



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From** 01/09/2020 **Period start date** **To** 31/08/2021 **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 opens five 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.
- We attend various activities at the local church to which we are invited to attend.

### **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.

### **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. We have not made drawdowns from this pot during the global pandemic and allocate any free place from the pre-school cash funds. This pot is held within the overall cashfund.

### **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:

- 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.**

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.

The setting continued to remain open following the second government lockdown. The setting did not have to close due to an outbreak of Covid.

Following the Warwickshire Inclusion Kitemarking Scheme (WinCKS) award last year, which celebrates high quality SEND provision, we have continued to provide support to families through one on one staffing and preparing Educational Health and Care plans for those children who require our support.

### **Financial Review**

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

The charity has continued to face significant financial challenges due to the global pandemic. We operated 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 had we not had to close.

We finished the year at 31/08/2021 with a cash balance of £32,784. This was a deficit of almost ten thousand pounds for the year, directly felt as a loss of fee income from children who did not attend. The wage bill also rose due to extra staffing required.

#### **Additional points:**

- We were able to access the government job retention scheme for one member of staff. We took the decision as a charity to top-up staff wages from the 80% to 100%.
- We did not charge parents fees for children who did not attend.

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 at the end of the financial year. Staffing hours are discussed should levels appear insufficient.

There are only two members of staff who would be entitled to redundancy payments in the event of the permanent closure of the pre-school.

There is no long term rent requirement. The financial outlook is discussed between the manager and treasurer on a regular basis. The cashbook and bank balance are monitored monthly paying regard to timing of invoice and grant payments.

#### **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 and there are only two staff members entitled to 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 when the pre-school became a CIO.

#### 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:

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**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Francesca Lever	TREASURER		
2	Louise Barlow	Chair		
3	Catriona Margaret MacNeill Howard			
4	Julia Stephanie Wagstaffe		11 February 2020	

**Funds held as custodian trustees on behalf of others**

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

**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
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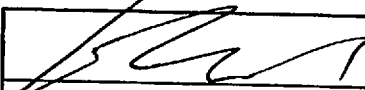

**Other optional information**

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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)	Chair	Treasurer

Date 

29/6/2022
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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	To	Period end date
	01/09/20		31/08/21

### 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 £
<b>A1 Receipts</b>					
Warwickshire Council Grant 2/3/4 year old	40,312	-	-	40,312	38,995
Additional Grant	-	-	-	-	4,844
Fees	35,242	-	-	35,242	27,705
Job retention Scheme	1,965	-	-	1,965	8,177
Fundraising	286	-	-	286	1,673
Miscellaneous	875	-	-	875	352
Transfer funding from unincorporated charity	-	-	-	-	38,194
<b>Sub total (Gross income for AR)</b>	<b>78,680</b>	<b>-</b>	<b>-</b>	<b>78,680</b>	<b>119,941</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>78,680</b>	<b>-</b>	<b>-</b>	<b>78,680</b>	<b>119,941</b>
<b>A3 Payments</b>					
SALARIES	70,578	-	-	70,578	63,391
RENT & PREMISES	6,403	-	-	6,403	7,886
OFFICE COSTS/ADMIN	5,683	-	-	5,683	2,393
TAX & N.I	2,896	-	-	2,896	494
EDUCATIONAL ACTIVITY	1,285	-	-	1,285	1,909
TRAINING	800	-	-	800	590
MISCELLANEOUS	386	-	-	386	1,529
FUNDRAISING	407	-	-	407	208
<b>Sub total</b>	<b>88,437</b>	<b>-</b>	<b>-</b>	<b>88,437</b>	<b>78,399</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>88,437</b>	<b>-</b>	<b>-</b>	<b>88,437</b>	<b>78,399</b>
<b>Net of receipts/(payments)</b>	<b>- 9,757</b>	<b>-</b>	<b>-</b>	<b>- 9,757</b>	<b>41,541</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>42,541</b>	<b>-</b>	<b>-</b>	<b>42,541</b>	<b>1,000</b>
<b>Cash funds this year end</b>	<b>32,784</b>	<b>-</b>	<b>-</b>	<b>32,784</b>	<b>42,541</b>

### 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 £
<b>B1 Cash funds</b>	Current Account	32,784	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>32,784</b>	<b>-</b>	<b>-</b>
	(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**

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

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

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

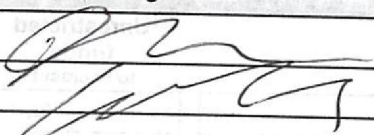
Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**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

Francesca Lever  
Louise Barlow

Date of approval

29-6-2022  
29/6/2022