



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 01/09/2019 **Period start date** **To** 31/08/2020 **Period end date**

Charity name: Stepping Stones nursery and pre-school (Claverdon) CIO

Charity registration number: 1173990

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document

To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by offering appropriate play, education and care facilities, ensuring that they offer opportunities for all children whatever their race, culture, religion, means or ability; by encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area; and by adhering to and furthering the aims and objectives of the Pre-School Learning Alliance.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

- The Charity provides 5 days per week to children under 5 years of age, reaching a maximum of 26 children.
- We continue to write a monthly update and advertise in the parish magazine as well as maintain a social media presence, paying regard to child privacy.
- The nursery website has been significantly enhanced and one committee member has been looking at ways we can enhance our online presence. We are also now part of nursery world.
- We attend various activities at the local church to which we are invited to attend.
- The toddler group had to close at the start of the pandemic.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit

The Trustees have due regard to the guidance published by The Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making

We welcome all applications, and try to offer at least one free place where we reasonably can. This is based on financial need and agreed between the manager and treasurer.

We were given a donation of money several years ago to be allocated to children within the local community who would otherwise not be able to attend. This amount stands at £3822 and keep this amount within the cash account. We have not made drawdowns from this pot during the global pandemic and allocated any free place from the pre-school cash funds.

Contribution made by volunteers

We rely and appreciate the support from individuals who give time and resources free of charge to support the pre-school and Toddler group.

- All committee members are volunteers who give their time freely.
- Running fundraising events and the setting's website.

Achievements and Performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

- The setting transferred from an unincorporated charity, Stepping Stones Nursery (charity number 1027310) to become an incorporated charity. This process has been completed with OFSTED (a certificate issued) and approval from the Early years
- The setting also financially survived the global pandemic, beginning March 2020. We only closed for a short period before opening to a number of key worker children. The setting opened to all when allowed, but numbers were down from those parents who chose not to send their children. No staff or children fell ill over the period.
- Held two cinema events for the village with additional fundraising for the play group.
- Successfully invested in the Wellcomm screening tool and became a Warwickshire Inclusion Kite-Making Scheme (W.inc.K.s) in July 2020. This award is presented to those early years settings that have demonstrated excellent inclusive practice in supporting children with Special Educational Needs and Disabilities (SEND) and their families.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set

Play is organised and planned in accordance with guidelines set out by Ofsted to ensure all areas of the appropriate curriculum are covered; all activities are available to all children and activities are planned with varying levels of ability in mind. Information about the children's abilities and achievements at the pre-school is recorded and shared with their parents and carers. The pre-school communicates details about each term's topics and activities via a newsletter to all parents.

Performance of fundraising activities against objectives set

A review of fundraising activities was held to focus on a few key events. The children's cinema is a popular event held on a weekend for all the community to attend. Two events were held pre-Covid: Toy Story 2 and Frozen 2

Fundraising activities were curtailed following the pandemic.

Financial Review

Review of the charity's financial position at the end of the period

The charity faced significant financial challenges due to the global pandemic. We were operating on reduced child numbers and hence fee income for a number of months. We were fortunate to continue to receive our full government grant based on the expected number of children.

We finished the year at 31/08/2020 with a cash balance of £42,541. This is sufficient to cover staff costs and rent commitments for approximately 6 months.

Additional points:

- We were able to access the government job retention scheme for a small number of staff. We took the decision as a charity to top-up staff wages from the 80% to 100%.
- Min wage rose to £8.72 –a 6.2% increase. After discussions we chose not to apply this percentage increase to those on deputy and manager salaries
- We did not charge parents fees for children who did not attend.
- Fees for the day were reduced to encourage children to attend for longer.

We are confident with the child numbers predicted for September that the charity can meet its commitments. This will be monitored and actions discussed should income not be as expected.

Statement explaining the policy for holding reserves stating why they are held

We try to maintain a level of 6 months cashflow within the cashfund at the end of the financial year.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)

The main sources are almost an even split between government grant for eligible 2 and 3 year olds and private fee income.

A description of the principal risks facing the charity

The risks include:

- Inability to retain or attract staff with the appropriate levels of qualifications.
- Low numbers of children attending and therefore loss of income.
- As tenants we face the risk of no longer having a building to run the playgroup from.

We have no long term financial commitments. The main commitment relates to staff payments including any staff redundancy payments.

The cash balance of the pre-school are monitored monthly.

Structure, Governance and Management

Description of charity's trusts:

Type of governing document

The Pre-School Learning Alliance Model pre-school constitution was adopted on 1/9/2019.

How is the charity constituted?

The charity is a CIO.

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

Trustees are appointed or re-appointed annually at the AGM in May/June of each year.

Additional Information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees

This organisation was set up in advance to allow the transition of the current unincorporated charity, Stepping Stones Nursery (charity number 1027310) to become an incorporated charity. This process has been completed with OFSTED (a certificate issued) and the CIO organisation opened from September 2019

Reference and Administrative details

Charity name	Stepping Stones nursery and pre-school (Claverdon) CIO
Other name the charity uses	
Registered charity number	1173990
Charity's principal address	Church Centre, Church Rd, Claverdon, Warwick CV35 8PB

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	FRANCESCA LEVER	TREASURER		
2	Catriona Margaret MacNeill Howard			
3	Louise Barlow			

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure**Reason for non-disclosure of key personnel details**

N/A

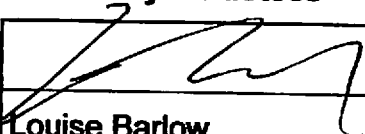

Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Louise Barlow	Francesca Lever
Position (eg Secretary, Chair, etc)	Secretary	Treasurer

Date

28/6/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Stepping Stones nursery and pre-school Claverdon

No
1173990

CC16a

Receipts and payments accounts

For the period from	Period start date 01/09/19	To	Period end date 31/08/20
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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					
Warwickshire Council Grant 2/3/4 year old	38,995	-	-	38,995	-
Additional Grant	4,844	-	-	4,844	-
Fees	27,705	-	-	27,705	-
Job retention Scheme	8,177	-	-	8,177	-
Fundraising	1,673	-	-	1,673	-
Miscellaneous	352	-	-	352	-
	38,194	-	-	38,194	1,000
Transfer funding from unincorporated charity	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	119,941	-	-	119,941	1,000
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	119,941	-	-	119,941	1,000
A3 Payments					
SALARIES	63,391.09	-	-	63,391	-
RENT & PREMISES	7,885.50	-	-	7,886	-
OFFICE COSTS/ADMIN	2,393.11	-	-	2,393	-
TAX & N.I	494.00	-	-	494	-
EDUCATIONAL ACTIVITY	1,908.74	-	-	1,909	-
TRAINING	589.70	-	-	590	-
MISCELLANEOUS	1,529.12	-	-	1,529	-
FUNDRAISING	208.00	-	-	208	-
	-	-	-	-	-
Sub total	78,399	-	-	78,399	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	78,399	-	-	78,399	-
Net of receipts/(payments)	41,541	-	-	41,541	1,000
A5 Transfers between funds					
A6 Cash funds last year end	1,000	-	-	1,000	-
Cash funds this year end	42,541	-	-	42,541	1,000

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	Current Account	42,541	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	42,541	-	-

(agree balances with receipts and payments account(s))

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

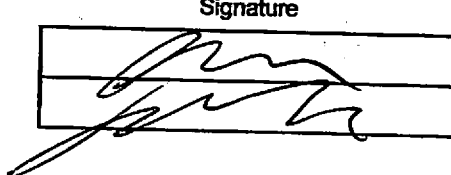
**B4 Assets retained for the
charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

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
	Francesca Lever	28/6/2019
	Louise Barlow	28/6/2019