learning packs for families to use while at home if the child was covid positive.
- Devised innovative ways of ensuring transition took place, as the usual transition trips to the Primary School were not viable
- Created an Easter Egg Hunt for the children
- The Fundraising Team consisting of parents, trustees and committee members organised an exceptionally successful Scarecrow festival across the two villages. Which a county wide radio station reported on.
- Staff continued with Open Mornings for new children and parents/carers were carefully organised to ensure covid regulations were adhered to.
- Staff continued with Transition visits from teachers to meet the children these were also carefully organised.
- Planned visits to preschool for the children. These were carefully organised by preschool staff, which included a visit from a local dentist, a local fire officer and fire truck and a local police officer.
- Continued with visits to the Preschool Allotments with the children.

How the Preschool proposes to meet its charitable aims in the coming year:

The preschool intends to continue to encourage development of the children emotionally, physically, and intellectually according to the needs of each child, assessed as an individual and part of a group by:

- Supporting the staffing team who run the setting by providing adequate resources for learning materials, activities, and training to maintain a highly skilled, motivated, and innovative staffing base, which is able to fulfil the needs of the children in our early year's preschool setting.
- Staff identified as the Key Person to a child shall continue to maintain detailed Learning Stories to chart their development and regularly set aside time where parents can come to view them, enjoy them, and discuss any matters of importance or emerging needs, if not restricted by Covid, otherwise alternative provision will be in place where families will complete a "two star one wish"

feedback card, which will enable families to be involved and participate in the learning at home and in preschool.

- Families will continue to be encouraged to take an active role in the running of the preschool, although this again was curtailed due to Covid restrictions. The structure of the organisation will continue to provide for parents or friends of the preschool to become members without the full obligations associated with being a Trustee, although this is always welcomed too. This means they may raise matters at committee meetings and vote on topical issues, but also take responsibility for organising fundraisers for the preschool which we rely so heavily on to continue to provide up to date or additional resources for the children.
- We will look again at the introduction of a breakfast and or afterschool club for preschool aged children if there is enough demand to make the service viable.
- We will continue to run a safe, happy, warm, welcoming, caring and **enabling** environment. Creating an ethos of free flowing, child-initiated play, where children are curious to learn and are supported to follow their own interests resulting in a positive impact on their wellbeing, making them feel safe and secure, and supporting them to be fully engaged in their learning.
- We will continue to develop our Facebook page to inform families of activities that their child has taken part in and enhance the communication with our families and the wider community.
- We will develop the use of Tapestry within the setting to support the educational development of the children and to ensure that parents/ carers are informed at all times of how their children are learning and growing.
- We will complete our yearly review and evaluate our ethos and values and link the development of our ethos above into the new revised EYFS , beginning September 2021.
- We will strive for outstanding quality of Early Years Education.

Julie Ward
Chair
Coltishall and Horstead Preschool

Section D**Achievements and performance****Section E****Financial review****Brief statement of the charity's policy on reserves**

As part of the review of our Reserves policy, the preschool committee and trustees voted unanimously to continue the monthly savings of £80.00 per month.

- The preschool holds approximately £7,000 in reserve for redundancy provision for staff, to provide 2 months wages.
- Reserve for terms of low attendance approximately £5,000.

Details of any funds materially in deficit

NA for Payments and Receipt account.

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.

The principal source of funds comes from charges for services provided in the form of an hourly rate, this may be paid by the service user or come from government funding.

The funds are primarily used to pay for the hire of the Preschool area which is in a self-contained section of the Village Hall. This serves as a safe and appropriate environment for the children. Funds are also used to pay the wages of the Preschool qualified staff who are trained to give an appropriate level of service to address the children's educational, physical, and emotional needs. In addition, the funds pay for fundamental requirements such as insurance, staff training and subscription to relevant schemes (e.g., Ofsted).

An additional important source of funds comes from fundraising activities organised by committee members and families of the preschool which helps to pay for additional resources such as activities, equipment and trips.

Despite the Covid restrictions fantastic support has been received this period from the local community and the parents fundraising committee, these include:

- Penny for the Guy fundraising
- Amazon Wish list for Art & Crafts for the preschool fundraising
- Christmas Cards made by the children and sold.
- Christmas raffle
- Scarecrow festival

Donations are requested from parents for contribution towards snack costs. Any surplus of money in this pot is used to support the children in growing their own food for snacks e.g., allotment equipment, seeds.

Section F

Other optional information

There are no serious incidents or other matters that the trustees should have brought to the Commission's attention and have not done so already.

Section G

Declaration

The trustees declare that they have approved the report above.

Signed on behalf of the charity's trustees.

(Date)	15.05.22	12.05.22	15.5.22	14.5.22
Full name(s)	Julie Ward	Iwona Caruk	Alison Haynes	Natalie Shrubbsall
on (e.g. Secretary, Chair, etc)	Chair	Treasurer	Trustee	Trustee
Signature				

Petty Cash Transactions FYE 31-Aug-21

Balance at
11/03/2021
2,525.12

WARNING!

Only enter data into columns A-G and cell H3.

Do NOT alter the formulae in rows 1&2 or columns H & I

Report Date

Latest Entry

[illegible]

[illegible]

End of Transactions





CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report
on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
COLTISHALL & HORSTGAD PRE SCHOOL

On accounts for the year
ended

01/09/2020 → 31/08/2021

Charity no
(if any)

1164338

Set out on pages

1 - 12

(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, you are responsible for the preparation of the accounts in accordance with 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
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable. N/A

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,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

P. Casson

Date:

04/05/2022

Name:

PETER JOHN CASSON

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

CIMA (Ret'd)

Address:

THE OLD FORGE, MARKET PLACE
NEW BUCKENHAM, NORFOLK
NR16 2AN

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

There are no matters of concern. The accounts are maintained in an accurate and professional manner


04/03/2022

Coltishall and Horstead Pre School Financial Examination

Independent Examiners Report

1. Appointment of examiner by Mrs Iwona Caruk – Mr Peter Casson, The Old Forge, Market Place, New Buckenham, Norfolk. Second year of appointment.
2. Minutes of the Trustees not supplied so it is not possible to confirm any expenditure complies with the Trustees wishes.
3. All banking is online with adequate safeguards in place.
4. There are no prepayments or accruals, the same as previous year.
5. The Treasurer confirms that there is still petty cash held of £54.82 which is the same amount as at the end of the previous financial year. Recommend that the amount be banked.
6. I would request that a cheque number be entered in the reference column if a payment is made by cheque. An additional column at C on the Bank sheet could be entered for this purpose without compromising the spreadsheet.

An excellent set of accounts and well maintained.

Peter Casson