

# All Saints Pre-school/



## Runcorn †

Annual General Meeting Pack

Wednesday 12<sup>th</sup> July 2023

All Saints Pre-school Runcorn,  
All Saints C of E Primary School,  
Church Street,  
Runcorn,  
WA7 1LD

Email: [earlyyearsgroup@gmail.com](mailto:earlyyearsgroup@gmail.com)

Tel: 01928 575753



## All Saints Pre-school Annual General Meeting (AGM)

Wednesday 12<sup>th</sup> July

All Saints Pre-School Runcorn's, All Saints C of E Primary  
School, Church Street

3.30pm start

### Agenda Items

1. Welcome from our Chairperson-Charlotte Wilson
2. Apologies
3. Receive and consider Treasurers report and annual reports
4. Charities Commission Requirements
  - Election of Chair Person
  - Election of Treasurer
  - Election of Secretary
  - Election of Trustees.
  - Appointment of independent financial advisor
5. Pre-School Reports – what have we been up to?
6. Close the meeting



## **Chairman's Statement**

Hi everyone,

It's the end of another successful year at All Saints and I just wanted to give an overview of how the year has gone.

- New Deputy Manager - Steph
- New Nursery Assistant - Jack
- New experiences – joint children and families experiences (school trips)
- Improved positive relationship with the school and new Headteacher.
- Good welfare requirement audit.
- One of the highest scores in the Borough from Halton Borough Council on ITERS (Infant & Toddler Environment Rating Scale).

We have a new deputy and nursery assistant this year who are enthusiastic and committed. They create a positive environment where children feel happy and safe. This effective team working leads to positive outcomes for our children regarding their development and wellbeing.

The nursery continues to perform well and is currently financially stable.

We are lucky to have a dedicated team of staff that continues to deliver a strong performance for the children's development and we provide a safe and nurturing environment. This was recognised by Ofsted in our last inspection when we received a mark of 'good'.

I would like to take this opportunity to thank the team for all their hard work this year (and, in truth, every year) in achieving this.

Finally, I would like to say that we would welcome any further applications for the board of Trustees; it is a worthwhile use of time and is invaluable in supporting the setting. Please speak the setting manager, Karen, or me (the chair) or any of the trustees for further info.

Regards,

Charlotte Wilson  
Chair of Trustees

All Saints Pre-school/



Runcorn †

All Saints C of E Primary School,  
Church Street, Runcorn, WA7 1LD  
Email: [earlyyearsgroup@gmail.com](mailto:earlyyearsgroup@gmail.com)  
Tel: 01928 575753  
Manager - Karen Blundell

## **Treasurers Report**

I can report the Treasury accounts are reconciled and balance to that of the Annual Report and Financial statement, bank statements and Monthly records.

Under the guidance of the Board of Trustees we have managed to improve and maintain our finances, this has been with the support of dedicated staff, trustees, and our Local Authority.

We have been able to continuously support the children with new equipment, stationery, resources, and trips to improve the experiences for the children and facilities within the setting.

We have also been able to set aside funds into a separate account so the All Saints Pre-school always has a financial reserve.

Regards,

John Ilupeju  
Treasurer



**All Saints Pre School Runcorn**

Charity number 1164792

**Annual Report and Financial Statements for the  
year ending 31 March 2023**



Greater Merseyside Community  
Accountancy Service

## All Saints Pre School Runcorn

### Annual Report and Financial Statements for the year ending 31 March 2023

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 6
Examiner's report	7
Receipts and payments account	8
Statement of assets and liabilities	9
Notes to the accounts	10, 11

**Prepared by the Greater Merseyside Community Accountancy Service**  
**Trustees' report**

---

The Trustees during the year were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Charlotte Wilson	Chairperson	
Karen Blundell	Manager	
Kim Smith	Secretary	
Cynthia Dotte		
John Ilupeju	Treasurer	
Matthew Wagg		

The Nursery Manager of the charity during the year was Karen Blundell

#### **Method of appointment**

Election annually by AGM, or interim appointment by trustees until next AGM.

#### **Principal address**

18 Clarence Street  
Runcorn  
Cheshire  
WA7 1HG

#### **Bankers**

Lloyds Bank plc  
13/15 Hardshaw Street  
St Helens  
Merseyside  
WA10

## **All Saints Pre School Runcorn**

### **Governing document**

CiO Registered 10th December 2015

### **Objects of the organisation**

The Charity works for the public benefit having as its objects the development and education of children and young people in particular by:

Promoting their care and safety

Promoting their education and promoting parental involvement

Promoting their health and wellbeing

Providing services to support them and their families and carers

Providing services to individuals holding membership of the CIO; and Furthering the aims of the pre-school learning alliance

### **Independent examiner on**

behalf of:

### **Greater Merseyside Community Accountancy Service**

St Marie's

Lugsdale Road

Widnes

WA8 6DB



## All Saints Pre School Runcorn

### Trustees' report continued

---

#### Deputy/Key-person - AGM report

I would like to introduce myself, Stephanie Collins. I became deputy manager in September 2022. I am also continue to be a Key-person. I have taken to this role with a positive attitude and a new outlook, wanting to make a difference. I oversee the room, putting the correct provisions and resources in place.

Working with the team/staff with continual planning, and organise, providing professional support and guidance to the manager and team. Contributing to the overall running and ensure that the nursery children receive best possible care.

As a key person I take responsibly for a group of children, and mediate regularly with ALL staff, monitoring our children's development.

We respond to the children's needs and help them settle into the setting. We plan for all children's individual needs and input into our planning, based on their interests. What they enjoy and benefit from to progress them further.

We collect evidence of children's progress though observing them, taking photos, written observations and children's work. We can also use evidence sent in from families though our electronic online journal, Tapestry. This has been welcoming, as working with our parents/cares is important for the children's outcomes, supporting parent partnership. This was a very useful tool during Covid, or children's absences.

We create a happy, safe, nurturing place to enable the children to be who they want to be and create opportunities for real life experiences.

The EYFS is used as a guide to make a best fit judgment about whether a child is showing typical development for their age. Summative assessments support this information. We collect three times a year (February June and November) from doing this we can then share our information with our LA, colleagues, specialist support, and other settings if need be. Also with parents at regular parents' days to discuss their child, working with our parents is paramount to good relations and supporting them and their children.

Stephanie Collins

Deputy Manager

#### Managers' Statement

##### **What have we been doing?**

We introduced the 30 hours in January 2022. This was to help and support our working families and improve our business. This is currently working well.

'SPRING-GROWTH. Themes and concentrating on supporting well-being. Busy settling in our new April intake of 2 years olds.

We have grown potatoes, sunflower seeds, and watched the life cycles of the 'butterfly' and 'tadpoles' This supported the theme of growth and life cycles.

We continue to support our children and their families. And ar a very nurturing setting.

##### **What have we achieved?**

## All Saints Pre School Runcorn

### Trustees' report continued

---

#### Review of progress and achievements

- This year we continue to work and train closely with Speech and Language Therapist and ALL staff have now been trained with Well COMM. This is designed to help early years settings identify children from 6 months to 6 years old who might be experiencing delays with speech and language. It can then help us/staff to put immediate interventions into place, while waiting for a more formal assessment.
  - Our team can also offer a variety of health information and support to improve the health for our local children and their families. We received our HHEYS (Halton & Healthy Early Years Status) certificate again this year
  - We have maintained our GOOD Food Hygiene RATING.
  - We have achieved a GOOD rating on the ITERS (Infant, Toddler Environment Rating Scale) Which is an assessment too carried out by our Local Authority. This is designed to measure the quality of the group's programmes for children 2 years of age. This has also been reflected upon only last month and adjustments continue to be made to our environment, supporting the changing of children's interest.
  - We have achieved a GOOD rating on the ECERS (Early Childhood Environment Rating Scale) Which is an assessment tool carried out by our Local Authority. This is designed to measure the quality of group programmes for children from 3-5 years of age
  - MANAGER/SENCo and ALL staff attend ALL relevant trainings to support Continued Professional Development. Keeping up to date with latest requirements and teachings. For best practice. Which can only benefit our children more. Enhancing their learning experiences.
- Manager's has also achieved her level 5 in Management and Leadership.

- MANAGER attends regular SENCo cluster meetings & Educational Psychologist meeting to support action plans and ways forward. There have been many challenges with children's development, supporting families. We feel we have worked well with outside agencies to support with all the challenges and the impact on our children/families.
- Manager & Deputy attends regular EYFS (Early Years Foundation Stage) meetings and Managers meeting. Keeping up with best practise and Regulations.
- Also we in Halton have a Buddy up system. Where managers & Deputy's support each other and offer advice or can point in the right direction. ALL Staff are paediatric First Aid Trained and have had enhanced or basic SAFEGUARDING Training. Which is a requirement.
- ALL Children make good progress from their starting points.
- Support for individual children with SEN has been identified by the Local Authority as a strong point
- Support for parents is also a strong point

This support has included free resources, signposting materials and training for staff. Again, for more information, please contact us. A list of local contacts is also available to download: All this has helped us as a setting to sign post parents, and give supporting advice. And having a good 'listening ear'

#### **Demographics Objectives and Activities**

We aim in the coming year to maintain current standards and achieve a good grade from OFSTED. The aim of the group is to enhance the development, care and education and experiences of children primarily under statutory school age and of young people of school age (under 5) in a friendly, safe and nurturing and caring environment. One which is play based learning, carefully differentiating to the age, needs and developmental stage of each child. We also provide opportunities for parents/careers to share in this. This is totally inclusive for ALL.

We use the Developmental Matters Document to include 7 areas of the EYFS in our planning.

## All Saints Pre School Runcorn

### Trustees' report continued

---

#### Review of progress and achievements

Currently we have 32 registered children

EAL – 8 = 24%

SEN – 9 = 27%

EYPP – 10 = 31%

BOYS – 19 = 59%

Girls – 13 = 41%

Summer Births – 9 = 27%

Funded 2 yr olds – 6 = 19%

Funded 3yr olds – 16= 50%

Funded 4yr olds – 5= 16%

None Funded – 5 = 16%

Presently Halton have been given some government funding and we are involved with a, TALK HALTON. Working with Chatterbugs Speech and Language. Where staff throughout Halton use a screening tool 'WELLCOMM' to support where children should be at for expressive and receptive language. Its hoped that if ALL of Halton's pre-schools, child minders and childcare use this scheme that information we have to send off to be analysed to see if our children may reach expected Good Levels of Development, at school age, this will be consistent and identify any early interventions that may be needed to put into place to support closing any gaps.

We have a new deputy and nursery assistant this year. Who are enthusiastic and committed. This leads to a positive environment where children feel happy and safe. This effective team working leads to positive outcomes for our children regarding their development and wellbeing.

All staffs would like to thank you for your continued support with the setting. Without you and your children, we would not be here.

All staff also thank our trustees for their commitment and support.

Karen Blundell  
Manager

#### **Treasurer's Statement**

I can report the Treasury accounts are reconciled and balance to that of the Annual Report and Financial statement, bank statements and Monthly recs.

Under the board of trustees, we have managed to amplify the finances and seen them grow. We hope to continue with this growth to help further the Pre-school setting. Enabling the continued support to the children with staff's CPD, new equipment, stationary, Resources & trips to improve our environment, experiences for the children and their families, and facilities within the setting.

We have also been able to set aside funds into a separate account so the Pre-school always has a financial reserve.

John Ilupeju  
Treasurer

## **All Saints Pre School Runcorn**

### **Trustees' report continued**

---

#### **Review of progress and achievements**

##### **Financial Review**

We can report the Treasury accounts are reconciled and balance to that of the Annual Report and Financial statement, bank statements and Monthly recs.

Under the new board of trustees we have managed to amplify the finances and seen them grow. We hope to continue with this growth to help further the Pre-school setting. Enabling the continued support to the children with new equipment, stationary, Resources & trips to improve our environment and experiences for the children and facilities within the setting.

We have also been able to set aside funds into a separate account so the Pre-school always has a financial reserve

##### **Policy on Reserves**

Sufficient reserves are retained to cover the costs of an orderly closedown should the funding not continue, principally staff redundancy costs, with a margin to cover short-term fluctuations in cashflow and unforeseen expenditure.

**All Saints Pre School Runcorn**  
**Independent examiner's report on the accounts of All**  
**Saints Pre School Runcorn for the year ending 31 March**  
**2023**

---

I report on the accounts of the charity set out on pages 8 to 11

**Respective responsibilities of the Management Committee and the examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144 of the Charities Act 2011 (the Charities Act) does not apply 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 Commissioner 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 report**

My examination was carried out in accordance with the 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 you as 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 Act; and  to prepare accounts which accord with the accounting records and to 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.

Jane Williams  
MAAT  
**Greater Merseyside Community Accountancy Service**  
St Marie's  
Lugsdale Road  
Widnes  
WA8 6DB

**All Saints Pre School Runcorn**  
**Statement of Financial Activities for the**  
**year ending 31 March 2023**

	Notes	2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Receipts</b>					
Nursery Fees	(2)	5,207	-	5,207	2,556
Halton Borough Council: EYPP		83,090	-	83,090	62,884
Other Income		524	-	524	251
Fundraising		115	-	115	-
Bank interest		<u>48</u>	-	<u>48</u>	<u>2</u>
<b>Total receipts</b>		<b>88,983</b>	<b>-</b>	<b>88,983</b>	<b>65,693</b>
<b>Payments</b>					
Salaries and NICs	(3)	64,786	-	64,786	68,954
Payroll Costs		-	-	-	343
Staff Travel & Training		168	-	168	838
Premises Costs		6,444	-	6,444	6,687
Repairs & Renewals		-	-	-	5,281
Fees & Licences		589	-	589	75
DBS Checks		-	-	-	26
Insurance		620	-	620	602
Uniforms		-	-	-	120
Nursery Resources		4,279	-	4,279	7,043
Trips & Events		1,234	-	1,234	450
Accountancy		320	-	320	225
Printing, postage & stationery		<u>945</u>	-	<u>945</u>	<u>949</u>
<b>Total payments</b>		<b>79,385</b>	<b>-</b>	<b>79,385</b>	<b>91,594</b>
<b>Net receipts / (payments)</b>		<b>9,598</b>	<b>-</b>	<b>9,598</b>	<b>(25,900)</b>
<b>Cash fund balances brought forward</b>		<b>69,803</b>	<b>-</b>	<b>69,803</b>	<b><u>95,703</u></b>
<b>Cash fund balances carried forward</b>		<b><u>79,401</u></b>	<b><u>-</u></b>	<b><u>79,401</u></b>	<b><u>69,803</u></b>

# All Saints Pre School Runcorn

## Balance sheet as at 31

March 2023

	2023 Unrestricted	2023 Restricted	2023 Total	2022 Total
<b>Fixed Assets</b>				
Tangible Assets	(5)			
<b>Total fixed assets</b>				
<b>Current Assets</b>				
Debtors and prepayments	(6)			
Cash at bank and in hand <b>Total</b>	(7)			
<b>current assets</b>				
<b>Current liabilities: amounts falling due within one year</b>				
Creditors and accruals	(8)			
<b>Total current liabilities</b>				
<b>Net current assets / (liabilities)</b>				
<b>Total assets less current liabilities</b>				
<b>Creditors: amounts falling due after one year</b>				
<b>Net assets</b>				
<b>Funds</b>				
Restricted Funds				
Unrestricted funds				
<b>Total Funds</b>				
	£	£	£	£
	-	-	-	-
	-	-	-	-
	79,401	-	79,401	69,803

## All Saints Pre School Runcorn

79,401	-	79,401	69,803
-	-	-	-
-	-	-	-
79,401	-	79,401	69,803
79,401	-	79,401	69,803
-	-	-	-
79,401	-	79,401	69,803

The financial statements were approved at a meeting of the trustees held on and signed on its behalf by:

		79,401	-	79,401	69,803
		79,401	-	79,401	69,803

Charlotte Wilson  
Chair

### Notes to the accounts for the year ending 31 March 2023

#### 1 Accounting Policies

##### a Basis of accounting

The Trustees have taken advantage of section 144 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

##### b Taxation

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### c Fund accounting

Funds held by the charity are either:



## All Saints Pre School Runcorn

### **Unrestricted general funds**

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

### **Restricted funds**

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### **Designated funds**

These are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**All Saints Pre School Runcorn**  
**Notes to the accounts continued for**  
**the year ending 31 March 2023**

<b>Grants and Donations</b>	2023	2023	2023	2022
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Donations	-	-	-	-
	-	-	-	-

<b>Staff costs and numbers</b>	2023	2022
	£	£
Gross salaries	62,134	67,195
Support Staff	1,587	593
Employer's Pension	1,065	1,167
Employer's NI	-	-
	64,786	68,954

The average number of employees during the year was 3 (2022: 3)

<b>Cash at Bank and in hand</b>	£	£
Current account	53,769	46,546
Business Reserve	25,562	23,202
Petty cash	<u>69</u>	<u>54</u>
	79,401	69,803
	<u>                    </u>	<u>                    </u>
	<u>                    </u>	<u>                    </u>

**5 Trustee remuneration and expenses**

During the period no trustees received any remuneration or expenses

**6 Related party transactions**

There were no related party transactions to report during the accounting period.