



# ST. MONICA'S PRE-SCHOOL

## Trustees' Annual Report

1152590

For the period	Period start date			Period end date		
	01	09	2019	31	08	2020

Charity name St Monica's Pre-School

Other names charity is known by N/a

Registered charity number (if any) 1152590

Charity's principal address St. Monica's Close

Appleton

Warrington

Postcode

WA4 3AG

### 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) or to appoint trustee (if any)
1 Sue Banister	Chairperson		01/10/2019
2 Clare Wadsworth	Chairperson	01/10/2019	
3 Clare Horrocks	Vice Chairperson		01/10/2019
4 Adam Robinson	Vice Chairperson	01/10/2019	
5 AJ Karwa	Treasurer		01/10/2019
6 Sarah Karwa	Treasurer	01/10/2019	
7 Louise Leandro	Parent Member		30/9/2019
8 Ross Povey	Parent Member	01/10/2019	
9 Donna Teague	Parent Member	25/06/2019	
10 Kim Lewis-Gayyum	Parent Member	25/06/2019	
11 Kate Freeman	Associate Member	01/10/2019	

### 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)**

Mrs Julie Karle - Pre-School Leader - Leaver 26th February 2020

Mrs Emma Lightfoot - Pre-school Leader - Started 24th February 2020

Miss Hayley McDonough - Pre-School Deputy - Leaver 29th November 2019

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO).
Trustee selection methods (eg. appointed by, elected by)	<p>The pre-school is a Charitable Incorporated Organisation (CIO) and is managed by a committee of charity trustees.</p> <p>The trustees are appointed for a term of three years.</p> <p>There are not less than 3 nor more than 7 appointed trustees at any given time.</p> <p>Committee meetings are held at least half-termly to monitor the effectiveness of the pre-school, to ensure that it complies with its statutory obligations and to discuss and agree matters relating to its day-to-day management and ongoing development. All trustees give their time voluntarily and receive no remuneration or other benefits.</p> <p>The Committee must include a parent representative and a member of the governing body of St. Monica's Catholic Primary School. The Pre-School Leader is not a trustee but has voting rights on all matters other than those relating to the role of the leader.</p> <p>Individuals are selected for appointment as trustees based on their skills, knowledge and experience.</p>

Each new appointed trustee receives a copy of the constitution, which clearly states the aims and objectives of the pre-school and a copy of the latest Trustees' Annual Report and Statement of Accounts.

Staff employed within the pre-school include: a Leader (full time member of staff), 4 part time Key Workers and a part time Administrator. There is a nominated SENCO who liaises with parents, the Early Years Advisor and Children's Services on any children requiring additional support.

All staff receive regular training in accordance with the EYFS statutory framework. The Leader has completed HND in early years working with children and families in education. All other Key Workers hold or are working towards an appropriate Level 3 qualification in Childcare.

This year, as well as refresher courses in core training such as Safeguarding, First Aid and Prevent, staff have also undertaken training in the following areas: One Child, Every Child, Ofsted Big Conversation and Striker Academy - PE in early years.

#### **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.

For all employment and/or trusteeship, we adhere to our Recruitment and Employment policy. Rigorous recruitment procedures ensure that we employ staff of the highest quality.

We follow Ofsted guidance on obtaining references and completing Disclosure and Barring Service (DBS) checks for all staff and volunteers who have unsupervised access to the children.

We provide a staffing ratio in line with the EYFS statutory framework to ensure that the children have sufficient individual attention and to guarantee quality care and education for all the children.

New staff members complete induction training during the first two weeks of employment where the individual must demonstrate understanding of and compliance with our policies, procedures, daily tasks and routines and they receive ongoing training in accordance with the EYFS statutory framework. Regular supervision by the Pre-School Leader, continuing professional development (CPD) and support of individual career paths maintain positive staff attitudes to work. The team also conduct regular peer observations.

There is a Risk Assessment policy in operation within the pre-school which is continually reviewed and updated accordingly. Daily risk assessments and health and safety checks are carried out by the Pre-School Leader to ensure that the setting is a safe and healthy place for children, parents, staff, visitors and volunteers. We also encourage the children to carry out their own risk assessment, both indoors and outdoors, to understand the need to stay safe at all times.

The pre-school is sited within St Monica's Catholic Primary School which is in a suburban area situated in the south of Warrington. It falls within the Roman Catholic Diocese of Shrewsbury and is part of Warrington Borough Local Education Authority.

It is a term-time only setting and is open from 8.45 am to 3.15 pm, Monday to Friday, for children from 3 years.

Flexible arrangements are in place for parents requiring out of school care either before and/or after the pre-school day through the primary school's after school club W.A.S.P.'s, which is an independent after school link club provider.

We are registered with OFSTED and are advised by the EYFS Team.

The pre-school is authorised to take in a maximum of 28 children per session.

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

To advance the education of children attending St Monica's Pre-School by providing and assisting in the provision of facilities for the daily care, recreation and education of such children.

To advance the education of the pupils at St Monica's Catholic Primary School by providing and assisting in the provision of facilities not required to be provided by the local education authority for education at the school.



**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)**

In planning our activities we continually refer back to our objective as a charity and keep in mind the Charity Commission's guidance on public benefit.

The pre-school has a dedicated room which is situated within the main school building in close proximity to the reception class. The rear access to the room is suitable for disabled access, with access also available through the school. There is also a well-resourced outdoor learning area which we share with the reception class, which benefits from a sun shade canopy, meaning the children are able to access the EYFS curriculum both indoors and outdoors throughout the year.

There are further opportunities for pre-school and reception children to work collaboratively in the form of EYFS assemblies, collective worship and joint nativity productions.

Our children are also encouraged to become involved in the extra-curricular activities organised by the Friends of St Monica's Primary School and the Parish Community so that they become an integral part of the wider community from an early age. These include regular fundraising events.

Pre-school children also have use of the school's dining hall which is used for the provision of school lunches and also for extra-curricular activities such as music, sport and movement.

The pre-school operates a Healthy Snack policy. Staff act as positive role models to encourage the children to adopt healthy lifestyles in the setting, by actively involving the children in making 'good choices' about the food they eat. Discussions help to develop the children's understanding of the types of food which keep our bodies healthy. Snacks are provided through the school's fruit scheme and are available for the children to enjoy during each session. Cold milk and water are also available. Any allergies and/or cultural issues are taken into consideration in the provision of snacks.

Pre-school children have the option of receiving a hot school dinner (prepared by the school's cook in accordance with Warrington MBC guidelines for the preparation of healthy school lunches) or bringing their own packed lunch. All children eat their lunch in the school's dining hall together.

Our open Admissions policy makes the setting available to all and although the pre-school is predominately an English-speaking setting and reflects the catholic faith, children from all faiths and cultures are warmly welcome. We currently have English, Irish, Asian and Islam families at pre-school. We use a variety of multi-cultural resources, posters and picture books to promote and encourage an awareness and acceptance of cultural diversity and we actively encourage all children to develop a positive self- image including their heritage arising from their race, ethnicity, language, religion, cultural traditions and home background. All of our children's cultural needs and beliefs are incorporated within the setting through the celebration of multi-cultural festivals and Food tasting activities.

The pre-school staff together with parent volunteers, arrange regular fundraising events which are open to the pre-school, primary school and parish communities. This year, these have included Science night, a sponsored run, fete in the garden, film night, family auction night, buddy bears birthday party and a fairytale ball.

A total of £1,545 was raised this year which has been used to purchase an Easy Access Art Station, a large wooden dolls house, Numicon resources, a water tray and some Phonics letters.

Also, we have continued our relationship with the neighbouring care home, Brampton Lodge, with visits to the care home, with some residents attending events held at the pre-school. We are keen to continue with this initiative next year.



You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The curriculum provision within the pre-school is in line with the EYFS statutory framework.

Each child is allocated a key worker upon entry into the pre-school to ensure consistency and enable good working relationships to be established between staff, children and parents. This allows the key worker to develop a good understanding of the child's needs and to plan effectively for them to be met, in collaboration with their parents and other pre-school staff.

Planning is child centred and is significantly influenced by the current interests of the children in the setting and their home. Weekly staff briefing meetings are held in order to discuss, evaluate and amend the plans accordingly.

Children's individual tracking documents are annotated regularly, and each child's learning journal is completed weekly. Tapestry (an On-Line Learning Journal) allows families secure access to their child's learning journal throughout the school year.

The whole staff team work together to provide a stimulating environment in which children learn and develop. Through a broad balanced curriculum, children are encouraged to develop a positive self-identity taking on roles within their key worker groups to increase their independence and self-esteem.

All staff model and promote the characteristics of effective learning understanding the importance of each child's individual method of learning. Key workers differentiate activities to suit the needs of children in their key groups.

Evidence is collected through regular observations of the children's play and learning and through photographic evidence.

The Pre-School Leader collates the tracking information from Tapestry and submits it to the Local Authority.

Tracking data is used to assess the progress of children and the professional development of staff.



This enables informed planning decisions to be made for children's next learning development opportunities and agendas for staff supervision meetings.

The pre-school acknowledges that continued communication with parents is essential and is committed to forming effective partnerships with them to enable each child to develop to his /her full potential.

We operate an 'open-door' policy whereby parents are able to make contact with a member of the team at any time of the pre-school day.

We also encourage parents to observe their own children at home and report their findings either by completing a "Star Moment" which is then shared and displayed within the pre-school room or by uploading evidence directly onto their child's learning record in Tapestry.

Parents are keen to be involved in their child's learning and this is evident in the high attendance at such organised events as the New Parents Evening during the Autumn term, the joint EYFS Evening with the Reception class during the Summer term and the various parent/teacher workshops and consultations we arrange on such subjects as transition, numeracy and literacy.

A comprehensive newsletter is issued to parents weekly and we have our own website and a secure social media page which we also use as a means of communication with parents.

We also hold half-termly Stay & Play Sessions where we invite existing and prospective new families to come along and spend some time with their children in our setting. This not only gives parents an insight into the kind of activities on offer for their children, but it provides another opportunity for them to get to know their key worker better and to interact with other families within their cohort.

All who come into contact with the pre-school comment positively about the setting, staff and children. Pre-school staff act as positive role models at all times

and behaviour is managed in a calm, consistent and positive manner. This ensures that boundaries and routines are set in an environment in which the children feel secure and happy.

We have a positive attendance record which demonstrates that children feel safe and secure in the setting and are happy and confident to leave their parents and access their independent play.

**Summary of the main achievements of the charity during the year**

In January 2020, we were awarded an Ofsted rating of "Good" in all areas.

Strengths in the report show:

- The pre-school has a robust settling-in procedure, understanding children's needs and prior knowledge well.
- A skilful team, who re-shape and extend activities to challenge children.
- The key-person system is well embedded, where relationships between staff are respectful and sensitive.
- A strong partnership with parents, with consistent two-way flow of information.
- Children are provided with healthy foods and take part in regular physical exercise sessions.
- First class relationship with attached school, ensuring the transition to reception is seamless.
- Staff are well supported by the manager and are happy in their roles.

We are reflecting on where improvements can be made, in order to invite Ofsted back, where we are looking to achieve an 'Outstanding in all areas' status again.



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

An amount of £11,000 has been ring-fenced to fund the estimated exit costs, including staff redundancy costs, in the unlikely event of closure. This is reviewed annually.

In addition to this, we aim to hold unrestricted cash reserves of at least £10,000. These funds are held to meet one month's financial obligations and any unforeseen expenditure that may occur.

Any surplus monies are used to purchase further resources for the children and/or fund our ongoing maintenance plan which covers both our dedicated room and our shared outdoor play area. This benefits the children and families of both the Pre-School and Primary School.

**Details of any funds materially in deficit**

Not applicable.

**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 Pre-School's main source of income is the Early Years Funding provided by the Local Authority.

This funding is available to all children, from the school term after their third birthday, and currently equates to 15 hours per week up to a maximum of 570 hours per annum. In September 2018, with the Government introduction for working parents, some children are eligible up to 30 hours per week up to a maximum of 1,140 hours per annum.

The pre-school offers full time funded places (ie 30 hours per week) to all eligible parents across all sessions and this resulted in increasing income.

The pre-school also receives income from non-funded sessions (ie additional sessions attended in excess of the 15/30 hours per week) which are optional and are invoiced termly and paid for by parents.

The funding covers the cost of running the setting. The main costs are staffing, rent, insurance,

professional services (including an external payroll provider), training and resources.

The pre-school relies on fundraising organised by staff and parent volunteers to fund all other enrichment activities.

The pre-school has opted to prepare accounts on the Receipts and Payments basis. The financial year end is 31<sup>st</sup> August.

The accounts disclosed for the period ending 31/08/19 include all financial transactions from 01/09/18 to 31/08/19. During this period, the pre-school made a profit of £6,784.

The surplus funds will be used to enhance the outdoor learning opportunities, to purchase additional teaching and learning resources for the children and to replace some of the older equipment in our dedicated pre-school room.

## Section F

## Other optional information

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

Signed on behalf of the charity's trustees

Signature(s) Clare Wadsworth

Full name(s) Clare Wadsworth

Position (eg Secretary, Chair, etc) Chairperson

Date 16<sup>th</sup> June 2020



**ST. MONICA'S PRE-SCHOOL**

1152590

**Receipts and Payments Accounts**

For the period from	01/09/2018	to	31/08/2019
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**Section A Receipts and Payments**

	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>		
Funded fees	88,281	86,407
Non-funded fees	16,410	26,608
Fundraising activities	1,545	2,108
Other	38	802
<b>Sub total</b>	<b>106,274</b>	<b>115,925</b>

<b>A2 Payments</b>		
Staffing	83,963	81,441
Rent	7,200	7,200
Insurance	817	776
Professional services	1,438	1,542
Advertising	202	70
Staff Training	358	553
Fundraising activities	695	2,022
Toys, equipment, activities & consumables	4,817	4,940
Building works	-	-
<b>Sub total</b>	<b>99,490</b>	<b>98,544</b>

<b>Net of receipts/(payments)</b>	<b>6,784</b>	<b>17,381</b>
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**Section B Statement of Assets and Liabilities as at 31/08/2019**

	Total funds to the nearest £	Last year to the nearest £
<b>B1 Cash</b>		
Cash at bank	49,368	42,584
	-	-
<b>Sub total</b>	<b>49,368</b>	<b>42,584</b>

<b>B2 Liabilities</b>		
	-	-
	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

<b>Net of assets/(liabilities)</b>	<b>49,368</b>	<b>42,584</b>
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<b>Prepared by:</b>	Signature	Print Name	Date
Finance Administrator	<i>E Turner</i>	Miss E Turner	22/6/20

<b>Signed by</b>	Signature	Print Name	Date
Treasurer	<i>S Karwa</i>	Mrs Sarah Karwa	17/6/20

# St Monica's Pre-School

## Profit & loss account for the period ending 31 August 2019

	2019	2018
<u>Turnover</u>		
Funding	88,281	86,407
Fees	16,410	26,608
Other	1,583	2,910
<u>Cost of Sales</u>		
Staffing	(83,963 )	(81,441 )
Gross Profit	22,311	34,484
Administrative expenses	(15,527 )	(17,103 )
Operating profit	6,784	17,381
Other income	0	0
Profit/(loss) on ordinary activities before taxation	6,784	17,381
Exceptional item	0	0
Taxation	0	0
Profit/(loss) for the period	6,784	17,381
Retained profit brought forward	42,584	25,203
Profit/(loss) for the period	6,784	17,381
Retained profit carried forward	49,368	42,584
<u>Administrative expenses:</u>		
Rent	7,200	7,200
Insurance	817	776
Professional services	1,438	1,542
Advertising	202	70
Staff training	358	553
Fundraising spend	695	2,022
Toys, equipment, activities & consumables	4,817	4,940
	15,527	17,103

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# St Monica's Pre-School

## Balance sheet as at 31 August 2019

	2019	2018
Fixed assets	0	0
<u>Current assets</u>		
Cash at bank	49,368	42,584
Creditors: amounts falling due within 1 yr	0	0
Net current assets	<u>49,368</u>	<u>42,584</u>
Total assets less current liabilities	49,368	42,584
Net assets	<u>49,368</u>	<u>42,584</u>
<u>Capital &amp; reserves</u>		
Profit & loss account	<u>49,368</u>	<u>42,584</u>

SK





## Independent examiner's report on the accounts

Report to the trustees/  
members of

ST MONICA'S PRE-SCHOOL

On accounts for the year  
ended

31/08/2019

Charity no 1152590

Set out on pages

1-2

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

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

401625288. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: SKARWA Date: 17/6/20

Name: SARAH KARWA

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

Address: QUARRY BANK COTTAGE  
QUARRY LANE  
APPLETON WA4 5JD

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