



Priory Pre-School

Annual Trustees Report 2020-2021

Registered Charity Number 1173593 *entered on the Register of Charities on 28th June 2017*

Charity's Address Priory Pre-School
Pendre Close
Brecon
Powys
LD3 9EU

Names of charity trustees who manage the charity

Cllr. Matthew Dorrance (Chair)
Lynsey McCrohon (Responsible Individual)
Gail Jones (Secretary)

Supported by
Claire Pugh

Names of Setting Leader
Kim Gage-Thomas – 3+ Setting Leader

Structure, Governance and Management

Type of Governing Document – *Constitution*

How the Charity is constituted – *Incorporated Organisation*

Trustee selection methods – *appointed by committee*



Objectives and Activities

The aims of the Pre-School is to enhance the development and education of pre-school children in Wales, by encouraging parents to understand and provide for their needs through high quality pre-school provision and childcare.

The main purpose of the charity is to provide high quality childcare to the local community and surrounding area. The main aim of the pre-school is to enhance the development and education of children and to provide support and information to parents on how to provide for the needs of their children. We do this by:

- Offering stimulating play, education and care facilities.
- Working closely with multi agency teams such as health visitors, speech and language therapists, Action for Children team, Children's social services team.
- Providing children with experiences that they might not have at home, such as trips and visits out into the community, welcoming musicians, artists and other professionals to work in the setting alongside the children

Priory Pre-School Policies and Procedures

The pre-school has an extensive set of policies and procedures. These set the standards to which the pre-school runs.

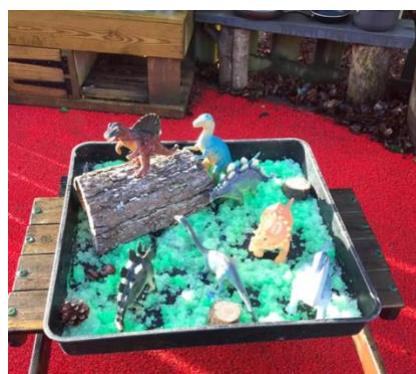
The policies most relevant to parents/carers can be found in the Parent handbook, although the complete set of policies is held in the 3+ setting room and can be accessed at any time following a request to the Pre-School Leader.

The operational plan, statement of purpose and all policies and procedures are reviewed and updated as necessary and or/ in line with any change in regulation. Any changes to the service are notified to Care inspectorate Wales (CIW). Parents are informed of any changes to policies and procedures that affect them, and they will be asked to sign a new copy of the parent/carer contract indicating acceptance.

Table of Policies and Procedures:

Statement of Purpose	Operational Plan	Parent contract
Child Collection Form	Permission for Sun Cream	Request to administer medication form
Child registration form	Asthma policy	Healthy eating/Keeping fit policy
Complaints policy	Whistle blowing policy	Confidentiality policy
Inclusion policy	Leaving and collecting children policy	Nappy changing policy
Staffing policy	Taking photographs policy	Settling in policy
Admissions policy	Induction policy	Keeping children within the premises policy
Administration of medication policy	Procedure if a child is not collected	Exclusion of sick children
Key worker policy	Parent participation policy/Parent questionnaire	Children participation policy/All about me book
Selecting resources policy	Promoting positive behaviour	Anti-bullying policy

Equal opportunities policy	Additional needs policy	Date protection policy/Information sharing policy
Food hygiene policy	Health, safety and welfare policy	Safeguarding policy
Outings policy	Accident/emergency procedures	Sun protection policy
Allergies/intolerance record form	Procedure in the event of a fire	Risk assessments
Daily Hazard checklist	Next steps for learning record form	Risk assessments/check list for outings
Supervision form	Appraisal form	Electric certificate
Routine of the session	Planning sheets	First aid certificates
Food hygiene certificates	Child protection certificates	Floor plan/measurements of the room
Public Liability insurance	Lease of premises	



Summary of the main achievements of the charity during the year

We were absolutely thrilled to return to a 'new normal' in September 2020, however, with lots of operational changes and adaptations to our daily routines to take into consideration COVID-19. The setting continued to offer up to 19 morning places for 2 hours funded educational provision by the Local Authority and then wrap around childcare for the remainder of the day (Childcare Offer Wales). We are registered with Care Inspectorate Wales for full day care provision. Our Pre-school FACEBOOK page continued to be a great source of information for parents/carers as well as a chance to showcase

and highlight the work the setting carried out on a daily basis, especially the importance of learning through play and how this supports the children in our care.

Current priorities this year included :-

Continuing to work on the recommendations from our Care Inspectorate Wales (CiW) report which were

1. Ensure that practitioners always respond quickly when children need support to manage their behaviour
2. Enrich the curriculum further through community links including opportunities for children to learn about cultures represented with the setting
3. Ensure that all policies and procedures are specific to and meet the needs of the setting and are followed consistently

The Summer lockdown and closure of the setting identified that much work needed to be done in building the children's resilience and well-being, developing behaviour approaches in line with the incredible Years Behaviour approach as well as planning for as many opportunities to develop the children's speech and language skills.

The added pressure and anxiety of coping with COVID-19 on the setting and supporting parents through the Autumn term challenged staff to the full, with many operational and routine changes to ensure everyone kept as safe as possible. Due to cases of COVID within the setting, there were occasions where the setting had to close in this period.

Sadly, with the increase of COVID cases in Wales the setting was partially closed, with others across Powys, from the end of December until the beginning March for the majority of our children. The setting remained open Monday – Friday for those children of key workers.

During this time the FACEBOOK page proved to be an incredibly valuable medium in which to share activities, information and keep in touch with the

majority of our parents. Videos of staff singing number rhymes, reading stories, sharing Speech and language activities as well as recipes for playdough were watched and liked by all of our parents. We were able to also share videos from other professionals in developing learning at home including Music sessions, Mini-me yoga and learning Welsh at home.

This time also proved an opportunity for staff to develop their own professional development by attending online ZOOM and TEAMS courses a wealth of courses were attended to ensure the staff were best placed to support all children in their care. Training included SALLEY training; WELLCOM; Incredible Years; block play; Makaton; Mini-Me Yoga; Planning in the Moment with Anna Ephgrave; Pete Moorhouse woodwork.

For the summer term, as well as coping with the challenges of COVID, the setting staff were determined to provide all the children with as many rich and engaging tasks as possible, learning through play and being outside as much as possible. It was a relief and a joy to see the children return to their learning and really make the most out of every single day.

Financial Review

At the time of our AGM our current account balance stands at £3,072

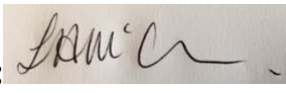
Further Financial information

Priory Pre-School (3+ setting) receives funding from the local authority to cover the 3 & 4 year olds provision. Funding for sessions beyond 11:00 am is funded by the Childcare Offer Wales or paid for separately by parents/carers.

Declaration

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

Signed on behalf of the charity's trustees

Signature: 

Full Name: Lynsey McCrohon

Position: Responsible Individual

Date: 18/08/22





Section A

Independent Examiner's Report

Report to the trustees/
members of

Priory Pre-School – 3 Plus Setting

On accounts for the year
ended

31 August 2021

Charity no
(if any)

1173593

Set out on pages

2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2021**

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 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:

Date:

18 August 2022

Name:

Susan Davies

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

MAAT

Address:

PAVO, Unit 30 Ddole Road Industrial Estate

Llandrindod Wells, Powys, LD1 6DF

Priory Pre-School - 3 Plus Setting					
Yearend August 2021					
	2021	2020			
Income					
Powys CC	22,827	16,169			
Ceredigion CC	24,030	37,618			
Co-op Grant	-	1,782			
NPTC	-	2,572			
CAF	-	-			
Donation	-	-			
Wrap Around Care	957	1,420			
Fruit Money					
	47,814	59,561			
Expenditure					
Salaries & Oncosts	33,558	32,859			
Supply LSA Cover	5,955	3,131			
Payroll	325	105			
Training	270	72			
Insurance	329	329			
New Equipment	1,206	3,732			
Equipment	8	854			
Postage & Printing	114	210			
Room Hire	6,500	6,800			
Data Protection	40	40			
DBS	-	52			
Misc	3,692	95			
Hub School Payments	9,779	-			
	61,776	48,279			
Balance b/fwd 1 October 2019	17,034	5,752			
Surplus/ (deficit) on Year	(13,962)	11,282			
Transfer Priory Pre-School	-	-			
Balance C/fwd 31 August 2021	3,072	17,034			
Statement of Assets and Liabilities					
for Period 1 October 2020 - 31 August 2021					
Cash Assets		#####			
Bank Account		3072			
Liabilities					
Examination of Accounts 2021		100			
HMRC		308			
To bring the accounts inline with the school year a 11 month period has been produced					



Section A

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