



## Trustees' Annual Report for the period

From 1 September 2019 To 31 August 2020

Charity name: Cranmer Preschool

Charity registration number: 1025379

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objectives and activities of Cranmer Preschool are as follows:</p> <ul style="list-style-type: none"><li>• To deliver outstanding affordable childcare and education for our local community.</li><li>• To work closely with parents and caregivers in partnership to meet the needs of each individual child.</li><li>• To provide high quality care and education for all children at, so each child realises their full potential.</li><li>• To provide a learning environment that nurtures the holistic child, learning through open ended play to ensure every child develops mentally, physically and socially.</li><li>• To add to the life and well-being of our local community.</li><li>• To develop independent, confident and capable children who are ready for their next stage of education.</li><li>• To build knowledgeable quality members of a team of practitioners.</li><li>• To provide a balance of child initiated and practitioner led, carefully structured, activities and experiences based on individual developmental needs to foster their well-being, self-esteem and personal development.</li><li>• To offer children and their families a service that promotes equality and values diversity.</li></ul>
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>In planning our activities for the year, we have kept in mind the Charity Commissions guidance on public benefit at our committee meetings.</p> <p>The focus of our activities is to deliver high quality education and care in accordance with the Early Years Foundation Stage guidance. In</p>

		<p>order to do this, we employ the Pre-school Manager, Deputy Manager and Early Years Practitioners who undertake joint daily planning activities to meet the needs and interests of the children attending the setting. This benefits the children in our care and provides an affordable option for local parents who wish to work or study.</p> <p>The Pre-school has a key person approach to ensure that the progress and wellbeing of all children is constantly monitored and fed into future planning. We ensure that all staff are well trained and able to meet the needs of the children in our care. We listen to the views of our children, parents and staff. This year we issued a questionnaire to our parents and used the feedback to inform our improvement work. We have also issued a questionnaire to all staff to help improve the working environment.</p> <p>We encourage positive relationships with parents and carers. We welcome all children regardless of personal background, faith, gender or personal circumstances and celebrate Britain's diversity of culture and ethnicity. We believe this philosophy of openness to all enriches the environment through the sharing of life experiences.</p> <p>We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are confident in these areas. We follow the recommendations offered by Nottinghamshire County Council and the guidance available from the Pre-School Learning Alliance.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have regard to the public benefit guidance issued by the Charity Commission which is taken into account during all decision-making processes.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
	Para 1.38	

Contribution made by volunteers		
Other		

## Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>We have remained a proactive committee of dedicated volunteers. We have grown and developed as a committee over the year seeing new volunteers join and bring new ideas to the setting.</p> <p>We have maintained a stable and committed team of staff during the year and welcomed a new member of staff for the new year. We have also seen one of our trainees complete her level 3 studies during the year</p> <p>A pay review was carried out this year and staff received a pay rise.</p> <p>In March the Pre-school Manager and Deputy Manager delivered an informative session on EYFS, Ofsted information and Cranmer Pre-school Practice to the Pre-school Committee.</p> <p>The Pre-school held a Christmas party to help with fund-raising. One of the grandparents is also participating in a Charity Challenge which has been the main source of fundraising during the year, activities included have been a pop up fashion show, dinner parties, smarties tube challenge and car boot sales.</p> <p>The Covid 19 pandemic hit halfway through the year which has brought with it many challenges. The chair, treasurer and preschool manager worked closely to manage the staff during this difficult time and to ensure that we were able to provide care to the children of key workers safely. Once it was possible we opened the doors to our other children as well and have continued to provide outstanding, affordable childcare under difficult circumstances.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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Performance of fundraising activities against objectives set	Para 1.41	We have held a number of fund-raising activities. All events raise money, enabling us to purchase new and exciting learning resources and equipment for the children.
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity made a small surplus during the year leaving it with a stable financial position at the year end.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	All reserves held by the charity are unrestricted and are held in order to meet any unforeseen circumstances
Amount of reserves held	Para 1.22	£60,589
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	None

### 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	Council funding for 'free childcare' places for 3 and 4 year olds Private fee income from individuals attending sessions or wrap around care
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
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	The Pre-school requests DBS checks are completed and applies to Ofsted for a 'Letter of Suitability' in line with statutory requirements, before the commencement of Trustees. Trustees meet on a monthly basis and are in constant communication, working collaboratively on all aspects of the role.

### 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	Welcome guide and trustee code of conduct
The charity's organisational structure and any wider network with which the charity works	Para 1.51	This year the work of Cranmer Pre-school has been overseen by the Chair and Treasurer with additional parents providing support for fund raising activities. The Pre-school management structure consists of a Pre-school Manager and a Deputy Pre-school Manager. Cranmer Pre-school is a member of the Pre-school Learning Alliance and is supported by Nottinghamshire County Council early years team.
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Cranmer Preschool
Other name the charity uses	
Registered charity number	1025379
Charity's principal address	School Lane Aslockton Notts NG13 9AW

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Rebecca Poole	Chair of the committee	Appointed 4 December 2019	
2	Nicola Barnard	Treasurer		
3	Liam Chapman		Appointed 20 April 2020	
4	Jyoti Kaur Pettit		Appointed 3 March 2020	
5	Kelly Mitchell	Secretary	Appointed 1 January 2020	
6	Georgina Burrows		Appointed 19 December 2019	
7	Alex Hargreaves		Appointed 29 April 2020	
8	Emily Castiaux	Chair	Resigned 4 December 2019	
9	Katie Short	Secretary	Resigned 1 April 2020	
10	Penny Sauers		Resigned 1 August 2020	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

## 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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rebecca Poole	
Position (eg Secretary, Chair, etc)	Chair	
Date	15 February 2021	

**Cranmer Preschool****Income and Expenditure account for year ended 31st August 2020**

	£	YE 31.08.20 £	£	YE 31.08.19 £
Operating Income				
Grant Funding		102390		90304
Fees		42893		66347
Other Income		<u>0</u>		<u>0</u>
		145284		156652
Operation Expenses				
Wages and Salaries	125419		130024	
Rent	6000		5916	
Other Expenses	12045		16165	
Depreciation	415		3698	
		<u>143880</u>		<u>155803</u>
Net Operation Income		1404		849
Fundraising Income net of costs		1096		283
Bank interest received		<u>112</u>		<u>110</u>
Total Net Income		<u>2612</u>		<u>1243</u>

**Balance Sheet as at 31st August 2020**

Fixed Assets		416		831
Current Assets				
Debtors	6754		11253	
Prepayments				
Deposit Bank	90777		56970	
Current Bank	1		1	
Petty Cash		<u>97533</u>		<u>68223</u>
Creditors+ Accruals	37360		11077	
Net Current Assets		<u>60173</u>		<u>57146</u>
Net Assets		<u>60589</u>		<u>57977</u>
Reserves				
Amount brought forward		57977		56735
Profit/Loss for the year		<u>2612</u>		<u>1243</u>
		<u>60589</u>		<u>57977</u>

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Cranmer Preschool

On accounts for the year  
ended

31/08/2020

Charity no  
(if any)

1025379

Set out on pages

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

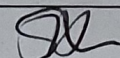
Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:



Date:

18/12/2020

Name:

Sally Ashmore

Relevant professional  
qualification(s) or body  
(if any):

ACCA