



Trustees' Annual Report for the period

Period start date			Period end date		
01	09	2021	31	08	2022
From			To		

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

South Walsham Village Hall	
School Road	
South Walsham	
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 Whites	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 Grigglesstone	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 -	
14				
15				
16				
17				
18				
19				
20				

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)

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

- 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.

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.

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.

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.

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.

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.

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.

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)

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.

Summary of the main achievements of the charity during the yearAutumn 2021

We started the year with 25 children on roll.

The AGM was held in person in November, and a new committee and Chairperson were voted in.

Natalie Chuter was employed on a permanent basis.

Gemma Banham left in November due to other commitments and to pursue opportunities elsewhere.

Fairhaven Garden visits continued to be popular with children participating in scavenger hunts, pond dipping, story-telling sessions, and nature crafts, among other things.

We removed our advertising from the Village Book to reduce the rising costs, leaflet drops were carried out by the committee instead, to maintain our visibility in the local communities.

Spring 2022

Fundraising continued throughout the term, with a Valentines fundraiser, and an Easter event which included a very successful raffle.

We received lots of donations from local businesses to purchase new resources.

The local Co-Op provided funds to cover the costs involved with providing our daily healthy snacks.

Charley-Anne Pizey left her student placement with us, following her withdrawal from her college course.

We looked into the possibility of offering Early Morning (9am) drop-offs, to both increase revenue and aid and support our working parents.

Summer 2022

The early 9am drop off's started with huge success and a growing interest moving forward.

The children and their families participated in Walk to School week, the event was popular and raised awareness of both healthy lifestyles and road safety.

We celebrated the Queen's Jubilee within preschool, and also participated in a joint event with Fairhaven Primary School which saw all the children dress up and have the opportunity to take part in circus skills workshops, before all coming together in the Primary school grounds for a Jubilee picnic lunch.

Fairhaven Primary School offered 5 transition sessions for those children transferring to them, and we welcomed the reception teacher Mrs Fleet on several occasions as she came to preschool to spend time with the children here.

Section D

Achievements and performance

The other primary school teachers made visits or arrangements to familiarise themselves with their transitioning children.

We said goodbye to 12 children who transitioned to Fairhaven C of E and 2 other local primary schools.

We again celebrated our leavers with families participating in a picnic on the field followed by a graduation ceremony. All the children participated in their leavers' graduation ceremony, complete with gowns and self-made mortar boards.

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 EMMY	Gottward
Full name(s)	NIKKI EVANS	EDINA GOTTHARD
Position (eg Secretary, Chair, etc)	CHAIR	COMMITTEE MEMBER
Date	28.06.2023	



Charity Name: <input type="text"/>	UIC Code: <input type="text"/>
Receipts and payments accounts	
For the period from: <input type="text"/>	To: <input type="text"/>
1/9/2021	Wednesday, August 31, 20

CC16a

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	46844.00			46844.00	45459.00
Fees	11242.00			11242.00	6354.00
Fundraising	2438.00			2438.00	2847.00
Interest		1.00		1.00	2.00
Uniform	87.00			87.00	42.00
Outings	192.00			192.00	128.00
Misc				0.00	0.00
Grants				0.00	0.00
Donations	4200.00			4200.00	0.00
EYFS Grant				0.00	0.00
NCC Marketing Grant				0.00	0.00
NCC Inclusion and Equality Grant				0.00	0.00
Other sales				0.00	4.00
Milk credits				0.00	4.00
Sub total(Gross income for AF)	65003.00	1.00	0.00	65004.00	54836.00
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	0.00
Sub total	0.00	0.00	0.00	0.00	0.00
Total receipts	65003.00	1.00	0.00	65004.00	54836.00
A3 Payments					
Staff salaries	52633.00			52633.00	48417.00
Equipment and materials	248.00			248.00	1828.00
Insurance	992.00			992.00	732.00
Rent	10562.00			10562.00	8532.00
Miscellaneous	75.00			75.00	130.00
Subscription/Membership Fees				0.00	0.00
Recruitment				0.00	8.00
Training	177.00			177.00	92.00
Outings/Music Sessions	357.00			357.00	213.00
Administration	250.00			250.00	350.00
Leavers' Presents & Parties	158.00			158.00	352.00
Uniform				0.00	0.00
Advertising	565.00			565.00	1074.00
Mobile phone	209.00			209.00	210.00
Sub total	66226.00	0.00	0.00	66226.00	61938.00
A4 Asset and investment purchases, (see table)					
	0.00	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 payments	66226.00	0.00	0.00	66226.00	61938.00
Net of receipts/payments	-1223.00	1.00	0.00	-1222.00	-7102.00
A5 Transfers between funds	0.00	0.00	0.00	0.00	0.00
A6 Cash funds last year end	48658.00	7455.00	0.00	56113.00	63215.00
Cash funds this year end	47435.00	7456.00	0.00	54891.00	56113.00

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		6622.00	
	Petty cash			
	Cash at bank	47435.00		0.00
	Total cash funds	47435.00	7456.00	0.00

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

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	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

	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

	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

	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
<i>NIKKI EVANS</i>	NIKKI EVANS	28.06.23
<i>EDINA GOTTHARD</i>	Gottthard	28.06.23



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Type of adviser	Name	Address

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

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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 EMMY	Gottward
Full name(s)	NIKKI EVANS	EDINA GOTTHARD
Position (eg Secretary, Chair, etc)	CHAIR	COMMITTEE MEMBER
Date	28.06.2023	



Charity Name: <input type="text"/>	UIC Code: <input type="text"/>
Receipts and payments accounts	
For the period from: <input type="text"/>	To: <input type="text"/>
1/9/2021	Wednesday, August 31, 20

CC16a

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Cash funds this year end	47435.00	7456.00	0.00	54891.00	56113.00

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 £
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	Redundancy Account		6622.00	
	Petty cash			
	Cash at bank	47435.00		0.00
	Total cash funds	47435.00	7456.00	0.00

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

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	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

	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

	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

	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
<i>NIKKI EVANS</i>	NIKKI EVANS	28.06.23
<i>EDINA GOTTHARD</i>	Gottthard	28.06.23



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 2022

**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:

16 June 2023

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.

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to provide details of items for disclosure as requested in the text above.