

Little Saints Pre-School CIO
Trustees Annual Report and Financial Statement
September 2019 - August 2020
Charity No: 1174144

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Reference and Administrative Information

Charity Details

Charity Name: Little Saints Pre-School CIO

Charity Registration Number: 1174144

Operational Address: All Saints Community Centre, Fulford Road, West Ewell, Surrey, KT19 9QZ

Website: <https://littlesaints-preschool.com>

Trustees

Name	Position	Dates of Service for Pre-School CIO	Dates of Service for Pre-School Committee
Mrs L Viscione	Chair	October 2018 to present	N/A
	Trustee	August 2017 to September 2018	October 2016 to July 2017
Mrs S McCabe	Vice Chair	October 2018 to July 2020	N/A
	Parent Representative	October 2017 to July 2020	
Mrs C Farris	Secretary / Deputy Manager	August 2017 to present	November 2004 to July 2017
Mrs C Sale	Trustee / Pre-School Manager	August 2017 to present	October 2004 to July 2017
Mrs N Williams	Staff Representative / Trustee	August 2017 to present	October 2016 to July 2017
Ms E Cooling	Trustee	October 2020 to present	N/A

Treasurer (employed)

Name	Date of Service
Mr S Davies	May 2019 to October 2019
Ms L Harding	November 2019 to present

Other Details

Bank: Lloyds Bank

Independent Examiners: Hazel Day, Tudor John Ltd, Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 1HQ

Structure, Governance and Management

Little Saints Pre-School is a charity run Pre-School that operates from a church hall at the heart of the local community. The Charity is a charitable incorporated organisation (CIO) that is Ofsted registered. The Charity provides quality child care in a safe, caring, happy and stimulating environment, whilst following the 3 prime areas and 4 specific areas of the Early Years foundation stage.

Governing document

The governing document is a constitution. The organisation is a charitable incorporated organisation (CIO) and is a body in membership of the Pre-School Learning Alliance. This organisation was incorporated and registered as a charity on 4th August 2017. Prior to this date Little Saints was a committee run Pre-School.

Organisational Structure

Little Saints Pre-School has a minimum of 3 and up to 12 trustees that meet termly (October, February, June). The charity trustees are responsible for financial planning, other strategic planning, policies, key decisions and administration of the charity. The trustee positions are entirely voluntary and as such no re-numeration or financial benefits are given for their time. At present there are 5 members.

The day to day operation of the charity is performed by the Pre-School Manager and Deputy Manager, with advice on finances from the Treasurer. The Manager, Deputy and staff are constantly evaluating the Pre-School to improve the quality and learning on offer.

During Trustee meetings all charitable matters are discussed including income stream, ongoing performance, fund-raising, and to approve forthcoming expenditure.

The charity monitors performance against budgeted targets and reports termly to the trustees, and annually at the Annual General Meeting (AGM). During the AGM trustee appointments and resignations are made.

Recruitment and appointment of trustees

It is the aim of the charity to recruit trustees from parents of the Pre-School, ex-parents and members of the local community. In the first instance trustee vacancies are advertised within the parent community, through the parent welcome session and via email and parent only social media. There is a general difficulty in recruiting trustees and then retaining trustees longer than 1 or 2 years.

Trustee Induction and Training

All new trustees are given an introduction pack including; a copy of the constitution and any amendments made to it, a copy of the last year accounts, a copy of the roles and responsibilities of trustees (CC3 - The Essential Trustee, what you need to know, what you need to do, Charity Commission publication). A confidentiality and photo consent agreement are also obtained. In addition, trustees are encouraged to read the Charity Commission newsletters. Any further training is reviewed on an annual basis.

Related parties

There were no related party transactions during this period.

Risk Management

The Pre-School management has reviewed the major risks to which the charity is exposed. Systems and procedures have been established to minimise these risks. The risks that the charity may be exposed to is reviewed and discussed on an annual basis, or earlier, if needed.

Little Saints internal policies have been put in place to minimise risk for all parties. Children and staff health, wellbeing, care and safety are promoted through the vigorous policies, procedures and risk assessments. There are currently 47 active policies, these are listed on the website. These policies are available to read on request. Policy and procedure advice is taken from outside agencies such as Surrey Safeguarding. Furthermore, we are fully insured.

The Charity operates a separate bank account for the reserve and closely monitors costs to ensure it operates within its means.

In 2018/19, a new school nursery opened within the local area. This has been identified as a potential issue that could affect the numbers of children attending the setting for the foreseeable future. During 19/20 the Pre-School maintained good numbers of children each day, prior to the COVID-19 closure. This is something that the charity will continually evaluate.

Prior to reopening on 4th June 2020, after the enforced closure by the government due to COVID-19, additional risk assessments, actions plans, enhanced cleaning and other protective measures were put into place to increase safety for all staff and children attending the setting.

Additional Governance Issues

Little Saints is a member of the Pre-School Learning Alliance. As a Pre-School, additional governance is also taken from the Surrey Early Years, Ofsted and including regular notification updates from the Surrey Safeguarding Children Partnership. This year further advice was taken from the Department of Education and Public Health England on matters relating to COVID-19.

Charity Aims and Objectives

Little Saints Pre-School promotes the development and education of children within the local community (West Ewell) by;

- Promoting their education and parental involvement
- Promoting their health and wellbeing
- Promoting their care and safety
- Providing services to support them and their families and carers
- Providing services to individuals holding membership of the CIO
- Furthering the aims of the preschool learning alliance
- Providing additional support and individual learning targets for children with SEND

The primary objective of the Pre-School within these aims is to provide quality fully inclusive child care, to deliver the early years foundation stage and to support the families of children using our facilities.

Furthermore, the charity's purpose is set out in the organisation's constitution (see objectives above).

Ensuring aims

The Charity reviews the aims, objectives and activities each year. This review looks at the achievements from 01 September 2019 to 31 August 2020.

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.

Activities, Achievements & Performance

The primary role of the Charity is to deliver quality fully inclusive child care, to deliver the early years foundation stage and to support the families of children using the facilities. The activities benefit families with children between 2 and 5 years as these are the primary users of our services.

This review period can be described as having two distinct halves. Prior to 23rd March 2020, the Pre-School continued to run its operations as usual and the children's education was promoted through individual developmental planning for each child and group themed planning, using a variety of resources to enhance their learning experiences. Activities were adapted for children with SEND to allow access to the curriculum.

The experiences offered during this time included both inside and outside learning environment. The enriched program included visits to the park, a visit to use the post office and cooking activities. The local church representative also visited to discuss topics of a religious nature using child friendly activities, to discuss Harvest and Christmas. As children attending are from a variety of cultures and backgrounds, the Pre-School also promoted fully inclusive activities and festivals for all children and adults attending. These included different multi-cultural themes and festivals such as Harvest, Rosh Hashanah, Diwali, Christmas, Chinese New Year. The children also benefitted from partaking in small and large group activities.

On 23rd March 2020, the government required all businesses to close with immediate effect and the whole country was put into 'lockdown', therefore the Pre-School closed from 23rd March until 4th June. From this time forward, the onset of COVID-19 had a marked effect on the running and normal operations of the Pre-School. Planned Easter celebrations were cancelled due to the lockdown.

From April 2020, the Pre-School implemented home learning to enable children to keep up with the learning opportunities that would have been on offer if they had been attending Pre-School in person. This was comprised of video learning, and supported by activity sheets and other ideas to support the learning topics. All parents were encouraged to do the supplied learning so all children had the opportunity despite lockdown, to partake in Pre-School run activities with the aim to fulfil their individual learning potential. Home learning continued until the end of Pre-School year at the end of July.

From 4th June 2020, the Pre-School was able to re-open 4 days a week for keyworker and vulnerable children as a priority. Additional spaces were allocated to funded children. The number of children able to attend was restricted under government guidelines, and COVID-19 protective measures were put in place. The Pre-School was pleased to welcome back 16 children into the setting. This was the maximum number of children allowed in the setting at this time. Furthermore, the Pre-School was

able to support 2 children on split placements that required space due to nursery closure. Unfortunately, outside trips and certain extra curricular activities that were planned for the summer term were not permitted under government restrictions due to COVID-19.

Parental feedback was excellent this year, despite the challenging time, with a number of parents providing testimony in the compliments book. Furthermore, parents were involved throughout the year with their child's education, helping within the Pre-School, and participating in fundraising events.

At the end of term one child was transferred to school with a EHCP (Education Health and Care Plan) in place.

Prior to 23rd March 2020, Little Saints raised additional funds through cakes sales, sponsorship events, Mother's day gift shop, raffles and ballots. After 23rd March 2020, the ability to raise funds was severely restricted. Planned events such as participation in the Westminster mile, Father's day gift shop and Quiz night were unable to go ahead due to COVID-19 restrictions. Fortunately, the parents of the Pre-School supported a summer raffle and donations page.

Overall, the Trustees feel that Little Saints Pre-School had a successful year fulfilling the objectives, despite the many challenges brought by the COVID-19 pandemic.

The Charity continued to employ 14 members of staff. Shane Davies resigned from the post of Treasurer on 31st October 2019. This role was then taken on from 1 November 2019 by Lorna Harding. Sarah McCabe also stepped down as Deputy Chair/ Parent Representative from July 2020.

Financial Review

The period of review can be described as having two halves. Prior to 23rd March 2019 the Pre-School operations including fundraising and special events were run as usual and during this time the revenue generated was typical for the Pre-School.

The advent of COVID-19 and the subsequent lockdown period, affected the ability of the Pre-School to generate larger revenue streams for the year reviewed. Overall, income was lower than 18/19 due to the COVID-19 closures. Many parent paid fees were refunded or credit notes issued when the facility was closed. Lunch club was closed and did not reopen for the remainder of the year. Early Years continued to fund the Pre-School (as per government policy) based on the number of children attending regardless of any closures that occurred.

Fundraising and special events were cancelled resulting in a reduction of fundraising income by approximately 50% compared to 18/19 accounts. Despite this, the income generated was still £1,504 due to strong support from the parents and an effective fundraising plan.

The Pre-School attempted to minimise losses by limiting expenditure where possible. Resources within the facility were managed carefully. A reduction in hall hire was negotiated from the beginning of the lockdown period until September 2021. Little Saints Pre-School applied for the government furlough scheme, and received £2,925.

Despite the restrictions enforced by the pandemic, the Pre-School managed to make a surplus of £1,341 overall. The Pre-School also received £3,324 of restricted funding for children that required additional support.

It is expected that further challenges due to COVID-19 will be part of the future life of the Pre-School, so plans to mitigate the effects of this will be made. For further details of the accounts please see the financial statement. These are presented on a cash basis.

Principle funding sources

The main source of funding is from fees for the children attending gathered directly from parents, childcare vouchers and from council funding (from 2 year FEET or from 3 years). Other sources of revenue come from donations and fund-raising events. The main expenditure is wages and hall hire. Restricted funds is funding received for children that require additional support (SEND).

Reserves policy

Currently, the reserve statement is within the finance policy. The reserve amount is reviewed and updated on an annual basis allowing the Pre-School to perform its legal responsibilities if required to close. After the annual review, the reserve was increased to £25,112.73 in June 2020.

Investments

The charity has no long term banking investments. The funds are held in 2 separate accounts. Surplus funds are set aside and used for replacement of equipment and activities for the children.

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 and liabilities

Particulars of Any Outstanding Debt

The Trustees declare that the charity has no outstanding debt which is secured by an express charge of any of the assets of the charity at the date of the statement of assets and liabilities.

Plans for the future

It is the Trustees intention that the Charity continue to provide its services in-line with its aims and objectives. Despite the challenging year, the Charity is positive about its ability to continue to provide caring and supportive childcare well into the future. The careful and conservative fiscal approach the Charity has been operating by has been an asset within this challenging year. It is expected that further challenges due to COVID-19 will be part of the future life of the Pre-School, so plans to mitigate the effects of this will be made. Plans to pave an area of the garden have been put on hold for the foreseeable future.

Financial Statement

Receipts and payments

	19/20			18/19		
A1 Receipts	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Fees	91,580		91,580	104,809		104,809
Voluntary donations	2,674		2,674	2,521		2,521
SEND funding		3,324	3,324		5,729	5,729
Uniform sales	1,070		1,070	1,104		1,104
Special events	0		0	1,159		1,159
Fundraising activities	1,504		1,504	3,455		3,455
Other income	51		51	135		135
CJRS funding	2,925		2,925	0		0
TOTAL	99,804	3,324	103,128	113,183	5,729	118,912
A3 Payments						
Staff Costs	77,789		77,789	77,832		77,832
Hall hire	11,472		11,472	10,773		10,773
SEND expenditure		3,775	3,775		5,615	5,615
Special events expenditure	378		378	914		914
Running costs	3,572		3,572	3,848		3,848
Administrative costs	4,059		4,059	5,049		5,049
Uniform purchases	743		743	1,137		1,137
Other expenditure	0		0	0		0
TOTAL	98,013	3,775	101,788	99,552	5,615	105,167
Net receipts and payments	1,792	(451)	1,341	13,630	114	13,744

Statement of assets and liabilities at the end of the period

Cash funds

Current account	22,875	1,733	24,606	45,716	2,184	47,900
Deposit account	25,115		25,115	0		0
Cash	140		140	620		620
TOTAL	48,127	1,733	49,860	46,336	2,184	48,520

Change			1,340			
Rounding			1			1

Other assets / liabilities

Pension contributions due

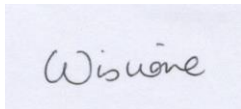
Declaration

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

The Trustees' annual report was approved on 23rd June 2021 and signed on behalf of the Little Saints Trustees by:

Luisa Viscione

(Chairperson, Trustee)

A rectangular box containing a handwritten signature in dark ink. The signature appears to be 'Luisa Viscione' written in a cursive style.

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**Independent Examiner's Report to the Trustees of
Little Saints Pre-School**

Independent examiner's report to the trustees of Little Saints Pre-School

I report to the charity trustees on my examination of the accounts of the Little Saints Pre-School for the year ended 31 August 2020.

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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Hazel Day
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Date: 30th June 2021