



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	April	2021		05	April	2022

Section A Reference and administration details

Charity name

Collaton St Mary Pre-School

Other names charity is known by

Registered charity number (if any) 1164816

Charity's principal address

The Parish Rooms

Blagdon Road, Collaton St Mary

Paignton, Devon

Postcode

TQ3 3YA

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	Helen Seaman	Chair		
2	Susan Smith	Treasurer		
3	Philippa Pratt			
4				
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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)	PLA Constitution
How the charity is constituted (eg. trust, association, company)	Our Trustees comprises 3 trustees and we adopt the Early Years Alliance (Preschool Learning Alliance) constitution.
Trustee selection methods (eg. appointed by, elected by)	Our AGM is held each year at the beginning of the Summer Term

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.	We have safeguarding and recruitment policies in place which are reviewed and amended annually. Prior to employment or to a trustee taking up their role, Disclosure and Barring checks and carried out. Collaton St Mary Pre-School is a member of the Early Years Alliance previously Pre-School Learning Alliance. We have close links with Torbay Early Years Childcare and Advisory Service. We have close links with several local schools who our children feed into, in particular Collaton St Mary C of E Primary School, Roselands Primary, White Rock Primary, Marldon C of E Primary School and Berry Pomeroy Parochial C E Primary School. Policies and general practice is reviewed by the Trustees at meetings. All Trustees give their time on a voluntary basis.
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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.

We provide appropriate play in a stimulating environment with more targeted activities for those children who may require extra support.

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)

We offer high quality sessional and full day care which is available for up to thirty children per session. The children can start at the beginning of the term after they will be two years old and stay with us until they leave for school.

We follow the guidelines of the Early Years Foundation Stage and aim through play to offer each child the opportunity to expand their experiences of the world, gain knowledge and skills by broadening their horizons and ensuring that they are equipped with the necessary skills to cope with moving on to school.

We provide extra targeted activities around Speech and Language through the BLAST programme, small group activities and individual 1:1 reading sessions to help and encourage those children who may need a little more support.

We have continued to remain in contact with the residents of a local residential via cards and gifts at Christmas and Easter which was greatly appreciated and hope to resume visits soon.

It is our intention to make our Pre-School genuinely accessible to children and families from all sections of the local community.

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.

We always have great support from our parents and their extended families. Unfortunately, due to continuing restrictions because of Covid once again this year our fundraising has been limited to cake sales, and other simple activities.

Funds raised are used for future projects particular extending our growing activities, we are part of the RHS school's gardening programme and have already achieved our level 2 award. We are continuing to purchase new books for our lending library, this has proved very popular with over 2/3rds of our children regularly borrowing books.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

This year the Pre-School has continued it's normal levels of attendance with all sessions full.

As always, the number of children increases from September through to July and we had 41 children attending during the summer term with 17 children leaving to move onto Primary School. We had lots of new starters and the Autumn term started with 38 children.

Staff continue to attend training throughout the year although as with the previous year this was restricted to Zoom meetings, with key staff attending Managers, Safeguarding and SEND Forums.

Our book library has continued to grow in popularity. BLAST sessions have continued as did our small group reading or activity sessions. We are continuing to notice an increase in confidence in the children taking part in these activities and so are extending these.

We continued to use our outside play area including our wildlife area. Our greenhouse has again been in constant use in the early spring with lots of seeds being sown. The children are always very keen to take part in any of the growing activities, including the daily watering and repotting of the plants. We now have our Level 2 RHS School Gardening award and are working towards our level 3.

Fundraising events:

Our fundraising events have been limited again this year as we have been unable to have any events where we can invite all of our parents into the setting. We have however sold cakes and had other activities where parents have been generous with their contributions.

We were pleased that the good weather enabled us to invite the parents of the children leaving to go to school to a 'Leavers event' in the garden where we could maintain social distancing but have a final get together.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Pre-School holds funds in case of forced redundancy; this has been calculated using the HM Revenue calculator.

Details of any funds materially in deficit

None

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 funding is mainly through fees for the children's sessional times. This is made up of local authority funding for up to the statutory 15 hours of entitlement for children over 3, up to 30 hour entitlement for those children whose parents qualify, and also those children eligible to receive 2 year old funding. We also receive fees paid by parents for hours attended above this or for children not receiving entitlement funding. For those children who have extra needs we are also able to apply for Alfey funding to pay for extra resources including more staff support.

Despite not being able to have our usual fundraising activities such as a sports day, our parents have been very supportive with the few fundraising activities that we have been able to have.

Section F Other optional information

Our aim is to continue to provide high quality care and education for children from 2 – 5 years.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Helen Seaman	
Full name(s)	Helen Seaman	
Position (eg Secretary, Chair, etc)	Chair (Since 2021)	
Date	22/01/2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Collaton St Mary Pre-School

No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date 06/04/2021	To	Period end date 05/04/2022
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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					
Government funding	87,275	-	-	87,275	-
Parents fee payments	34,163	-	-	34,163	-
Deprivation funding	4,986	-	-	4,986	-
Alfey funding	1,555	-	-	1,555	-
Fundraising	34	-	-	34	-
Disability Access Fund	615	-	-	615	-
Government Food Vouchers	1,050	-	-	1,050	-
	-	-	-	-	-
Sub total (Gross income for AR)	129,678	-	-	129,678	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	129,678	-	-	129,678	-
A3 Payments					
Salaries/PAYE	90,205	-	-	90,205	-
Pension	3,353	-	-	3,353	-
Rent	5,550	-	-	5,550	-
Phone/IT/Stationery/Website	1,958	-	-	1,958	-
Insurance/Ofsted/ICO	1,722	-	-	1,722	-
Consumables	1,731	-	-	1,731	-
Equipment/Maintenance	4,300	-	-	4,300	-
Miscellaneous	326	-	-	326	-
Clear Books	356	-	-	356	-
Bank Charges	90	-	-	90	-
DBS/Training	1,140	-	-	1,140	-
Leavers gifts	301	-	-	301	-
Government food vouchers	1,425	-	-	1,425	-
Video Licence	176	-	-	176	-
	-	-	-	-	-
Sub total	112,635	-	-	112,635	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	112,635	-	-	112,635	-
Net of receipts/(payments)	17,043	-	-	17,043	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	59,029	-	-	59,029	-
Cash funds this year end	76,073	-	-	76,073	-

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 £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Office equipment	Unrestricted	-	-
	Furniture	Unrestricted	-	-
	Stationery	Unrestricted	-	-
	Equipment including toys	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Susan Smith	Susan Smith	23/01/2023	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Collaton St Mary Pre-School

**On accounts for the year
ended**

5th April 2022

**Charity no
(if any)**

1164816

Set out on pages

1,2,3

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. The charity's gross income did not exceed £250,000.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities 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.

Signed: CORBYN MATTHEWS CROW

Date: 26/01/2023

Name: Corbyn Matthews Crow

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

Address: 50 Shorton Valley Road
Paignton
TQ3 1RB

Section B

Disclosure

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

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

N/A