



The Deering Centre
Holy Trinity Primary School
Longland Close
Waltham Cross
Herts EN8 8LU

Telephone: 01992 621357
Email: little-learners@holytrinity.herts.sch.uk
Website: www.littlelearners.hk.org
Registered charity number 1185936

Little Learners Pre-School Annual General Meeting

Date: Friday 21st July 2023

Time: 1pm

Venue: Zoom online

Present:	Nikki Smith (Pre-School Leader)	
	Sara Wollaston-Smith (Deputy)	
	Sarah Murphy	
	Carol Laycock	
	Holly Chubb	
Apologies:		

Introductions were made.

- 1. Apologies – no apologies recorded**
- 2. Notification of any other business – None**
- 3. AGM minutes** – These were agreed to be representative of the meeting and it was noted that several issues still remain:

Lease still outstanding
Admin post still to be advertised
- 4. Annual report**

Staffing really started to become an issue in this financial year. Our maternity cover staff member returned as planned in November which gave Nikki some much needed time in the office. The new staff member who started in September initially settled well and was given more hours but early in the New Year she decided to leave our employ which meant Nikki was back into ratio and this is how it remained for the rest of the year. This has put a strain on the management team as they try and juggle

being in ratio in the room and office responsibilities. The pressure was eased at the end of the day by employing a cleaner as the full-time staff had continued to do the Pre-school cleaner since covid. There has not yet been an advert placed for an admin assistant but this maybe something that needs to be thought seriously about.

The number of children continued to be good and this allowed us to top up what had been used the previous year when making urgent changes to the building. The Pre-school staff struggled with a particularly challenging child during this year which led to some stressful experiences. Advice was sought and the situation gradually improved but this took lots of effort on everyone's parts. Ofsted arrived in the final few weeks of the school year which was extremely stressful as staff were all really exhausted from a very tiring year but the outcome was positive.

The lease on the building has still not been arranged and now the diocese have asked for a new surveyor report as well as energy sufficiency certificates. The surveyor concentrated on what needed to be done urgently and then things that would need to be done in the mid term and the in the more distant future. Sarah continues to try and push this forward but things are very much in the diocese hands at this point. Trustees agreed that at this point it would be unwise to invest any more monies until there was clarification of exactly what the lease would look like.

5. Finance report- please see attached report from accountant

6. Elections

Ideally Holly would like to step down as a trustee but is happy to remain until a suitable replacement can be found. Nikki will contact Sally Gridley to see if there are any other options.

7. Priorities for the next year –

The priority remains the same as the lease has still not been secured. We would also like to recruit some one to one staff to support the growing number of SEN children within the setting.

8. AOB – None

9. Date and time of next meeting - TBC

LITTLE LEARNERS PRE SCHOOL

ACCOUNTS for the

YEAR ENDED 31st AUGUST 2023

ANNUAL REPORT AND ACCOUNTS

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4	Report of the independent examiner
5	Statement of financial activities
6	Balance sheet
7 - 9	Notes forming part of the accounts

LITTLE LEARNERS PRE SCHOOL

GENERAL INFORMATION

TRUSTEES

Nicola Smith
Sarah Murphy
Sara Wollaston-Smith
Carol Laycock
Holly Chubb

COMPANY No.

CE019283

CHARITY No.

1,185,936

ACCOUNTANTS

John D Kilby & Co
Chartered Accountants
Mutfords
Hare Street
Buntingford
Hertfordshire
SG9 0ED

BANKERS

National Westminster Bank
Cheshunt Branch
Western Avenue
Waterside Court
Chatham Maritime
Chatham
Kent
ME4 4RT

LITTLE LEARNERS PRE SCHOOL

TRUSTEES' REPORT

The Trustees of the Little Learners Pre School present their annual report, together with the accounts for the year ended 31st August 2023 and confirm they comply with the requirements of the Charities Act 2011, the Trust Deed, and the Charities SORP (2015) as they apply to smaller charities.

Objectives and activities

The aims of the pre-school are 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 and by:

- a) Offering appropriate play, education and care facilities, family learning and extended hour 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.
- 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.
- c) Instigating and adhering to and furthering the aims and objects of the Pre-School Learning Alliance.

Trustees

The Trustees are responsible for the overall management and control of the Little Learners Pre School. All Trustees give their time freely and no remuneration was paid in the year. The trustees who held office during the year to 31st August 2023 were;

Nicola Smith - Chair
Carol Laycock
Sara Wollaston-Smith

Holly Chubb
Sarah Murphy

Financial Review

The 2023 accounts are for a 12 month period as opposed to the 2022 comparative figures which are for a 17 month period. This must be taken into account when reviewing the figures.

The income for the year has increased year on year due to the higher number of children registered to attend. As a result overall expenditure has increased but can mainly be attributed to increased staffing requirements to maintain the correct ratio of adults to children.

The a new boiler system and electrical improvements to the premises was carried out o the value of £12,906. A climbing set, tricycles and new book display to the value of £4,219 was purchased in the year.

A donation of £3,380 was received from the Thorley Pre School, a charitable enterprise which closed down in the year and distributed it's funds to other similar local charities.

LITTLE LEARNERS PRE SCHOOL

TRUSTEES' REPORT (CONT'D)

Governing Document

The charity is a charitable incorporated organisation (CIO) governed by a written constitution adopted by its members. There are no restrictions in the governing document on the operation of the charity or its investment powers, other than those imposed by charity law.

Risk Management

The Trustees have assessed potential risks to the charity and taken action to put into place systems to mitigate those risks. Over the year the trustees will be reviewing and revising its policies regarding business risks, financial risks, health and safety risks and other identifiable risks.

Achievements and performance

Little Learners Pre School continues to provide young children with excellent education opportunities in the local community. A high retention of staff has resulted in children making very good progress during their time at the pre-school.

Future plans

The Trustees intend to continue their current strategies of maintaining the pre-school's position in a competitive market and to increase reserves in order to invest in their own premises. The Trustees will continue to review their aims and objectives to ensure that the education and services offered are appropriate, affordable and attractive to the community. The charity continues to work on securing the lease of the building they currently rent and are working on plans to improve the building for the benefit of the children.

Reserves Policy

The Trustees aim to keep sufficient reserves to meet the day to day expenditure of the Trust, and to keep sufficient restricted funds in order to see these funded projects to their conclusion.

In carrying out their duties the trustees have had regard to the Charity Commissions guidance on public benefit.

This report has been prepared in accordance with the General Directions given by the Charity Commissioners in the Charities Act 2011.

Approved by the Trustees on 24th June 2024 and signed on their behalf by:



Nicola Smith
Chair of Trustees

LITTLE LEARNERS PRE SCHOOL

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES

We report on the accounts of the Charity for the year ended 31st August 2023, as set out on pages 5 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to examine the accounts under section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act) and to state whether any particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- (a) which gives us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (b) to which, in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mutfords
Hare Street
Buntingford
Hertfordshire
SG9 0ED



John D Kilby & Co
Chartered Accountants

24th June 2024

LITTLE LEARNERS PRE SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES incorporating the INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31st AUGUST 2023

	Note	2023 ----- Unrestricted funds	17 mths 2022 ----- Unrestricted funds
INCOME			
Activities for generating funds	2	£ 145,799	£ 172,527
Donations	3	3,380	-
Investment income		-	-
Total income		£ 149,179 -----	£ 172,527 -----
EXPENDITURE			
Charitable activities	4	140,492	167,020
Governance costs	5	2,945	3,910
Total expenditure		£ 143,437 -----	£ 170,930 -----
Net movement in funds		5,742	1,597
Funds brought forward/tfd from previous charity		56,093 -----	54,496 -----
Funds carried forward		£ 61,835 -----	£ 56,093 -----

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of recognised gains and losses has not been prepared.

LITTLE LEARNERS PRE SCHOOL

BALANCE SHEET

31st AUGUST 2023

	Note	2023	2022
	-----	-----	-----
FIXED ASSETS			
tangible	6	£ 382	£ 753
CURRENT ASSETS			
debtors	7	1,062	1,654
cash at bank and in hand		63,382	55,344
		-----	-----
		£ 64,444	£ 56,998
		-----	-----
LESS CREDITORS - amounts			
falling due within one year	8	£ 2,991	£ 1,658
		-----	-----
Net current assets		61,453	55,340
		-----	-----
NET ASSETS		£ 61,835	£ 56,093
		-----	-----
Represented by:			
CAPITAL & RESERVES			
Unrestricted Funds		61,835	56,093
		-----	-----
		£ 61,835	£ 56,093
		-----	-----

For the year ended 31st August 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' Responsibilities:

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

Approved by the Trustees on 24th June 2024 and signed on its behalf.



Nicola Smith - Chair

LITTLE LEARNERS PRE SCHOOL

Notes to the accounts
for the year ended 31st August 2023

1. Accounting policies

a. Basis of preparation of accounts

These accounts have been prepared under the historical cost accounting rules and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Accounting Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

b. Incoming resources

Incoming resources are recognised in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

c. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided to write off the cost, less estimated residual values, of all fixed assets over their expected useful lives at the following annual rates:

Equipment	33% straight line
-----------	-------------------

d. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees in furtherance of the general objectives of the charity.

	2023	17 mths 2022
	-----	-----
2. Activities for generating funds		
HCC fees	136,182	165,543
Parents fees	9,617	6,984
	-----	-----
	£ 145,799	£ 172,527
	-----	-----
3. Voluntary income		
Donations	£ 3,380	-
	-----	-----

LITTLE LEARNERS PRE SCHOOL

Notes to the accounts (continued)
for the year ended 31st August 2023

	2023	17 mths 2022
	-----	-----
4. Charitable activities		
Staff salaries	96,032	128,284
Employers pensions	1,488	2,041
Statutory Adoption Pay recovered	-	(971)
Recruitment and DBS checks	1,127	120
Staff training	329	3,417
Staff expenses	974	287
Rent	-	500
Rates and water	890	1,663
Light & heat	4,755	4,730
Repairs and renewals	13,573	2,433
Cleaning	631	862
School equipment	15,975	17,902
Food and consumables	1,391	1,635
Events and entertainers	148	230
Uniforms	-	663
Printing postage and stationery	108	45
Telephone	603	276
Computer software	2,205	2,828
Subscriptions	263	75
	-----	-----
	£ 140,492	£ 167,020
	-----	-----
5. Governance Costs		
Accountancy	960	900
Payroll and book-keeping fees	470	850
Professional fees	506	780
Bank charges	-	75
Insurance	638	934
Depreciation	371	371
	-----	-----
	£ 2,945	£ 3,910
	-----	-----

LITTLE LEARNERS PRE SCHOOL

Notes to the accounts (continued)
for the year ended 31st August 2023

6. Tangible fixed assets

	equipment
Cost	
as at 1 st September 2022	£ 1,124
additions	-

as at 31 st August 2023	£ 1,124

Depreciation	
as at 1 st September 2022	371
charge for the year	371

as at 31 st August 2023	£ 742

Net Book Values	
31 st August 2023	£ 382
1 st September 2022	753

	2023	2022
	-----	-----
7. Debtors		
Prepayments	1,062	1,027
PAYE credit	-	627
	-----	-----
	£ 1,062	£ 1,654
	-----	-----
8. Creditors		
Accruals	1,455	1,350
Pension liability	-	308
PAYE	1,536	-
	-----	-----
	£ 2,991	£ 1,658
	-----	-----

9. Trustees

The trustees did not receive any remuneration nor were they paid any expenses.

LITTLE LEARNERS PRE SCHOOL

ACCOUNTS for the

YEAR ENDED 31st AUGUST 2023

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LITTLE LEARNERS PRE SCHOOL

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John D Kilby & Co
Chartered Accountants

24th June 2024

LITTLE LEARNERS PRE SCHOOL

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BALANCE SHEET

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Nicola Smith - Chair

LITTLE LEARNERS PRE SCHOOL

Notes to the accounts
for the year ended 31st August 2023

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LITTLE LEARNERS PRE SCHOOL

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for the year ended 31st August 2023

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LITTLE LEARNERS PRE SCHOOL

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for the year ended 31st August 2023

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PAYE	1,536	-
	-----	-----
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	-----	-----

9. Trustees

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