



Trustees' Annual Report for the period

Period start date			Period end date		
From	06	April	To	05	April
		2017			2018

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode	<input type="text" value="TQ3 3YA"/>
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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 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)

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.

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.

Collaton St Mary Pre-School is a member of the Pre-School Learning Alliance. We have close links with Torbay Early Years Childcare and Advisory Service.

We have close links with several local schools who our children feed into, in particular Collaton St Mary C of E Primary School and Berry Pomeroy Parochial C E Primary School.

Policies and general practice is reviewed by the Trustees at meetings. All Trustees give their time on a voluntary basis.

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 to help and encourage those children who may need a little more support.

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

We had been running a Toddler and Mums group but due to numbers falling we have decided to close for the time being but hope to start it up again in Spring 2019.

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, whether it be volunteering to help with our Forest School sessions, collecting supermarket vouchers, or attending our fundraising events and parents' evenings.

We have started to have an annual sponsored bounce which has helped to fund our Forest School sessions.

Any other funds raised are used for future projects such as improving play facilities in outside area, or new books for a lending library.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

This year the Pre-School provided sessions to a maximum of 55 children in the summer term. As always the number of children increases from September through to July when 25 children left to go to school.

Staff continue to attend training throughout the year, this includes: Safeguarding, First Aid, Speech and Language networks, and key staff attend Managers, Safeguarding and SEND Forums.

Our 3 end of term afternoons and Sports afternoon with picnic were as always very well attended by parents, grandparents and friends.

Once again we were really please to have every parent attend our termly parents evenings.

We are also very pleased with how many of our children use our Book Library, this was a resource set up to enable children to borrow books without having to visit the local library which is a car/bus ride away. We have now developed a special area where we can take children for quiet one to one or small group reading or activity sessions. This has proved both popular and successful in improving confidence.

Our outside play area with the wild life area continues to be used extensively allowing the children more experiences. Our greenhouse has been in constant use growing sunflowers and this year we have grown two sorts of beans.

We have also taken our older children into a local woodland area to take part in Forest School activities for which our Supervisor has been trained. This is always a very popular activity and looked forward to with much anticipation by the children and the parent helpers.

Fundraising events:

We have had another successful year raising funds for new equipment. Parents have again been generous, buying cakes and raffle tickets at our 3 end of term afternoons, our sports afternoon and picnic was again popular and very well attended with generous donations. Our biggest money raiser was our sponsored bounce which we made into a fun afternoon for the families.

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.

As previously mentioned, we have several regular fundraising events which are always well supported by parents and friends of the Pre-School. At the end of each term we sell teas and hold a raffle, we have a sports afternoon and now have started to have an annual sponsored bounce.

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

Signature(s)	M. Stacey	
Full name(s)	MUCHANN STACEY	
Position (eg Secretary, Chair, etc)	CHAIR PERSON	
Date	18-1-19	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Collaton St Mary Pre-School
1164816

No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	06/04/2017		05/04/2018

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 £
A1 Receipts					
Government funding	84,675	-	-	84,675	62,327
Parents funding	20,671	-	-	20,671	20,121
Toddler Group	312	-	-	312	377
Fundraising	548	-	-	548	369
Deprivation funding	4,278	-	-	4,278	3,568
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	110,483	-	-	110,483	86,762
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	110,483	-	-	110,483	86,762
A3 Payments					
Salaries / PAYE	83,763	-	-	83,763	86,910
Pension	258	-	-	258	-
Rent	5,550	-	-	5,550	3,700
Phone-Stationery-IT	2,450	-	-	2,450	2,543
Ofsted/Insurance/VideoLicence	202	-	-	202	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	92,224	-	-	92,224	93,153
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	92,224	-	-	92,224	93,153
Net of receipts/(payments)	18,259	-	-	18,259	- 6,391
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	18,259	-	-	18,259	- 6,391

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 £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	18,259	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computers and Office Equipment	Unrestricted	-	-
	Furniture	Unrestricted	-	-
	Toys and Equipment	Unrestricted	-	-
	Stationery	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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
M Stacey	MICHAEL STACEY	18-1-19

Independent Examiner's Report 6th April 2017 – 5th April 2018

17th August 2018

To the Trustees of Collaton St Mary Pre-School,

In accordance with the Charity Commission's guidelines, I have completed an independent review of Collaton St Mary Pre-School's accounts and have found them to be in order.

There remains a clear system for documenting the charity's finances, and random checks were conducted to ensure that receipts could be produced to support the entries on the account spreadsheet.

With no outstanding invoices, Collaton St Mary does not face any imminent problems regarding their finances. However, a clear expectation for a charity of this type is that there is a reserves policy and sufficient reserves to ensure the charity is able to face events such as redundancies. It would be encouraging to see both a policy and a reserve emerge during the next financial year. It would also be good practice for trustees to sign the charity's bank statements so that the records demonstrate a clear sense of the finances being checked on a regular basis by those responsible for doing so.



Corbyn Matthews Crow

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