

The trustees (who are also directors of the charity for the purposes of the Companies Act 2006) of St Andrews (Burgess Hill) Pre-School present their report and financial accounts for the year ended 31st August 2019 and confirm that they have complied with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 and the Charities (SORP) 2005.

Reference and Administrative Information

Charity name: St Andrews (Burgess Hill) Pre-School

Other names: St Andrews Pre-School

St Andrews (Burgess Hill) Pre - School

A charitable company limited by guarantee

Annual Report and

Financial Statement of Accounts
for the year ended 31st August 2019

The trustees (who are also directors of the charity for the purposes of the Companies Act 2006) of St Andrew's (Burgess Hill) Pre-School present their report and financial accounts for the year ended 31st August 2018 and confirm that they have complied with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 and the Charities' SORP 2005.

Reference and Administrative Information

Charity name: St. Andrews (Burgess Hill) Pre School

Other name: St. Andrews Pre School

Charity registration no: 1104242

Company Registration no: 05093330

Registered Office: 2a Cants Lane
Burgess Hill
West Sussex
RH15 0LG

Independent Examiner Mrs Charlene Friend

Trustees nominated under Article 4.2.1

Janet Davies (Chair [from 16/8/16])

Elaine Carol Simmons (Vice Chair) (June 2019)

Trustee elected under Article 4.2.2

Hazel Barbara Teather

John Maxted

Trustees elected under Article 4.2.3

Kimberley Jane Williams Ryder (resigned June 2019)

Gill Dunn (March 2019)

Trustees co-opted under Article 4.2.4

John Terence Maxted

Hazel Barbara Teather

Pre-School Manager

Sarah John

Finance Manager and Company Secretary (from 06/04/16)

Diane Kutar

Pre-School Deputy Manager

Hannah Deamer

Bankers NatWest Acc no: 86513958 CafBank Acc no: 00024662

Structure, Governance and Management

The Pre-school is bound by its Memorandum and Articles of Association.

The Chair and Vice Chair are appointed by the Parochial Church Council of St Andrew, Burgess Hill under article 4.2.1. Other trustees, including the Treasurer and Secretary, are sought primarily from the Family Members (the parent body) but should insufficient suitable volunteers offer to serve, the trustees have the power to co-opt under article 4.2.4 and in such circumstances could turn to the Pre-School Learning Alliance for assistance.

The Trustees are responsible for the overall management and control of the Pre-School and meet at least termly. The work of implementing most of their policies is carried out by the executive officers, who meet regularly. Responsibility for the day to day running of the Pre-school is delegated to the Manager, who is supported by a deputy. The Finance Manager has ensured the smooth running of all the financial areas needed to enable the Pre-School to run smoothly and maintain its excellent staff/children ratios.

Objects and Activities of the Charity

The objects of the Pre-school ("the Objects") are to enhance the development and education of children in Burgess Hill, primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:-

- offering appropriate play, education and care facilities and training courses, 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;
- encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs;

Objectives and Aims

In setting our objectives and planning our activities our Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and aim to provide a safe and caring learning environment, free from prejudice and discrimination, for children aged 2 to 5 years.

Our key objectives for the year were:

- To continue to build on our last outstanding OFSTED report.
- To continue to improve the provision for all our children.
- To offer places to as many children as possible.
- To carry out all the requirements of Early Years Foundation Scheme (EYFS)
- To continue to develop our pastoral care, which involves, wherever necessary, assisting parents and the Social Services.
- To continue to encourage parents and carers to understand and provide for the needs of their children and to become involved in the Pre-School's activities.
- To continue and improve upon our provision for children with special educational needs and disabilities and for children who have English as a second language.

- To ensure that every child is accessing opportunities at their individual level.
- To continue to encourage a sense of community among the parents.
- To ensure that staff have access to continuing professional training.

Ethos, Strategies and Policies

Children and their families are welcomed from all backgrounds.

We are an equal opportunity organisation committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or children who are, or who become, disabled.

Our Pre-school is committed to safeguarding and promoting the welfare of our children and has policies covering all aspects of Pre-school life. These policies are under continual review.

Review of Activities and Achievements

St Andrew's Pre-School has now been serving the children and the community in the Eastern part of Burgess Hill and beyond for forty nine years.

162 children have attended the Pre- School this year.

The Pre-School was inspected by OFSTED in October 2018 when the setting was judged outstanding in all areas. The contribution of the manager was highlighted especially her commitment to the ongoing development of the pre-school and continually improving outcomes for all children. It was noted that staff have high expectations of all children and are committed to their roles and raising the quality of their teaching to benefit children and their families. They create a very welcoming and relaxed environment where children feel incredibly safe and secure. A strength of the pre-school identified was their work with children with special educational needs, where provision is described as excellent, and also where the involvement of outside agencies was required.

The Pre-School continually carries out the OFSTED self-evaluation procedures to ensure quality and consistency of provision for children's learning and development within the Early Learning Goals. Constant monitoring means that no child gets left behind. The staff and the trustees continue to work hard to ensure the children are happy and in a safe and stimulating learning environment, whilst taking into consideration the individual needs of each child.

Each child has a Key person responsible for his or her pastoral care and for their development within the Pre-School. However, continual monitoring, planning and recording, and requests for input from parents, reflect the individual child's choice and interests, and in this way, all the team are able to support each child and each key person.

Regular contact is maintained with the parents through informal meetings and formal consultations and via our weekly news emails and newsletters. The main point of contact continues to be each child's Key person as well as the Pre-School Manager.

The setting is well led and managed by our well qualified Manager and her senior team. Frequent Parental Surveys give very positive feedback.

Staff are well supported by a strong team of trustees and parents. All the Staff continue to undergo training to ensure up to date qualifications (e.g. there are currently 4 staff doing a Level 2 Diploma in Early Childcare and 3 doing a Level 3 Diploma in Early Childcare. All staff have completed Safeguarding Level 2 or Level 3 (as appropriate) and all have received in house training on the use of Tapestry and paediatric first aid). The process of ongoing self-evaluation and staff appraisal ensures best practice and a purposeful role within each session for each member of staff.

We also provide placements for students undertaking work experience and childcare qualifications.

Staff provide an engaging and motivating environment for children. Equipment is constantly monitored and renewed to ensure it meets the current needs of all the children. The pre-school has invested a further lump sum this year of £5k (in addition to the £5k available from fundraising) into replacing and renewing the equipment and it is hoped to invest a minimum of a further £5k into equipment next year. In addition, the service of Protot Sports has continued to provide a variety of sporting activities for the children which has proved both successful and popular with the children. The pre-school also supports the Government's healthy eating campaign and have continued to provide healthy snacks this year.

To help children reach their best potential, staff have continued to work with other professionals to provide extra support for those children and their families who require it. Multi agency working has featured heavily once more. Agencies have included the targeted setting support team, the child development team, the educational psychologist, the specialist speech and language team, outreach persons from the local Family Centre, health visitors, Portage, the West Sussex inclusion team, the sensory support team, the physiotherapist and the Social Services.

The children have experienced high quality learning and a great deal of fun over the year. There have been various fun days and outings. Again, one of the highlights was the Christmas production, which this year was "Christmas Carols" performed by 134 children to an audience of 302 friends and family. The day was enhanced by the use of the link building area. The usual trip to Washbrooks farm took place and the preschool had eggs on site, which the children were able to see hatch into ducks this year. They were able to handle the ducklings and see them swim in water. The pre-school team repeated the Fun Day on a Saturday this year drawing in other community groups to support them. It was a huge success and as always demonstrated the strong sense of community generated by staff and parents.

Our 'Transition to School' programme continues to operate with staff visiting schools in the area and teachers visiting the Pre-School to ease the children's transition into school and full-time education. The Pre School is attracting children from all over the town, and beyond, as evidenced by the 13 different schools to which 76 of our children moved in September 2019.

The Pre-school is a member of the Pre-School Learning Alliance, and The National Day Nursery Association.

Due to the high number of children on the waiting list, the pre-school found a second premises, registered it with Ofsted and opened this in April 2019. This cost the pre-school around £10,000 to invest in the equipment. This setting has proved a great success and means more children from deprived areas within the town have access to free childcare.

Financial Review

This has been a very successful year for our Pre- School from a financial point of view. Whilst the surplus generated this year is smaller than the last financial year this is after the establishment of the new setting and the advance payment of training for 2019. This continued strong performance has enabled the preschool team to invest heavily in new resources for the original two settings and the new setting. In order to enable the preschool to plan for the living wage requirements and the new mandatory workplace pension provisions an active decision was taken to build reserves. As reserves are now in a much healthier position the committee will be looking further at appropriate staff remuneration and further investment in the settings over the next 12 months.

The opening of the third setting rapidly attracted additional children, quickly making this setting financially viable. Costs, especially staffing costs, have been contained. The percentage of income expended on pay remains at acceptable levels, although has risen slightly. This is due to a number of factors including additional seniority remuneration for the additional setting to ensure the correct level of management is maintained in each hall, rising pension contributions and increased employers national insurance payments. Inevitably going forward the staffing costs will rise due to living wage and pension contribution requirements.

Reserves Policy

The board of directors have examined the charity's requirements for reserves in the light of the main risks to the organisation.

The climate in which the Pre-School operates remains very uncertain and competition from other providers in the area remains strong. The strong surplus experienced this year is being retained in order to ensure we have adequate reserves to deal with the expected changes in pay rates due to the introduction of the increasing living wage and pension obligations. There will also be investment in upgraded IT equipment.

The Pre-School is heavily dependent on Government Nursery Grant and to a lesser extent fees from parents. Reserves have been set aside to underpin running costs in the event of fluctuation or delays in the receipt of this income or any shortfalls arising from there being insufficient numbers of children to fill all available places. These are in the region now of six months estimated running costs in such circumstances, which is a stronger position than in previous years.

The environmental garden was completed this year. Estimates have now been received for the screen at £6k and so this figure has been adjusted.

Summary	£
IT expenditure	6,500
Training	7,700
Possible Investment in internal screen	10,000
Equipment from fundraising	3,200
Working capital	135,900
Possible new setting	<u>15,000</u>
	178,300

Risk Management

The Trustees are responsible for monitoring the risks faced by the Pre-school. Risks are identified, assessed and controls established throughout the year. They are managed under the headings of:

- Financial sustainability
- Pre-school safety
- Community access to the site
- Child welfare
- Employment
- Pre-school trips and events

There are currently 24 policies in place and the Trustees are satisfied that the major risks have been identified and adequately mitigated where necessary. It is recognised that systems can only provide reasonable, but not absolute assurance that major risks have been adequately managed.

Statement of Trustees'/Directors' Responsibilities

Law applicable to limited companies and charities in England and Wales requires the trustees/directors to prepare financial statements for each financial year which give a true and fair view of the charitable company's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees/directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the trustees on 18 November 19 and signed on their behalf.

Signature: Janet Davies

Name: Janet Davies

Position: Chairman

Independent Examiner's Report to the Trustees of St. Andrew's (Burgess Hill) Pre-School

I report on the accounts for the year ended 31st August 2019

Respective Responsibilities of Trustees and Examiner

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 you as 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Signed



Date: 17th November 2019

Name: Mrs Charlene Friend

Address: 21 Mill Stream Meadows, Haywards Heath, West Sussex, RH16 1TH

Relevant Qualification: ACA

St. Andrew's Pre-School

Statement of Financial Activities for the year ended 31 August 2019

	Note	2018/2019 £	2017/2018 £
Incoming resources			
Incoming resources from generated funds			
Voluntary income	2a	892	166
Activities for generating funds	2b	4,678	5,631
Investment income	2c	227	94
Incoming resources from charitable activities	2d	388,520	310,139
Other incoming resources	2e	2,409	1,569
Total incoming resources		<u>396,726</u>	<u>317,599</u>
Resources expended			
Cost of generating funds			
Costs of generating voluntary income	3a	3,000	2,419
Charitable activities	3b	345,976	256,188
Governance costs	3c		
Other resources expended	3d	11,059	9,776
Total resources expended		<u>360,035</u>	<u>268,383</u>
Net incoming resources		36,691	49,216
Reconciliation of funds			
Total funds brought forward		141,567	92,351
Total funds carried forward		<u>178,258</u>	<u>141,567</u>

This statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985

St. Andrew's Pre-School
Balance Sheet at 31 August 2019

	Note	2018/9 £	2017/8 £
Fixed Assets			
Equipment	6		
Current Assets			
Debtors	7	7,654	
Short term deposits	8	249,632	200,284
Cash at bank and in hand	9	465	343
		257,751	200,627
Short term liabilities	10	79,493	59,060
Net Current Assets		178,258	141,567
Total assets		178,258	141,567
Funds		178,258	141,567

Statement of Directors' Responsibilities

For the year ended 31 August 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime

Approved by the Board of Trustees on

and signed on its behalf by:

Signature.....*J.E. Davies*.....

Signature.....*Hazel Teather*.....

Name.....*J.E. Davies*.....

Name.....*HAZEL TEATHER*.....

St. Andrew's Pre-School

Notes to the Financial Statements for the year ended 31 August 2019

	2018/2019	2017/2018
	£	£
2 Incoming resources		
Incoming resources from generated funds		
2a Voluntary income		
Donations	892	166
Grant		
Degree Course grant		
	892	166
2b Activities for generating funds		
Sale uniform	1,503	984
Sale photos	234	426
Sale tea towels		
Christmas Party	975	771
Easter Party		
Petting Zoo		
Summer Fun Day	1,624	1,868
Summer Fun run		1,175
Pamper Parties		
Table Top Sales		
Childrens' disco		
Other fundraising	342	407
	4,678	5,631
2c Investment income		
Bank interest	30	8
COIF account interest	197	86
	227	94
2d Incoming resources from charitable activities		
Parents' fees	50,680	42,613
WSCC - nursery education grant	273,879	251,454
WSCC - inclusion funding grant	23,640	5,848
WSCC - Two year old funding	40,321	10,224
	388,520	310,139
2e Other incoming resources		
Election wages reimbursed		
Snack Donations	2,409	1539
Miscellaneous income		30
	2,409	1,569
Total incoming resources	396,726	317,599

Resources expended

Cost of generating funds

3a Costs of generating voluntary income

Uniforms	2,214	1,871
Photos		
Tea towels		
Christmas Activities	206	387
Petting Zoo		
Summer Fun Day	18	144

	Pamper parties		
	Table Top Sales		
	Childrens disco		
	Other fund raising	562	17
		<u>3,000</u>	<u>2,419</u>
3b	Charitable activities		
	Basic pay	246,314	176,278
	Staff training	4,742	15,294
	Finance manager	6,558	6,235
	Employers NI	8,140	3,145
	Payroll services	1,386	1,019
	Other staff costs	6,006	1,572
	Discretionary bonus		11,591
	Hall rentals	28,950	24,707
	Furniture & equipment from fundraising	80	
	Other furniture, equipment and materials	11,205	5,666
	Cleaning equipment and materials	2,035	1,907
	Educational materials	25,299	6,859
	Refreshments	9	48
	Educational visits	946	1,004
	Presents, gifts & treats	4,306	864
		<u>345,976</u>	<u>256,188</u>
3c	Governance costs		
	Audit fee		
3d	Other resources expended		
	Printing, stationery, photocopying	1,489	1,355
	Postages	17	23
	Telephone and communications	1,656	438
	Subscriptions & donations	1,219	850
	Donation to PCC		2,147
	Fees & charges	13	
	Computer software	1,635	1,394
	Accountancy costs		
	Bank charges	140	148
	Insurances	1,869	1,321
	Snack Expenses	3,017	1,297
	Miscellaneous	4	803
	Computer equipment depreciation		
		<u>11,059</u>	<u>9,776</u>
	Total resources expended	360,035	268,383
	Net incoming resources	36,691	49,216

4 Directors

None of the directors (or any person connected with them) received any remuneration during the year.

5 Employees

The average number of employees in the period (full time equivalents) 15

No employee received emoluments of more than £50,000.

6 Fixed Assets		
Play equipment		
Less depreciation		
7 Debtors		
Prepayments	7,654	
	<u>7,654</u>	
8 Short Term Deposits		
Business reserve account	16,689	15,224
CAF Bank	200,398	152,756
FairFx	1,906	1,862
COIF deposit account	30,639	30,442
	<u>249,632</u>	<u>200,284</u>
9 Cash at Bank/in hand		
Pre School current account	300	300
Pre School imprests	165	43
	<u>465</u>	<u>343</u>
10 Short term liabilities		
Creditors for goods and services		
Accruals		
Deferred Income	71,125	50,692
Provision for improvements	8,368	8,368
	<u>79,493</u>	<u>59,060</u>
Net current assets	<u>178,258</u>	<u>141,567</u>
Total assets	<u>178,258</u>	<u>141,567</u>

