

The Holy Epiphany Pre-School

Charity Number: 1165698

Trustees' Annual Report and Financial Statements for the Period

1 September 2021 to 31 August 2022

June 2023

Reference & Administration Details

Charity Details:

Name(s): The Holy Epiphany Pre-School
also: Epiphany Pre-School
Number: 1165698
Address: 45 Castle Lane West, Bournemouth, BH9 3JT

Names of the Charity Trustees who Manage the Charity

Name	Office	Appointed	Resigned
1. Alan Bright	Chair	23/02/2016	
2. Linda Knight		23/02/2016	
3. Christina Cashell	IT Consultant		01/05/2018
4. Danielle Bright	Secretary	01/05/2018	

Names & Addresses of Advisors

Role	Name	Address
Independent Examiner	Mrs Jacqueline Featherstone BSc (Hons), ACA	3 Headswell Avenue Bournemouth BH10 6JU

Structure, Governance & Management

Type of Governing Document: Constitution

How the Charity is Constituted: Charitable Incorporated Organisation

Trustee Selection Methods: Trustees are selected by a process of recommendation.

Trustees after interview. Appointed by a meeting of the

Holy Epiphany Church PCC 2 Trustees may be appointed by

How New Trustees are Inducted and Trained: New Trustees meet with the existing

Trustees, Manager and Deputy Manager to gain

experience in procedures and day-to-day running of the Pre-School.

Trustee resignation and taking-up Employment with the charity: this annual return.	Not applicable during the period of
Staff employee benefits exceeding £60,000 or more:	None received.
Total value of employee benefits for highest paid member of staff:	None received.
DBS checks: have enhanced with barred lists	All trustees and employees DBS checks.

Additional Governance Issues:

The Epiphany Pre-school is subject to inspection and regulation by Ofsted.

It operates within the Hall and grounds of the Holy Epiphany Church and pays rent for days the facility is used. Although the pre-school is a separate entity the Trustees appreciate the importance of maintaining a good day-to-day working relationship with the Parochial Church Council and its representatives. There has to be good communication because of the interaction between the pre-school and the daily use of the church for other activities. The Trustees manage the situation with the following established procedures:

- *The Manager is required to give advance notice of any special activities which might have an effect on church use, car parking etc.
- *The Church advises the Manager if any event, e.g. funeral service, might conflict with the arrival or collection of children.
- *The Church has a point of contact for the Manager to report any practical issues e.g. heating breakdown, plumbing or drainage problems, faulty door locks, etc.
- *The Manager is encouraged to interact with the Church's representatives to ensure goodwill and avoid any misunderstanding.
- *The Trustees have a minimum of 2 representatives on the Parochial Church Council to enable reporting, discussion and updating on the Pre-school's status and progress on a regular basis.

Objects

The objects of the CIO are for the public benefit, through its ownership and control of the Epiphany Pre-school, the advancement of education and care for young children in the parish and wider locality of the Holy Epiphany Church, Bournemouth, and in furtherance of this object but not otherwise:

- (a) to provide a modern, safe and caring environment;
- (b) to promote learning in accordance with current, established good practice and trained staff;
- (c) to provide well-equipped facilities, both indoor and outdoor;
- (d) to encourage parental involvement;
- (e) to promote children's health and wellbeing;
- (f) to provide support for the whole family including parents and carers"

Statutory Declaration on Public Benefit

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Executive Summary

The Hall and grounds of the Holy Epiphany Church are an excellent facility with a large secure area designated for outside play. A main priority has been to improve the amount and quality of equipment available to allow children to experience the best of learning through play outdoors together with the benefits for health and wellbeing.

We have a programme of gradual improvement and increase in the equipment available for inside learning and play.

Procedures ensure staff have training to deliver learning in accordance with good practice and the latest guidance. All trustees, staff and volunteers are subject to DBS checks managed through the DBS Update Service.

We aim to provide sessions without any top-up fees for all children whose parents qualify for Government 15/30 hour funding. Free sessions have been made available where families are struggling financially and are not eligible for Government funding. Subsidised support has been provided when children with special educational needs have required one to one supervision.

The works to improve our outside play have continued to benefit from the contribution made by volunteers. This has included ground maintenance, rubbish disposal, making/assembling and locating play equipment, storage and fencing repairs. Our plans to improve the whole of our soft play area, by raising funding to install high quality artificial grass, have now been completed.

Activities, Achievements & Performance

Ofsted

We received an Ofsted inspection on the 20th September 2018. A summary of the report is shown below:

The quality and standards of the early years provision	Good
Effectiveness of leadership and management	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
Outcomes for children	Good

Summary of key findings for parents

The provision is good

- **Children make good progress in their learning from the start. Staff work successfully with parents to monitor children's development and plan next steps for their learning.**
- **Children behave well and play kindly with one another. They learn to share, take turns and develop respect for the resources, such as helping to tidy away their own toys.**
- **Staff maintain safe and secure play areas for children, and help them to develop a good understanding of personal safety. For instance, children meet professionals to learn about safe road crossing and the dangers of fire.**
- **Staff develop their knowledge and skills well to improve outcomes for children. For example, they use ideas from training to extend learning experiences for children who choose to play outside. These include, a literacy shed, maths area, a mud kitchen and spaces to draw.**

It is not yet outstanding because:

- **On occasions in group activities, staff do not hear and include the voices of some quieter children to promote their communication and language skills further.**
- **Staff miss some opportunities to encourage older children to learn more about numbers and quantity, such as how to solve simple number problems.**

Generally

Our excellent, safe outside play and learning facility is thoroughly enjoyed by the children and staff and we continue to receive positive comments from parents. The church has supported us in all the improvements made and is pleased that the area remains a suitable space for church events when required. Our volunteers who have given generous amounts of time to the project, both with advice and practical help, remain actively involved with maintenance and ongoing minor improvements. The facility, although complete, gives us the ability to develop to meet any changes that may be required in the future.

Attention to the quality of our outside play area is not at the expense of our indoor facilities. The church continues to make minor improvements to the main hall whilst we have continued with a programme of gradual replacement of 'tired' furniture and play and learning equipment.

Improvements and alterations made to the toilet facilities have proved to be a great asset providing better privacy for the children whilst giving easier supervision and working space for the staff.

The Trustees have a very good working relationship with the Pre-school staff and together we have established a strong and dedicated team providing a caring environment to a very high standard. Our manager has given strength to the leadership of the staff throughout this school year. She has also actively engaged with the Early Years team of the Local Authority to ensure that our standards of care and education meet the very best standards.

Financial Review

Statement of the Charity's Policy on Reserves

Our reserves are carefully managed and targeted to provide the 'extras' which support our key objectives for the general benefit of the children and their families. Our first financial year was challenging as we were working to increase our intake of children over the extra 2 days per week. Progress has continued to show encouraging improvement in our finances with numbers of children increasing over all days of the working week.

Details of Any Funds Materially in Deficit

The Trustees declare that the charity had no funds which were materially in deficit at the date of the statement of assets & liabilities.

State of the Charity's Finances

Our most significant expenditure items are wages, rent, daily consumables and insurances essential to the safe and effective day-to-day running of the pre-school. We are heavily dependent on Government 15/30hour free childcare together with parents' individual funding and top-ups. Despite Covid-19 lock down restrictions we have met all our financial obligations during this financial year. All staff have been paid their contracted income irrespective of compulsory closures.

There is no indication that the Government will be significantly increasing its funding in the foreseeable future which remains a concern throughout the Early Years' education sector.

Overheads continue to rise together with increases in the National Living Wage and employer contributions to workplace pension schemes.

Fund Raising

We do not raise funds from the public but have continued to benefit from donations from local supermarkets. We have not received any grant funding from central government or a local authority during the financial period for this return nor did we receive income from outside of the UK.

Restricted Funds

We do not have any Restricted Funds.

Designated Funds

We do not have any Designated Funds.

Particulars of Any Outstanding Guarantee Given by the Charity

The Trustees declare that the charity has given no guarantee where potential liability is outstanding at the date of the statement of assets & liabilities.

Particulars of Any Outstanding Debt

The Trustees declare that the charity has no outstanding debts which are secured by an express charge on any of the assets of the charity at the date of the statement of assets & liabilities.

Declaration

The Trustees declare that they have approved the above report and authorised that it be signed on their behalf.

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees

Signature(s):

Full Name(s): Alan Robert Bright

Position(s): Trustee
Chair/Finances

Role(s):

Date: 25 June 23

Independent Examiner's Report on the Accounts

Please see next page



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Holy Epiphany Pre-School

1165698

Receipts and payments accounts

CC16a

For the period
from

01/09/2021

To

31/08/2022

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					
EE Funding	70,672	-	-	70,672	89,042
Parental Direct Credits	15,289	-	-	15,289	6,533
Parental Cash Receipts	-	-	-	-	2,180
Fund raising	13,520	-	-	13,520	-
Parent donations	-	-	-	-	-
Wages refund (cleaner)	1,663	-	-	1,663	124
Loan cash received	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	101,144	-	-	101,144	97,879
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	101,144	-	-	101,144	97,879
A3 Payments					
Wages	63,124	-	-	63,124	68,910
Rent	9,400	-	-	9,400	9,500
Staff development	112	-	-	112	325
Minor consumables	1,369	-	-	1,369	732
Donations	8,389	-	-	8,389	50
Church cleaner wage	2,116	-	-	2,116	-
General play equipment	3,066	-	-	3,066	64
External play equipment	1,800	-	-	1,800	-
Office/Hygiene etc	964	-	-	964	1,357
Furniture	-	-	-	-	230
Staff gifts	400	-	-	400	250
Insurances	652	-	-	652	642
DBS Checks	-	-	-	-	-
PP Licence	108	-	-	108	94
Telephones/WiFi	707	-	-	707	748
Sub total	92,207	-	-	92,207	82,901
A4 Asset and investment purchases. (see table)					
Business acquisition	-	-	-	-	-
Equipment acquisition	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	92,207	-	-	92,207	82,901
Net of receipts/(payments)	8,937	-	-	8,937	14,978
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,015	-	-	25,015	16,623
Cash funds this year end	40,807	-	-	40,807	31,600

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	Bank Balance	40,807	-	-
		-	-	-
		-	-	-
	Total cash funds	40,807	-	-
	(agree balances with receipts and payments account(s))	OK	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)
	Goodwill		-	-
	Equipment		-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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	

Independent Examiner's Report to the Trustees of The Holy Epiphany Pre-School

I report to the trustees on my examination of the accounts of The Holy Epiphany Pre-School for the year ended 31st August 2022.

Responsibilities and basis of report

As trustees 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 charity'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.

I have completed my examination. I confirm that no materials matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.



Mrs Jacqueline Featherstone BSc (Hons), ACA

3 Headswell Avenue
Bournemouth
BH10 6JU

Dated 18th June 2023