



# Trustees' Annual Report for the period

		Period start date					Period end date		
		Day	Month	Year			Day	Month	Year
From		12	03	2020	To		28	02	2021

## Section A Reference and administration details

Charity name

Laxfield Pre-School

Other names charity is known by

Registered charity number (if any) 1165817

Charity's principal address

Framlingham Road

Laxfield

Suffolk

Postcode

IP13 8HD

### 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	Samantha Campbell	Chair		Laxfield Pre-school CIO
2	Josephine Lofthouse	Committee/Trustee		Laxfield Pre-school CIO
3	Victoria Mackenzie	Committee/Trustee	18.09.2020 - 21.07.2021	Laxfield Pre-school CIO
4	Sarah Jennings	Committee/Trustee		Laxfield Pre-school CIO
5	Annabel Goddard	Committee/Trustee		Laxfield Pre-school CIO
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### 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)	CIO Association Registered
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by Trustees

### 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.

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## Section C Objectives and activities

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

The charity works for the public benefit having as its objective the development and education of children in particular by:

- (1) promoting their care and safety,
- (2) promoting their education and promoting parental involvement,
- (3) promoting their health and well being,
- (4) providing services to support them and their families and carers,

<p>(5) providing services to individuals holding membership of the CIO</p> <p>In all of our work we (the trustees) have regard to the guidance issued by the Charity Commission on public benefit.</p>	
<p>Our main activity is to deliver, within our fully inclusive setting for 6 month–5 year olds, the Early Year Foundation Stage.</p> <p>In order to do this we employ a childcare manager and practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning. We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care.</p> <p>We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. We accurately assess our children and provide this information to SCC as requested.</p> <p>We develop positive relationships with parents and carers and invite them into our setting on a regular basis as observers or helpers. We value all children as individuals and celebrate Britain’s diversity of culture of ethnicity. We help the children in our care to be happy and healthy. We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are fluent in these.</p> <p>We follow the recommendations offered by our SCC EYFS advisor and the guidance available from the Early Years Alliance.</p>	

**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 grant making;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

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

Laxfield Pre-school charity is situated next to a primary school, which was recognised locally as a Key worker primary school during Covid 19 for all the schools in the Academy.

We opened on the first day of lock down to be available should any key workers need our services.

There was no demand of the pre-school so we made the decision to close.

During the lock down period the Pre-school continued to communicate with the children through our social media Face Book page and emails. We posted challenges and activities for the parents/carers to complete with the children.

The staff were recorded reading books which were posted on the FB page. (We received great feed back from the parents/carers re their children's reactions at seeing the staff).

We asked the parents/carers to post their child's completed works on to their Tapestry site.

We did open up 18<sup>th</sup> June 2020 offering a service to those who were happy to venture out. Quite a few of the parents/carers were unsure and felt safer to stay home.

We continued to post activities through FB and emails.

We came back in September for the start of the new Autumn term 2020.

We put in place hand gel stations and recorded temperatures taken on entry.

Parents/Carers and staff all wore masks and maintained 2 metres distancing during drop off and collection.

It was a very strange time for the children, but they were really good with all the adjustments and coped really well.

At March 2020 36 children were registered for Pre-School and 3 babies registered in the baby room.

(21<sup>st</sup> July 2020 18 children left Pre-School to start Primary school September 2020).

At February 2021 30 children were registered for pre--school and 6 babies in the baby room.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

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.

With Covid, fundraising was limiting but we held a few events;

Toby's Pet shop collection box 19<sup>th</sup> Oct - £56.36

Bag2school collection 29<sup>th</sup> Sept - £202.50

Laxfield Village Christmas Market 4<sup>th</sup> Dec - £216.00

We received a donation of £1000.00

Mid Suffolk Generation Grant - £5000.00

Covid 19 Response - £8500.00

Mid Suffolk General Pay - £2125.00

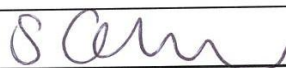
## Section F

## Other optional information

### Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	SAMANTHA	CAMPBELL
Position (eg Secretary, Chair, etc)	CHAIR	
Date	18 <sup>th</sup> Dec 2021	

**LAXFIELD PRE SCHOOL GROUP****INCOME & EXPENDITURE ACCOUNT YEAR ENDING 28/02/2021**

<b>INCOME</b>	<b><u>Y/E 29/02/2020</u></b>	<b><u>Y/E 28/02/2021</u></b>	
Fees	17,581.56	18,238.90	
Grants & Donations	70,308.11	84,891.14	
Fundraising	4,759.13	4,245.86	
Refunds Received	469.75	336.37	
Sale of Goods	-	-	
Lunches	1,886.17	121.83	
Other	915.00	8,548.04	116,382.14
<b>EXPENDITURE</b>			
Wages NIC / PAYE	75,947.04	70,292.62	
Pensions	1,856.00	2,202.49	
Utilities Elec	1,692.00	1,638.00	
Waste	655.68	479.03	
Phone / Int	1,224.18	1,036.52	
Water	241.68	152.55	
Insurance / Prof Fees	2,400.78	2,168.87	
Maintenance	5,234.75	7,030.60	
Advertising	159.50	313.00	
Fundraising Costs	3,178.31	4,498.09	
Stationary & Postage	437.75	380.72	
Equipment	2,989.65	3,458.03	
Cleaning	480.61	385.88	
Clothing	32.59	153.45	
Training & Travel	1,180.48	341.68	
Reimbursements		67.49	
Food	1,885.29	178.30	
Other	144.24	548.28	95,325.60
Profit / Loss for Year		-3,820.81	21,056.54

<b><u>ASSETS</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
Cash in Hand	11.96	-1.29
HSBC Current Account	16,677.60	37,434.14
HSBC Savings Account	20,002.77	20,314.30

Please see over for Accountants Statement

Pen Bicheno AATQB Accountancy Technician  
penbicheno@gmail.com 07717364086



## ACCOUNTS REPORT

I have prepared these accounts from the Books Records, Bank Statements and other documents presented to me. I certify them to be a true and accurate statement of The Laxfield Pre School Group as at 28/02/2021.

Pen Bicheno t/a Account on Pen  
15 Cullingford Close  
Laxfield  
IP13 8FD

**aat** AAT Licensed  
Bookkeeper





**account**

*on*

**pen**