



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 April 2019	To	31 March 2020

Section A Reference and administration details

Charity name

CLYST VALLEY PRESCHOOL

Other names charity is known by

N/A

Registered charity number (if any)

1036131

Charity's principal address

CLYST ST MARY PRIMARY SCHOOL

CLYST ST MARY

EXETER

Postcode

EX5 1BG

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	VICKY TONKIN	CHAIR		
2	ALI WEST	SECRETARY	LEFT OCTOBER '19	
3	FRANCESCA WILLIAMS	SECRETARY	OCTOBER '19 - PRESENT	
4	KELLY MITCHELL	TREASURER	LEFT OCTOBER '19	
5	RACHEAL KIGHTLEY	TREASURER	JANUARY 2020- PRESENT	
6	HELEN MUSCUTT	GENERAL COMMITTEE		
7	EMMA WEBBER	GENERAL COMMITTEE		
8	ABI CAMPBELL	GENERAL COMMITTEE	OCTOBER '19- PRESENT	
9	BECKY SLUMAN	GENERAL COMMITTEE	JANUARY 2020- PRESENT	
10	RACHEL HEYWOOD	GENERAL COMMITTEE	MAY '19- PRESENT	
11				
12				
13				
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)	PRESCHOOL LEARNING ALLIANCE 2008
How the charity is constituted (eg. trust, association, company)	UNINCORPORATED ASSOCIATION
Trustee selection methods (eg. appointed by, elected by)	ELECTED FROM MEMBERSHIP

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.

<p>Work is inspected on a regular basis by Ofsted. The preschool was awarded Outstanding at it's most recent inspection in November 2015 and are anticipating an inspection imminently.</p> <p>County council Early Years advisors provide help, support, guidance and inspections.</p> <p>The charity is a member of the Early Years Alliance which offer, help and guidance, especially within areas of financial management, policy writing, legal advice, and training.</p>

Section C Objectives and activities

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

To provide quality early years care and education of children under statutory school age, enhancing progress and development.
To provide a safe and secure environment for children to thrive and develop self-confidence, self-esteem independence and practice social skills.

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)

To offer preschool aged children sessions to aid their development and Early Years education. Full-time day-care Monday – Friday during school hours and term time is provided.

There is a fee charged to attend these sessions, which may be met in full or part from Universal hours (15) or 30 hours Early Years Funding provided by Devon County Council.

Applications are taken for all children between the stated age criteria and are admitted in accordance to our Admissions Policy.

Surpluses are retained at the preschool for the benefit of the children and are spent on replacing/adding to equipment, facilities, resources, staffing and on maintaining competitive hourly fees.

In planning our activities, projects and services for the year we keep in mind the Charity Commissions guidance on public benefit at our trustee meetings.

As detailed above the focus of our activity is to provide preschool aged children with sessions and learning opportunities to aid their progress, development and early years education during their time in childcare within school hours.

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.

Newly written policies are discussed and scrutinised by the committee before they are officially adopted.

Existing policies are reviewed and updated (if necessary) by the manager/administrator before being agreed by the committee annually.

The Committee consists of volunteers who assist staff in running various events, (such as an annual nativity, sports day etc) and look at various opportunities to raise funds for the charity to support it's work.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

One member of staff is studying for the Early Years Educator (EYE) level 3 qualification, due to qualify Summer 2020.

Continued staff training includes, 'Readiness for School' Food Hygiene, Manual Handling, Sensory development and Paediatric First Aid, as well as statutory safeguarding training needs.

Two very successful end of year trips (Paignton Zoo & Mid Devon Railway Centre) for both our leavers and younger children both subsidised by fundraising efforts.

New purchases were made of an outside mud kitchen, a wooden sand tray and a sun canopy for the garden area.

Section E

Financial review

Brief statement of the charity's policy on reserves

To maintain sufficient funds to meet all the financial obligations of the charity. To fund any redundancy liabilities. To fund any building and garden maintenance contingencies. To maintain sufficient funds when child numbers decrease from term to term.
To maintain sufficient funds to increase staffing to meet the required ratio if child numbers increase.

Details of any funds materially in deficit

n/a

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.

Principal funding comes from Devon County Council Early Years Entitlement.

Fees paid by parents.

Fund-raising.

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)

Position (eg Secretary, Chair, etc)

Date

Section E

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Other optional information

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Declaration

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Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

VICKY TONKIN

Position (eg Secretary, Chair, etc)

CHAIR

Date

13/1/21

CLYST VALLEY PRESCHOOL
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2020

	2020		2019	
	£	£	£	£
INCOME:				
Fee (Parents)	10,731		17,426	
Funded Fees	78,886		71,715	
Fund Raising	2,844		2,027	
Other	1,203		6,519	
Interest	109		65	
		93,773		97,753
EXPENDITURE:				
Wages	77,810		76,629	
Nest Pension - Employ	812		1,186	
Equipment	879		1,155	
Rent	3,000		3,000	
Utilities/Rates	2,535		3,105	
Training	381		1,181	
Stationery & Consuma	1,363		2,153	
Insurance	1,666		1,751	
Break time Sundries	363		464	
Cleaner	1,161		1,900	
Other	7,170		3,872	
		97,140		96,397
		<u>- 3,367</u>		<u>1,356</u>

CLYST VALLEY PRESCHOOL
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 MARCH 2020

	£	£	£	£
Opening balance:				
Current account	32,347		31,057	
Deposit account	19,555		19,490	
Petty Cash	3		41	
				50,588
Income & expenditure account				1,356
		51,905		51,944
Closing balance:				
Current account		28,871		32,347

Deposit account	19,664	19,555
Petty cash	24	3
	<u>48,559</u>	<u>51,905</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

CLYST VALLEY PRESCHOOL

On accounts for the year
ended

31/03/2020

Charity no
(if any)

1036131

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/03/2020

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the
accounts in accordance with the requirements of the Charities Act 2011
("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination (other than that
disclosed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act, or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in this report 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:

M. J.

Date:

1/9/2020

Name:

M. JACKSON

Relevant professional
qualification(s) or body

MAAT

(if any):

Address:

39 WINDSLADE PARK AVE
CHIST ST MART
NR EXETER EX5 1DA

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

N/A.