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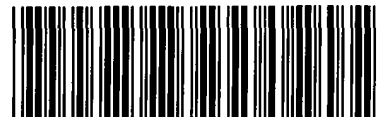
Sutton St James

PRE-SCHOOL

**Report of the Trustees
and Accounts
For the year ending**

31st July, 2017

TUESDAY



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**Charity Number: 1112019
Company Number: 5460621**

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13/03/2018

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COMPANIES HOUSE

SUTTON ST JAMES PRE-SCHOOL

-- Report of the trustees for the year ended 31st July 2017

The trustees are pleased to present their annual report of the charity for the year ending 31st July 2017.

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:

Gayle Parks	Chair	Director
Michelle Inchley	Secretary	Company Secretary
Kirsty Ellis	Treasurer	Director
Nikki Gosling		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.

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 and Odile Peckham our Risk Assessment Officers. They 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. Three members have completed first aid training, One member of staff has completed their level3 training an one member of staff is currently studying level 3 all staff have completed Various on-line courses through the Pre-School learning alliance Educare online training including managing your ofsted inspection, introduction to risk assessment, supporting children with SEND in early years, characteristics of effective teaching and learning, improving children's learning through play, reflective practice, special needs and disability, the prevent duty in early years environment, child neglect, safer recruitment.

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.

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 26 children registered and others scheduled to through the academic year. Our maximum daily permitted capacity is 32. 1 place is 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. We have also implemented our mini mentor system this year which helps children to take responsibility and enjoy caring for their young friends.

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 a visit from some pigmy goats 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 a number hunt around Hollinhey 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 a Christmas sing song with reception children 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.

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. World book day was a huge success when the children and staff dressed up as their favourite book character and made our own "once upon a times stories" as well as making "Goldilocks" porridge and "gingerbread men"

We are very lucky to have children from different cultures at Pre-School and we have had a "Finish" day where the children learnt to say "hello" and "goodbye" in Finish we had Finish cakes for snack. We are planning a Korean morning. This helps the children to be more aware of different cultures and countries and the importance of celebrating them.

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. The findings from these have been collated and distributed back to the parents.

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 Pre-School. This was our first Nativity at the new premises. It worked really well. 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 2016 we held a Fashion Show at Hollinhey Primary School. 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. We also had a number of stalls selling things that people could look at to before and during the interval. The pre-school raised funds by selling tickets to the event, as well as holding a raffle.

Easter Fair

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.

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 £3,500. 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 increased our reserves by £3,192 to £11,297. The reason for the increase is due to an increase in fundraising and other activities. 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.

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 have increased now we are on school site. This will also enable the children a smooth transition to school. The new setting has given the children dedicated outdoor play space to provide more opportunities for the children to explore the outdoor and enhance their physical development.

The lunch club has proved a success so we will continue to run this at £3 per child and this runs from 12:00 - 12:20pm on Tuesday, Thursdays and Fridays.

We are going to buy 8 tablets and cases for all members of staff to have one. We will also look to purchase Tapestry software so we can increase the home school links with parents as well as improving the recording of children's learning.

Fees paid by parents/carers will be increased to £14 per day from 1st September 2017 and £28.00 for a full day.

Next year we are looking to continue with the fundraising activities over the year such as a Halloween Party, Valentines Party, Easter Fair, Fashion Show and Bingo/ Beetle Drive towards the end of June 2018.

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 03/11/2017

By order of the trustees

Gayle Parks (Chairperson)



Sutton St James Pre-school
Statement of Financial activities (including Income & expenditure Account)
for the year ended 31st July 2017

	Notes	Unrestricted Funds 2017 £	Unrestricted Funds 2016 £
Incoming resources			
Incoming resources from generated funds:			
Voluntary income: donations	3	380	306
Activities for generating funds:			
fundraising	4	3,500	1,860
investment income		4	5
Incoming resources from charitable activities:			
CEC Grant		32,101	23,366
Fees from parents		16,948	11,293
Total incoming resources		52,932	36,830
Resources expended			
Costs of generating funds			
Cost of generating voluntary income:			
Fundraising trading: costs of goods sold and other costs	5	309	304
Charitable activities	5	48,730	43,104
Governance costs	5	701	150
Total resources expended		49,740	43,558
Net incoming/(outgoing) resources		3,192	(6,728)
Reconciliation of funds			
Funds brought forward		8,105	14,833
Total funds carried forward		11,297	8,105

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
(A company limited by guarantee)

Report and Financial Statements

Year ended 31st July 2017

Charity number: 1112019

Company number: 5460621

Sutton St James Pre-school

Balance Sheet as at 31st July 2017

	Notes	2017 £	2017 £	2016 £	2016 £
Current Assets					
Debtors	10	529		1,020	
Bank		11,228		6,761	
Petty Cash		<u>402</u>		<u>717</u>	
			12,159		8,498
 Creditors: amounts falling due within one year	 11		 861		 393
 Net Assets			 <u><u>11,297</u></u>		 <u><u>8,105</u></u>
 Unrestricted funds					
General funds	12		11,297		8,105
 Total Funds			 <u><u>11,297</u></u>		 <u><u>8,105</u></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 3 November 2017 and signed on its behalf by:



Gayle Parks
Director

Notes forming part of the Financial Statements for the year ended 31st July 2017

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 provide 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 2017	Unrestricted 2016
		£	£
	Well Dressing Association	200	-
	Howden	150	300
	Parents	30	6
		<u>380</u>	<u>306</u>

4	Activities for generating funds: fundraising		
		2017	2016
		£	£
	Easter egg hunt/fayre	590	744
	Fashion show	1,444	797
	Uniforms	229	205
	Valentine's party	340	-
	Family fun day	290	-
	Christmas fayre/Halloween party	297	41
	Trips	60	45
	Equipments sale	-	22
	Sponsored walk	250	-
	Easy funding	-	6
		<u>3,500</u>	<u>1,860</u>

5

Resources Expended					
	Fundraising costs	Governance	Charitable activities	2017 total	2016 total
	£	£	£	£	£
Wages	-	-	36,939	36,939	32,901
Training	-	-	944	944	258
Rent	-	-	5,628	5,628	4,730
IT spend	-	-	534	534	79
Insurance	-	-	581	581	534
Equipment/materials/snack	-	-	2,869	2,869	3,404
Bank charges	-	-	-	-	4
Telephone	-	-	189	189	329
Accounts, book keeping & payroll administration		701		701	466
DBS	-	-	103	103	451
Other	106	-	942	1,048	98
Fashion Show	100	-		100	100
Easter egg hunt/fayre	103	-		103	204
	309	701	48,730	49,740	43,558

6	Staff costs and numbers		
		2017	2016
		£	£
	Salaries and wages	36,939	32,901
	Training	944	258
		<u>37,883</u>	<u>33,159</u>

The average number of employees during the year:

	2017 number	2016 number
Manager/Supervisor	1	1
Deputy	1	1
Pre-school assistants	5	5
	<u>7</u>	<u>7</u>

7 Governance Costs

	2017 £	2016 £
Preparation of statutory accounts	<u>540</u>	<u>150</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

	2017 £	2016 £
Trade Debtors: fees from parents	-	-
Other debtors and prepayments	<u>529</u>	<u>1020</u>
	529	1020

11 Creditors: amounts falling due within 1 year

	2017 £	2016 £
Taxation & Social Security	321	243
Other creditors & accruals	<u>540</u>	<u>150</u>
	861	393

12 Analysis of Charitable Funds

Unrestricted Fund movements	2017 £	2016 £
General Fund		
Balance as at 31 July 2015	8,105	14,833
Incoming Resources	52,932	36,830
Outgoing Resources	<u>49,740</u>	<u>43,558</u>
As at 31 July 2017	11,297	8,105

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.