



ST. MONICA'S PRE-SCHOOL

Trustees' Annual Report

1152590

Period start date			Period end date		
01	09	2017	31	08	2018
For the period					

Section A Reference and administration details

Charity name St Monica's Pre-School

Other names charity is known by N/a

Registered charity number (if any) 1152590

Charity's principal address St. Monica's Close

Appleton

Warrington

Postcode

WA4 3AG

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	Sue Banister	Chairperson	From 21.07.17	
2	Clare Horrocks	Vice Chairperson	From 09.07.18	
3	AJ Karwa	Treasurer		
4	Louise Leandro			

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)

Mrs Gillian Moss - Pre-School Leader

Miss Hayley McDonough - Pre-School Deputy

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution.

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO).

Trustee selection methods
(eg. appointed by, elected by)

The pre-school is a Charitable Incorporated Organisation (CIO) and is managed by a committee of charity trustees.

The trustees are appointed for a term of three years.

There are not less than 3 nor more than 7 appointed trustees at any given time.

Committee meetings are held at least half-termly to monitor the effectiveness of the pre-school, to ensure that it complies with its statutory obligations and to discuss and agree matters relating to its day-to-day management and ongoing development. All trustees give their time voluntarily and receive no remuneration or other benefits.

The Committee must include a parent representative and a member of the governing body of St. Monica's Catholic Primary School. The Pre-School Leader is not a trustee but has voting rights on all matters other than those relating to the role of the leader.

Individuals are selected for appointment as trustees based on their skills, knowledge and experience.

Each new appointed trustee receives a copy of the constitution, which clearly states the aims and objectives of the pre-school and a copy of the latest Trustees' Annual Report and Statement of Accounts.

Staff employed within the pre-school include: a Leader and Deputy (both full time members of staff), 1 full time Key Worker, 4 part time Key Workers, 2 part time Lunchtime Assistants and a part time Administrator. There is a nominated SENCO who liaises with parents, the Early Years Advisor and Children's Services on any children requiring additional support.

All staff receive regular training in accordance with the EYFS statutory framework. The Leader has recently completed a BA in Childhood and Professional Youth Studies at Chester university (Level6). All other Key Workers hold an appropriate NVQ Level3 qualification in Childcare.

This year, as well as refresher courses in core training such as Safeguarding, First Aid and Prevent, staff have also undertaken training in the following areas: Lockdown & Evacuation Procedures, Neurodevelopment Conditions in Early Years, Pro-Social Behaviour, Risk Assessments and GDPR Compliance.

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.

For all employment and/or trusteeship, we adhere to our Recruitment and Employment policy. Rigorous recruitment procedures ensure that we employ staff of the highest quality.

We follow Ofsted guidance on obtaining references and completing Disclosure and Barring Service (DBS) checks for all staff and volunteers who have unsupervised access to the children.

We provide a staffing ratio in line with the EYFS statutory framework to ensure that the children have sufficient individual attention and to guarantee quality care and education for all the children.

New staff members complete induction training during the first two weeks of employment where the individual must demonstrate understanding of and compliance with our policies, procedures, daily tasks and routines and they receive ongoing training in accordance with the EYFS statutory framework. Regular supervision by the Pre-School Leader, continuing professional development (CPD) and support of individual career paths maintain positive staff attitudes to work. The team also conduct regular peer observations.

There is a Risk Assessment policy in operation within the pre-school which is continually reviewed and updated accordingly. Daily risk assessments and health and safety checks are carried out jointly by the Pre-School Leader and Deputy to ensure that the setting is a safe and healthy place for children, parents, staff, visitors and volunteers. We also encourage the children to carry out their own risk assessment, both indoors and outdoors, to understand the need to stay safe at all times.

The pre-school is sited within St Monica's Catholic Primary School which is in a suburban area situated in the south of Warrington. It falls within the Roman Catholic Diocese of Shrewsbury and is part of Warrington Borough Local Education Authority.

It is a term-time only setting and is open from 8.45 am to 3.15 pm, Monday to Friday, for children from 3 years.

Flexible arrangements are in place for parents requiring out of school care either before and/or after the pre-school day through the primary school's after school club W.A.S.P.'s, which is an independent after school link club provider.

We are registered with OFSTED and are advised by the EYFS Team.

The pre-school is authorised to take in a maximum of 28 children per session.

Section C

Objectives and activities

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

To advance the education of children attending St Monica's Pre-School by providing and assisting in the provision of facilities for the daily care, recreation and education of such children.

To advance the education of the pupils at St Monica's Catholic Primary School by providing and assisting in the provision of facilities not required to be provided by the local education authority for education at the school.

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)

In planning our activities we continually refer back to our objective as a charity and keep in mind the Charity Commission's guidance on public benefit.

The pre-school has a dedicated room which is situated within the main school building in close proximity to the reception class. The rear access to the room is suitable for disabled access, with access also available through the school. There is also a well-resourced outdoor learning area which we share with the reception class. The addition of a sun shade canopy (November 2016), funded by a lottery grant awarded to the pre-school in June 2016, has meant the children are able to access the EYFS curriculum both indoors and outdoors throughout the year. Next year, we intend to add a retractable wind screen to the canopy to further enhance outdoor learning opportunities.

There are further opportunities for pre-school and reception children to work collaboratively in the form of EYFS assemblies, collective worship and joint nativity productions.

Our children are also encouraged to become involved in the extra-curricular activities organised by the Friends of St Monica's Primary School and the Parish Community so that they become an integral part of the wider community from an early age. These include regular fundraising events.

Pre-school children also have use of the school's dining hall which is used for the provision of school lunches and also for extra-curricular activities such as music, sport and movement.

The pre-school operates a Healthy Snack policy. Staff act as positive role models to encourage the children to adopt healthy lifestyles in the setting, by actively involving the children in making 'good choices' about the food they eat. Discussions help to develop the children's understanding of the types of food which keep our bodies healthy. Snacks are provided through the school's fruit scheme and are available for the children to enjoy during each session. Cold milk and water are also available. Any allergies and/or cultural issues are taken into consideration in the provision of snacks.

Pre-school children have the option of receiving a hot school dinner (prepared by the school's cook in accordance with Warrington MBC guidelines for the preparation of healthy school lunches) or bringing their own packed lunch. Our older, school ready children eat their lunch in the school's dining hall together with the children of the primary school. Our younger children eat their lunch in the pre-school room.

Our open Admissions policy makes the setting available to all and although the pre-school is predominately an English-speaking setting and reflects the catholic faith, children from all faiths and cultures are warmly welcome. We currently have English, Irish, Asian and Catalan families at pre-school. We use a variety of multi-cultural resources, posters and picture books to promote and encourage an awareness and acceptance of cultural diversity and we actively encourage all children to develop a positive self-image including their heritage arising from their race, ethnicity, language, religion, cultural traditions and home background. All of our children's cultural needs and beliefs are incorporated within the setting through the celebration of multi-cultural festivals and food tasting activities.

The pre-school staff together with parent volunteers, arrange regular fundraising events which are open to the pre-school, primary school and parish communities. This year, these have included Film Nights for the children, a Family Bingo Evening, a Family Disco, a Family Coffee Morning, a Sponsored Walk and a Family Royal Wedding Celebration.

A total of £2,108 was raised this year which has been used to purchase some indoor Outlast wooden building blocks. The remainder of the funds were used to pay for a 10 week block of Irish dancing lessons for the children.

Also, this year we established close links with the neighbouring care home, Brampton Lodge, whereby a small group of our pre-school children visited the care home as an ongoing project to enjoy music and craft activities with some of their residents. This has been proved very successful and we are keen to continue with this initiative next year.

Additional details of objectives and activities (Optional information)

The curriculum provision within the pre-school is in line with the EYFS statutory framework.

Each child is allocated a key worker upon entry into the pre-school to ensure consistency and enable good working relationships to be established between staff, children and parents. This allows the key worker to develop a good understanding of the child's needs and to plan effectively for them to be met, in collaboration with their parents and other pre-school staff.

Planning is child centred and is significantly influenced by the current interests of the children in the setting and their home. Weekly staff briefing meetings are held in order to discuss, evaluate and amend the plans accordingly.

Children's individual tracking documents are annotated regularly, and each child's learning journal is completed weekly. This year, we introduced Tapestry (an On-Line Learning Journal) enabling families secure access to their child's learning journal throughout the school year.

The whole staff team work together to provide a stimulating environment in which children learn and develop. Through a broad balanced curriculum, children are encouraged to develop a positive self-identity taking on roles within their key worker groups to increase their independence and self-esteem.

All staff model and promote the characteristics of effective learning understanding the importance of each child's individual method of learning. Key workers differentiate activities to suit the needs of children in their key groups.

Evidence is collected through regular observations of the children's play and learning and through photographic evidence.

The Pre-School Leader collates the tracking information from Tapestry and submits it to the Local Authority.

Tracking data is used to assess the progress of children and

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

the professional development of staff. This enables informed planning decisions to be made for children's next learning development opportunities and agendas for staff supervision meetings.

The pre-school acknowledges that continued communication with parents is essential and is committed to forming effective partnerships with them to enable each child to develop to his /her full potential.

We operate an 'open-door' policy whereby parents are able to make contact with a member of the team at any time of the pre-school day.

We also encourage parents to observe their own children at home and report their findings either by completing a "Star Moment" which is then shared and displayed within the pre-school room or by uploading evidence directly onto their child's learning record in Tapestry.

Parents are keen to be involved in their child's learning and this is evident in the high attendance at such organised events as the New Parents Evening during the Autumn term, the joint EYFS Evening with the Reception class during the Summer term and the various parent/teacher workshops and consultations we arrange on such subjects as transition, numeracy and literacy.

A comprehensive newsletter is issued to parents half-termly and we have our own website (currently being updated) and a secure social media page which we also use as a means of communication with parents.

We also hold half-termly Stay & Play Sessions where we invite existing and prospective new families to come along and spend some time with their children in our setting. This not only gives parents an insight into the kind of activities on offer for their children, but it provides another opportunity for them to get to know their key worker better and to interact with other families within their cohort.

All who come into contact with the pre-school comment positively about the setting, staff and children. Pre-school staff act as positive role models at all times and behaviour is

managed in a calm, consistent and positive manner. This ensures that boundaries and routines are set in an environment in which the children feel secure and happy.

We have a very positive attendance record which demonstrates that children feel safe and secure in the setting and are happy and confident to leave their parents and access their independent play.

In March 2016, we were awarded an Ofsted rating of **"Outstanding in All Areas"**. In order to maintain these standards, we are constantly reviewing our practices and reflecting on where improvements can be made.

Summary of the main achievements of the charity during the year

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

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.

Brief statement of the charity's policy on reserves

An amount of £11,000 has been ring-fenced to fund the estimated exit costs, including staff redundancy costs, in the unlikely event of closure. This is reviewed annually.

In addition to this, we aim to hold unrestricted cash reserves of at least £10,000. These funds are held to meet one month's financial obligations and any unforeseen expenditure that may occur.

Any surplus monies are used to purchase further resources for the children and/or fund our ongoing maintenance plan which covers both our dedicated room and our shared outdoor play area. This benefits the children and families of both the Pre-School and Primary School.

Details of any funds materially in deficit

Not applicable.

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.

The Pre-School's main source of income is the Early Years Funding provided by Local Authority.

This funding is available to all children, from the school term after their third birthday, and currently equates to 15 hours per week up to a maximum of 570 hours per annum. In September 2017, the Government introduced a new initiative to increase the funding for working, eligible parents to 30 hours per week up to a maximum of 1,140 hours per annum.

This year, the pre-school opted to offer full time funded places (ie 30 hours per week) to all eligible parents across all sessions and this resulted in a 20% increase in income.

The pre-school also receives income from non-funded sessions (ie additional sessions attended in excess of the 15/30 hours per week) which are optional and are invoiced termly and paid for by parents.

The funding covers the cost of running the setting. The main costs are staffing, rent, insurance, professional services (including an external payroll provider), training

and resources.

The pre-school relies on fundraising, organised by staff and parent volunteers to fund all other enrichment activities.

The pre-school has opted to prepare accounts on the Receipts and Payments basis. The financial year end is 31st August.

The accounts disclosed for the period ending 31/08/18 include all financial transactions from 01/09/17 to 31/08/18. During this period, the pre-school made a profit of £17,381 mainly due to increased session numbers as a result of the Government's initiative to offer eligible parents up to 30 hours free childcare per week.

The surplus funds will be used to complete a refurbishment of our shared outdoor play area, including the addition of a retractable wind screen to further enhance outdoor learning opportunities, to purchase additional teaching and learning resources for the children and to replace some of the older equipment in our dedicated pre-school room.

Section F

Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>S Banister</i>	
Full name(s)	Sue Banister	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	23/5/19	

Other optional information



ST. MONICA'S PRE-SCHOOL

1152590

Receipts and Payments Accounts

For the period from	01/09/2017	to	31/08/2018
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Section A Receipts and Payments

	Total funds to the nearest £	Last year to the nearest £
A1 Receipts		
Funded fees	86,407	56,781
Non-funded fees	26,608	38,169
Fundraising activities	2,108	3,037
Other	802	-
Sub total	115,925	97,987
A2 Payments		
Staffing	81,441	70,424
Rent	7,200	7,200
Insurance	776	731
Professional services	1,542	2,542
Advertising	70	60
Staff Training	553	958
Fundraising activities	2,022	2,963
Toys, equipment, activities & consumables	4,940	3,420
Building works	-	11,880
Sub total	98,544	100,178
Net of receipts/(payments)	17,381	-2,191

Section B Statement of Assets and Liabilities as at 31/08/2018

	Total funds to the nearest £	Last year to the nearest £
B1 Cash		
Cash at bank	42,584	25,203
	-	-
Sub total	42,584	25,203
B2 Liabilities		
	-	-
	-	-
Sub total	-	-
Net of assets/(liabilities)	42,584	25,203

Prepared by:		Signature	Print Name	Date
Finance Administrator			Mrs H Whittaker	23/05/19
Signed by		Signature	Print Name	Date
Treasurer			Mr AJ Karwa	24/5/19

St Monica's Pre-School

Profit & loss account for the period ending 31 August 2018

	2018	2017
<u>Turnover</u>		
Funding	86,407	56,781
Fees	26,608	38,169
Other	2,910	3,037
<u>Cost of Sales</u>		
Staffing	(81,441)	(70,424)
Gross Profit	34,484	27,563
Administrative expenses	(17,103)	(17,874)
Operating profit	17,381	9,689
Other income	0	0
Profit/(loss) on ordinary activiries before taxation	17,381	9,689
Exceptional item (external sun shade canopy)	0	(11,880)
Taxation	0	0
Profit/(loss) for the period	17,381	(2,191)
Retained profit brought forward	25,203	27,395
Profit/(loss) for the period	17,381	(2,191)
Retained profit carried forward	42,584	25,203
<u>Administrative expenses:</u>		
Rent	7,200	7,200
Insurance	776	731
Professional services	1,542	2,542
Advertising	70	60
Staff training	553	958
Fundraising spend	2,022	2,963
Toys, equipment, activities & consumables	4,940	3,420
	17,103	17,874

St Monica's Pre-School

Balance sheet as at 31 August 2018

	2018	2017
Fixed assets	0	0
<u>Current assets</u>		
Cash at bank	42,584	25,203
Creditors: amounts falling due within 1 yr	0	0
Net current assets	<u>42,584</u>	<u>25,203</u>
Total assets less current liabilities	42,584	25,203
Net assets	<u><u>42,584</u></u>	<u><u>25,203</u></u>
<u>Capital & reserves</u>		
Profit & loss account	<u><u>42,584</u></u>	<u><u>25,203</u></u>





Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

ST MONICA'S PRE-SCHOOL

**On accounts for the year
ended**

31/08/2018

Charity no 1152590

Set out on pages

1-2

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

18/6/19.

Name:

AJ KARWA

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

ACCOUNTANT (CPA, CFA)
CHARTERED FINANCIAL ANALYST

Address:

QUARRY BANKLOTTAGE
QUARRY LANE
APPLETON WAY STD.

Give here brief details of any items that the examiner wishes to disclose.