



Trustees' Annual Report for the period

From 01/09/2023

To

13/09/2024

Charity name: **St Michael's Community Nursery**

Charity registration number: **1022982**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>St Michael's Community Nursery is referred to in its governing document (Constitution) as "the Pre-school". The Pre-school is a body in membership of the Pre-school Learning Alliance.</p> <p>Aims:</p> <p>The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:</p> <p>(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;</p> <p>(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area;</p> <p>(c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>St Michael's Community Nursery (the Nursery) is a nursery and pre-school. We take pride in providing a happy, safe and stimulating environment for 2 to 5 year-olds. Children have access to a wide range of resources which motivate them to explore, investigate and learn through first-hand experience.</p>

		We employ a team of dedicate, qualified and experienced staff; and are funded through various routes including public funding, parents fees, donations and fundraising. [See Financial Review.]
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes, the trustees have had regard to Charities Commission guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Nursery does not give grants
Policy on social investment including program related investment	Para 1.38	See the summary of the purposes of the charity
Contribution made by volunteers	Para 1.38	Volunteers run the committee, fundraising, and a number of back-office functions of the Nursery, including: HR (assisting with recruitment and performance), payroll, financial management & oversight, book-keeping, development of policies.
Other		

Achievements and Performance

	SORP reference	

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>See Annex 1: Chair and Manager's annual reports</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	
<p>Other</p>		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>At the end of the period 01/09/2023 to 13/09/2024 the Nursery had:</p> <ul style="list-style-type: none"> • Received income of £131,277 • Made expenditure of £127,096 • Net surplus for the year of £4,180 • Carried forward a bank balance of £88,221 into the next financial year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Committee reviewed the nursery's financial controls and reserves policies (in 20/21) and considers it still appropriate.</p> <p>The policy has been developed in line with guidance issued by the Charities Commission and the Pre-School Learning Alliance; and aligned with reserves policies held by other nurseries.</p> <p>The policy was developed with scenarios in mind which could require large unforeseen expenditure: for example, large maintenance or operational costs in excess of budget; an unexpected fall in income while nursery adapts its funding model; and large fluctuations in cash flow. The reserves policy covers, in the worst-case: costs of closure and redundancy, plus between 3-6 months of running costs to cover other scenarios.</p>
Amount of reserves held	Para 1.22	<p>The Nursery's reserves to be held covers, in the worst-case: costs of closure and redundancy, plus between 3-6 months of running costs to cover other scenarios. At this time, this equates to a range of £45,000 to £70,000 (to be held). Cash carried forwards at the end of FY23/24 exceeds the range to be held in reserve. Investment back into the Nursery of funds in excess of this range, is being planned and implemented by the Nursery Committee. See Treasurers report annexed to this TAR for further details.</p>
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Nursery receives funding from: <ul style="list-style-type: none">• The local authority (Surrey County Council) per child per hour for children eligible for public funding;• Parents pay fees for children not eligible for public funding (those under 3) (or where funded children are exceeding their funded hours);• Voluntary contributions from parents for our forest school lessons;• Donations;• Fundraising by the parent-led committee of volunteers (Christmas Fayre, village fete, ad-hoc events, etc).
Investment policy and objectives including any social investment policy adopted	Para 1.46	The nursery maintains a policy of reinvesting additional reserves to ensure the continued functioning and future of the nursery, whether this be in the form of staffing and training, infrastructure or educational resources.
A description of the principal risks facing the charity	Para 1.46	Should there be a fall in children registering for the nursery, our funding will decrease.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election to post at the Annual General Meeting.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	N/A
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	St Michael's Community Nursery
Other name the charity uses	St Michael's Nursery
Registered charity number	1022982

Charity's principal address	St Michael's Community Nursery Mickleham Village Hall Dell Close Mickleham Surrey RH5 6EE
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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	Miranda Masters	Committee Chair		Committee by vote at AGM
2	Sophie Archer-Hurst	Treasurer		Committee by vote at AGM
3	Sarah Bennett	Committee Secretary		Committee by vote at AGM
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

Hilary Budd (Manager)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

Annex 1: Manager, Chair and Treasurer annual reports 01/09/2023-13/09/2024

Managers' Report

Last year we had a notable decrease in the uptake of Forest School afternoons, we considered that this was a blip, but the uptake was again reduced for this year's cohort. We have addressed this by amending our daytime offer and Thursdays are now exclusively for children in their pre-reception year, with Thursday mornings being run as Forest school sessions. Staff are already noticing how this is benefitting the cohort, and it is certainly our intention to continue to offer this going forward.

After introducing napping facilities, we still only have one napper, the financial impact is fortunately less than last year as the napper naps in the main room and has an amazing tolerance for background noise!

We have had some staffing changes this year, Hollie left her practitioner role after Christmas, but continued to cover some Forest school sessions until the end of the academic year. Chatty Kelly joined us in January as an experienced practitioner, from private School Belmont, Katie loved her work experience so much she joined us again this summer term, and is now working in between studying her A levels, Infamous Georgie had to take some time out to support her children's developing needs and sadly was unable to return this academic year. We have however employed Faith, an unqualified practitioner but experienced grandparent, currently also have Justyn (another ex pupil) and Elaine (ex-staff) volunteering, and hope to employ a new SENCO shortly. New staff will mean additional training costs, but this is a valuable way of spending, continuing Professional development benefits all staff as we learn and share new ideas and techniques. Early Talk Boost (a targeted language development programme) was truly embedded last year and we hope to start a new cohort after Christmas.

And so the summary of our activities ~ the year started with creating happazome bunting entries for the Horticultural show, we then played farms, celebrated the harvest and enjoyed a bumper crop of conkers! Oliver and Henry's dad taught us some new songs in a music workshop. We celebrated bonfire night and divali and learnt songs for our nativity Away In a Manger. Our Christmas gift was a measuring activity, measuring the height of the child and then adding the correct length of ribbon in a bauble. I wonder how many parents will remeasure this year?

The new year started with a focus on supporting imaginative small world play, farm, hospital, transport and pirates, and then we celebrated Chinese New Year. We had an INSET day with a supporting 2yr olds focus, which led to a reorganising the furniture in the setting. Wow, what a difference it has made too, who knew we had all that space!

A Mother's Day favourite, creating key fobs, easter activities and not very friendly chick hatching!

Following the interests of the children after Easter we had a pets focus, with Georges dragon becoming our pet of the week. Then people who help us with some very realistic jail play!

We focused on our senses and started to grow potatoes at nursery and beans at home. We learnt how important bees were and had a visit from our local beekeepers. The interest in bugs developed and we had several weeks exploring our mini beast friends, culminating in releasing our raised butterflies.

It was then the Euro's so we played football, Pride so we danced with scarves and ribbons, Wimbledon,

we attempted to hit tennis balls. We had sports days and ended our year with our Jack and the beanstalk play.

Last year's report ended with a matter of praise to the core committee, now your nursery trustees, and a note for parents to please lessen their burden as we transitioned into a CIO, by volunteering willingly and support fundraising efforts. As you know, we are now a CIO and we should be beginning to reap the benefits of our new charitable status. Parents and community members can now contribute to the running of the nursery, without the previous challenge of financial responsibility. It is an ask, but it is equally rewarding and ultimately evidence shows the more a parent is involved in their child's education, the better the outcomes for the child. The willingness to support fundraising efforts still needs a little work, and we would really like to understand how we can improve parent participation. The benefits of sending your child to a community nursery only occur when the community actively participates! All parents are part of that community, we currently have two members of the staff team who came to this nursery as 3 yr olds, the memories created in preschool years clearly last!

Finally, I would like to note my appreciation for my colleagues. It is a very supportive team and I couldn't do my job without them and their tolerance of shall we say Hilaryisms! Especially Jennie who puts in lots of additional management hours, including on a Sunday sending out the newsletter, please help me appreciate her by reading it!

Chair's Report (Miranda Masters)

Trustee Board will continue to be made up of a group of parents both past and present who volunteer their time to work closely with Hilary to help the Nursery to run as it does. Unlike other parent committees whom primarily fundraise, our role here is to support the Nursery Manager to run the nursery in accordance with laws and regulations to which we as a charity, must abide alongside as an Early Years Setting and under the Early Years Foundation Stage framework.

Therefore, alongside the crucial role of raising money to support the Nursery, the Committee also fulfils leadership roles such as 'Payroll' and 'Safeguarding', ensuring we are financially sustainable moving forward. Without the Board of Trustees there would be no nursery so a huge thank you goes to all that make it happen!

We are now completing the transition phase into a CIO (Charitable Incorporated organization) which has been a long time in the making. It means that the structure of the Committee leading the nursery has changed, primarily removing personal financial liability from Committee members (volunteering parents!) and ensuring the Nursery charity can support itself should it need to.

We have now been visited and successfully re-registered by Ofsted, who have deemed we are indeed fulfilling our duties set out in the Early Years Foundation Stage Framework in terms of the educational opportunities that are offered to the children, the rigour of our safeguarding policies and procedures and the suitability of the staff employed here.

The next phase is to recruit new members of the Nursery community to join the Trustees moving forward.

We need to recruit for Sarah's role as Secretary and payroll. This is a relatively low time commitment

role. In the couple of years that Sarah has been doing this role, she has learnt (from scratch) how to use the particular computer programme used for paying the staff. It involves a few hours each month to input the hours staff have worked into the programme (from Hilary). This role also involves booking the village hall for Nursery events and dealing with the insurance company on an annual basis. It would suit someone who is organized and like would be able to spend a fairly static amount of time each month on the role.

At the end of this academic year, myself and Verity's boys will be moving on from the Nursery. After four years each on the Committee it is also our turn to pass the baton on.

In the new Trustee structure, my role is mainly dealing with the HR element, preparing contracts or pay letters, recruitment, researching how the Charity remains compliant with its roles. The amount of time that I spend on the role each month does change, depending on the time of year but I am able to still manage it with a nearly full time role as a Senior Leader in a school, averagely an hour or 2 each week.

Verity is working very hard to spearhead the fundraising efforts for the Nursery. Nursery fees parents pay are supplemented each year by the fundraising events held and without them, we would not be financially sustainable. As you all know the busiest time of the year is leading on the running of the Christmas Fair, but as we need to find ever increasing funds to support the Nursery, including paying our lovely staff, these fundraising opportunities are being rolled out across the rest of the year too.

If you would like to join the Trustee board but worried about a certain element or that you don't know or understand how a nursery runs – please don't! None of the Trustees (other than Hilary and Jennie of course!) have been officially trained. We have all learnt as we've gone along but we do now have detailed handover notes that are passed on from predecessors and we work as a team! We're all in it together! So please, if you think you might be able to offer some time – don't be shy in offering your help!

Treasurers Report (Sophie Archer-Hurst)

The accounts for the academic year 23/24 are currently being finalised and are subject to an audit but the outcome for the year is expected to be a net profit of approximately £4k (vs. Net deficit prior year of £6k).

Due to the timing in which funding is received from SCC and the varying age of the children in each year group, a swing between a profit and deficit between years is not uncommon and over time we would expect these to essentially cancel each other out.

However, there are a few significant things to highlight:

Last year we invested in the future of the nursery by paying £1.5k professional fees to help us become a CIO. This investment has paid off, with a lot of hard work from the Core Community members, and we have now successfully transitioned to a CIO as of Sep-24. This should help to secure the future of the nursery.

Every other year the village of Mickleham hold a village fair whereby the profits are split between various

organisations, the nursery being one of them. We benefitted from an amazing donation of £1,150 in respect of this in July of this year.

We successfully reclaimed £1.5k from HMRC in respect of an historic overpayment of PAYE.

We were lucky enough to receive some very generous donations totalling £2.6k during the year from members of the local community and these were very gratefully received by the nursery.

Financial challenges faced by nursery during the last year:

In April 2024 the National minimum wage increased by 9.8% so we needed to increase wages accordingly to ensure we remained competitive within the sector and retained staff. The Core Committee felt it was appropriate and necessary at this time to review parent fees and as such increased our hourly rate by 10%. Funding rates were also increased by the government. Both of these factors helped to offset the increased wages costs and ensure that the nursery remains sustainable.

Fundraising

Fundraising totalled £4,332, amazing achievement compared to prior year at £2.9k. Well done and thanks to Verity and team! This was partly due to money received from the Village fair of £1,150k which occurs every other year and also from a variety of other events:

£2,000 Christmas fair (most profitable of which were the Raffle, Santa's Grotto and the cafe)

£557 Easter fair

£106 Horticultural show

Gingerbread men

Easyfundraising

Thank you to everyone who contributed to or took part in these events and particularly to Verity and team for organising them.

Whilst the Fundraising income may appear small compared to funding from SCC and parent fees, to put these figures into context, once our basic overheads (staff costs, rent, bills etc.) are netted off, approximately 1% of the nursery's annual budget remains for educational resources or unforeseen expenses like out-of-the-ordinary maintenance. This year, annual fundraising quadrupled this, funding various educational resources and the chickens to further enrich our children's nursery experience. It also accounted for 100% of this year's surplus.

So supporting the fundraising effort in any way that you can really does benefit the nursery and our children.

As of 14/09/24 the assets of the charity were transferred to the new CIO and the charity continues to operate under the new legal entity.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s) *Sophie Archer-Hurst*

Full name(s) Sophie Archer-Hurst

Position (eg Secretary,
Chair, etc) Treasurer

Date 16/01/25

St Michael's Community Nursery: Final Accounts for period 1-Sep-23 - 13-Sep-24

Income	Prior year 2022/23	Actual 2023/24	Budget FY23/24	Act. V. Bud	Explanations for significant variances
Fees total	£ 112,626	£ 120,858	£ 124,007	97%	
* Surrey County Council funding	£ 73,730	£ 70,702	£ 64,496	110%	Down on PY despite full year effect of increased open hours from Jan-23 due to lower proportion of older children receiving SCC funding vs. PY and significant number not claiming full 15 universal hours. Up on budget due to national funding rates increasing.
* Parent fees	£ 34,844	£ 47,707	£ 57,911	82%	Increase vs. PY attributable to full year effect of increased nursery open hours from Jan-23. Variance to budget offset by higher SCC funding - more children funded than expected at time of budget.
* Forest School (voluntary contribution)	£ 4,051	£ 2,449	£ 1,600	153%	Less voluntary Forest school contributions made by parents
Grants and Vouchers	£ 60	£ 45	£ 30	150%	Food voucher grant received on behalf of family, net off in expenses.
Restricted Grants	£ -	£ -	£ -	#DIV/0!	Absorbed within SCC fees
Fundraising	£ 3,882	£ 5,535	£ 4,200	132%	Net fundraising income after expenses was £4.3k. £1.2k received from Mickleham Village fair which occurs every other year. Other fundraising events were the Christmas fair (£2k), Easter fair (£557) and Horticultural show (£100).
Sale of Uniforms	£ 430	£ 196	£ 237	82%	Significant uniform sales PY so less uniform needed this year.
Donations	£ 1,717	£ 2,651	£ 1,469	180%	Ad hoc one-off donations within the community
Other Income	£ 0	£ 1,992	£ -		£1.5k HMRC historical PAYE refund
Unidentified Income	£ -	£ -	£ -		
Sub total income	£ 118,595	£ 131,277	£ 129,944	101%	Increase in total income attributable a rise in funding for additional nursery hours and generous one-off donations within the community, partially offset by fewer voluntary Forest School payments received.

Expenditure	Prior year 2022/23	Actual 2023/24	Budget FY23/24	Act. V. Bud	Explanations for significant variances
Staff Salaries	£ 88,506	£ 92,439	£ 93,407	99%	Increase verses last year due to full year of increased hours. Below budget as member of staff left in Summer term and partially covered by voluntary position.
Employers NI	£ 10,956	£ 11,330	£ 11,451	99%	As above.
Pension	£ 3,144	£ 4,890	£ 5,908	83%	Increased last year as more employees became eligible for pension with increasing salaries. Below budget as qualified member of staff receiving pension left and covered by voluntary position and overtime.
Training Costs	£ 2,615	£ 1,273	£ 1,278	100%	All staff received first aid training last year. This year as budgetted.
Rent	£ 4,707	£ 5,165	£ 5,665	91%	Monthly rent increased vs. prior year.
Stationery	£ 669	£ 333	£ 665	50%	
Staff Uniforms	£ 678	£ 145	£ 585	25%	Updating of tired staff uniform in prior year
Insurance	£ 1,247	£ 1,338	£ 1,250	107%	Based on turnover plus annual inflation %.
Recruitment/Advertising	£ -	£ -	£ 180	0%	No new recruitment fees required this year
Educational Resources	£ 5,060	£ 2,853	£ 2,502	114%	Ad hoc resources
Provisions	£ 168	£ 466	£ 99	471%	Ad hoc sanitary and cleaning products
Other Bills/Fees	£ 570	£ 798	£ 572	139%	DBS check, Ofstead fees, payroll software charges, Zoom account
Telephone	£ 1,054	£ 1,617	£ 1,204	134%	Increase in monthly BT charges
Bank charges	£ 69	£ 74	£ 62	120%	
Maintenance/Premises	£ 413	£ 566	£ 428	132%	
Chickens	£ 343	£ 1,095	£ 1,076	102%	Chicken coop needed rebuilding which was budgeted for
Fundraising Expenses	£ 954	£ 1,249	£ 1,181	106%	
Miscellaneous Expenses	£ 3,270	£ 1,465	£ 714	205%	Includes £500 treasurer laptop, necessary for work to achieve CIO status. Last year included £1.5k CIO advisor fees.
Expenditure for Restricted Grants	£ 300	£ -	£ -		Specific financial support for individual family using Pupil Premium funding - not replicated this year.
Sub total Expenditure	£ 124,723	£ 127,096	£ 128,227	99%	Overall inline with budget

Surplus/Deficit	-£ 6,128	£ 4,180	£ 1,718		Historically the nursery fluctuates between a net profit and deficit due to timing differences in funding and varying ages of children which over time cancel each other out and ensure that the nursery covers it's costs.
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BALANCE SHEET


Cash in bank	£ 88,491	£ 88,027
Cash in hand (float)	£ -	£ 194
Debtors at 13/09/24	£ -	£ 437
Accruals at 31/08/24	£ 4,014	£ -
Net assets	£ 84,478	£ 88,658

Surplus/Deficit check 4,180.26
(0.00)

Audit Statement

I have reviewed the accounts for St Michael's Community Nursery for the accounting period ending 13th September 2024. In my opinion the accounts give a true and fair view of the income and expenditure of the Nursery for the year end and the assets held at the balance sheet date.

Chris Budleigh, Hon Auditor


 Approved by the committee and signed on behalf by: 12 December 2024

Miranda Masters, Chair



Sophie Archer-Hurst, Treasurer



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 Approved by the committee and signed on behalf by: 12 December 2024

Miranda Masters, Chair



Sophie Archer-Hurst, Treasurer

