

Trustees' Annual Report for the period

		Period start date			To	Period end date		
From		01	09	2017		31	08	2018

Section A Reference and administration details

Charity name Mere Green 0-5

Other names charity is known by

Registered charity number (if any) 1019905

Charity's principal address Mere Green Library & Community Centre

30A Mere Green Road

Sutton Coldfield

Postcode

B75 5BT

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	Gemma Darlow	Chair		Family members of Mere Green 0-5 (parents/carers who attend Mere Green 0-5 Pre-School and/or Mere Green 0-5 Stay & Play group) elect the Management Committee members (trustees).at the AGM by majority vote.
2	Jill Noor	Treasurer		
3	Helen Holdsworth	Secretary		
4	Jenny Marsh		01/09/16 – 20/08/18	
5	Nina Pole			
6	Nancy Blackmore			
7	Laura Forrester			
8	Tracey Morris		01/09/18 – 20/08/18	
9	Elizabeth Sutera		08/03/18 onwards	
10	Tony Sutera		08/03/18 onwards	
11				Up to 3 further co-opted committee members can be join the management committee part way through the year. They are accepted onto the committee by a committee member vote at a regular committee meeting.
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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)

Jenny Marsh (Pre-School Manager)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated August 2016
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Trustees elected by members vote at AGM or up to 3 co-opted members voted in by current trustees.

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 follow the Pre-School Learning Alliance Constitution and tend to follow their policies and procedures for recruitment and training

The pre-school is managed by the management committee which is made up of parents and carers of children who use or have used the charities services, who volunteer to this role. The management committee employ paid qualified staff to run the pre-school and stay & play group.

We are registered with OFSTED and are regularly inspected. We were rated outstanding at our last inspection in April 2014

Systems, policies and procedures are reviewed and updated as required.

Risk assessments are carried out for all eventualities. Decisions and policies are made and cascaded to all staff and parents/carers.

Section C Objectives and activities

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

The aim of Mere Green 0-5 is to enhance the development and education of pre-school age children, by providing a safe environment in which to learn and play.

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)

Mere Green 0-5 runs a preschool playgroup open to children from the age of 2 to 5. This operates every morning, Monday to Friday, with additional sessions on Wednesday and Friday afternoons for children in the pre-school year.

We also run a Stay & Play group with sessions open to children from 0-3 and their parents/carers.

Mere Green 0-5 promotes early education in line with the Early Years Foundation Stage profile and has been rated as outstanding by OFSTED.

In setting our objectives and planning our activities our trustees have given careful consideration to the charity commissions general guidance on public benefit.

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 are successfully operating with an elected committee of volunteer members.

Government Early Education Entitlement Funding enables us to employ staff who work closely with the committee to provide an OFSTED outstanding community pre-school.

Volunteers work closely with staff to provide a safe stimulating environment for all children and adults. Together, volunteers and staff, continually evaluate and grow to ensure the setting provides the very best care for the children, their families and the community.

Summary of the main achievements of the charity during the year

Fundraising events during the year raised: £2,701.53

Stay & Play sessions have continued to very popular and some weeks the service has to turn people away because the room is at capacity. Attending toddler sessions such as ours helps to teach children the types of routines they will encounter at school, as well as given them a wide variety of play opportunities, including role play, messy play and physical play. This helps with cognitive development and social skills.

Two long standing senior members of staff retired during the 2017/18 year which meant much of the committee activities were spent reviewing how the setting is run and recruitment including a new pre-school manager.

Although headcounts were lower than usual in 2017/18 we continued to be a popular setting. We are proud of the wide range of play and learning activities provided at our preschool. We plan activities based upon the Early Years Foundation Stage Profile and the individual needs and interests of our children. We operate from a room within a community centre. As we don't have exclusive use of the room, we need to reinvent the space every day, which gives us an excellent opportunity to vary the activities we offer. We are fortunate to have a fantastic outdoor play area, provided from fundraising activity in past years. Our children have a wide range of activities they can undertake outside.

Behaviour at our sessions is generally excellent, which is testament to the structure of the sessions and our excellent staff. Our view, and that of their parents, is that when the children leave 0-5 to start school they are school ready, thanks to their experiences at Mere Green 0-5.

There have been no serious incidents to report during this period.

Section E Financial review

Brief statement of the charity's policy on reserves

We endeavour to maintain a reserve fund (cash funds) of 3 – 6 months average operating costs to protect Mere Green 0-5 against unforeseen expenses; fluctuations in demand for places; changes in government policy on early years funding and future projects. This also covers the costs that would be incurred should we cease to operate. At the end of this period our reserve account held funds of £30874. These funds are held in a separate reserve account.

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.

Our main source of funding is fees and charges for our services. This is supplemented by fundraising activity led by the management committee. This year we have held various fundraising activities including cake sales and nearly new sales.

Our main expenditure is staff costs and rent.

Our income for the year was £72,729, which makes us eligible for independent examination. This has been undertaken by Kathy O Donnell (BA HONS) FCCA MAAT DIFR and her report is attached below.

Section F Other optional information

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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)	Gemma Darlow	Jill Noor
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

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