



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2020		31	March	2021

Section A Reference and administration details

Charity name Mortimer Playgroup Association

Other names charity is known by Mortimer Pre-School

Registered charity number (if any) 287072

Charity's principal address St John's Hall
22 West End Road
Mortimer Common

Postcode RG7 3TF

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	Klara Hicks	Chair	From Nov 2019	Members
2	Jen Jenkins	Secretary	From Nov 2018	Members
3	Becky Stephen	Treasurer	From Nov 2019	Members
4	Mike Stephen		From Oct 2020	Members
5	Anna Brading		From Nov 2019	Members
6	Jaki Hatch		From Nov 2019	Members
7	Gemma Wingfield		From Oct 2020	Members
8	Ana Corea		From Nov 2019	Members
9	Rachel Kennedy		From Oct 2020	Members
10	Zhanina Yordanova		From Oct 2020	Members
11	Geoff Guest		Oct 2020 - May 2021	Members
12	Yi-Shan Li Guest		Oct 2020 - May 2021	Members
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Jennifer Hudson (Pre-School Manager)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (Pre-school Learning Alliance Model Pre-school Constitution 2011)
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	<p>The majority of trustees are elected by members annually, at the Annual General Meeting.</p> <p>In exceptional circumstances, some trustees may be co-opted onto the trustees' committee (eg for specific professional expertise or specialist knowledge), and this is done through nomination and election by the existing trustees.</p>

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

A complete set of policies and procedures is available covering all governance issues related to the Pre-School.

The Pre-School continues to develop close links with other charities in the village including St Johns Hall and the MVP. Further to this, we have strong relations with Mortimer St John's Infant School.

Under more usual circumstances (outside of Covid) the Pre-School would look to support the work of other charities through joint events or activities such as the Loddon Valley Lions Father Christmas trail or visits from Guide Dogs for the Blind.

Summary of the objects of the charity set out in its governing document

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 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;
- (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.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Mortimer Pre-School provides early years education for children aged from 2 to 5 years old from the local community. The aim is to provide high-quality childcare and education that is accessible and affordable for the families in the local community, and encourage families to take an active role in their children's education.

The children attending the pre-school came from a variety of socio-economic, ethnic and cultural backgrounds and all children and their families are treated as equal members of the group. Several of the children had specific additional needs, either through disability, medical conditions or developmental delay. The activities and resources provided during the teaching sessions were adapted and augmented to ensure that these children were included and able to participate as fully as they were able to do.

The pre-school staff worked in association with other education, healthcare and social care professionals to provide support, advice and guidance for all families as and when required.

The pre-school is normally an active member of the local community, supporting local events and encouraging its member families to be involved in a range of community events and organisations. During this period there have been limited events due to Covid, however the Pre-School Committee have organised virtual and socially-distanced events for the Pre-School families, and are already working with groups in the wider community to support village events.

During this reporting period, all the trustees read the guidance on public benefit issued by the Charity Commission. Decisions made by the trustees were in accordance with this and with the setting's constitution, and in line with the pre-school's stated aims, which had previously been demonstrated as meeting the public benefit requirements.

All trustees are now required to read the public benefit guidance as part of their induction when they join the committee.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the reporting period, we saw the arrival of Covid-19 in the UK. We remained open during national Covid-19 Lockdown to offer care to children of the KeyWorkers in our community. The Pre-School also remained open to all our families (as per Government guidelines) throughout further national and regional lockdowns.

We delivered 27 hours of teaching each week for the 38 weeks in the academic year, as well as out of hours clubs to support working families.

Parental involvement is strongly encouraged at Pre-School. Unfortunately this year, social distancing has meant that community events have not been possible. However our parent and carer committee is as engaged as ever and have organised virtual events for the children to enjoy and their families to feel a part of their child's Pre-School journey.

The pre-school operates in St John's Hall, which is also managed as a charitable organisation. The trustees of both groups continue to collaborated to make improvements to the fabric of the building. In this reporting period, discussions over the improvement of the garden, and out-door spaces have been the focus, with works beginning in April 2021.

Funds raised by parents were used to update some resources and equipment to improve and to support the physical development of the children. We also continue to invest our Fundraising money in PE lessons operated by external suppliers who are experts in their fields.

For the 2021-2022 financial year we have plans to invest further in opportunities provided by specialised external suppliers (eg PE / Dance lessons). For the youngest children in our community their opportunities to partake in active group experiences and their exposure to new and trusted adults has been limited by Covid.

Section E

Financial review

Brief statement of the charity's policy on reserves

A reserves policy has been in place since 16th May 2017 and reviewed in January 2020 and April 2021.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

We saw in the previous period, an upside of £15k of sessions. £10k of this was driven by families claiming extended hour funding. Where in previous years children on average only attended Pre-School for 15 hours per week, we are seeing a real trend towards more full-time places.

The balance of the increase in income was also driven by the younger intake (where families are invoiced for sessions). We invoice at a slightly higher £ rate per hour than our hourly funded rate.

The majority of this income was off-set by changing our staffing model. From March 2021 we have offered 2 permanent full time roles. We are keen to encourage the consistency of care of our Pre-Schoolers as well as being able to support the development of our staff, which we feel better placed to do where we can offer full-time hours. We continue to offer flexible and part time hours for our staff who chose to.

We are now anticipating a few lighter admissions years, we already see our September 2021 admissions down by about 10-15%. This will be directly mirrored in our income. This trend is likely a result of the birth-rate decline between 2016 - to date (ONS). Further to this we anticipate that our funding rate will at best remain static for a number of year whilst our largest costs (salaries and rent) will continue to increase in line with the market.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Klara Hicks	
Position (eg Secretary, Chair, etc)	Chair	

Date

	April 19 - March 2020	April 2020 - March 2021	YOY Difference 2021 vs 2020	March 2021 Year End vs Prev Year Comments
Income	£113,147.81	£121,282.67	£8,134.86	
WB payments	£78,344.90	£108,368.61	£30,023.71	Extended Hours take up 2.5X higher vs previous year = £10k p.a. Slightly older contingent (doing more hours each - older children tend to do more hours)
Invoked Sessions	£30,549.51	£12,914.06	-£17,635.45	
St Johns Hall (clean)				
Other	£4,253.40	£0.00	-£4,253.40	
Bank Interest		£0.00	£0.00	
Expenditure	£95,400.09	£125,926.98	-£30,526.87	
Salary	£59,275.72	£71,713.23	-£12,437.51	Simplified pay structure April 2020 (previous paid by role + NMW increase =>10% c. £500 on previously hourly salaries. Child facing hours increased from 140 - 162 per week. £12k increased income - £12k increased salary.
Tax	£5,540.57	£5,658.27	-£117.70	
Rent	£9,757.00	£5,104.00	£4,653.00	Phasing - annual rent c.£7500.
Play and Craft Materials	£1,796.28	£1,908.73	-£112.45	
Catering	£702.64	£1,097.58	-£394.94	Breakfast club costs.
In-service Training	£493.00	£803.99	-£310.99	First Aid Training £600 for all staff.
El costs	£2,751.20	£1,118.66	£1,632.54	£800 insurance landed twice in 2020 (2019 and 2020). £400 WB subscription didn't happen 2021 (Covid).
Office Admin Costs	£1,875.62	£3,024.62	-£1,149.00	£270 of Octopus costs recorded against Office Admin
Pensions	£4,002.66	£4,889.54	-£886.88	Engage HR employed on retainer (£1k p.a)
Other	£365.35	£2,764.36	-£2,399.01	3% contribution off working hours (hours increased)
NET income	£17,747.72	-£4,644.29	-£22,392.01	£1700 moved to FR (unclaimed fees during Covid lockdown) and £500 new coatstand for Covid secure entry.
Opening Bank Balance	£41,024.45	£58,772.17		
Closing Bank Balance	£58,772.17	£54,127.88		
Difference	£17,747.72	-£4,644.29		
Debts				
St Johns Hall Q1 Rent	£0.00	£2,257.20		
Expenses (Jenny H)	£0.00			
West Berkshire Training	£0.00			
Fundraising Account Insurance	£0.00	£797.00		
Total Payables	£0.00	£3,054.20		
Dues				
Invoices	£599.50			
West Berkshire Invoice raising transferred April				
laing to be transferred Insurance				
Total Receivables	£599.50	£0.00		
Total Profit / Loss for 2020	£18,347.22	-£7,698.49		
Cash				
Business Account	£58,772.17	£54,127.88	-£4,644.29	
Reserves Account	£35,110.81	£53,125.74	£18,014.93	
Fundraising Account	£1,454.98	£4,875.52	£3,420.54	
Cash / cheques				
Total cash	£95,337.96	£112,129.14	£16,791.18	
Debtors (Recivables)	£599.50	£0.00		
Total assets	£95,937.46	£112,129.14	£16,191.68	
Creditors (Payables)	£0.00	£3,054.20	£3,054.20	
Assets less liabilities	£95,937.46	£109,074.94	£13,137.48	

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Inbox - admissions@mortimerpri x

Mortimer Preschool - Calendar - x

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RE: Pre-School

External

Charity Commission X

Guille, Dan, Vodafone

to me

Fri, 10 Sept, 11:38

Hi Liz,

I've reviewed the accounts for pre-school for the period to 31 March 2021 and they appear to be materially true and fair.

Regards

Dan

C2 General

From: Finance <finance@mortimerpreschool.org.uk>

Sent: 06 September 2021 11:26

To: Guille, Dan

Subject: Re: Pre-School

CYBER SECURITY WARNING: This email is from an external source - be careful of attachments and links. Please follow the Cyber Code and report suspicious emails.

Thanks Dan,

Firstly - I really appreciate you doing this. Sorry for not getting back last week, my computer decided it wasn't really fancying starting a new academic year!

I have now netted the other "incomes" against the expenditure. Understood re. the new zero P&L impact of the £18k move.

I've attached for your reference.

Thank you again.

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