



Trustees' Annual Report for the period

Period start date		Period end date	
06	April	2022	
From		To	
		05	April
			2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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				
5				
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)	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 are 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 which we have now extended to include follow up sessions for those children who need a little more small group work activities. We also provide individual 1:1 reading sessions to help and encourage those children who may need a little more support and don't have the opportunity to share books at home.

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

Unfortunately, we have been unable to resume our weekly visits but hope this is something that we will be able to do 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 grant making;
- policy programme related investment;
- contribution made by volunteers.

We always have great support from our parents and their extended families. We were very pleased that we were able to welcome our parents back into the setting and for them to join us for a Sports afternoon and picnic and end of term play. Parents supported us by providing cakes and donating money for refreshments.

Our lending library has continued to prove very popular with over two thirds of our children borrowing books, so we use some of the funds raised, to continually add to our bookstore.

Money has also been used to extend our growing activities, we are part of the RHS school's gardening programme and have this year achieved our level 3 award. The children have enjoyed growing fruit and vegetables which they have eaten at snack time.

We have also been lucky to have volunteers giving us both IT and general maintenance support.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

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

As always, the number of children increases from September through to July and we had 44 children attending during the summer term with 27 children leaving to move onto Primary School. We had lots of new starters and the Autumn term started with 31 children.

Staff continue to attend training throughout the year although as with the previous years this was mainly restricted to Zoom/Teams 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 3 RHS School Gardening award and are working towards our level 4.

We had a successful Forest school sessions in our wildlife garden with our older children.

In the autumn term we started up a new Parent/carers, babies and toddler group, which has proved very popular by parents, grandparents and childminders. The group have been using mainly the resources from Pre-School, but plan to buy specific equipment if the group continues its popularity and shows that it can be financially sustainable.

Fundraising events:

We have been able to start our fund-raising events again in the form of our Sports afternoon and our end of term plays. Parents have been generous in providing cakes for sales and donating money for refreshments and buying raffle tickets.

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.

As already mentioned we have had great support from parents at our fundraising events, all monies going towards activities to enhance the children's learning. In October we also set an Easy fundraising page, a scheme where parents' purchases online through participating companies receive a percentage donation, this has proved popular with parents.

Our Parent Toddler group raises some funds which just covers the wages of the staff running it and resources. We are fortunate to have been given free rental for the group by the Parish Rooms.

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	<i>H Seaman</i>
Full name(s)	Helen Seaman	HELEN SEAMAN
Position (eg Secretary, Chair, etc)	Chair	CHAIR OF TRUSTEES
Date	06/02/2024	



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	To	Period end date
	06/04/2022		05/04/2023

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	78,345	-	-	78,345	-
Parents fee payments	11,477	-	-	11,477	-
Deprivation funding	3,741	-	-	3,741	-
Alfi funding	5,908	-	-	5,908	-
Fundraising	517	-	-	517	-
Toddler Group	280	-	-	280	-
Government Food Vouchers	1,095	-	-	1,095	-
	-	-	-	-	-
Sub total (Gross income for AR)	101,362	-	-	101,362	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	101,362	-	-	101,362	-
A3 Payments					
Salaries/PAYE	90,921	-	-	90,921	-
Pension	3,521	-	-	3,521	-
Rent	5,550	-	-	5,550	-
Phone/IT/Stationery/Website	2,140	-	-	2,140	-
Insurance/Ofsted/ICO	868	-	-	868	-
Consumables	2,382	-	-	2,382	-
Equipment/Maintenance	3,527	-	-	3,527	-
Miscellaneous	289	-	-	289	-
Clear Books	295	-	-	295	-
Bank Charges	100	-	-	100	-
DBS/Training	356	-	-	356	-
Leavers gifts	513	-	-	513	-
Government food vouchers	1,095	-	-	1,095	-
Toddler group equipment	199	-	-	199	-
Video Licence	194	-	-	194	-
Sub total	111,950	-	-	111,950	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	111,950	-	-	111,950	-
Net of receipts/(payments)	- 10,587	-	-	- 10,587	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	76,073	-	-	76,073	-
Cash funds this year end	65,486	-	-	65,486	-

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
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use				
	Office equipment	Unrestricted	-	-
	Furniture	Unrestricted	-	-
	Stationery	Unrestricted	-	-
	Equipment including toys	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities				
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Susan Smith	Susan Smith	09/02/2024	



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 2023

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:

Date: 11/2/24

Name: Michelle Clayton

Relevant professional qualification(s) or body (if any): N/A

Address: 46a Hoyles Road
Paignton, Devon
TQ3 3PH

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