

**ST PAUL'S COMMUNITY PLAY-SCHOOL**

**Charity No. 1032274**

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2021**

# 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 2021 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 2021 still working with many of the challenges and restrictions due to Covid. Increased cleaning, removal of some resources and rotation of others meant we were still able to offer a variety of activities to support children's learning and development across the 7 areas of learning in the EYFS.

2021 also saw some staffing challenges as staff and their families were also affected by Covid. With staff swapping sessions and bank staff providing cover we were able to remain open at all times.

We continued to offer settling in sessions in our outside space and found that children have been able to settle without their parents/carers coming in with them and they have quickly grown in independence; hanging up their coat and bag, washing hands etc..

The Spring term saw Rebecca attending some intensive training on Cultural Competence and Challenging Disproportionality as part of Ealing's No Learner Left Behind programme. Along with safeguarding, race equity is now a standing agenda item at our staff planning meetings and we have looked at raising awareness of our own unconscious bias. We join with St Paul's Church commitment to becoming anti-racist.

With reduced contact with parents we continued to make full use of the online learning journal Tapestry to maintain a strong parent partnership, with parents able to log in and see a snapshot of the activities their children have been engaged in each week.

In the Summer term there was further training around the revised statutory framework. We were also able to welcome children and families to a socially distanced outdoor picnic to mark the end of the academic year.

In the Autumn term we welcomed Georgina to the team. She came with a wealth of experience in caring and childcare roles and is undertaking her level 3 early years educator qualification through an apprenticeship scheme.

We also said Goodbye to Sarah as she joined NHS occupational therapy team.

September saw the implementation of the revised Early Years Statutory Framework. As a team we spent some time looking at our curriculum and pedagogy and use the 3Is: intent, implementation and impact to inform our planning.

Some staff updated their safeguarding training and Rebecca and Meri undertook a safeguarding audit.

November saw us joining with some of St Paul's church staff team for First Aid training meaning that all Playschool staff have a certificate in paediatric first aid.

We were able to end the year with a socially distanced nativity in the church and a video link from Santa!

In 2022 as part of the Ealing Quality Partnership we will be welcoming the Early Years Adviser to Playschool for a routine visit.

We are also hopeful that some lifting of Covid restrictions will mean that we can gather with families for some fundraising activities.

### 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 2021 unrestricted funds stood at £31,132 (2020: £30,281).

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

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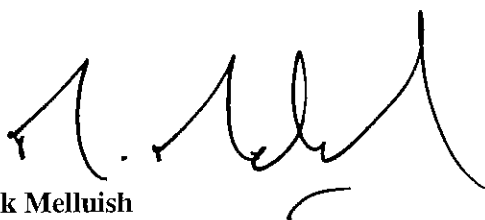
### INDEPENDENT EXAMINER

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 .....07/09/2022..... and signed on its behalf.

A handwritten signature in black ink, appearing to read 'M. Melliush', with a stylized flourish at the end.

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 2021 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

14-9-2022

**ST PAUL'S COMMUNITY PLAY-SCHOOL**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

|   | Designated<br>Fund<br>£ | General<br>Fund<br>£ | Restricted<br>Funds<br>£ | Y/E<br>31/12/2021<br>£ | Y/E<br>31/12/2020<br>£ |
|---|-------------------------|----------------------|--------------------------|------------------------|------------------------|
| <b><u>Receipts:</u></b>                           |                         |                      |                          |                        |                        |
| <b>Receipts from charitable activities:</b>       |                         |                      |                          |                        |                        |
| Fees (net of refunds)                             | -                       | 24,612               | -                        | <b>24,612</b>          | 18,840                 |
| <b>Receipts from generated funds:</b>             |                         |                      |                          |                        |                        |
| Funding from London Borough of Ealing (LBE)       | -                       | 16,931               | -                        | <b>16,931</b>          | 12,088                 |
| Donations from St Paul's PCC                      | -                       | 5,250                | -                        | <b>5,250</b>           | 3,500                  |
| Fundraising initiatives and events (net of costs) | -                       | -                    | -                        | -                      | 63                     |
| <b>Other</b>                                      |                         |                      |                          |                        |                        |
| CJRS furlough grants                              | -                       | -                    | -                        | -                      | 7,389                  |
| <b>Total receipts</b>                             | -                       | <b>46,793</b>        | -                        | <b>46,793</b>          | <b>41,880</b>          |
| <b><u>Payments:</u></b>                           |                         |                      |                          |                        |                        |
| <b>Charitable activities - playschool costs:</b>  |                         |                      |                          |                        |                        |
| Staff costs including employer's NIC              | -                       | (28,067)             | -                        | <b>(28,067)</b>        | (25,832)               |
| Donations to St Paul's PCC (see note 2)           | -                       | (7,290)              | -                        | <b>(7,290)</b>         | (6,480)                |
| Staff training and welfare                        | -                       | (1,189)              | -                        | <b>(1,189)</b>         | -                      |
| Toys, equipment and resources etc                 | -                       | (486)                | -                        | <b>(486)</b>           | (283)                  |
| Repairs and maintenance                           | -                       | -                    | -                        | -                      | -                      |
| Rent and services paid to St Paul's PCC           | -                       | (5,250)              | -                        | <b>(5,250)</b>         | (3,500)                |
| <b>Support costs:</b>                             |                         |                      |                          |                        |                        |
| Ofsted and PLA registration fee and insurance     | -                       | (538)                | -                        | <b>(538)</b>           | (530)                  |
| General administration costs                      | -                       | (553)                | -                        | <b>(553)</b>           | (793)                  |
| Advertising                                       | -                       | (50)                 | -                        | <b>(50)</b>            | -                      |
| Cleaning  | -                       | (900)                | -                        | <b>(900)</b>           | (600)                  |
| <b>Governance costs:</b>                          |                         |                      |                          |                        |                        |
| Independent examiner's fee                        | -                       | (480)                | -                        | <b>(480)</b>           | (480)                  |
|   | -                       | <b>(44,803)</b>      | -                        | <b>(44,803)</b>        | <b>(38,498)</b>        |
| <b>Assets purchases:</b>                          |                         |                      |                          |                        |                        |
| Purchase of tangible fixed assets                 | -                       | (1,139)              | -                        | <b>(1,139)</b>         | (120)                  |
| <b>Total payments</b>                             | -                       | <b>(45,942)</b>      | -                        | <b>(45,942)</b>        | <b>(38,618)</b>        |
| <b>Net Payments</b>                               | -                       | <b>851</b>           | -                        | <b>851</b>             | <b>3,262</b>           |
| <i>Cash and Bank Balances at 31 December 2020</i> | -                       | <b>30,281</b>        | -                        | <b>30,281</b>          | <b>27,019</b>          |
| <b>Cash and Bank Balances at 31 December 2021</b> | -                       | <b>31,132</b>        | -                        | <b>31,132</b>          | <b>30,281</b>          |

Notes 1 to 3 form part of these accounts

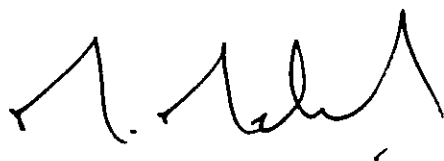
**ST PAUL'S COMMUNITY PLAY-SCHOOL**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

|                                      | Designated<br>Fund<br>£ | General<br>Fund<br>£ | Restricted<br>Funds<br>£ | Y/E<br>31/12/2021<br>£ | Y/E<br>31/12/2020<br>£ |
|--------------------------------------|-------------------------|----------------------|--------------------------|------------------------|------------------------|
| <b><u>Cash Funds:</u></b>            |                         |                      |                          |                        |                        |
| Bank and cash balances               |                         |                      |                          |                        |                        |
| Bank accounts                        | -                       | 31,132               | -                        | <b>31,132</b>          | 30,281                 |
|                                      | -                       | 31,132               | -                        | <b>31,132</b>          | 30,281                 |
| <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)                | -                        | <b>(480)</b>           | (480)                  |
|                                      | -                       | (480)                | -                        | <b>(480)</b>           | (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 07/09/2022 and signed on their behalf.



Rev Mark Melliish  
Trustee

**ST PAUL'S COMMUNITY PLAY-SCHOOL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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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   | Y/E           |
|---|---------------|
| 31/12/2021  | 31/12/2020    |
| £   | £             |
| Total payroll costs including social security costs |               |
| <b>28,067</b>                                       | <b>25,832</b> |

The average monthly number of employees during the period was 5 (2020: 5).

During the year no trustee received any remuneration. No expenses (resources) were reimbursed to trustees (2020: £nil to no trustees).

The sum of £7,290 (2020 - £6,480) is paid to St Paul's PCC to cover part of the church's Children's & Families Pastor salary who is actively involved in the running of the playschool.

**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.