

Sutton St James

P R E - S C H O O L

Report of the trustees

For the year ending

31st July, 2018

THURSDAY



A04 *A7L6M4QY* 20/12/2018 #490
COMPANIES HOUSE

**Sutton St James Pre-School, Study Centre, c/o Hollinhey Primary School, Bell Avenue,
Sutton, Macclesfield, Cheshire, SK11 0EE
Charity Number: 1112019
Company Number: 5460621**

1#==SUTTON ST JAMES PRE-SCHOOL LIMITED

Report of the trustees for the year ended 31st July 2018

The trustees are pleased to present their annual report of the charity for the year ending 31st July 2018

Reference and administrative details

Charity Number 1112019

Company Number 5460621

Principal Office Study Centre, C/o Hollinhey Primary School, Bell Avenue, Sutton, Macclesfield Cheshire, SK11 0EE

Registered Office Study Centre, C/o Hollinhey Primary School, Bell Avenue, Sutton, Macclesfield Cheshire, SK11 0EE

Bankers Royal Bank of Scotland, 56 Chestergate, Macclesfield, Cheshire, SK11 6BA

Directors and trustees

The Directors and trustees serving during the year were as follows:

Mrs Gayle Parks	Chair
Mrs Sheryl Edwards	Secretary
Mrs Kirsty Ellis	Treasurer

The Committee members serving during the year were as follows:

Miss Nikki Gosling

Manager

Mrs 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.

Odile Peckham 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 event 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. Staff completed food hygiene. One member of staff completed Early Language Development, 2 members of staff attended an internal moderation course. Our SENCO has attended specialist training to ensure we are as knowledgeable and up to date as possible. Our 2 year old lead has attended a course ensuring we are providing an appropriate rich and stimulating learning environment for our youngest children. Various on line courses have also been completed including safeguarding, Prevent duty, communication and language, behaviour management, data protection and management courses. Two staff members have completed a first Aid course.

OFSTED visits ensure that the Pre-School is following all relevant regulations. Our latest inspection took place in April 2018 and we were awarded a Good for the Overall quality of our provision. We are very proud of this achievement. A summary of OFSTEDS key findings were,

- The manager, committee and team strive for continuous improvement and high standards. The manager specifically targets areas to make positive changes and considers the views of parents, children and staff. For example, there are improved methods to share information with parents about children's learning.
- Staff skilfully support children to make good progress in their learning. They use accurate observations and assessments of children's development to plan a variety of interesting and purposeful activities.
- Staff are very good role models and use effective strategies help children learn to manage their emotions. Staff are friendly, respectful and reinforce positive messages about behaviour. Children learn good social and moral values.
- There are strong partnerships with parents. Staff maintain a two-way flow of communication with parents and actively engage them in their child's learning and care.
- Children are motivated and inquisitive learners. They confidently lead their own play and freely choose from a wide range of accessible resources.

Our recommendations for the future were,

- Strengthen links with other settings that children attend to support the continuity of their learning and development even further.
- Enhance the arrangements for staff supervisions to provide them with precise feedback and focus on raising the quality of teaching even higher.

Both of these objectives have been addressed and acted on, from our manager contacting other settings and sharing information. Staff supervisions include precise feedback leading to actions been related.

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 19 children registered and others scheduled to through the academic year. Our maximum daily permitted capacity is 32. However in order to maintain our high quality of care in the space we have we cap our daily intake at 24 children. 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, our

'wow' celebration wall and Sticker Time all continue to have a positive impact on the development of our children, encouraging speaking and listening skills, and increasing our 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 Elf Run fundraiser; children received an Elf hats to take home in return for their sponsorship and enthusiasm!

We have enjoyed our themes this year, a favourite being our "Growing and changing" topic where the children loved having their very own caterpillars to take care of. The children recorded their development in their own book and watched in awe as they changed into butterflies! We had a leaving party for our butterflies and set them free with special wishes from the children. It really was magical and the children learnt so much from this. We have opened our doors to many visitors this year...We have welcomed baby lambs who we helped to feed with baby bottles (a real highlight for our children!) Baby ducklings visited as well as one of our children's pet hamster, our little learner explained to her friends how she takes care of her pet it was wonderful to witness! We have also grown our own daffodils, potatoes and very first pumpkin with the children lovingly watering and monitoring them each day. These activities have given our children such a wonderful opportunity to experience nurturing and caring for living things and realising its importance.

During our people who help us week we had visits from our local police officer who came to talk to the children about road safety and stranger danger. The fire brigade also visited and the children loved sitting in the fire engine and watching Mrs Riley dress up as a fireman gave them great delight! Other visitors have also included a veterinary nurse, Hollinhey school cook and a children's nurse all of whom enhanced the children's knowledge of staying safe and healthy and what these amazing people do to help us.

We have had numerous walks around the village including visiting the woods at 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 are very proud of the strong relationship we have built with Hollinhey Primary School this year and have even held our annual nativity and rhyme challenge in the school hall for the first time. As well as having snack and stories in the school Hall, shape and number hunts around the school grounds, holding sports races on the school field and had a Christmas sing song with reception in the school hall. All of these activities really eased our 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 now hope to build on this relationship even further next year.

We have held numerous theme days and weeks including our very own "Bear hunt" which was a great success. We have had an African week as part of our "all around the world " children listened to the story of 'Handas surprise' they even acted out the story themselves as well as producing fruit kebabs made out of all the fruit in the story we even flew there in an aeroplane! We have also had a Korean day where one of our children's mummy's came in and talked about Korea, the children learnt to say hello and goodbye in Korean and made Korean toys. We also celebrated Diwali and Chinese New Year all of these experiences helped to expand the children's knowledge understanding of different cultures and countries around the world. We took part in a Sporty week where the children loved doing aerobics in their sweat bands and sporty clothes as well as having a jog around the school grounds and celebrated World Book Day by dressing up as our favourite book characters and having special themed activities throughout the morning. We celebrated the royal wedding by dressing as princes and princesses and having our very own royal tea party!

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

As well as our questionnaires which go out twice a year to parents We have also introduced a special questionnaire for our children in order to ensure we are meeting both our children's and parent's needs.

Dinky 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 adventures and our book buddy bears are as popular as ever!

We have also introduced special reading and writing packs for our older children, consisting of a letter formation mat and reading book for the children to look at with their parents and work through at their own pace. This has really helped prepare our children for reception and is another link between us and home as the key worker and parents work together to help the children with this pack. The children love bringing in their "homework" and choosing new books to take home.

Our Halloween party proceeds were £320.00

Our Bingo night proceeds were £290.00

Our fashion show proceeds were £751.00

Our family fun day proceeds were £266.00

Our Heart of Gold proceeds were £30.00

monies raised from these events were used to build Our very own listening den in the Pre-school garden.

Our Easter Fair proceeds were £601.00, monies raised were used to purchase a trolley on wheels enabling each child to have their own named drawer and peg giving them a real sense of belonging.

Staff

We are grateful to all our staff for their continuing out of hours 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 and Halloween party.

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.

Fun Fundraisers

During the spring term, children participated in some fun theme days including: Sports Day, Cooking Day, Princess/Prince/Hero day, spotty day and Stripy day in support of our Easter Egg Hunt Fundraiser. All planned activities on these days were based on the children's dressing up. Great fun was had by all.

Trip to See Father Christmas at Fairways

Children and parents enjoyed a winter walk to meet Father Christmas at Fairways Garden Centre in December. A good time was had by all and Father Christmas told seasonal stories and encouraging the Children to join in the singing of Christmas songs. The children were very well behaved and represented

Christmas Party and Nativity

The children enjoyed their Christmas Party and during the last week of term performed a Nativity Concert at Hollinhey Primary School. 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.

Easter egg Hunt

We were very pleased to be able to hold this key annual fundraiser in our Pre-School garden. It was a successful and enjoyable afternoon, we combined this with an Easter fair where we even had our own Easter bunny in his burrow. Which helped contribute to our impressive total raised. Howdens kindly sponsored the event.

Children in Need

Children came dressed as their favourite super hero/princess

Leavers Events

Fun was had by all at our Leavers Party, which was held during the last week of term and we even had our very first Pre-School festival "Meadowfest" held on cop meadow playing fields, children made head bands, wristbands, had their faces painted and glitter tattoos applied as well as playing on the play equipment, dance competitions and a festival picnic everyone had an amazing time!

On the last day of term we held a 'greatest showman show where the children talked and sung about their dreams for the future followed by a traditional Graduation ceremony for the children, who wore caps and gowns and were presented with a certificate by their Key Person.

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. Fees were increased in September 2017 to £14.50. This figure will continue to incorporate snack monies to enable a healthy and varied snack to be offered to every child, every day.

Fundraising activities made an important contribution to our income once again this year

We were pleased that the sun shone this year on our Annual Easter Egg Hunt which produced a healthy profit of

In total our fundraising proceeds totalled £2,459 our thanks go to everyone who has supported our fundraising events, either by attending, helping to organise or donating prizes.

This financial year we have £10,936 in reserves which is £361.00 loss for the year.

Over all the trustees are happy with the results for the year and hope for a successful year in 2018/19 with lots more fundraising events.

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.

We have been able to top up our reserves this financial year. The reserves are now in a better position to cover unforeseen expenses in the future.

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 plan 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 with events and activities we already have planned. This enables our children a smooth and seamless transition to school.

The needs of the children will be assessed during the year with regards to equipment requirements and fundraising will be used as a source of finance to provide for these needs. A fundraising schedule for 2018/19 will be produced by the new committee.

The Pre-School have a what we have done this week board to inform parents of what we have been learning at Pre-School, and how we expanded the activities during this week to enhance the children's learning through play and taking into account the children's ideas.

We recognise the importance of keeping parents informed of what the children have been doing "learning through play" in a secure happy environment and therefore provide photos on our characteristics of effective learning board which shows how we provide opportunities for children to progress and expand their learning through play. There is also a parent notice board being continually updated. This year we have also introduced our closed Facebook page where photographs and explanations about what we have been learning during the week are shared. We have also implemented the Online Learning system "Tapestry" which allows parents to see observations and photographs of their children as well as how they are developing. We will be developing this further this year so that eventually all families will have access to this system.

During the 2018/19 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 9th November 2018

By order of the trustees

Gayle Parks (Chairperson)

A handwritten signature in black ink, consisting of a stylized 'G' and 'P' intertwined.

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

Report and Financial Statements

Year ended 31st July 2018

Charity number: 1112019

Company number: 05460621

Sutton St James Pre-school
Statement of Financial activities (including Income & expenditure Account)
for the year ended 31st July 2018

		Unrestricted Funds 2018 £	Unrestricted Funds 2017 £
	Notes		
Incoming resources			
Incoming resources from generated funds:			
Voluntary income: donations	3	200	380
Activities for generating funds:			
fundraising	4	2,459	3,500
investment income		5	4
Incoming resources from charitable activities:			
CEC Grant		46,943	32,101
Fees from parents		9,681	16,947
Total incoming resources		<u>59,288</u>	<u>52,932</u>
Resources expended			
Costs of generating funds			
Cost of generating voluntary income:			
Fundraising trading: costs of goods sold and other costs	5	468	309
Charitable activities	5	57,202	48,730
Governance costs	5	1,979	701
Total resources expended		<u>59,649</u>	<u>49,740</u>
Net incoming/(outgoing) resources		(362)	3,192
Reconciliation of funds			
Funds brought forward		11,297	8,105
Total funds carried forward		<u>10,936</u>	<u>11,297</u>

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 2018

	Notes	2018 £	2018 £	2017 £	2017 £
Fixed Assets					
Office Equipment			896		-
Current Assets					
Debtors	10	-		529	
Bank		10,964		11,228	
Petty Cash		<u>353</u>		<u>401</u>	
			11,317		12,158
Creditors: amounts falling due within one year	11		1,277		861
Net Assets			<u>10,936</u>		<u>11,297</u>
Unrestricted funds					
General funds	12		10,936		11,297
Total Funds			<u>10,936</u>		<u>11,297</u>

For the year ended 31 July 2018 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

2018 and signed on its behalf by:

Gayle Parks
Director



Notes forming part of the Financial Statements for the year ended 31st July 2018

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.

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Donations

	Unrestricted 2018 £	Unrestricted 2017 £
Well Dressing Association	-	200
Howden	200	150
Parents	-	30
	<u>200</u>	<u>380</u>

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Activities for generating funds: fundraising

	2018 £	2017 £
Easter egg hunt/fayre	601	590
Fashion show	751	1,444
Uniforms	174	229
Valentine's party	-	340
Family fun day	266	290
Christmas fayre/Halloween party	320	297
Trips	27	60
Hearts of Gold	30	-
Sponsored walk	-	250
Bingo	290	-
	<u>2,459</u>	<u>3,500</u>

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Resources Expended

	Fundraising costs £	Governance £	Charitable activities £	2018 total £	2017 total £
Wages	-	-	43,779	43,779	36,939
Pensions	-	-	89	89	-
Training	-	-	285	285	944
Rent and room hire	-	-	8,209	8,209	5,628
IT spend	-	-	794	794	534
Insurance	-	-	593	593	581
Equipment/materials/snack	-	-	2,718	2,718	2,869
Bank charges	-	-	(108)	(108)	-
Telephone	-	-	335	335	189
Accounts, book keeping & payroll administration	-	1,051	-	1,051	701
Legal Fees	-	480	-	480	-
DBS	-	-	119	119	103
Other	236	-	389	625	1,048
Fashion Show	150	-	-	150	100
Easter egg hunt/fayre	82	-	-	82	104
Depreciation	-	448	-	448	-
	<u>468</u>	<u>1,979</u>	<u>57,202</u>	<u>59,649</u>	<u>49,740</u>

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Staff costs and numbers

	2018 £	2017 £
Salaries and wages	43,779	36,939
Pensions	89	-
Training	285	944
	<u>44,153</u>	<u>37,883</u>

The average number of employees during the year:

	2018 number	2017 number
Manager/Supervisor	1	1
Deputy	1	1
Pre-school assistants	7	5
	<u>9</u>	<u>7</u>

7 Governance Costs

	2018 £	2017 £
Preparation of statutory accounts	<u>540</u>	<u>540</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

	2018 £	2017 £
Trade Debtors: fees from parents	-	-
Other debtors and prepayments	-	529
	<u>-</u>	<u>529</u>

11 Creditors: amounts falling due within 1 year

	2018 £	2017 £
Taxation & Social Security	705	321
Other creditors & accruals	572	540
	<u>1,277</u>	<u>861</u>

12 Analysis of Charitable Funds

Unrestricted Fund movements	2018 £	2017 £
General Fund		
Balance as at 31 July 2017	11,297	8,105
Incoming Resources	59,288	52,932
Outgoing Resources	59,649	49,740
As at 31 July 2018	<u>10,936</u>	<u>11,297</u>

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.

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.