

# ST PAUL'S COMMUNITY PLAY-SCHOOL

Charity No. 1032274

## TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2020

# ST PAUL'S COMMUNITY PLAY-SCHOOL

## TRUSTEES' REPORT

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The trustees present their report together with the accounts for the year to 31 December 2020 and confirm that they have been prepared in accordance with the charity's governing instrument and all applicable statutory requirements.

### CONSTITUTION

The charity is governed by a constitution adopted 4<sup>th</sup> December 2015. Amendments to the constitution are approved at general meetings by at least two thirds of the members present and if St Paul's Parochial Church Council endorse the changes.

### PRINCIPAL ADDRESS

The charity's principal address is Ridley Hall, Ridley Avenue, Ealing, London W13 9XW.

### CHARITY'S AIMS AND OBJECTIVES

The charity is established to provide a safe, educational and Christian playschool for the local community, thereby advancing the education and spiritual well-being of local children and furthering the involvement of and care provided by the Parish of St Paul's, Northfields in and for the local community. The trustees, the management committee and the playschool leader considered the Charity Commission's guidance on public benefit as they sought to run the playschool.

The playschool provides care for 2 to 5 year olds for five mornings a week during school term time. Up to 23 children may attend at any one time, of which no more than 5 must be between 2 and 2½ years. The playschool meets in the Church Hall which is rented from the Parochial Church Council of St Paul's, Northfields. Staff are employed by the playschool to provide a staff : child ratio of at least 1:4 for 2 year olds and 1:8 for 3 year olds. Parents are encouraged to help out during sessions too. Fees are charged to cover the playschool's running costs. In addition, fund-raising events are held throughout the year to raise money for 'extras' such as toys and equipment. The money from these events is accounted for separately via a designated fund called the 'Resources and Equipment Fund' (formerly called the 'Toy Fund').

The day-to-day running of the playschool is managed by the playschool leader who reports to the Management Committee which meets at least three times a year. The Management Committee consists of the Chairman, who is the Vicar or Curate of St Paul's Church, the Secretary and the Treasurer.

### TRUSTEES

The trustees who served during the year were as follows:

Rev M Melliush – Vicar of St Paul's Church, Ealing  
Mr D J Read  
Miss A Pambakian

Trustees are appointed by resolution of the existing trustees. Newly appointed trustees are advised by the existing trustees of their legal duties and responsibilities and where necessary training is provided.

The Management Committee who assist with the running of the playschool are:

#### *Chair:*

Rev M Melliush (Trustee)

#### *Secretary:*

Mr D J Read (Trustee)

#### *Treasurer:*

Mr A Philips

# ST PAUL'S COMMUNITY PLAY-SCHOOL

## TRUSTEES' REPORT

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### REVIEW OF THE YEAR AND FUTURE PROSPECTS

We began 2020 with a full staff team, having welcomed Niroshini Kamalraj, a level 2 qualified practitioner. We also had an expected number of children, having continued to welcome new children through the previous autumn term. The vast majority of new enrolments continue to come from personal recommendations from family, friends and neighbours.

As news of the global pandemic spread we had to take the decision to close in March 2020. In line with government guidance settings were only to remain open for children of key workers or vulnerable children and we did not have the demand to stay open. Bri L'Hostis continued in her role as children and families pastor while the remaining Playschool staff were furloughed.

In June 2020 we were able to reopen welcoming 2 small 'bubbles' of our older 3 year olds, bringing 3 members of staff back to work. The bubbles were led by Bri L'Hostis and Rebecca Myhan and supported by Meri Karapetian and Niroshini Kamalraj. So began a new regime of enhanced cleaning and social distancing.

We were able to hold a small summer party for the children with bouncy castle and home-made piñatas but had to arrange socially distanced meetings with families individually to say goodbye.

We sadly also said goodbye to Bri L'Hostis at the end of the summer term as she left both her role at the church and at Playschool and Rebecca Myhan took over as Playschool manager.

As we had been unable to welcome families during the summer term we began the autumn term with very low numbers meaning that Arpik Tchegrakian and Sarah Theobalds remained on furlough for some of their days. They were able to return to their normal hours after the half term break as more children had enrolled. Edna Daniel took the decision not to return from furlough. Meri Karapetian will be increasing her hours in the New Year as we continue to receive enquiries and welcome more children.

As part of the Covid restrictions, parents have not been able to come into the setting. We have therefore developed the use of the facility in Tapestry, our online learning journal, to share observations with parents. All children have at least one observation per week and parents are able to log in and see what their children have been doing at Playschool that week. Some parents have also made use of the option of adding their own photos, sharing what the children have been doing at home. With increased communication via email and continuing to offer parents socially distanced meetings with their child's key person we have been able to maintain our partnership with parents.

Settling in sessions initially posed a challenge. We have developed a system of welcoming new families into the outside space for up to half an hour before the other children arrive. This has been working well and all the children coming into the setting by themselves has had great benefits for developing their self-help skills and independence.

We were able to end the year with a socially distanced visit from Santa as he stopped at the gate. Looking ahead we will be learning from the Early Adopter schools who have been working with the revised Early Years Foundation Stage framework which will be rolled out to all children in the Early Years from September 2021. We will continue to provide a safe, caring, nurturing, Christian environment where children learn through play and make their first friends.

### RISK MANAGEMENT

The trustees have reviewed the charity's exposure to major risks and accordingly have established systems to mitigate them.

### RESERVES POLICY

The unrestricted fund represents the free reserves of the charity which currently equates to approximately six/seven months operating expenditure. The trustees are keen to maintain the reserve at this level to ensure any unforeseen costs can be covered without having to raise fees. As at December 2020 unrestricted funds stood at £30,281 (2019: £27,019).

## ST PAUL'S COMMUNITY PLAY-SCHOOL TRUSTEES' REPORT

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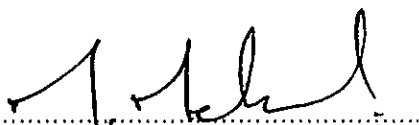
### INDEPENDENT EXAMINER

The independent examination has been performed by Mr G B Bonds FCA CTA of Buchanan Bonds Ltd, Chartered Accountants & Chartered Tax Advisers, 39 Braehead Crescent, Stonehaven, Aberdeenshire AB39 2PP.

### BANKING SERVICES

Banking services are provided by Santander, 4-8 Bond Street, Ealing, London W5 5AE.

This report was approved by the Management Committee on .....18/10/21..... and signed on its behalf.



Rev Mark Melliush  
Trustee

# ST PAUL'S COMMUNITY PLAY-SCHOOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

### ST PAUL'S COMMUNITY PLAYSCHOOL

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> December 2020 which are set out on pages 5 to 7.

#### RESPECTIVE 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 charity's accounts carried out under section 145 of the 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or

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.



Graham Bonds FCA CTA  
 Buchanan Bonds Ltd.  
 Chartered Accountants &  
 Chartered Tax Advisers  
 39 Braehead Crescent  
 Stonehaven  
 Aberdeenshire AB39 2PP

Date 21-10-2021

**ST PAUL'S COMMUNITY PLAY-SCHOOL**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Designated Fund £	General Fund £	Restricted Funds £	Y/E 31/12/2020 £	Y/E 31/12/2019 £
<b>Receipts:</b>					
<b>Receipts from charitable activities:</b>					
Fees (net of refunds)	-	18,840	-	18,840	32,300
<b>Receipts from generated funds:</b>					
Funding from London Borough of Ealing	-	12,088	-	12,088	15,479
Donations from St Paul's PCC	-	3,500	-	3,500	1,750
Milk refunds (net of costs)	-	-	-	-	-
Fundraising initiatives and events (net of costs)	-	63	-	63	680
<b>Other</b>					
CJRS furlough grants	-	7,389	-	7,389	-
<b>Total receipts</b>	-	41,880	-	41,880	50,209
<b>Payments:</b>					
<b>Charitable activities - playschool costs:</b>					
Staff costs including employer's NIC	-	(25,832)	-	(25,832)	(29,642)
Donations to St Paul's PCC (see note 2)	-	(6,480)	-	(6,480)	(6,480)
Staff training	-	-	-	-	-
Toys, equipment and resources etc	-	(283)	-	(283)	(952)
Repairs and maintenance	-	-	-	-	-
Milk (net of receipts)	-	-	-	-	-
Rent and services paid to St Paul's PCC	-	(3,500)	-	(3,500)	(5,250)
<b>Support costs:</b>					
Ofsted and PLA registration fee and insurance	-	(530)	-	(530)	(525)
General administration costs	-	(793)	-	(793)	(474)
Advertising	-	-	-	-	(30)
Cleaning	-	(600)	-	(600)	(900)
<b>Governance costs:</b>					
Independent examiner's fee	-	(480)	-	(480)	(420)
	-	(38,498)	-	(38,498)	(44,673)
<b>Assets purchases:</b>					
Purchase of tangible fixed assets	-	(120)	-	(120)	(229)
<b>Total payments</b>	-	(38,618)	-	(38,618)	(44,902)
<b>Net Payments</b>	-	3,262	-	3,262	5,307
<i>Cash and Bank Balances at 31 December 2019</i>	-	27,019	-	27,019	21,712
<b>Cash and Bank Balances at 31 December 2020</b>	-	30,281	-	30,281	27,019

Notes 1 to 3 form part of these accounts

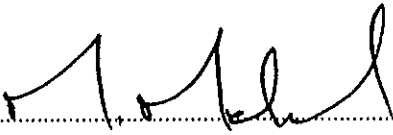
**ST PAUL'S COMMUNITY PLAY-SCHOOL**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Designated Fund £	General Fund £	Restricted Funds £	Y/E 31/12/2020 £	Y/E 31/12/2019 £
<b><u>Cash Funds:</u></b>					
Bank and cash balances					
Bank accounts	-	30,281	-	30,281	27,018
Petty cash	-	-	-	-	1
	-	30,281	-	30,281	27,019
<b><u>Other Monetary Assets:</u></b>					
Other taxes (PAYE)	-	-	-	-	-
Outstanding fees paid post year	-	-	-	-	-
	-	-	-	-	-
<b><u>Liabilities - current:</u></b>					
Other taxes (PAYE)	-	-	-	-	-
Independent examiner's fees	-	(480)	-	(480)	(480)
	-	(480)	-	(480)	(480)

**Other Assets - retained for charity's own use:**

Toys and play equipment - insured value £10,000.

These accounts were approved by Management Committee on 18/10/21 and signed on their behalf.

  
 .....  
 Rev Mark Melliush  
 Trustee

**ST PAUL'S COMMUNITY PLAY-SCHOOL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**1. BASIS OF ACCOUNTING**

A receipts and payments account and a statement of assets and liabilities has been produced in accordance with the Charities Act 2011 and the Charity (Accounts Reports) Regulations 2008.

**2. STAFF COSTS**

	Y/E 31/12/2020 £	Y/E 31/12/2019 £
Total payroll costs including social security costs	<u>25,832</u>	<u>29,642</u>

The average monthly number of employees during the period was 5 (2019: 7).

During the year no trustee received any remuneration. No expenses (resources) were reimbursed to trustees (2019: £nil to no trustees).

The sum of £6,480 (2019 - £6,480) is paid to St Paul's PCC to cover part of the Playschool Manager's salary, formerly the role was undertaken by the Children's & Families Pastor. The Playschool Manager is employed by St Paul's PCC.

**3. DESIGNATED FUND - The Resources and Equipment Fund**

The designated fund, which has been set aside out of the unrestricted fund by the trustees, is to be used to aid the purchase of toys and other resources and equipment.