



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	1 <sup>st</sup>	June	2020		31 <sup>st</sup>	May	2021

## Section A Reference and administration details

Charity name

The Good Shepherd Pre-School

Other names charity is known by

Registered charity number (if any)

1020606

Charity's principal address

78a Weaverthorpe Road

Woodthorpe

Nottingham

Postcode

NG5 4PT

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kate Hayman	Chair		
2	Gemma Volpe	Treasurer		
3	Emma Holmes	Secretary		
4	Helena O'Hara			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Pre-School Learning Alliance Constitution
How the charity is constituted (e.g. trust, association, company)	Trust
Trustee selection methods (e.g. appointed by, elected by)	AGM Election for a period of 1 year

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The Good Shepherd Pre-School is a registered charity numbered 1020606. It is also registered with OFSTED (EY334654) and a member of Early Years Alliance.</p> <p>The Pre-School has a childcare protection policy in place which includes carrying out DBS checks for new and existing members of staff. These checks are carried out every 3 years in line with official requirements.</p> <p>All trustees give their time voluntarily and received no remuneration or benefits.</p> <p>The Pre-School rents the school room and associated facilities in which it provides Early Years education and childcare. This is from the 1<sup>st</sup> Arnold &amp; Woodthorpe Scout Group.</p>
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## Section C Objectives and activities

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

To enhance the development and education of children under statutory school age by offering appropriate play, education and care facilities and adhering to the aims and objectives of the Early Years Alliance.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Good Shepherd Pre-School is a friendly setting providing a varied, interesting and informative Early Learning Years education and childcare for children between the age of 15 months to five years from the Woodthorpe and surrounding district. The primary purpose to create a safe and caring environment; preparing children for the transition to full time school.

The Pre-School employs 5 part-time staff (Manager, Deputy Manager and Early Years Practitioners) during the year to provide morning, afternoon and lunch club sessions.

We welcome all children within the age range regardless of personal circumstance, gender, faith, cultural background and ability.

**Additional details of objectives and activities (Optional information)**

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

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

**Section D**

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

This year has, like 2019-2020, proved to be a challenging year for the pre-school due to the Covid-19 pandemic. Financially the charity has suffered a financial setback. Though it must be said, because of the strong financial position of the pre-school prior to the pandemic, we remain in a healthy situation.

Sadly the pandemic has meant that fundraising activities that usually take place, such as summer and Christmas fayres, have not been able to take place. Nor were we able to do our annual summer trip with the children.

We have however gone ahead with our intention to invest in ICT with the purchase of an interactive whiteboard for the children which has been well received and enjoyed by both the children and the staff. It has also meant that we have been able to introduce a number of health and wellbeing activities for the children, such as online yoga videos specifically aimed for preschool aged children.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Good Shepherd Pre-School has a formal Reserve Policy in place which has been reviewed and ratified by the Trustees.

The policy typically covers 3 Months Operating Costs, Staff Redundancy Payments and estimated Relocation Costs.

Funds are ring-fenced within a wholly separate bank account.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Main funding is provided by Nottinghamshire County Council.

Additional funding is secured from non-funded fees, in addition to fundraising.

It should be noted that NCC Funding figures are reported as lower than last year. This is due to Covid-19. At the beginning of lockdown in March 2020 NCC paid the summer term funding in full (instead of spread out over the term) and as a result, summer term 2020 was reported in last year's (19/20) financial reports. For this financial year there has also been no income from 15 month club and no fundraising from summer & Christmas fayres. Income from non-funded fees over the summer term was also affected by the lockdown.

## Section F

## Other optional information

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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gemma Volpe	Kate Hayman
Position (e.g. Secretary, Chair, etc.)	TREASURER	CHAIRPERSON
Date	23/03/2021	

**Good Shepherd Pre-School - Income & Expenditure Summary (UPDATED 10/03/2021)**

<b>Income</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Notts CC Funding	42,055	63,655	51,712	60,354	51,060	49,539.20	81,508.09	72662.37	£98,302.43	56617.98
Pre-School Fees	12,869	7,306	20,490	20,013	11,776	20,196.64	16,637.44	23470.41	£16,686.02	13570.75
Fundraising	941	861	1,397	823	1,860	1,172.39	1,779.66	106.50	£894.65	0.00
Grants	450	4,236	0	0	0	0	0.00	0.00	£0.00	0.00
Donations	0	16	0	0	200	0	0.00	0.00	£285.38	27.50
Miscellaneous	861	335	2,137	438	8	341.62	5.00	7.49	£525.38	0.00
Interest	12	18	0	0	0	0	0.00	0.00	£32.66	9.67
<b>Total</b>	<b>57,188</b>	<b>76,427</b>	<b>75,736</b>	<b>81,628</b>	<b>64,904</b>	<b>71,250</b>	<b>99,930.19</b>	<b>96246.77</b>	<b>£116,726.52</b>	<b>70225.90</b>

  

<b>Expenditure</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Salaries	39,510	48,255	40,330	49,122	51,261	51110.31	48,271.61	58876.30	71420.84	68,170.38
Rent	3,552	4,960	5,850	6,790	6,918	7005.00	5,908.00	6248.04	7602	7,743.00
HMRC	4,315	4,379	2,827	3,227	3,155	3880.20	2,524.68	4389.12	7678.3	6,481.16
Capital Expenditure	0	2,953	0	0	0	0.00	0.00	0.00	0	-
Activity Supplies	1,526	1,655	1,133	5,155	3,600			861.41		£3,484.20
Payroll Expenses	402	351	356	474	582	950.40	1,243.20	1129.20	1252.8	£894.00
NEST						157.84	319.52	1364.84	2408.47	£2,663.57
Trips & Outings	803	385	435	534	0	0.00	0.00	537.50	353.5	£0.00
Insurance	437	378	432	476	483	497.96	515.67	519.59	528.06	£734.56
Materials						1106.63	1,717.44	3797.88	1139.68	£976.57
Print & Stationery	894	166	14	222	75	546.99	0.00	55.16	0	£75.00
Maintenance	0	0	170	116	118	0.00	0.00	0.00	70.81	0
Snacks & Milk	802	603	483	837	893	566.74	517.70	976.70	586.54	£406.98
Petty Cash	807	180	0	0	0	0.00	0.00	0.00	0	0
Phone & Internet	148	0	404	462	576	439.47	555.05	634.35	649.95	766.04

Training	0	245	630	0	0	150.00	0.00	0.00	530	0
Miscellaneous	496	697	1,453	7,650	2,436	2618.09	504.00	2490.47	733	530.48
<b>Total</b>	<b>53,692</b>	<b>65,207</b>	<b>54,516</b>	<b>75,065</b>	<b>70,097</b>	<b>69,029.63</b>	<b>62,076.87</b>	<b>81,880.56</b>	<b>94953.95</b>	<b>92925.94</b>
<b>Surplus / Deficit</b>	<b>3,496</b>	<b>11,220</b>	<b>21,220</b>	<b>6,563</b>	<b>-5,194</b>	<b>2,220</b>	<b>37,853</b>	<b>14,366</b>	<b>21,773</b>	<b>-22,700</b>

Rosa Clarke  
235 Oakdale Road  
Carlton  
Nottingham  
NG4 1AA

Gemma Volpe  
Treasurer  
The Good Shepherd Pre-School  
78a Weaverthorpe Road  
Woodthorpe  
Nottingham  
NG5 4PT

23<sup>rd</sup> March 2022

Dear Gemma,

**Re: The Good Shepherd Pre-School Accounts 2020/21**

I have reviewed the accounts summary, documentation and receipts for the Financial Year Ending 2020/21.

I am a financially competent individual, and am happy to confirm these accounts are in order.

Yours Sincerely,



Rosa Clarke