

Little Saints Pre-School CIO
Trustees Annual Report and Financial Statement
September 2020 - August 2021
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 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
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 48 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 20/21 the Pre-School had to cap numbers of children attending each day to ensure the protective measures put in place could be adhered to. Numbers of children were capped at 25 to allow for social distancing and extra cleaning required for a safe environment. Additionally, COVID-19 testing regimes were put in place to enhance safety. The charity will continue to operate according to guidelines issued by the government for Pre-Schools.

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 2020 to 31 August 2021.

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 was a much more settled period than that of 19/20. However, the COVID-19 pandemic still exerted considerable effect on the day to day running of the Pre-School and subsequent take up of Pre-School places.

The lock-down in January 2021, did not impact the Pre-School quite in the same way as March 2020 due to the requirement to remain open during that time. However, the number of children attending during the 'lockdown' period was less than Autumn term due to parents deciding to keep their children at home during this time.

Experiences

Throughout 20/21 the Pre-School continued to run its operations as close to normal as the Covid-19 restrictions would allow. 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. Activities were also adapted to adhere to governmental guidelines to ensure a safe environment for everyone.

The experiences offered during this time included both inside and outside learning environment. 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 Rosh Hashanah, Diwali, Christmas, Chinese New Year and Easter. The children also benefitted from partaking in small and large group activities.

From 2nd January 2021, the government ordered a second lockdown. This time however, Pre-Schools were not included in establishments that had to close. Little Saints Pre-School remained open for all children throughout the 9 week lockdown.

Many planned events such as Mother's Day, Father's Day gift shop, raffles were able to go ahead as planned. Unfortunately, participation in the Westminster mile and performing a Quiz night were unable to go ahead due to COVID-19 restrictions. Fortunately, the parents of the Pre-School supported a summer donations page.

The management continued to restrict parents entering the playroom on a daily basis, however, parents were invited in for meetings to discuss child development and to view the reports and learning journals. Parents were also encouraged to contact keypersons and management through

email. Educational professionals (ie SEND) were able to come into the Pre-School to support additional learning needs. All other necessary support was accessed through email and zoom calls.

Overall, the Trustees feel that Little Saints Pre-School had a successful year fulfilling the objectives, despite many continuing challenges brought by the COVID-19 pandemic. This view was supported by the excellent parental feedback received.

The Charity continued to employ 14 members of staff, 10 qualified, 4 unqualified.

Financial Review

COVID-19 had a continuing effect on the ability of the Pre-School to generate funds. In the Autumn and Summer terms this was due to COVID imposed restrictions and enhanced cleaning regimes that meant that numbers of children attending had to be capped at 25 in order to fulfil these requirements. In the Spring term a reduction in numbers was caused by some parents refraining from sending their children during the lockdown period. This overall meant a lower number of children attending overall throughout the academic year which had the effect of reduced income from fees, donations and fundraising events and the knock on effect of the reduced ability to run fund-raising events for additional income.

In January 2021, Surrey County Council ran an COVID recovery initiative open to all Pre-Schools. Little Saints Pre-School applied and was awarded £10,000. This money has been used to ensure the charity can keep operating into the future. At this time, Early Years changed the funding model and reverted back to funding actual numbers of children rather than using the 'previous years' number model that had been used throughout the earlier stages of the pandemic. This meant income dropped quite significantly during the reporting period.

Fundraising and special events were much reduced due to restrictions in place, resulting in a lower fundraising income than in previous non-COVID years. However, it was a little bit higher than 18/19. Fundraising generated £1,986 due to strong support from the parents and an effective fundraising plan. Lunch club was not run due to COVID-19 restrictions.

Overall, income in 20/21 was lower than 19/20, however, so was expenditure. The Pre-School continued with its careful expenditure policy in an attempt to minimise any losses that could arise from limitations imposed by restrictions and cleaning regimes. Resources within the facility were managed carefully. Hall hire price remained the same as 19/20 throughout this review period.

The Pre-School made a surplus of £2,617 in 20/21 due to the recovery grant funding received. Without this, the Pre-School would have incurred a loss of £7,383.

It is expected that further challenges due to declining numbers of children because of the continuing effect of stretched family incomes will be part of the future life of the Pre-School. Plans to attempt 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 Surrey Early Years Free Education Entitlement (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 £35,117 in 2021.

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

	20/21			19/20		
A1 Receipts	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Fees	83,112		83,112	91,580		91,580
Voluntary donations	1,995		1,995	2,674		2,674
SEND funding		2,874	2,874		3,324	3,324
Uniform sales	887		887	1,070		1,070
Special events	0		0	0		0
Fundraising activities	1,986		1,986	1,504		1,504
Other income	142		142	51		51
CJRS funding	10,000		10,000	2,925		2,925
TOTAL	98,122	2,874	100,996	99,804	3,324	103,128
A3 Payments						
Staff Costs	76,983		76,983	77,789		77,789
Hall hire	11,965		11,965	11,472		11,472
SEND expenditure		1,610	1,610		3,775	3,775
Special events expenditure	363		363	378		378
Running costs	3,447		3,447	3,572		3,572
Administrative costs	2,392		2,392	4,059		4,059
Uniform purchases	707		707	743		743
Other expenditure	912		912	0		0
TOTAL	96,769	1,610	98,379	98,013	3,775	101,788
Net receipts and payments	1,353	1,264	2,617	1,792	(451)	1,341

Statement of assets and liabilities at the end of the period

Cash funds

Current account	14,363	2,997	17,360	22,875	1,733	24,606
Deposit account	35,117		35,117	25,115		25,115
Cash	140		140	140		140
TOTAL	49,480	2,997	52,477	48,127	1,733	49,860

Change			2,617			1,340
Rounding						1

Other assets / liabilities

Pension contributions due

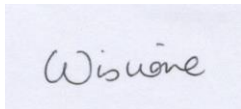
Declaration

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 29th June 2022 and signed on behalf of the Little Saints Trustees by:

Luisa Viscione

(Chairperson, Trustee)

A rectangular box containing a handwritten signature in cursive script that reads "Viscione".

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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 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 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
BSc (Hons) FCA DChA
Tudor John Limited
Nightingale House
46-48 East Street
Epsom
Surrey
KT17 1HQ

Date: 24th June 2022