



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	April	2023		05	April	2024

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				
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 is reviewed by the Trustees at meetings. All Trustees give their time on a voluntary basis.

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.

We now also run a Babies and Toddler Group on a Thursday morning which has proved popular with parents, grandparents and childminders.

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. We have been pleased to be able to invite our families back into the setting for end of term events and our Picnic and Sports afternoon. Parents purchase raffle tickets and make donations towards the refreshments that we offer.

Money raised this year has enabled us to purchase more books for our lending library. We have also been able to extend our growing activities by purchasing more gardening utensils and seeds. We were delighted to receive our Level 3 RHS School Gardening Award.

Many of our parents and extended family have signed up to our Easy Fundraising account and with the money raised we have been able to buy each child a book at Christmas time.

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 37 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 34 children.

Staff continue to attend training throughout the year both via Teams or at face to face meetings.

Key staff continue 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. Now we have our Level 2 RHS School Gardening award we are working towards our level 4.

Fundraising events:

Our fundraising events have mainly been at the end of term when parents are invited in to join us for a play with singing and stay for refreshments afterwards.

As previously mentioned, we have now signed up to Easy Fundraising which has doubled our fundraising income this year.

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 Alfi funding to pay for extra resources including more staff support.

Our expenditure is mainly on staff wages and purchasing consumables such as paper, paint etc and replacing other equipment. Fundraising money is used to by extra items that enable us to extend our learning environment and particularly support speech and language activities.

Section F Other optional information

Our aim is to continue to provide high quality care and education for children from 2 – 5 years. And through our Toddler group to provide a warm welcoming space for parents, carers and their children to meet.

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	23/01/2025	



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
06/04/2023

To

Period end date
05/04/2024

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	96,550	-	-	96,550	-
Parents fee payments	16,781	-	-	16,781	-
Deprivation funding	4,823	-	-	4,823	-
Alfey funding		-	-	-	-
Fundraising	747	-	-	747	-
Bank repayment	17	-	-	17	-
Grant	1,040	-	-	1,040	-
Toddler Group	729	-	-	729	-
Sub total (Gross income for AR)	120,687	-	-	120,687	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	120,687	-	-	120,687	-
A3 Payments					
Salaries/PAYE	94,420	-	-	94,420	-
Pension	4,254	-	-	4,254	-
Rent	5,550	-	-	5,550	-
Phone/IT/Stationery/Website	2,404	-	-	2,404	-
Insurance/Ofsted/ICO	749	-	-	749	-
Consumables	2,564	-	-	2,564	-
Equipment/Maintenance	2,480	-	-	2,480	-
Miscellaneous	264	-	-	264	-
Clear Books	159	-	-	159	-
Bank Charges	94	-	-	94	-
DBS/Training	146	-	-	146	-
Leavers gifts	351	-	-	351	-
Grant purchases	694	-	-	694	-
Plusnet/text magic/Zoom	480	-	-	480	-
Video Licence	213	-	-	213	-
Sub total	114,820	-	-	114,820	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	114,820	-	-	114,820	-
Net of receipts/(payments)	5,867	-	-	5,867	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	65,486	-	-	65,486	-
Cash funds this year end	71,353	-	-	71,353	-

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	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	23/01/2025	



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 2024

Charity no
(if any)

1164816

Set out on pages

1,2,3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 05 / 04 / 2024.

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: Steven Drake

Date: 21/01/2025

Name: Steven Drake

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

Address: 25 St Mary's Park

Paignton

TQ4 7DA

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

N/A