



# Trustees' Annual Report for the period

From

Period start date		
Day 4th	Month September	Year 2019

To

Period end date		
Day 3rd	Month September	Year 2020

## Section A

## Reference and administration details

Charity name

St Andrews Pre-School

Other names charity is known by

Registered charity number (if any)

900218

Charity's principal address

St Andrew's Church Hall

Albert Road

Caverhsam

Postcode

RG4 7AW

### 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	Sarah Challis	Chair		
2	Kayleigh Gillkerson	Co-Chair		
3	Juliet Hasell	Secretary		
4	Amy Fletcher	Treasurer		
5	Heather Marshall	Co-Treasurer		
6	Sarah Magor	Fundraising		
7	Angela Szantai	Personnel		
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### 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)

2011 Constitution adopted 8<sup>th</sup> May 2015

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

The Pre-School is a body in membership of the Early Years Alliance (trading name of the Pre-School Learning Alliance)

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

Committee members are elected by parents at the AGM and under the Constitution. All committee members must become trustees.

### 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.

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## Section C Objectives and activities

### 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 under statutory school age. We support our parents and carers by:

A) offering appropriate play, education and care facilities, family learning, 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 and recognition of such needs in the local areas:  
C) instigating, adhering to and furthering the aims and objectives of the Early Years Alliance.

St Andrew's Pre-School main objective is to continue to provide a safe and stimulating environment and to produce happy and confident children as they move on to the Foundation stage at school. This is achieved by:

1. The provision of appropriate Pre-School play and educational facilities
2. Fundraising to support the objectives.
3. Close liaison with the Early Years Professionals and Providers.
4. Support and guidance for families attending Pre-School.
5. Maintaining detailed records and observations for each child to ensure that they achieve their full potential.
6. Liaising with parents to discuss learning opportunities for their child and how to extend these at home.

**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)**

**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

In 2019/20 there was a total of 34 children at St Andrew's Pre-School. Throughout the year the Pre-School supported both the children and their families as they started in the education system and transitioned 18 of the children on to local primary school. The transition process includes involvement from the local schools, with the staff attending meetings with each setting and the feeder schools sending staff to Pre-School. This year the Pre-School had a January intake of 10 children, due to not being full in the September intake.

The staff have worked closely with the Reading Borough Council Early Years team to stay up to date with the local Childcare guidelines, including completing relevant training courses and attending conferences, and the children enjoyed the full implementation of 'In The Moment'. This captures the interest of a child or children in the present moment. Young children have a natural desire to learn, explore and question. Settings should offer an environment that enables child-initiated play in order to capture the moment of engagement. Careful observation by practitioners is key to utilising the approach. Opportunities to seize the moment when a child shows interest in an activity which can be built upon and needs to be recognised, these are normally called 'teachable moments'. Written 'planning' is then carried out in the form of observations, records of the interactions and notes on the outcomes. The Pre-School also continues to offer training to the staff team through the Early Years Alliance training website 'Educare'.

This year was obviously a very unusual year due to Covid-19. We remained open throughout (with the exception of the enforced lockdown period), and welcomed back different bubbles of children after the lockdown was lifted. The impact of Covid also led us to make some changes in the organisation of our days. Set snack times replaced our usual rolling snacks, lots and lots of outside play (which the children love and gain a lot from anyway), and many other safety routines and enhanced cleaning and social distancing to ensure staff, children and families remain safe. i

To ensure the best care is provided to the children with additional needs the Staff team liaise as appropriate with Reading SLT (Speech and Language Team), the Reading Borough Council Portage worked and attend the SENCo Network sessions.

Despite the very difficult conditions our fundraising activities raised over £2,500 for the Pre-School. Our usual social events and Race Nights were unfortunately cancelled and we hope to be able to bring these back in the coming year.

An ongoing effort is made each year to improve both the level of care provided to the children and the business practices employed by the Pre-School. In addition to listening to the staff and Committee members, the families are invited to give feedback using the annual questionnaire.

Some of the special activities that the children have been involved in through the year are our Christmas celebrations included a wonderful nativity play. In the summer term the main events were sports day and the Leaver's Party at the end of the term which is a special time for the children moving onto school.

During lockdown to ensure all the children were still able to connect with their friends virtually and maintain the feeling of being part of Pre-School we established a facebook group where many children shared videos, pictures of their art work, their adventures and fun they had during home schooling. The staff also shared stories for the children to listen to and songs to sing along with. We are so please with how positive the response was from families that we have continued this group and the sharing and positivity!

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Cash held within our Santander account is all unrestricted funds. These funds are held for ongoing operational expenditure. Our contingency fund is held with Nationwide for unforeseeable events.

### 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.

## 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)	Sarah Challis	Fiona Williams
	Full name(s)	Sarah Challis	Fiona Williams
Position (eg Secretary, Chair, etc)	Chair		Treasurer
	Date		30 <sup>th</sup> June 2020
	30 <sup>th</sup> June 2020		

# St Andrews Pre School Accounts

## Income and Expenditure Account

For the period 4th September 2019 to 3rd Sept 2020

	Income	Expenditure	Net Income (Expenditure)
	£	£	£
Santander No.1 Current Account:			
Rent		10,314.63	-10,314.63
Staff & Training (excluding pensions)		74,955.07	-74,955.07
Pensions		1,730.37	-1,730.37
Milk		143.55	-143.55
Consumables		857.53	-857.53
Holding Fees		2,700.00	-2,700.00
Equipment		1,337.50	-1,337.50
Fundraising Expenses		554.48	-554.48
Grants		0.00	0.00
Miscellaneous Purchases		396.13	-396.13
Personnel		100.08	-100.08
Insurance/Subscriptions/Renewals		1,673.85	-1,673.85
EYP (Early Years Provision - RBC)	57,791.54		57,791.54
HMRC Gift Aid	465.79		465.79
Fees	14,860.75		14,860.75
Voluntary Contributions	2,493.15		2,493.15
Holding Fees	3,450.00		3,450.00
Registration Fees	540.00		540.00
Milk	143.55		143.55
Other	50.00		50.00
Fundraising	2,513.15		2,513.15
Interest	493.68		493.68
	<u>82,801.61</u>	<u>94,763.19</u>	<u>-11,961.58</u>

### Balance Sheet:

Santander No.1 current account no. 64575704		37,861.23
Nationwide business savers account no. 90102070		56,674.66
Creditors:		
HMRC	886.96	
NEST Pensions	183.75	-1,070.71
Accruals	Devon payroll (Jul & Aug payslips)	57.60
		-57.60
Prepayments:		
Mcafee subscription	114.99	
ABC medical invoice (Oct 20)	84.00	198.99

93,606.57

### Accumulated Fund

Balance 3rd September 2019 of total Accumulated Fund	105,568.15
Less: Net deficit for the year	-11,961.58

Accumulated Fund on 3rd Sept 2020 93,606.57

Reserves Fund	63,117.91
Surplus	30,488.66

### REPORT OF THE ASSESSOR:

I certify that I have reviewed the above Income & expenditure Account and the Balance Sheet shows a true position of the School Fund Account for the year 4th September 2019 to 3rd September 2020 and are in accordance with the books and records of the fund.

Signed: *Katie Coxon*

Date: 25-Apr-21

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