



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2019 **Period start date** **To** 31/08/2021
Period end date

Charity name: Sunshine Children's Centre

Charity registration number: 1177008

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Sunshine Children's Centre is run as a charity in order to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups by:
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.	Para 1.17 and 1.19	<p>a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;</p> <p>b) 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 areas;</p> <p>c) Instigating and adhering to and furthering the aims and objectives of the Pre-school Learning Alliance.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	As Trustees, we are confident that we have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>Sunshine currently has 201 children on roll and employs 27 staff.</p> <p>The past year has had many challenges due to the pandemic. Without a doubt, this has been the hardest year in my 21 years at Sunshine. We have literally had to rewrite everything we do every week and then change it again. The staff have been amazing, we had have lots of tears but they have kept going. I am very proud to announce that we remained open throughout to key workers and vulnerable children. We put into place procedures to ensure that the nursery was as safe as can be –</p> <ul style="list-style-type: none"> • keep children and staff in tight bubbles • we created smaller pods within rooms which enabled us to keep groups separate • adjusted our opening hours to give staff time to sanitise toys and equipment every night • reduced the numbers of children we can take to help keep our rooms open • brought into place extra cleaning throughout the day – regular wiping of high contact areas, cleaning garden between use of different groups • created separate rest areas for staff to ensure they weren't mixing with other staff not in their bubble • held zoom staff meetings <p>Staff</p> <ul style="list-style-type: none"> • We have looked after our staff financially as best as we could. During the first lockdown, when furlough wasn't flexible we paid the staff that were working their full wage, even if they were only doing two days a week • We have completed regular welfare checks on staff and our door has always been open • We messaged staff over weekends to check on them • We kept in contact with furloughed staff via the phone <p>But we have lost staff this last year. Moses, Gilly, Abi and Beki all left to work in schools. Recruitment has been considerably harder,</p>

	<p>no one really wants to move settings if they don't qualify for furlough. But we have managed.</p> <p>We have unprecedented amounts of staff sickness and now we find that a member of staff has to shield. We are still in tight bubbles and this still makes staffing and covering shifts very hard. Karly, Debbie and myself have done our best to remain as separate as possible, but it is practically impossible for us not to have even one minute close contact at some stage and we know that if one of us tests positive then we the rest of us are having to isolate. We have a new member of staff starting in April and are interviewing for an apprentice too. Our parents have been very supportive throughout and apart from a couple of parents have been very grateful for how we have kept open.</p> <p>The children that have been coming have been very resilient and just got on with it. They have had to adapt to being dropped off at a door to a person wearing a mask, but as I say they have been brilliant. During the first lockdown, we created a small SEN pod and this we found really helped the children with additional needs to get the support they needed.</p> <p>During lockdown we managed to decorate and replace the flooring in the baby room last August. At Christmas, we managed to decorate both preschool rooms and change the flooring in the Dragonfly Room.</p> <p>We have had little support from LCC. Staff have felt very let down that nurseries attached to schools were able to access lateral flow tests and the private and voluntary sector weren't eligible for them. There has been a feeling of bottom of the pile and lowest of the low. I have sent many emails complaining about this. We have had to buy own PPE and pay for all cleaning materials.</p> <p>We are not yet as to when we will open up to our full hours of 8.00am – 6.00pm. We are currently open 8.00am – 4.30pm due to having to sanitise toys and equipment every night.</p> <p>Breakfast club: Not really sure when or whether this will open again. At the moment, still can't as don't have time to clean a room after use and before next use and don't have staff available. We have always made a loss on this and I think we need to consider if it is viable and needed.</p> <p>After School Club: Back to normal</p> <p>We had an Ofsted inspection on 6th July and received a "Good" outcome. We were</p>
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		pleased with the report but from the feedback received on the day from the inspector were expecting some areas of Outstanding.
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees have implemented and are working towards a policy that will require the holding of three months running costs in reserves in line with current advisory requirements.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document	Para 1.25	Constitution
How is the charity constituted?	Para 1.25	Charitable Incorporated Organisation.
Trustee selection methods including details of any	Para 1.25	<p>9. Charity Trustees</p> <p>(1) Functions and duties of charity trustees</p> <p>The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:</p> <p>(a) to exercise his or her powers and to perform his or</p>

<p>constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees</p>		<p>her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and</p> <p>(b) To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:</p> <p>(i) Any special knowledge or experience that he or she has or holds himself or herself out as having; and,</p> <p>(ii) If he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.</p> <p>(2) Eligibility for trusteeship</p> <p>(a) Every charity trustee must be a natural person.</p> <p>(b) No individual may be appointed as a charity trustee of the CIO:</p> <ul style="list-style-type: none"> - if he or she is under the age of 16 years; or - If he or she would automatically cease to hold office under the provisions of clause [12(1)(e)]. <p>(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.</p> <p>(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.</p> <p>(3) Number of charity trustees</p> <p>(a) There should be:</p> <p>Not less than 3 nor more than 7 appointed trustees.</p> <p>(b) There must be at least [three] charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.</p> <p>(4) First charity trustees:</p> <p>The first charity trustees are as follows, and are appointed for the following terms –</p> <p>Marie Jackson – Chairperson [For 3 years]</p> <p>Emily Bennison – Secretary [For 2 years]</p> <p>Kelly Stevenson – Treasurer [For 1 year]</p> <p>Debbie Willoughby – Trustee [For 1 year]</p> <p>10. Appointment of charity trustees</p> <p>(1) Apart from the first charity trustees, every trustee must be appointed for a term of 1 year by a resolution passed at a properly convened meeting of the charity trustees.</p> <p>(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p> <p>(3) In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</p>
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Reference and Administrative details

Charity name	Sunshine Children's Centre
Other name the charity uses	
Registered charity number	11177008
Charity's principal address	High Street Burgh Le Marsh Skegness Lincs PE24 5JS

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	Marie Jackson	Chair		
2	Kelly Stevenson	Treasurer		
3	Emily Bennison	Secretary		
4	Debbie Willoughby			

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Marie Jackson	Kelly Stevenson
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Position (eg Secretary, Chair, etc)

Chair	Treasurer
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Date

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