



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From: 4th September 2021
To: 3rd September 2022

Charity name: St Andrew's Pre-School Caversham

Charity registration number: 900218

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 the Pre-School are to enhance the development and education of children under statutory school age. We support our parents and carers by:</p> <p>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:</p> <p>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:</p> <p>C) instigating, adhering to and furthering the aims and objectives of the Early Years Alliance.</p>
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 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:</p> <ol style="list-style-type: none">1. The provision of appropriate Pre-School play and educational facilities2. 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.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
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>In 2021/22 there were a total of 31 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 20 of the children on to local primary schools. The transition process includes involvement from the local schools, with the feeder schools sending staff to Pre-School to meet the children, as well as discussing the development and progress of the children joining the school. As we move toward a more flexible model of children joining at key points within the year, we had 15 new starts in September, 5 in January and 0 in April. This is driven by a couple of factors, one is not having a full intake for September, but the other is to make us more accessible to families with younger children who may turn 2 years and 9 months within the academic year.</p> <p>The staff have worked closely with the Brighter Futures 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 continued adoption of 'In The Moment' planning. This captures the interest</p>

		<p>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 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'.</p> <p>Covid changes saw a different process for Induction, settling in visits and dropping off at the start of each session as the guidance did not allow visitors onsite. Although we were concerned that this approach would be difficult for the children, taking them longer to settle, this has not been the case! Our new format of settling in visits shortly before a start date, as well as ongoing encouragement and support for the children coming in without parents has been marvellous! They have been amazing and settling in each session has become so much easier! This is definitely something that will remain in place.</p> <p>We continued to constantly review our practice, regularly updating our RA and ensuring that we support and protect both our Pre-school families and those of staff.</p> <p>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 Brighter Futures For Children advisory team and attend the SENCo Network sessions.</p> <p>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. Whether this is through</p>
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		<p>recruiting competent staff members (adhering to safer recruitment practices) or listening to the staff and Committee members, we also have open communications with our families inviting them to give regular feedback through daily contact, comments on the Tapestry online Learning Journals, by email and through the weekly memo.</p> <p>Tapestry has continued to be an excellent way for us to share information and photos with our families, as well as offering ideas, stories and sharing onsite activities for the children to try while at home.</p> <p>During 2021/2022 we raised £3,554 from fundraising. Due to the restrictions in the earlier part of the academic year we have not been able to gather in groups as much as we have in the past. However, funds were raised through a quiz night, Mother's Day creative pieces, a cake sale and joint efforts with the Church at the Harvest Eco Fest.</p> <p>In addition to the fundraising activities, we were able to offer special activities for the children and families. We invited our families to listen to some of our Christmas songs in our carpark, as well as presenting a video of our Nativity Play; we held a fun onsite Christmas party with the children: we organised an Easter bonnet parade and songs and held an amazing 25-year celebration for the Manager. We finished the academic year with our Leaver's Party at the end of the term which is a special time for the children moving onto school.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

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

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The total cash balance at the end of the financial year was £91,386. Approximately 38% of this amount was being held in our current account with Santander so that we had sufficient cash on hand for day-to-day operations. The remaining amount was held in a Nationwide savings account. In addition, we owed creditors (staff expenses) of £126.
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		Total expenditure for the 2021/2022 financial year was £104,457 and income came to £111,598. Therefore, the surplus made by Pre-school amounted to £7,141 .
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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.
Amount of reserves held	Para 1.22	£71,577
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	
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	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	2011 Constitution adopted 8 th May 2015
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Pre-School is a body in membership of the Early Years Alliance (trading name of the Pre-School Learning Alliance)
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	Committee members are elected by parents at the AGM and under the Constitution. All committee members must become trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

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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 Andrew's Pre-school
Other name the charity uses	
Registered charity number	900218

Charity's principal address	St Andrew's Church Hall, Albert Road, Caversham, Reading 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	Juliet Sleath	Chair		
2	Clare Waugh	Co-chair		
3	Heather Griffin	Treasurer		
4	Nick Cima	Co-treasurer		
5	Helen Curtis	Fundraising		
6	Honesty Sumner	Secretary		
7	Rose Beattie	Personnel		
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9				
10				
11				
12				
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14				

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

Director name		
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Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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	

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Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Hilary Coome - Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

	Signature(s)	Frances Loar	Jack Casserly
	Full name(s)	Frances Loar	Jack Casserly
Position (eg Secretary, Chair, etc)	Chair	Treasurer	
	Date	28/06/2023	



Treasurer's Report
Annual General Meeting, 23rd May 2023
Financial Year 2021/2022 Accounts

Annual accounts for the financial year ended 31st August 2022 have been completed. They have been approved by the Pre-school Committee and signed-off by an independent assessor, as required by the Charities Commission.

The total cash balance at the end of the financial year was £91,386. Approximately 38% of this amount was being held in our current account with Santander so that we had sufficient cash on hand for day-to-day operations. The remaining amount was held in a Nationwide savings account. In addition, we owed creditors (staff expenses) of £126.

An amount of £71,577 could not be touched as it is our reserves fund (essentially money to cover any predicted deficit and costs that would have to be paid in the event of an unforeseen closure – i.e. redundancy costs, rent, costs to remove equipment and other expenses). **Hence a more accurate picture of our surplus is £19,684** (on 31st August 2022).

Total expenditure for the 2021/2022 financial year was £104,457 and income came to £111,598. Therefore, the **surplus** made by Pre-school amounted to **£7,141**.

When you take into account the Brighter Futures Early Years Entitlement funding advances for both Autumn 2021 and 2022, which were both paid early and in the previous financial year, the Pre-school made a surplus of **£3,809** during the financial year ended 31st August 2022 (see the table below).

Income 4th September 2021 – 31st August 2022

111,598

Autumn 2021 2020/2021)	Brighter Futures	payment (paid	14,921
			-18,253
Autumn 2022 2021/2022)	Brighter Futures	payment (paid	
Expenditure 4 th	September 2021 – 31 st	August	-104,457
2022			
		Surplus	3,809

We budgeted for a spend of £100,530 in 2021/2022. Therefore, the Pre-school's expenditure of £104,457 equates to an overspend of 4% of the budget (see table on page 4). Salaries and overtime were both higher than budgeted partially offset by careful management of equipment and fundraising costs by staff and committee.

During 2021/2022, we raised £3,554 from fundraising (£3,182 raised with a spend of £372). This compares favourably to the £2,055 raised in the previous financial year and the Pre-school would like to thank everyone involved, especially Helen, the Fundraising Coordinator for that year.

On the income side, we collected £71,151 from Brighter Futures and £30,314 in private fees. In addition, we received £609 from HMRC Gift Aid and raised £2,418 in Voluntary Contributions (VCs) and we would like to thank the parents for their generous contributions.

Looking at the current financial year, we are currently on track to finish the year with a surplus. However, with costs increasing across the board Pre-School is also impacted and the effect of this will be carefully watched. On a positive note, the Pre-school is currently in a strong position, having a healthy cash balance and a good intake already planned for 2023/2024. We will work hard to try to achieve that surplus and have already begun modelling the upcoming year's finances as we build the new intake.

If you would like to know any further details about the income and expenditure, or for further details of our budget, please feel free to get in touch.

Jack Casserley
Treasurer

St Andrews Pre School Accounts

Income and Expenditure Account

For the period 4th September 2021 to 31st August 2022

Santander No.1 Current Account:	Income	Expenditure	Net Income
	£	£	£
Rent		15,054.20	-15,054.20
Staff & Training (excluding pensions)		78,496.07	-78,496.07
Pensions		2,054.51	-2,054.51
Milk		176.55	-176.55
Consumables		1,236.72	-1,236.72
Deposit/Holding Fees		3,000.00	-3,000.00
Equipment		702.63	-702.63
Fundraising Expenses		371.74	-371.74
Grants		0.00	0.00
Miscellaneous Purchases		165.13	-165.13
Personnel		1,260.29	-1,260.29
Insurance/Subscriptions/Renewals		1,939.16	-1,939.16
EYP (Early Years Provision - RBC)	71,151.17		71,151.17
HMRC Gift Aid	608.73		608.73
Fees	30,313.50		30,313.50
Voluntary Contributions	2,417.75		2,417.75
Holding/Deposit Fees	3,150.00		3,150.00
Registration Fees	480.00		480.00
Milk	166.48		166.48
Other	100.00		100.00
Fundraising	3,182.04		3,182.04
Interest	28.36		28.36
	<u>111,598.03</u>	<u>104,457.00</u>	<u>7,141.03</u>

Balance Sheet:

Santander No.1 current account no. 64575704	34,647.17
Nationwide business savers account no. 11358713	56,738.97
Creditors: Staff expenses	-125.60
	<u>91,260.54</u>

Accumulated Fund

St. Andrew's Pre-school BUDGET for 2021/2022

Aug-22	Budgeted Expenditure for 21/22	% change v LY Actual	%change v LY Budget	Actual Expenditure To Date for 21/22	% of budget spent	£ Remaining
Rent	£14,736.35	4.94%	-0.85%	£15,054.20	102.2%	(£317.85)
Staff & Training	£71,727.61	-3.24%	-10.26%	£78,496.07	109.4%	(£6,768.46)
Salaries	£68,501.18	-1.41%	-11.77%	£70,614.04	103.1%	(£2,112.86)
Overtime & Training	£3,226.43	-23.45%	41.19%	£6,639.71	205.8%	(£3,413.28)
R5 Friday - Add Sessions						
Bonus	£0.00			£600.00		(£600.00)
Other Charges (inc payroll)	£844.00	96.68%	-0.47%	£642.32	76.1%	£201.68
Pensions	£2,141.90	34.90%	0.00%	£2,054.51	95.9%	£87.39
Milk	£440.80	623.81%	0.00%	£176.55	40.1%	£264.25
Consumables	£990.00	7.45%	0.00%	£1,236.72	124.9%	(£246.72)
Holding Fees	£3,000.00	-1.32%	-4.76%	£3,000.00	0.0%	£0.00
Petty Cash	£0.00		0.00%			
Equipment	£1,920.00	-70.76%	-51.88%	£702.63	36.6%	£1,217.37
Fundraising Expenses	£1,420.00	206.70%	0.00%	£371.74	26.2%	£1,048.26
Grants	£0.00		0.00%	£0.00	0.0%	£0.00
Miscellaneous Purchases	£990.00	3861.58%	0.00%	£165.13	16.7%	£824.87
Office Expenses						
Personnel	£530.00	1862.96%	112.00%	£1,260.29	237.8%	(£730.29)
Insurance/Subscriptions/Renew	£1,789.00	7.29%	0.01%	£1,939.16	108.4%	(£150.16)
Miscellaneous Expense						
TOTAL	£100,529.66	-1.95%	-8.88%	£104,457.00	103.9%	-£3,927.34