



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	09	2020	To	31	08	2021

Section A Reference and administration details

Charity name Fairhaven First Steps Pre-school

Other names charity is known by Fairhaven Pre-school

Registered charity number (if any) 1027491

Charity's principal address

South Walsham Village Hall	
School Road	
South Walsham, Norfolk	
Postcode	NR13 6DZ

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	Rachel Whiles	Chair	29.09.14 – 16.11.21	
2	Sam Sharples	Treasurer	14.10.19 -	
3	Samantha Harrowven	Secretary	18.10.16 – 16.11.21	
4	Gina Taylor	Vice Chair	16.10.17 -	
5	Kay Crane	Fundraiser	28.09.15 – 16.11.21	
6	Rebecca Griggstone	Fundraiser	08.10.18 – 16.11.21	
7	Nikki Evans	Fundraiser	08.10.18 – 16.11.21	
8	Nikki Evans	Chair	16.11.21 -	
9	Catherine Warrington	Secretary	16.11.21 -	
10	Edina Gotthard	Fundraiser	16.11.21 -	
11	Fern Anderson	Fundraiser	16.11.21 -	
12	Lynne Meale	Fundraiser	16.11.21 -	
13	Amy Johnson	Fundraiser	16.11.21 -	
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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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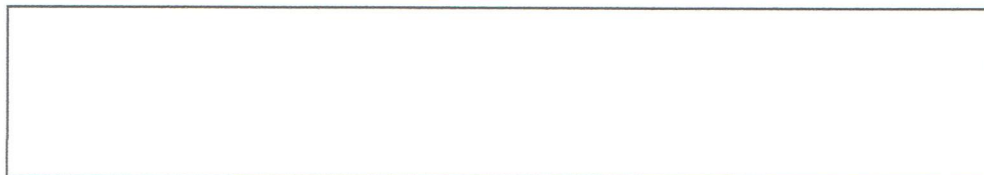
Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Pre-school Learning Alliance Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	An association of at least 5 committee members
Trustee selection methods <small>(eg. appointed by, elected by)</small>	3 Officers (Chairperson, Secretary and Treasurer) plus not less than 2 nor more than 9 other elected members. At least 60% of committee members shall be parents or guardians of children attending the Pre-school.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>There is an induction procedure in place for new committee members and employees. Committee members are offered training through Norfolk County Council who have supplied the committee with a 'toolkit' to use as guidance to follow.</p> <p>The Pre-school is a member of the Early Years Alliance, who offer help and advice. There is a child protection policy in place for all staff and committee members. The pre-school operates an equal opportunities policy.</p> <p>The Pre-school is registered with OFSTED, the governing body. The Pre-school meets the National Standards set for pre-school education and care and ensures that the staff have the necessary NVQ qualification requirements for each session.</p> <p>The Pre-school has also fostered close links with Fairhaven C of E VA Primary School, regularly visiting and partaking in activities at the school.</p>
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Section C

Objectives and activities

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

To provide learning and development opportunities through play, in a safe and stimulating environment, for 2 to 5 year olds, prior to reception class.

Encourage other charitable activities through which parents may help the children.

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)

Our pre-school's aims:

- Do our very best at all times in everything we do!
- Develop self-confidence, self-esteem and a growing independence.
- Develop social skills, a sense of responsibility and consideration for others.
- Encourage children to express themselves creatively and imaginatively, be curious, investigate and appreciate the environment in which they live.
- Generate a sense of excitement and develop a love for books, songs, rhymes and music.
- Extend children's thinking and problem-solving skills.
- Provide a safe, secure, happy environment for the children as well as for staff and families.
- Support the development, learning and care of young children in accordance with the Early Years Foundation stage.

The trustees have reviewed the guidance on public benefit, as issued by the Charities Commission, in their trustees' meetings and have taken it into consideration when planning future activities of the pre-school.

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.

The pre-school is run by an entirely voluntary management committee, comprised of parents and carers who are elected each year at our Annual General Meeting. The committee is responsible for the management, administration and financing of the pre-school. The committee meets regularly throughout the year and encourages as many parents as possible to become involved.

In order to keep fees as low as possible the amount charged is sufficient to cover basic costs i.e. wages, administration, group insurance and building rent.

Fundraising events are held in order to purchase equipment, consumables, outings and parties for the children.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Autumn 2020

We started the year with 21 children on roll.

The AGM was postponed due to Covid-19, and then held remotely later in the term.

Due to the Covid-19 situation, we continued to restrict visitors/additional persons into the hall and kept up a tight cleaning regime.

Fairhaven Garden visits continue. Children participated in scavenger hunts, story telling, and nature crafts among other things.

Fundraising events were not held but we did celebrate within session time, and the children were still provided with a Christmas gift.

A Student placement was due to start in Dec 2020, but this was postponed due to Covid-19 restrictions.

Spring 2021

Due to the ongoing Covid-19 situation, our attendance figures reduced dramatically to between 30-50% occupancy.

To counteract the effect of this we reduced our opening days to 2 days per week to meet the demand for places of those who wished to continue to attend.

Fairhaven Gardens visits temporarily stopped in January.

Staff continue to undertake professional development training with lots of online courses.

Jayne Debbage completed her NVQ Level 2.

Our full opening hours resumed w/c 8th March, and occupancy levels returned to normal.

The student placement commenced March 2021.

Fairhaven Gardens visits resumed, and we were able to hold our Easter Egg hunt on the field.

Section D

Achievements and performance

Summer 2021

We had full occupancy across our sessions with 30 children registered on the books. We also had a waiting list of 9 children wanting to increase/add sessions.

Chelsea Jones commenced her maternity leave.

Gemma Banham was employed on a Maternity cover contract.

The primary school transitions went ahead at Fairhaven Primary School and other primary school teachers made visits or arrangements to familiarise themselves with their transitioning children.

We had to say goodbye to 11 children who transitioned to Fairhaven C of E and other local primary schools.

We again celebrated our leavers with a picnic on the field with their families invited, maintaining social distance and outdoor meeting guidelines. All the children also participated in their leavers' graduation ceremony, complete with gowns and mortar boards.

1 child deferred their transition to primary school due to SEN requirements alongside having a late August birthday.

Section E

Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

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.

The main source of funding is Norfolk County Council funding for 2, 3 & 4 year olds. Fees per session are charged for 2 year olds, and 3-4 year olds accessing hours in addition to their government funded hours.

It is still the aim of the pre-school to keep fees to a minimum to enable anyone to attend this community pre-school. Fundraising is through pre-school events and is then used to fund outings, Christmas and leavers' parties and any large items of equipment. The main costs are staffing, insurances and hall hire.

Section F Other optional information

Future Plans

Advertise for more Emergency Relief Assistants to join the team.


Numbers are good for the next academic year with enquiries for places regularly received.

Consider increasing staffing numbers to enable us to increase capacity to meet the growing demand for places.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	NMM EVANS	
Full name(s)	NIKKI EVANS	GINA TAYLOR
Position (eg Secretary, Chair, etc)	CHAIR	VICE CHAIR
Date	30/03/2022	



Receipts and payments accounts

For the period from	Period start date 01/09/2020	To	Period end date 31 August 2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Norfolk County Council Funding	45459.00			45459.00	55779.00
Fees	6354.00			6354.00	4347.00
Fundraising	2847.00			2847.00	387.00
Interest		2.00		2.00	12.00
Uniform	42.00			42.00	80.00
Outings	128.00			128.00	0.00
Misc				0.00	0.00
Grants				0.00	0.00
Donations				0.00	0.00
EYFS Grant				0.00	0.00
NCC Marketing Grant				0.00	0.00
NCC Inclusion and Equality Grant				0.00	0.00
Milk credits	4.00			4.00	46.00
Sub total (Gross income for AR)	54834.00	2.00	0.00	54836.00	60651.00
A2 Asset and investment sales, (see table).					
	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00
Sub total	0.00	0.00	0.00	0.00	0.00
Total receipts	54834.00	2.00	0.00	54836.00	60651.00
A3 Payments					
Staff salaries	48417.00			48417.00	42816.00
Equipment and materials	1828.00			1828.00	1273.00
Insurance	732.00			732.00	681.00
Rent	8532.00			8532.00	9211.00
Miscellaneous	130.00			130.00	163.00
Subscription/Membership Fees				0.00	0.00
Recruitment	8.00			8.00	0.00
Training	92.00			92.00	186.00
Outings/Music Sessions	213.00			213.00	0.00
Administration	350.00			350.00	150.00
Leavers' Presents & Parties	352.00			352.00	329.00
Uniform				0.00	0.00
Advertising	1074.00			1074.00	1026.00
Mobile phone	210.00			210.00	224.00
Sub total	61938.00	0.00	0.00	61938.00	56059.00
A4 Asset and investment purchases, (see table)					
	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	
Sub total	0.00	0.00	0.00	0.00	0.00
Total payments	61938.00	0.00	0.00	61938.00	56059.00
Net of receipts/(payments)	-7104.00	2.00	0.00	-7102.00	4592.00
A5 Transfers between funds	0.00	0.00	0.00	0.00	0.00
A6 Cash funds last year end	55762.00	7453.00	0.00	63215.00	58623.00
Cash funds this year end	48658.00	7455.00	0.00	56113.00	63215.00

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Grants		834.00	0.00
	Redundancy Account		6621.00	
	Petty cash			
	Cash at bank	48658.00		0.00
	Total cash funds		48658.00	7455.00

(agree balances with receipts and payments account(s))

OK

OK

OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			0.00	
			0.00	
			0.00	
			0.00	
			0.00	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
 NIKKI EVANS	GINA TAYLOR NIKKI EVANS	20/6/22 21/6/22



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Fairhaven First Steps Pre-School

On accounts for the year
ended

31st August 2021

Charity no
(if any)

1027491

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:

27 May '22

Name:

Johan Neethling

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

Institute of Chartered Accountants of England and Wales

Address:	15 Eaton Road
	Norwich
	NR4 6PZ

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.