



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	April	2020		05	April	2021

## Section A Reference and administration details

Charity name

Collaton St Mary Pre-School

Other names charity is known by

Registered charity number (if any) 1164816

Charity's principal address

The Parish Rooms

Blagdon Road, Collaton St Mary

Paignton, Devon

Postcode

TQ3 3YA

### 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	Michann Stacey	Chair		
2	Susan Smith	Treasurer		
3	Helen Seaman			
4				
5				
6				
7				
8				
9				
10				
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)	PLA Constitution
How the charity is constituted (eg. trust, association, company)	Our Trustees comprises 3 trustees and we adopt the Early Years Alliance (Preschool Learning Alliance) constitution.
Trustee selection methods (eg. appointed by, elected by)	Our AGM is held each year at the beginning of the Summer Term

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>We have safeguarding and recruitment policies in place which are reviewed and amended annually. Prior to employment or to a trustee taking up their role, Disclosure and Barring checks and carried out.</p> <p>Collaton St Mary Pre-School is a member of the Early Years Alliance previously Pre-School Learning Alliance. We have close links with Torbay Early Years Childcare and Advisory Service.</p> <p>We have close links with several local schools who our children feed into, in particular Collaton St Mary C of E Primary School, Roselands Primary, White Rock Primary, Marldon C of E Primary School and Berry Pomeroy Parochial C E Primary School.</p> <p>Policies and general practice is reviewed by the Trustees at meetings. All Trustees give their time on a voluntary basis.</p>
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## Section C Objectives and activities

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

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

We provide appropriate play in a stimulating environment with more targeted activities for those children who may require extra support.

**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)**

We offer high quality sessional and full day care which is available for up to thirty children per session. The children can start at the beginning of the term after they will be two years old and stay with us until they leave for school.

We follow the guidelines of the Early Years Foundation Stage and aim through play to offer each child the opportunity to expand their experiences of the world, gain knowledge and skills by broadening their horizons and ensuring that they are equipped with the necessary skills to cope with moving on to school.

We provide extra targeted activities around Speech and Language through the BLAST programme, small group activities and individual 1:1 reading sessions to help and encourage those children who may need a little more support.

We have unfortunately been unable to continue our intergenerational weekly visits with some of the residents of our local residential complex but have remained in contact via cards and gifts at Christmas and Easter which was greatly appreciated by the residents.

It is our intention to make our pre-school genuinely accessible to children and families from all sections of the local community.

**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.

We always have great support from our parents and their extended families. Unfortunately, due to Covid their support has had to be limited to just fundraising events such as buying cakes in support of specific projects.

Any other funds raised are used for future projects such as improving play facilities in outside area, increasing our growing area and continuing to purchase new books for our lending library and developing our Speech and Language resources to promote children's language skills.

## Section D

## Achievements and performance

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

This year the Pre-School was due to provide sessions to a maximum of 50 children in the summer term. However due to Covid we had only 3 children attend during the first half term, these were children with either 2 key worker parents or on our vulnerable child list. This increased to 8 in the second half of the term as more parents were required to return to work.

From Easter we provided themed activity packs every 2-3 weeks for all of those children who were at home. The packs were delivered to the child's home and contained a variety of activities that were age related. These were well received by the parents. We created a parents' only page on our website where parents could log in and keep up to date with any news and also send in photos of their children either doing the activities, we had sent them, or sharing with us things they had been doing at home with their families. We were very pleased with the response and received over 400 photographs.

As always, the number of children increases from September through to July, 30 children left to go to school July 19.

Staff continue to attend training throughout the year although this was restricted to Zoom meetings, with key staff attending Managers, Safeguarding and SEND Forums.

The Autumn term saw us return to relatively normal levels of attendance, although some parents preferred to keep their children at home and a few of the children that were due to start with us in September deferred until January. Staff worked diligently to ensure that the Pre-School maintained all the necessary hygiene and safety procedures for us to operate safely.

Once open again, our book library has continued to grow in popularity with over half of the children borrowing books. BLAST sessions resumed as did our small group reading or activity sessions. We are continuing to notice an increase in confidence in the children taking part in these activities.

We continued to use our outside play area including our wildlife area. Our greenhouse has again been in constant use in the early spring with lots of seeds being sown. We now have our Level 1 RHS School Gardening award and are planning activities for level 2.

Fundraising events:

These have been very limited this year as we have been unable to have any events where we can invite parents into the setting. We have however sold cakes and had other activities where parents have been generous with their contributions.

## Section E

## Financial review

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

The Pre-School holds funds in case of forced redundancy; this has been calculated using the HM Revenue calculator.

**Details of any funds materially in deficit**

None

**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.

Our funding is mainly through fees for the children's sessional times. This is made up of local authority funding for up to the statutory 15 hours of entitlement for children over 3, up to 30 hour entitlement for those children whose parents qualify, and also those children eligible to receive 2 year old funding. We also receive fees paid by parents for hours attended above this or for children not receiving entitlement funding. For those children who have extra needs we are also able to apply for Alfey funding to pay for extra resources including more staff support.

As previously mentioned, we have been unable to have a usual fundraising activities but those we have held have been well supported.

**Section F**

**Other optional information**

Our aim is to continue to provide high quality care and education for children from 2 – 5 years.

**Section G**

**Declaration**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	MICHANN STACEY	
<b>Full name(s)</b>	Michann Stacey	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	22/01/2022	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Collaton St Mary Pre-School

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
06/04/2020

To

Period end date  
05/04/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Government funding	89,746	-	-	89,746	-
Parents fee payments	12,102	-	-	12,102	-
Deprivation funding	2,852	-	-	2,852	-
Alfey funding	-	-	-	-	-
Fundraising	70	-	-	70	-
Donation	10	-	-	10	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	104,780	-	-	104,780	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	104,780	-	-	104,780	-
<b>A3 Payments</b>					
Salaries/PAYE	79,792	-	-	79,792	-
Pension	3,268	-	-	3,268	-
Rent	5,550	-	-	5,550	-
Phone/IT/Stationery/Website	2,738	-	-	2,738	-
Insurance/Ofsted/ICO	35	-	-	35	-
Consumables	1,856	-	-	1,856	-
Equipment/Maintenance	2,730	-	-	2,730	-
Miscellaneous	356	-	-	356	-
Clear Books	250	-	-	250	-
Bank Charges	84	-	-	84	-
DBS/Training	138	-	-	138	-
Video Licence	145	-	-	145	-
Trips	36	-	-	36	-
<b>Sub total</b>	96,978	-	-	96,978	-
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	96,978	-	-	96,978	-
<b>Net of receipts/(payments)</b>	7,801	-	-	7,801	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	51,309	-	-	51,309	-
<b>Cash funds this year end</b>	59,111	-	-	59,111	-

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Office equipment	Unrestricted	-	-
	Furniture	Unrestricted	-	-
	Stationery	Unrestricted	-	-
	Equipment including toys	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Susan Smith	SUSAN SMITH	15/01/2022	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Collaton St Mary Pre-School

**On accounts for the year  
ended**

5<sup>th</sup> April 2021

**Charity no  
(if any)**

1164816

**Set out on pages**

1,2

**Respective  
responsibilities of  
trustees and examiner**

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

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. The charity's gross income did not exceed £250,000.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 material matters have come to my attention 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.

**Signed:** CORBYN MATTHEWS CROW

**Date:** 31/01/2022



**Name:** Corbyn Matthews Crow

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

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**Address:** 50 Shorton Valley Road

Paignton

TQ3 1RB

## 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