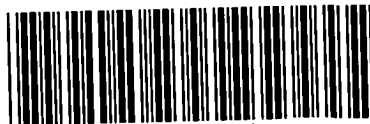


Sutton St James

P R E - S C H O O L

**Report of the Trustees
and Accounts
For the year ending
31st July, 2016**

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COMPANIES HOUSE

Charity Number: 1112019
Company Number: 5460621

SUTTON ST JAMES PRE-SCHOOL

Report of the trustees for the year ended 31st July 2016

The trustees are pleased to present their annual report of the charity for the year ending 31st July 2016.

Reference and administrative details

<u>Charity Number</u>	1112019
<u>Company Number</u>	5460621
<u>Principal Office</u>	Study Centre, Hollinhey Primary School, Bell Avenue, Sutton, Macclesfield, Cheshire, SK11 0EE
<u>Registered Office</u>	Study Centre, Hollinhey Primary School, Bell Avenue, Sutton, Macclesfield, Cheshire, SK11 0EE
<u>Bankers</u>	Royal Bank of Scotland, 56 Chestergate, Macclesfield, Cheshire, SK11 6BA

Directors and trustees

The trustees serving during the year were as follows:

Daniel Owen	Chair	Director
Michelle Davies	Secretary	Company Secretary
Kirsten Ellis	Treasurer	Director
Gayle Parks		Director

Manager

Rachel Reid

Structure, Governance and Management

Governing Document

Sutton St James Pre-School is a charitable company limited by guarantee, and was incorporated on 23rd May 2005. The objectives and powers of the charitable company was established under a Memorandum of Association and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Appointment of Trustees

As set out in the Articles of Association, committee members are elected at the Annual General Meeting and serve until the end of the following Annual General Meeting. Committee members are eligible for re-election unless they have already served on the committee in any capacity for six

consecutive years. The Committee has the power to co-opt up to three further members who will serve until the next Annual General Meeting. No co-opted Committee member shall serve on the Committee for more than four consecutive years.

All voting members are eligible to stand for election to the Committee. Paid employees of the Pre-School cannot be Committee members and are not eligible to vote at Committee meetings.

Structure of the Organisation

Sutton St James Pre-School is run by an elected committee which ensures that all aspects of the business run smoothly and efficiently. The Manager, with the help of employed staff, is responsible for the day to day running, whilst the Chairperson is responsible for the entire organisation. OFSTED inspections ensure that we remain compliant with the relevant regulations.

The Manager and half of the staff must have relevant qualifications in day-care education or have completed or be working towards an approved course. The ratio of staff is at least 1 adult to 4 children (under 3 years) and 1 adult to 8 children (3 years and over) and each child is allocated a Key Person. Sutton St James Pre-School has a high staff ratio and effective Key Person system, which supports children on a daily basis, and ensures they feel safe and secure.

Staff adopt a rota system which enables them to prepare for their daily activity to start at 9:00a.m. Staff meetings are held regularly to ensure the smooth running of sessions. Regular Management and Committee Meetings are also held to discuss staffing issues and formulate plans.

Parents are warmly encouraged to help out at during the sessions that their child/children attend; an accessible rota system is in place which enables all parents to do this.

Related parties

Sutton St James Pre-School is a member of the Pre-School Learning Alliance an educational charity which provides benefits including information, advice, publications, insurance and courses.

Risk Management

Our Pre-School maintains a policy and procedure file which covers all aspects in running the setting, these include the required OFSTED policies and others which we believe are equally as important. We continue to review policies and procedures, on a rolling review programme to ensure that these are kept up-to-date.

Rachel Reid is our Risk Assessment Officer. Rachel Reid ensures that all equipment, people, areas we use etc. are assessed and reviewed as appropriate. This includes any assessments which are needed for outings and events we hold.

All staff are encouraged and supported to attend courses which focus on child development and childcare, this ensures they are knowledgeable and enables the Management Committee to identify any necessary changes and plan accordingly. One member of staff completed food hygiene. One member of staff completed a course on early language development. Two members of staff attended an internal moderation course. Various on-line courses have also been completed including safeguarding, Prevent duty, communication and language and management courses.

OFSTED visits ensure that the Pre-School is following all relevant regulations. Our latest inspection took place in January 2016 and we were awarded a "Good" for the Overall quality of our provision at our previous location of Church Hall, Church Lane, Sutton, Macclesfield, Cheshire, SK11 0DS. We are very proud of this achievement. A summary of OFSTED's key findings were:

- Staff have been proactive in improving practise
- Communication between staff and parents is good. Staff involve parents well in their children's learning.
- Staff use a range of effective measures to teach children about values and expectations.
- Children benefit from regular interaction and encouragement from staff helping them to make good progress in their learning and development.

Our recommendations for the future were:

- To ensure the indoor and outdoor space provides enough opportunities to promote children's physical development.
- To improve Self-evaluation to help raise quality to the highest level.

Both of these objectives have been addressed through; (1) our move to Hollinhey Primary School with dedicated outdoor play space in September 2016; and (2) a staff member attending a Self-Evaluation Form (SEF) enabling us to produce our Self Evaluation form in-line with OFSTED regulations, which can be viewed on-line.

Objectives and Activities

The objectives of the charity are to enhance the development and education of children primarily under statutory school age by;

- Offering all children a fun, stimulating learning environment which includes visits, outings and play equipment which meets their individual changing needs.
- Ensuring that all staff are trained and supported to achieve their full potential in accordance with their role profile.
- Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Achievements and Performance

Sutton St James Pre-School exists to provide an enjoyable and stimulating environment where children may take their first steps in a formal educational setting. The new school year began with 23 children registered and others scheduled to through the academic year. Our maximum daily permitted capacity was 32. 1 place was always left free in case of any emergencies.

We continue to provide children with access to a wide range of activities and experiences working together as a team to achieve high standards of child focused learning and development opportunities. Structured Register Time, Sound Sessions, the Sound Tray, Ability groups, Star reward system and Sticker Time all continue to have a positive impact on the development of the

children, encouraging speaking and listening skills, and increasing the children's confidence in all aspects of their development.

Our Christmas trip to see Santa at the local garden centre doubled up as a topic for the Knowledge and Understanding of the World, and enabled us to visit a local business which has always been extremely generous and supportive towards us.

We also supported the local hospice by taking part in their Reindeer Run fundraiser; children received antlers and flashing noses to take home in return for their enthusiasm!

We have enjoyed various themes this year, a favourite being the "Growing and changing" topic where the children were given their very own caterpillars to take care of. The children recorded their development and watched in awe as they changed into butterflies! The children learnt so much from this. We also had tadpoles that transformed in front of the children's eyes, "Sammy the snail" and some baby Guinea pigs which were kindly brought in by a parent as part of our topic. We have also grown our own sunflowers, potatoes and runner beans with the children lovingly watering and monitoring them each day. These activities have given the children an opportunity to experience nurturing and caring for living things and realising its importance.

We did numerous walks around the village including visiting the woods at the local primary school and building our own Hilly Billy Hedgehog homes out of various materials as part of our Autumn topic, discussing what sort of home hedgehogs need and learning all about hibernation and different habitats.

We have enhanced our links with Hollinhey Primary School this year and have had our own sports day on the grounds as well as making our own book about the school which we took with us and had a wonderful morning with the reception children. We feel this really eased the children's worries about going to "Big School" as we have had so many opportunities to explore the school and grounds and build a relationship with the reception teacher. As of September 2016 we are based on the grounds of the school, so expect to make this link even stronger.

We held numerous theme days and weeks including our very own "Bear hunt" which was a great success. We held a Teddy Bears picnic, Gruffalo week, A Sporty week where the children loved doing aerobics in their sporty clothes as well as having a jog around the church grounds.

We held two parent/carer evenings where parents were given an opportunity to look through their child's learning journey, discuss next steps and ask any questions they may have.

We have also introduced questionnaires which go out twice per year, to ensure we are meeting the children's and parent's needs.

Herbert Bear continues to be taken home to spend a weekend with children who are encouraged to share their adventure stories with their peers on his return.

We have also introduced a "Buddy book bear" System where children have the opportunity to take home a special book bag containing a traditional story and teddy bear to help develop their confidence and enjoyment of books.

We had numerous baking days throughout the year making pizza, sandwiches, fruit kebabs, spring rolls and pancakes either to enjoy at snack time or take home. We even had a Hungry Caterpillar week where the children sampled all the food that the hungry caterpillar ate.

Pre-School is committed to ensuring that a full programme of events is provided as part of the children's learning and developing experience. This year has been no exception with a wide variety provided, both in-house and off-site, including:

Trip to See Father Christmas at Fairways

Children and parents enjoyed a winter walk to meet Father Christmas at Fairways Garden Centre in December.

Christmas Party and Nativity

The children enjoyed their Christmas Party and during the last week of term performed a Nativity Concert at Sutton St James Church. We were delighted that the reception children from Hollinhey Primary School were able to come and watch the performance and also for the support received from families.

Leavers Events

Our Leavers Party was held during the last week of term and on the last day of term we held a traditional Graduation ceremony for the children, who wore caps and gowns. Hollinhey Primary School reception class joined us and all of the children sang nursery rhymes before saying goodbye to those leaving us for 'Big School'.

Fundraising Activities

Fashion Show

In November 2015 we held a Fashion Show at the Ex-Servicemen's Club, Sutton. A company was invited to come along with a selection of clothing, displayed by models. Attendees watched the show before having the opportunity to purchase the garments. The pre-school raised funds by selling tickets to the event, as well as holding a raffle.

Easter Egg Hunt

We were very pleased to be able to hold this key annual fundraiser in the Church Hall. It was a successful and enjoyable afternoon, we combined this with an Easter Fayre where stall holders paid a fee per stall, and we even had our own Easter bunny in his burrow.

A member of staff walked up Snowden and raised £250.00 which has enabled us to buy our own Pre-School sign and some colour mirrors for our outside area.

Fundraising activities made an important contribution to our income once again this year. We were pleased that both a Fashion Show and the Annual Easter Egg Hunt returned a profit. In total our fundraising proceeds totalled £1,860. Our thanks go to everyone who has supported our fundraising events, either by attending, helping to organise or donating prizes.

Staff

We are grateful to all our staff for their continuing dedication in participating in a rolling programme of external courses run by appropriate training bodies and also their support for events which were Committee led such as the Easter Egg Hunt.

The Staff and Committee remain committed to providing Sutton and the surrounding area with a high quality, accessible Pre-School.

Financial Review

The accounts are set out from page 8.

This financial year we decreased our reserves by £6,728 to £8,105. The reason for this decrease was due to a reduction in the number of children attending the Pre-School, resulting in a significant fall in income from both CEC Grants and fees from parents/carers. Resources expended remained in-line with the previous year, as hourly rates were increased to meet the minimum wage requirements, and management pay was increased by a corresponding percentage.

The trustee are keen to reverse the drop in the number of children attending the pre-school. The move to the grounds of Hollinhey Primary School in September 2016, is expected to help increase demand. It is pleasing to note that number of children attending the pre-school in the Easter 2017 term and Summer 2017 term is projected to return to a level similar to that of the 2014/2015 academic year.

Investment powers and policy

The trustees of the Pre-School operate a policy of keeping available funds in an interest bearing deposit account.

Reserves policy

In accordance with the Memorandum and Articles of Association the income and property of the Pre-School shall be applied solely towards the promotion of the Objects. The Pre-School has one unrestricted general fund, this reserve is kept in order to maintain a positive bank balance which fluctuates during the year due to the timing of grant money received. Reserves are also held to cover any unforeseen expenses.

Plans for future periods

The Pre-School will continue to meet its objectives and provide a safe and friendly environment for the children and their families. We will continue to encourage more parental involvement and to incorporate more of the children's ideas in our activities and themes. We will continue to involve the children in the local community, our links with the local primary school have strengthened over the year and will increase further as we move onto the school site. This will also enable the children a smooth transition to school. The new setting will also give the children dedicated outdoor play space to provide more opportunities for the children to explore the outdoor and enhance their physical development.

Given the decrease in reserves in the last financial year, the trustees will look at opportunities to increase income. This includes introducing a lunchtime club running from 12pm until 12:30pm every school day where the pre-school children can eat a pack-lunch in a safe and secure environment with their friends. The club will be charged at £3 per day and will provide parents/carers with an additional 30 minutes of childcare.

Fees paid by parents/carers will be increased to £13 per day from 1st September 2016.

The trustee are also looking to increase the fundraising activities over the year, by adding additional events, such as a Halloween Party, in addition to repeating the previously profitable Fashion Show and Easter Egg Hunt.

During the 2016/17 year we will continue to invest in our staff's development and safeguard the children who attend our setting.

Trustees/Directors responsibilities

Company law requires the trustees to prepare financial statements which give a true and fair view of the state of affairs of the company at the period end and of its surplus or deficit for the financial period. In preparing those financial statements the trustees/directors are required to:-

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The trustees/directors are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

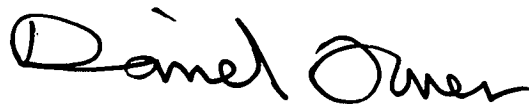
Auditors

In accordance with sections 144(2) of the Charities Act 2011, the 2011 Act, the trustees do not consider that an audit is required and that an independent examination is needed.

The report was approved by the Trustees/Directors on 17th October 2016.

By order of the trustees

Daniel Owen (Chairperson)

A handwritten signature in black ink that reads "Daniel Owen". The signature is written in a cursive style with a large initial 'D' and a long, sweeping underline.

Sutton St James Pre-School
(A company limited by guarantee)

Report and Financial Statements

Year ended 31st July 2016

Charity number: 1112019

Company number: 5460621

Sutton St James Pre-school
Statement of Financial activities (including Income & expenditure Account)
for the year ended 31st July 2016

	Notes	Unrestricted Funds 2016 £	Unrestricted Funds 2015 £
Incoming resources			
Incoming resources from generated funds:			
Voluntary income: donations	3	306	105
Activities for generating funds:			
fundraising	4	1,860	2,458
investment income		5	7
Incoming resources from charitable activities:			
CEC Grant		23,366	31,870
Fees from parents		11,293	14,495
Total incoming resources		36,830	48,934
Resources expended			
Costs of generating funds			
Cost of generating voluntary income:			
Fundraising trading: costs of goods sold and other costs	5	304	737
Charitable activities	5	43,104	43,892
Governance costs	5	150	100
Total resources expended		43,558	44,729
Net incoming/(outgoing) resources		(6,728)	4,205
Reconciliation of funds			
Funds brought forward		14,833	10,628
Total funds carried forward		8,105	14,833

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

Sutton St James Pre-school

Balance Sheet as at 31st July 2016

	Notes	2016 £	2016 £	2015 £	2015 £
Current Assets					
Debtors	10	1,020		410	
Bank		6,761		15,162	
Petty Cash		<u>717</u>		<u>20</u>	
			8,498		15,592
 Creditors: amounts falling due within one year	 11		 393		 759
 Net Assets			 <u>8,105</u>		 <u>14,833</u>
 Unrestricted funds					
General funds	12		8,105		14,833
 Total Funds			 <u>8,105</u>		 <u>14,833</u>

For the year ended 31 July 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

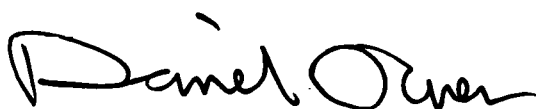
The directors/trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' within Part 15 of the Companies Act 2006.

The notes on the following pages form part of these financial statements.

Approved by the management committee on 17 October 2016 and signed on its behalf by:

Daniel Owen
Director



Notes forming part of the Financial Statements for the year ended 31st July 2016

1 Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

(i) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005 and applicable accounting standards.

(ii) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

(iii) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and grants and is included in full in the Statements of Financial Activities when receivable.

The value of services provided by volunteers has not been included in these accounts.

Income from charitable activities includes fees from parents and the Nursery Education Grant. Grant income is received under contract and is recognised where there is entitlement.

Investment income represents bank interest and is recognised when receivable.

Incoming resources from charitable trading included fundraising and is accounted for when earned.

(iv) Resources Expended

Expenditure is recognised on an accrual basis when a liability is incurred.

Charitable activities includes those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the statutory and constitutional requirements of the charity.

All costs are allocated between the expenditure categories of the SoFA on a basis which reflects the use of the resource. Costs relating to a particular activity are allocated directly, others (when incurred) are allocated on an appropriate basis e.g. staff time

(v) Fund Structure

The charity has only one unrestricted general fund, this fund is used at the discretion of the trustees.

2 Legal Status of the Pre-school

The Pre-school is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

3	Donations			Unrestricted 2016 £	Unrestricted 2015 £	
		Well Dressing Association		-	100	
		Howden		300	-	
		Parents		6	5	
				<u>306</u>	<u>105</u>	
4	Activities for generating funds: fundraising			2016 £	2015 £	
		Easter egg hunt/fayre		744	480	
		Fashion show		797	-	
		Uniforms		205	141	
		Bags/tea towels/mugs		-	162	
		Trikeathon		-	385	
		Christmas fayre/party		41	1,056	
		Trips		45	93	
		Equipments sale		22	-	
		Lottery		-	117	
		Easy funding		6	24	
				<u>1,860</u>	<u>2,458</u>	
5	Resources Expended					
		Fundraising costs £	Governance £	Charitable activities £	2016 total £	2015 £
		Wages	-	-	32,901	32,261
		Training	-	-	258	479
		Rent	-	-	4,730	4,596
		IT spend	-	-	79	329
		Insurance	-	-	534	520
		Equipment/materials/snack	-	-	3,404	4,500
		Bank charges	-	-	4	4
		Telephone	-	-	329	328
		Accounts, book keeping & payroll administration	-	150	316	614
		DBS	-	-	451	92
		Other	-	-	98	270
		Trikeathon	-	-	-	254
		Fashion Show	-	-	100	-
		Easter egg hunt/fayre	-	-	204	108
		Christmas fayre	-	-	-	256
		Trips	-	-	-	11
		School mugs/bags	-	-	-	108
			-	150	43,408	43,558
						<u>44,729</u>
6	Staff costs and numbers			2016 £	2015 £	
		Salaries and wages		32,901	32,261	
		Training		258	479	
				<u>33,159</u>	<u>32,740</u>	

The average number of employees during the year:

	2016 number	2015 number
Manager/Supervisor	1	1
Deputy	1	1
Pre-school assistants	5	6
	<u>7</u>	<u>8</u>

7 Governance Costs

	2016 £	2015 £
Preparation of statutory accounts	<u>150</u>	<u>100</u>

8 Trustee Remuneration and Related Party Transactions

No member of the pre-school committee received any remuneration during the year.

No Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

9 Taxation

The company is a registered charity and no provision is considered necessary for taxation.

10 Debtors

	2016 £	2015 £
Trade Debtors: fees from parents	-	163
Other debtors and prepayments	1020	247
	<u>1020</u>	<u>410</u>

11 Creditors: amounts falling due within 1 year

	2016 £	2015 £
Taxation & Social Security	243	45
Other creditors & accruals	150	714
	<u>393</u>	<u>759</u>

12 Analysis of Charitable Funds

Unrestricted Fund movements	2016 £	2015 £
General Fund		
Balance as at 31 July 2015	14,833	10,628
Incoming Resources	36,830	48,934
Outgoing Resources	43,558	44,729
As at 31 July 2016	<u>8,105</u>	<u>14,833</u>

13 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain assets, after the satisfaction of all debts and liabilities, the assets shall be transferred to the Pre-school Learning Alliance or other charitable body having similar objects to the charity or in a manner consistent with the charitable status of the charity and approved in writing by the Pre-school Learning Alliance and the Charity Commission.

14 Share Capital

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having undertaken to contribute an amount not exceeding £1 as may be required in the event of the company being wound up whilst still a member.