



Trustees' Annual Report for the period

Period start date					Period end date		
Day	Month	Year	Day		Month	Year	
From	01	09	2019	To	31	08	2020

Section A Reference and administration details

Charity name PUTTERIDGE COMMUNITY NURSERY

Other names charity is known by

Registered charity number (if any) 802817

Charity's principal address C/O PUTTERIDGE PRIMARY SCHOOL

PUTTERIDGE ROAD

LUTON

Postcode LU2 8HJ

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	Clare Bowling	Chairperson		
2	Zoe Wiffen	Treasurer		
3	Joanna Girling	Secretary (until 14/10/19)	Resigned 14/10/19	
4	Kelly Rees	Secretary from 14/10/19)		
5	Vicky Johnson	Committee member		
6	Jane Dixon	Committee member		
7	Siobhan Brown	Committee member		
8	Laura Aldrich	Committee member	Joined 14/10/19	
9	Lara French	Committee member	Joined 14/10/19	
10	Katie McMullan	Committee member	Joined 14/10/19	
11	Tereasa Delaney	Committee member	Joined 14/10/19	
12	Emma Cogger	Committee member	Resigned 14/10/19	
13	Rebecca Adjoh	Committee member	Resigned 14/10/19	
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

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Pre-School Learning Alliance Constitution 2011

How the charity is constituted
(eg. trust, association, company)

Committee run

Trustee selection methods
(eg. appointed by, elected by)

Trustees voted on at Annual General Election

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.

All members of staff follow all policies and procedures which are drawn up and reviewed yearly by the senior management team and discussed with the committee.

The trustees meet at least once a term to discuss all matters relating to the nursery and how it is run. They vote on any major changes within the setting.

Section C Objectives and activities

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

To provide care and education for children aged 2 – 4 years and help prepare children for school.
To be an inclusive nursery where children with additional needs are supported to enable them to reach their full potential.

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)

Ensuring all staff are qualified to the necessary level to meet the requirements of the Early Years Foundation Stage.

Following safer recruitments procedures when advertising for and taking on new staff.

Ensuring all staff are made aware of their safeguarding responsibilities at all times and all clearance checks have taken place before employment commences.

The trustees are made aware of their responsibilities to make sure all staff adhere to the policies and procedures at all times.

Safeguarding and First Aid qualifications are updated within the necessary time frame for all staff working directly with the children.

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.

The trustees work the nursery staff to organise fundraising events to boost funds at the nursery to allow for the purchase of any new toys/equipment that may be required.

Summary of the main achievements of the charity during the year

The nursery continues to be financially secure with the required number of families accessing our services to ensure we remain stable. However, the lockdown in March 2020 did mean financial losses for the nursery as we were not able to open again until June 1st and during this time, we were not able to charge fees to parents.

During the year lots of new names have been added to our waiting list to help us maintain our number of children attending.

The nursery continues to be registered for funded 2 year old children and we are, therefore, able to offer some of these families sessions throughout the week.

We regularly work with our families to check for eligibility for EYPP funding to provide additional resources where needed to help those children identified as receiving EYPP funding.

The nursery was inspected by Ofsted on 5th December 2016 and were judged to be 'Good' overall with an 'Outstanding' element for Personal Development, Behaviour and Welfare.

Section E

Financial review

Brief statement of the charity's policy on reserves

The nursery always aims to ensure we have sufficient funds to cover the staff wages for at least 3 months and to cover any unexpected maintenance costs.
We were still able to do this despite the lockdown period and the subsequent losses we incurred.

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.

The main source of funding is from the local authority for children aged 3-4 years.

We also have a number of children who qualify for 2 year funding and EYPP funding.

All resources purchased reflect the current needs of all of the children to help them to progress in all areas of the Early Years Foundation Stage.

The nursery continues to allow families who qualify for 30 hours free funded hours to split these between the nursery and another setting.

The nursery continues to be auto-enrolled in the government's pension scheme and the increasing percentages mean a greater expense for the nursery in relation to pension costs.

Section F


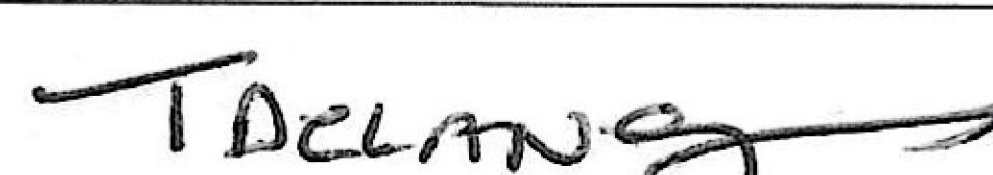
Other optional information

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)	CLARE BOWLING	TERESA DELANEY
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	17/06/2021	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Putteridge Community Nursery

On accounts for the year
ended

August 2020

Charity no
(if any) 802817

Set out on pages

(remember to include the page numbers of additional sheets)

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 my 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 particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with 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 the 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 my examination, no matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn 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:

27-5-21

Name:

SANDRA KENNEDY

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

Address:

2 SILVER WOOD COTTAGES.
LILLEY, HERTS.
WD2 8NL.

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.