



# Trustees' Annual Report for the period

		Period start date		Period end date	
From		01	Sept	2020	To
		31	Aug	2021	

## Section A

## Reference and administration details

**Charity name** Church of Ascension Pre-School Playgroup

**Other names charity is known by**

**Registered charity number (if any)** 1164991

**Charity's principal address** Chatterton Hall, 93b School Road

Hall Green

Birmingham

**Postcode**

**B28 0TU**

### 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	Lisa Janes	Treasurer/Ofsted Nominated Person	01-12-2015 to current	
2	Janet Whittington		01-09-2016 to current	
3	Naomi McTernan		01-01-2017 to current	
4	Emilie Fleming		08-05-2020 to current	
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)**

Mrs A Ford - Manager

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Pre-School Learning Alliance Model CIO Constitution for Childcare Providers 2013

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation

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

Elected at AGM, DBS checked and Ofsted approved via EY2

**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.

Ofsted Registered EY499138

## Section C Objectives and activities

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

To keep children safe in an open, honest and caring environment by ensuring safeguarding is at the forefront of everything we do  
 To provide experiences that enable children to learn through play  
 To enable children to build secure relationships whilst developing independence and social skills  
 To work closely with families to ensure that children have the best possible start on their educational journey and that families feel supported during their time with us

September 2020 began with 21 children on roll. 12 of who were funded, 3 receiving EYPP, 3 on deprivation funding. 7 staff were employed. 2 of whom were job share. 1 was an apprentice nearing the end of her course.

**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)**

**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.



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

**Manager's Report  
September 2020 – July 2021**

We returned in September adhering to strict COVID guidelines.

New trikes, scooter etc with money donated from previous year.

Celebrated Diwali, Children in Need, Nursery Rhyme Week, Made decorations and spoke about Christmas and the Nativity Story.

Unfortunately, due to a heating failure within the building we were unable to open on Monday 7<sup>th</sup> December. After consultation with the Landlords regrettably work to rectify this issue could not be completed until that month. This meant that we were unable to open until January 2021. All of the children received door stop visits with a Christmas present. Children and parents were contacted regularly via Tapestry. All remaining training days were cancelled.

On the 4<sup>th</sup> January with the announcement of a further national lockdown, early years education was excluded from the stay at home order and we were to continue to operate as normal. However, understandably parents were reluctant to send their children during the height of the pandemic.

We had anticipated 26 on role in Jan, in reality 16 parents chose to keep their children at home, so our daily figures ranged from 4 – 8 children. The majority of staff were put on a rota and those eligible were flexi furloughed in proportion to our loss of earnings from fee payers. Weekly activities online  
Weekly telephone welfare checks  
Toy and activity packs for those EYPP  
All staff meetings were undertaken via Zoom

At the start of March children began to return. Due to the strict COVID protocols we were unable to accept any new starters. All staff commenced twice weekly Lateral Flow testing

We were able to remain open until 8<sup>th</sup> July.

Activities during this period included World Book Day which we extended for the whole week, where a different book was explored each day. We celebrated Hoi, Easter and Eid. We renewed our Sunsafes certification. We nurtured caterpillars into butterflies and released them into the garden.

After Easter we had 4 new starters. A member left in March and we employed a new Level 3 Apprentice. Level 2 placement student in May one day a week. 2 staff successfully completed First Aid training.

In July we experienced our first positive COVID case. This shut the setting for the compulsory isolation period, during which a further 3 staff/children tested positive. All made a complete recovery, however this did mean we were not able to reopen for the end of term. During this time, all children were contacted via Tapestry and after the isolation period were visited by a staff member. Children who were moving on to school received a small gift and certificate from playgroup.



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

Our policy on reserves is to keep enough funds for the charity to continue to run with no income for 3 months , as well as enough to cover potential redundancies.

**Details of any funds materially in deficit****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.

**Treasurers Report 2020 – 21**

In September we applied for and received an Early Years Alliance COVID reopening grant £750, with which we bought:

2 portable kiddiwash skins  
New uniform and fleeces for staff  
Cleaning equipment including vacuum cleaner and sprayer and replenished our supply of Milton, gloves, aprons, individual hand sanitiser bottles etc.

Garden play equipment was bought from previous donation

We paid for essential First Aid training for some staff

We utilised the HMRC Job Retention scheme to flexi furlough eligible staff in proportion to our loss of earnings from fee payers.

We also received a further grant towards the cost of the garden refurbishment leaving us with approx. £800 to raise – we are awaiting the result of a number of bids.

For the 2<sup>nd</sup> year running we have drastically reduced our fundraising. It was agreed by the trustees that families had felt the effect of COVID 19 financially and were not in a position to donate as they had in previous years.

As we anticipated we finished the year with a deficit, we are further troubled by the position we face for the upcoming year as the majority of financial support in relation to COVID 19 will cease. Our numbers have still not increased to the levels pre COVID and there is still uncertainty as to how and when we will see any improvement.

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

*Lisa Jones*

Full name(s)

LISA JONES

Position (eg Secretary, Chair,  
etc)

Treasurer / TRUSTEE

Date

12/6/22



Phillippa Holroyd  
32 Hurst Green Road  
Bentley health  
Solihull  
B93 8AF

23<sup>rd</sup> April 2022

To whom it may concern

Examination of the accounts of the Church of the Ascension Playgroup for year ending 31<sup>st</sup> August 2021

Respective responsibilities of the Trustees and Examiner

The associations trustees are responsible for the preparation of the the accounts. The association's trustees consider that an audit is not required for the year (under section 43 (2) of the Charities Act 1993), and that an independent examination is needed.

It is my responsibility to examine the accounts (under Section 43 (2)(a) of the 1993 Act) to follow procedures laid down in the General Directions given by the Charity Commissioners (under Section 43 (7)(b) of the 1993 Act) and to state whether matters have come to my attention.

Basis of Independent Examiners report

My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting reports 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 in seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required by an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiners Statement

In connection with my examination no matter has come to my attention

1. Which gives reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 41 of the 1993 Act, and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met: or
2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

A copy of the accounts is appended

  
Phillippa Holroyd  
Qualification: AAT Accounting Technician

## Charity Number 1164991

### Income / Expenditure for the year ending 31st August 2020

Income	2021	2020
Nursery Grant inc ISEY	£50,939.34	£57,790.31
Fees	£8,994.03	£6,136.00
Fundraising	£205.45	£587.28
DFE Apprentice Grant	£1,000.00	
Donations inc Gift Aid	£77.20	£75.01
Garden Project Grants and Donations	£949.44	£9,400.00
COVID 19 Grants	£1,050.15	£8,143.60
EYPP/DAF	£876.15	£1,200.00
<b>Total</b>	<b>£64,091.76</b>	<b>£83,332.20</b>
Expenditure	2021	2020
Salaries	£50,701.83	£52,020.57
Rent	£9,862.00	£8,276.00
Insurance & Subscriptions	£1,658.93	£1,141.32
Consumables	£667.94	£646.97
Equipment	£1,533.56	£1,259.66
Fundraising Costs	£46.79	£70.97
Garden Project	£0.00	£11,712.84
EYPP/DAF	£876.15	£1,188.00
<b>Total</b>	<b>£65,347.20</b>	<b>£76,316.33</b>
Net Profit / Loss	<b>-£1,255.44</b>	<b>£7,015.87</b>

### Balance Sheet as at 31st August 2020

Cash in Hand	£14.44	£1,283.78
Cash at NatWest	£48,975.09	£48,961.19
<b>Total Assets</b>	<b>£48,989.53</b>	<b>£50,244.97</b>
Current Liabilities	£0.00	£0.00
<b>Total Assets less Liabilities</b>	<b>£48,989.53</b>	<b>£50,244.97</b>



# Balance Sheet

as at 31 August 2021

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
<b>Current Assets</b>						
Cash in hand	£ 14.44	£ 1,283.78	£ 1,260.92	£ 102.45	£ 190.78	£ 0.00
Cash at Bank	£ 48,975.09	£ 48,961.19	£ 41,968.18	£ 39,249.86	£ 22,113.93	£ 0.00
<b>Current Liabilities</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>	<b>£ 0.00</b>
<b>Total Assets Less Current Liabilities</b>	<b>£ 48,989.53</b>	<b>£ 50,244.97</b>	<b>£ 43,229.10</b>	<b>£ 39,352.31</b>	<b>£ 22,304.71</b>	<b>£ 0.00</b>
<b>Accumulated Fund</b>						
Brought forward from previous August	£ 50,244.97	£ 43,229.10	£ 29,834.75	£ 22,304.71	£ 0.00	n/a
Profit/Loss for the year	-£ 1,255.44	£ 7,015.87	£ 13,394.35	£ 7,530.04	£ 22,304.71	n/a
	<b>£ 48,989.53</b>	<b>£ 50,244.97</b>	<b>£ 43,229.10</b>	<b>£ 29,834.75</b>	<b>£ 22,304.71</b>	<b>£ 0.00</b>

# Profit and Loss Account

Between 01/09/20 and 31/08/21

	<u>Income</u>					
	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Nursery Grant Inc ISEY	£51,815.49	£57,790.31	£39,095.32	£65,215.07	£53,346.24	£0.00
Fees	£8,994.03	£6,136.00	£19,512.02	£9,339.00	£15,719.56	£0.00
Fundraising	£205.45	£587.28	£2,102.52	£2,075.74	£1,881.28	£0.00
Donations inc Gift Aid	£77.20	£55.01	£0.00	£0.00	£11,735.72	£0.00
2019/20 Grant received in advance	£0.00	£0.00	£9,517.56	-£9,517.56	£0.00	£0.00
Garden Project Grants and Donations	£949.44	£9,400.00	£5,041.00	£2,692.61	£499.75	£0.00
COVID 19 Grants	£1,050.15	£8,143.60				
EYPP/DAF	£876.15	£1,200.00				
DFE Apprentice Grant	£1,000.00					
	£64,967.91	£83,312.20	£75,268.42	£69,804.86	£83,182.55	£0.00
<u>Expenses</u>						
Salaries inc. Cover	£50,701.83	£52,312.25	£46,287.78	£47,498.30	£43,919.08	£0.00
Rent	£9,862.00	£8,276.00	£10,029.00	£9,568.00	£11,980.20	£0.00
Insurance & Subscriptions/Training	£1,658.93	£1,141.32	£1,677.04	£1,470.40	£1,019.58	£0.00
Consumables	£667.94	£646.97	£1,195.52	£1,740.16	£1,061.26	£0.00
Equipment	£1,533.56	£1,113.75	£2,469.96	£1,860.64	£2,637.42	£0.00
Fundraising Costs	£46.79	£70.97	£214.77	£137.32	£260.30	£0.00
Garden Project	£0.00	£11,712.84				
EYPP/DAF	£876.15	£1,188.00				
	£65,347.20	£76,462.10	£61,874.07	£62,274.82	£60,877.84	£0.00
Net Profit (Loss)	(£379.29)	£6,850.10	£13,394.35	£7,530.04	£22,304.71	£0.00