



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1 September 2023 To: 31 August 2024

Charity name: St Leonards Pre School

Charity registration number: 292118

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | <p>The aims of St Leonards Day Care, as set out in its Constitution are:</p> <ul style="list-style-type: none">- to enhance the development and education of children 2-5 years of age, by encouraging parents to understand and provide for the needs of their children through community groups, offering appropriate play, education and care facilities, family learning and extended hours groups, ensuring that such groups offer opportunities for all children whatever their race, culture or religion- to provide a stimulating and age-appropriate environment for school children from 4-11 years old at the breakfast, after-school and holiday clubs. Both provisions prove very popular and both have waiting lists |
| 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>St Leonards offers flexible child care and development to children aged from 2-11yrs old for 50 weeks of the year between the hours of 07:30 to 18:00. The wraparound care comprises:</p> <ul style="list-style-type: none">- Breakfast Club from 07:30-08:30 for all children- Preschool session from 08:30 to 15:15 for children aged 2-5yrs old. The activities provided in this session are aimed at progressing each child in all aspects of their development to their maximum potential and based on the Government's non-statutory curriculum guidance for the early years foundation stage, Development Matters- After-School Club from 15:15 to 18:00 and Holiday Club during School Holidays from 07:30 to 18:00 which provide age and developmentally appropriate activities for children aged 4-11 yrs old <p>The running and organisation of St Leonards Day Care is governed by:</p> <ul style="list-style-type: none">- St Leonards Day Care Constitution- the Government's Early Years Foundation Stage (EYFS) Statutory Framework which sets out the standards that school and childcare providers must meet for the learning, development and care of children from birth to 5 yrs old |
| Statement confirming whether the trustees have had regard to the | Para 1.18 | <p>The trustees of St Leonards Pre School have had regard to the Charity Commission's guidance on public benefit and are confident that the funds received through both fees and the Government</p> |

| | | |
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| guidance issued by the Charity Commission on public benefit | | Nursery Funding are spent in a way that benefits all of the children attending the setting. |
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Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | St Leonards Pre School receives Government funding through the Nursery Education Funding scheme. This is claimed by the parents of the preschool children attending the setting and the amount of funding claimed is dependant upon the number of hours the child attends. |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | The overall management and control of St Leonards rests with the Committee. As well as being responsible for the management of St Leonards the Committee are also the charity Trustees of St Leonards. All positions on the Committee are voluntary and members are elected annually at the Annual General Meeting. No Committee Member may be paid for services provided to St Leonards that form part of their duties as a Committee Member and Trustee of St Leonards |
| Other | | |

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>The flexible, wraparound care provided by St Leonards for children aged 4-11 years old has been developed to meet the needs of the parents and carers in the local community and beyond. Parents are invoiced based only on the regular hours of childcare they need, with flexibility to change these hours with 6 weeks' notice and extra hours can be booked providing there is availability. This avoids parents and carers having to pay fixed day or half-day prices, making it more affordable and open to all and ensures that it benefits all of the children attending the setting and their families.</p> <p>St Leonards has an experienced, highly qualified staff team, some of whom have been part of the team for over 15 years. They have extensive experience and training in supporting children with additional needs and learning difficulties, and their families, and have developed long-standing close working relationships with the professionals and agencies involved in SEND (Special Educational Needs and Disabilities)</p> <p>The fundraisers on the Committee organise a variety of fund-raising activities throughout the year such as bingo nights, cake sales and Christmas wreath-making. These activities not only raise funds for particular projects or resources but also offer members from the wider community a chance to meet up. St Leonards is situated in a small village, surrounded by 6 other small villages with few</p> |

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| | | amenities, so these events are an important link for members of these villages to get together in a warm and welcoming environment. |
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Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

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|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | <p>At the end of the financial year ended 31 August 2024, St Leonards made a surplus of £2,879. This is in line with the average surplus over the past 7 years. Accurately forecasting and budgeting is difficult due to the following factors which are largely out of the management's control:</p> <ul style="list-style-type: none"> - 78% of income was spent on salaries. The amount spent on salaries is dictated largely by the minimum wage increase each year and therefore difficult to predict - 54% of St Leonards income was Government nursery funding and 46% was fees. Income is also therefore dictated to a considerable degree by what hourly rate the Government sets for nursery funding - Due to the variability of birth rates and demographics each year, it is difficult to predict with any accuracy how many children, of both preschool and school age, will register with St Leonards and, of those that do, how many hours they will require |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | Due to the variability of the factors cited in the section above, it is prudent to maintain a high level of reserves (around 50% of total funds held) to ensure St Leonards can continue as a going concern should the gap between the hourly rate of the minimum wage and nursery funding widen (ie the minimum wage increase disproportionately to the increase in nursery funding) and/or the numbers of children on register fall |
| Amount of reserves held | Para 1.22 | The value of the COIF at cost is £4,853.60. The amount in the Savings Account is £60,878. |
| 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 | None |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | <p>In the financial year ended 31 August 2024:</p> <ul style="list-style-type: none"> - 54% of income was Government Nursery Funding - 46% of income was fees <p>This percentage split will change over the next 2 years as the Government lowers the age of eligibility for funding and increases the number of hours that can be claimed. It is more likely to be a 65/35 split in favour of funding</p> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | <ul style="list-style-type: none"> - The risk of the gap between the hourly rate of the minimum wage and nursery funding widening (ie the minimum wage increasing disproportionately to the increase in nursery funding) and the fact that this is out of St Leonard's control - The number of children on register falling and the fact that this is not possible to forecast, and therefore plan for, accurately |

| | | |
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| | | - Difficulty in recruiting staff due to rural location of the setting and the size and demographics of the surrounding villages |
| Other | | |

Structure, Governance and Management

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|---|-----------|--|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Unincorporated Association |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees comprise: - Family membership - parents or carers of children who attend the setting - Affiliate membership - individuals, organisations or other bodies who support the aims of St Leonards They can join at any time throughout the year with the agreement of the Committee and are voted on with a proposer and a seconder |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | St Leonards Pre-School |
| Other name the charity uses | St Leonards Day Care |
| Registered charity number | 292118 |
| Charity's principal address | High Street Brinton Huntingdon Cambridgeshire PE28 5AD |
| | |

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 | Jessica Melton | | | St Leonards Committee |
| 2 | Sorrel Lindley | | Appointed June 2025 | St Leonards Committee |
| 3 | Tracey Hynes | | | St Leonards Committee |
| 4 | Elizabeth Jackson | | | St Leonards Committee |
| 5 | Richard Holm | Secretary | | St Leonards Committee |
| 6 | | | | |
| 7 | Michael O'Callaghan | Finance | | St Leonards Committee |
| 8 | Sarah Scott | | | St Leonards Committee |
| 9 | Cheryl Davey | Chair | | St Leonards Committee |
| 10 | Georgia Stephan | | Appointed January 2025 | St Leonards Committee |
| 11 | Debra Garland | | Appointed December 2024 | St Leonards Committee |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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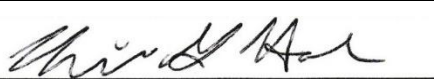
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|--|
| Signature(s) |  | |
| Full name(s) | Richard Holm | |
| Position (eg Secretary, Chair, etc) | Secretary | |
| Date | 20 May 2025 | |

St Leonard's Pre-School and Out of School Club

August 2024 Monthly Accounts for the Year ending 31st August 2024

| | See note number | Year ending 31/08/2024 Cumulative YTD £ | Full Yr ended 31st August 2023 £ |
|---------------------------------------|--------------------|--|---|
| INCOME | | | |
| Fees | 3 | 88,449.79 | 115,256.08 |
| Educational grants | 2 | 103,997.06 | 95,747.92 |
| | | <u>192,446.85</u> | <u>211,004.00</u> |
| Hall hire | | 0.00 | 0.00 |
| Utilities & Insurance Credits | | 0.00 | 5.65 |
| Donations | | 164.00 | 67.50 |
| | | 0.00 | 0.00 |
| Fundraising | | 68.64 | 820.15 |
| Bank interest | | 496.39 | 37.23 |
| Uniform | | 0.00 | 0.00 |
| Tax Refund/Other | 5 | | 0.00 |
| Staff training | | 0.00 | 0.00 |
| Dinner Money | | 6,661.03 | 8,896.21 |
| Total | | <u>199,836.91</u> | <u>220,830.74</u> |
| EXPENDITURE | | | |
| Salaries | 4 | 156,366.43 | 146,423.56 |
| Staff training | | 1,795.80 | 551.20 |
| Utilities | | 5,906.44 | 6,555.66 |
| Hall Running Costs | | 7,577.39 | 11,988.80 |
| Equipment & Resources | | 1,544.99 | 31,339.41 |
| Insurances and Licences | | 2,259.53 | 2,176.37 |
| Food -Pre-Sch. & OOSC | | 3,916.17 | 5,764.05 |
| Dinner Money | | 7,258.32 | 9,357.00 |
| Professional fees/Advertising/Payroll | | 4,538.53 | 3,937.38 |
| Office supplies | | 1,087.27 | 816.44 |
| Gifts/Donations/NEF Transfer | | 861.30 | 804.45 |
| Sundries/Uniform | | 49.20 | 186.22 |
| Hall Repairs | | 3,199.96 | 50.40 |
| Visits | | 557.98 | 540.00 |
| External Fundraising | | 39.00 | 133.26 |
| | | <u>196,958.31</u> | <u>220,624.20</u> |
| (DEFICIT)/SURPLUS YEAR TO DATE | | 2,878.60 | 206.54 |
| ACCUMULATED SURPLUS B/FWD | | 123,276.92 | 123,070.38 |
| ACCUMULATED SURPLUS C/FWD | | <u>126,155.52</u> | <u>123,276.92</u> |
| REPRESENTED BY | | | |
| Barclays Current Account | | 60,225.20 | 107,950.75 |
| Cash | | 178.76 | 71.00 |
| Float | | 20.00 | 20.00 |
| COIF at cost | 5 | 4,853.60 | 4,853.60 |
| Barclays savings account | | 60,877.96 | 10,381.57 |
| | | <u>126,155.52</u> | <u>123,276.92</u> |

St Leonard's Pre-School and Out of School Club

August 2024 Monthly Accounts for the Year ending 31st August 2024

Notes to the accounts

1 Basis of preparation

Following the format of previous years, these accounts are prepared on a cash basis and consequently show cash inflow/outflows, not profit & loss.

| | | Year ending 31/08/2024 Cumulative YTD £ | Full Yr Ended 31st August 2023 £ |
|---|--------------------|--|---|
| 2 | Educational grants | | |
| | | | 0.00 |
| | NEFS | 103,997.06 | 95,747.92 |
| | Cambridgeshire CC | 0.00 | 0.00 |
| | | <u>103,997.06</u> | <u>95,747.92</u> |
| 3 | Fees | | |
| | Pre-School | 48,185.66 | 74,376.16 |
| | Mums & Tots | 0.00 | 0.00 |
| | Gifts & Visits | 0.00 | 0.00 |
| | Out Of School Club | 40,264.13 | 40,879.92 |
| | | <u>88,449.79</u> | <u>115,256.08</u> |
| 4 | Salaries | | |
| | Total Salaries | 151,043.10 | 141,008.09 |
| | Pensions | 5,323.33 | 5,415.47 |
| | Out Of School Club | | |
| | | <u>156,366.43</u> | <u>146,423.56</u> |
| 5 | COIF | The market value of the 95.85 COIF Charities Investment Fund Accumulation units as at 30 September 2020 - £18,748.84 Accumulation units as at 23rd Sept 2021 - £22,173.92 which is an increase of £3,425.08 | |
| 6 | Balance on Fee A/C | -145.22 | |
| | Overpaid | | |
| | Unpaid | | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

St Leonards Pre School

On accounts for the year
ended

31/08/2024

Charity no
(if any)

292118

Set out on pages

2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2024**.

Responsibilities and
basis of report

As the charity's trustees, 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 2011 Act and in carrying out my examination, I have followed all the 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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

14/01/2025

Name:

Julie Petley

Relevant professional
qualification(s) or body
(if any):

Address:

5 Pickering

Molesworth

Huntingdon, PE28 0QD

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No Issues to be raised