



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	September	2022		31	August	2023

Section A Reference and administration details

Charity name Rolleston Pre-School Playgroup and Toddlers

Other names charity is known by Rolleston Pre-School

Registered charity number (if any) 1027764

Charity's principal address Rolleston Pre-School and Playgroup

School Lane, Rolleston-On-Dove

Burton-on-Trent, Staffordshire

Postcode DE13 9AQ

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	Kim Grant	Chair		Trustees
2	Jenny Gibson	Vice-Chair		Trustees
3	Lynn Billings	Treasurer		Trustees
4	Jennie Binns	Secretary		Trustees
5	Emma Bradbury			Trustees
6	Carrie Renshaw			Trustees
7	Olga Basova			Trustees
8	Cra Hughes			Trustees
9	Simon Holbrook			Trustees
10	Ellie Ritchie		Joined Oct 2022	Trustees
11	Dee Sprinceana		Joined Oct 2022	Trustees
12				Trustees

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)

Lolene Poxon – Duty Manager of the Pre-School

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	As per Pre-School Learning Alliance Model Constitution 2011.
Trustee selection methods (eg. appointed by, elected by)	Elected by current trustees at the AGM or throughout the year.

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.

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

Rolleston Pre-School provides Early Years care for three and four year olds. Established since 1973, it is a charity run by a voluntary committee of parents who employ a team of qualified staff. Around 35 children attend Pre-school each year. We run 10, 3 hours sessions per week, with a maximum of 24 children attending each session.

We aim to provide a stimulating, happy and secure environment and offer opportunities and experiences that enable children to learn to acquire knowledge for themselves and prepare for school. We also run two parent and toddler groups each week in the village, which are a great opportunity for young families to meet.

In setting our aims and planning activities the committee members have given careful consideration to the Charity Commission's public benefit guidance.

Rolleston Pre-School aims to:

- Provide a stimulating, happy and secure environment; creating an atmosphere in which both children and parents feel welcome and at ease.
 - o We do this by offering a wide range of age-appropriate activities that the children have had an input in planning, they can choose to play indoors and outdoors during free play time.
 - o We decorate the setting with the children's artwork and photographs of their play updating regularly to celebrate their achievements.
 - o We meet the children before they start Pre-School at our annual open day or they come and spend a session with their parents to see if they will be happy to return.
 - o We normally encourage parents to stay if they wish when their child first starts, so they feel more secure. Parents are invited to sign their children in and get them settled. We regularly invite parents to come into the session, to read during Book Week, to share their talents in music, or just come and play. Every year we offer different ways to include the parents, through our library service, gingerbread man going on adventures with the children and our story box.
- Treat each child individually and meet their needs appropriately.
 - o Before children start, we ask parents to fill in with their child a "What I like to do" sheet and we share this with the group on their first session so we have some ideas of their favourite activities and what they like to eat or not.
 - o Each child is assigned a member of staff to be their key person who observes and tracks their learning journey, moving them onto new challenges when appropriate.
- Offer opportunities and experiences that enable children to learn to acquire knowledge for themselves and to develop an enquiring mind.
 - o Through free choice play the children can explore and investigate.
 - o Our staff ask open questions to stimulate their learning not simply offering a solution all the time.
 - o Our outdoor space has a canopy over part of it to enable children to choose to play outside in both wet and hot weather should they wish.
- Help children develop new skills, have new experiences and explore the world in which they live.
 - o Through a vast range of activities, village walks, stories and the staff themselves.

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)

Summary of the main achievements of the charity during the year

During the year Rolleston Pre-school ran 10 supervised Pre-School sessions, of 3 hours each, a week during term time for Children aged 3 and 4 reaching 35 children and 32 families.

We were able to offer more full day sessions so that parents could have the opportunity to go back into work or work longer hours, and support key workers throughout the year.

Staff were so vigilant with regards to cleaning and rotating resources, we invested extra money in cleaning hours. Staff started testing twice a week in the Spring term. We only had a few isolated cases and were able to remain open throughout the year, which was a huge achievement.

We continued to use our online learning journal system and money was invested ICT support. This was a vital link to parents through this time, so they had up to date information on what their children were learning/experiencing at Pre-School.

Throughout the year we supported 3 children on the pupil premium scheme offering them additional support with the funded hours to support their learning and help with PSE and CL skills. Accessing a nutritionist to support a family with meal time routines and introducing new foods.

As a charity we able to support small group time with extra staffing using a program called "time to talk" to develop CL skills.

We were very busy for this last half term and helped support children with the transition to school, lots of this was via zoom with the primary school. Despite all the restrictions and the children had a wonderful year, they really bonded as a group and attendance was exceptionally high.

As a charity we were able to purchase some new books around a project on Winter and celebrations to support the children's learning in Pre-School and at home, and ran 4 full weeks of forest school's activities, funding extra staffing and resources to provide different learning experiences for the children.

We had a visit in the summer term from Animal tastic so the children could see and handle different creatures. We were able to fund a theatre company performing an outdoor show for the children in the summer term.

We subscribed to an educational online website that parents could access at home again to support learning onsite and at home.

The outside of the building was completely repainted, and purchased some new signs for our outdoor area.

The committee and staff are always busy thinking of new ways to raise funds and to get involved in the community. Funds raised as a result of these activities go to improving the resources of the Pre-school to enhance the learning opportunities for those who attend.

Section E

Financial review

Brief statement of the charity's policy on reserves

Total reserves of the charity at the end of August 23 we very reduced after a couple of low birth rate years after covid

Trustees consider it appropriate to hold an amount in cash reserves in order to:

- cover the fluctuations of payments and receipts through-out the year to ensure the setting can continue to provide a public benefit to families in the community;
- cover one off expense such as repairs and maintenance to keep the setting fit for purpose; and
- to protect the financial position of the charity as result of potential risks and uncertainties, such as potential redundancy costs.

Details of any funds materially in deficit

N/A

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 predominant source of funding for the Pre-School come from the Early Years' Grants.

Additional sources of funding come from fees for children accessing sessions not covered by free childcare hours, lunchtime care and contributions for snacks and one-off events provided in the setting, fundraising efforts and donations received.

The Pre-School operates from a site rented from Staffordshire county council based on the John of Rolleston Primary infant school site.

The most significant expenditure for the Pre-School is that of the teaching staff who are key to the success of the aims of the charity.

During the year significant investment has been made in new resources and staff development to help broaden the learning opportunities for the children at Pre-school. Some of these resources include a new iPad's, and online training, wood work resources, books, outdoor maintenance and resources. The training covers areas such as wood work, new learning journal system. In addition, a full exterior repaints of the canopy and shed has taken place to ensure the Pre-school is well maintained.

Section F

Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s) L J Billings

Full name(s) Lynn Billings

Position (eg Secretary, Chair, etc) Treasurer

Date 10th Sept 2024

REGISTRATION NUMBER: 1027764

**Rolleston Pre-school and Playgroup
Unaudited Financial Statements
31 August 2023**

Rolleston Pre-school and Playgroup

Financial Statements

Year ended 31 August 2023

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Notes to the detailed income statement	9

Rolleston Pre-school and Playgroup

Management Committee Report

Year ended 31 August 2023

The trustees present their report and the unaudited financial statements of the society for the year ended 31 August 2023.

Principal activities

The principal activity of the company during the year was a Preschool and playgroup activities.

Trustees

The trustees who served the society during the year were as follows:

Mrs J Gibson
Mrs K Grant
Mrs L Billings
Mrs E Bradbury
Miss C Renshaw
Mrs O Basova
Mrs C Hughes
Mr S Holbrook
Mrs E Ritchie
Mrs D Sprinceana

This report was approved by the management committee on 11/09/24.....and signed on behalf of the board by:


K/Grant (Sep 11, 2024 15:02 GMT+1)

Mrs K Grant
Chairwoman

Registered office:

School Lane,
Rolleston-on-Dove,
Burton-on-Trent
DE13 9AQ

Rolleston Pre-school and Playgroup

Report to the Management Committee on the Preparation of the Unaudited Statutory Financial Statements of Rolleston Pre-school and Playgroup

Year ended 31 August 2023

As described on the statement of financial position, the management committee of the society are responsible for the preparation of the financial statements for the year ended 31 August 2023, which comprise the statement of income and retained earnings, statement of financial position and the related notes.

You consider that the society is exempt from an audit under the Co-operative and Community Benefit Societies Act 2014.

In accordance with your instructions we have compiled these financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and from information and explanations supplied to us.

Rolleston Pre-school and Playgroup
Statement of Income and Retained Earnings

Year ended 31 August 2023

	Note	2023 £	2022 £
Turnover		101,970	115,062
Cost of sales		<u>105,551</u>	<u>91,286</u>
Gross profit		(3,581)	23,776
Administrative expenses		<u>16,621</u>	<u>25,171</u>
Operating (loss)/profit		(20,202)	(1,395)
Other interest receivable and similar income		<u>67</u>	<u>3</u>
(Loss)/profit before taxation		(20,135)	(1,392)
Tax on (loss)/profit		<u>-</u>	<u>-</u>
(Loss)/profit for the financial year and total comprehensive income		<u>(20,135)</u>	<u>(1,392)</u>
Retained earnings at the start of the year		<u>40,901</u>	<u>42,293</u>
Retained earnings at the end of the year		<u>20,766</u>	<u>40,901</u>

The notes on pages 5 to 6 form part of these financial statements.

Rolleston Pre-school and Playgroup

Statement of Financial Position

31 August 2023

	Note	2023 £	£	2022 £
Current assets				
Cash at bank and in hand		22,785		41,251
Creditors: amounts falling due within one year	5	<u>2,019</u>		<u>350</u>
Net current assets			20,766	40,091
Total assets less current liabilities			20,766	40,091
Net assets			20,766	40,091
Capital and reserves				
Profit and loss account			20,766	40,901
Members funds			20,766	40,907

The society is satisfied that it is entitled to exemption from the requirement to obtain an audit under section 84 of the Co-operative and Community Benefit Societies Act 2014.

The members have not required the society to obtain an audit of its financial statements for the year in question in accordance with the Act.

The trustees acknowledge their responsibilities for:

- ensuring that the society keeps proper accounting records which comply with section 75 of the Co-operative and Community Benefit Societies Act 2014 (the Act);
- establishing and maintaining a satisfactory system of its books of accounts, its cash holdings and all its receipts and remittances in order to comply with section 75 of the Act; and
- preparing financial statements which give a true and fair view of the state of affairs of the society as at the end of the financial year and of its income and expenditure for the year in accordance with the requirements of section 80, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the society.

These financial statements have been prepared in accordance with Section 1A of FRS 102, 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

These financial statements were approved by the management committee and authorised for issue on 09/11/24, and are signed on their behalf by:


Kj, 11/09/24 (Sep 11, 2024 15:02 GMT+1)

Mrs K Grant
Chairwoman

Secretary

11/09/24

Registration number: 1027764

The notes on pages 5 to 6 form part of these financial statements.

Rolleston Pre-school and Playgroup

Notes to the Financial Statements

Year ended 31 August 2023

1. General information

The society is registered under the Co-operative and Community Benefit Societies Act 2014. The address of the registered office is School Lane, Rolleston-on-Dove, Burton-on-Trent DE13 9AQ.

2. Statement of compliance

These financial statements have been prepared in compliance with Section 1A of FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Revenue recognition

Turnover is measured at the fair value of the consideration received or receivable for goods supplied and services rendered, net of discounts and Value Added Tax.

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership have transferred to the buyer (usually on despatch of the goods); the amount of revenue can be measured reliably; it is probable that the associated economic benefits will flow to the entity; and the costs incurred or to be incurred in respect of the transactions can be measured reliably.

Financial instruments

A financial asset or a financial liability is recognised only when the society becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Debt instruments are subsequently measured at amortised cost.

Where investments in non-convertible preference shares and non-puttable ordinary shares or preference shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in profit or loss. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in profit or loss, with the exception of hedging instruments in a designated hedging relationship.

Rolleston Pre-school and Playgroup

Notes to the Financial Statements *(continued)*

Year ended 31 August 2023

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised in profit or loss immediately.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised in profit or loss immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

4. Employee numbers

The average number of persons employed by the society during the year amounted to 8 (2022:9).

5. Creditors: amounts falling due within one year

	2023	2022
	£	£
Other creditors	<u>2,019</u>	<u>350</u>

Rolleston Pre-school and Playgroup

Management Information

Year ended 31 August 2023

The following pages do not form part of the financial statements.

Rolleston Pre-school and Playgroup

Detailed Income Statement

Year ended 31 August 2023

	2023	2022
	£	£
Turnover	101,970	115,062
Cost of sales		
Cost of sales	903	755
Playgroup cost of sales	4,229	1,778
Preschool cost of sales	4,102	4,716
Wages and salaries	96,317	84,037
	<u>105,551</u>	<u>91,286</u>
Gross profit	(3,581)	23,776
Overheads		
Administrative expenses	16,621	25,171
	<u>(20,202)</u>	<u>(1,395)</u>
(Loss)/profit on society trading	(20,202)	(1,395)
Operating (loss)/profit	(20,202)	(1,395)
Other interest receivable and similar income	67	3
	<u>(20,135)</u>	<u>(1,392)</u>
(Loss)/profit before taxation	(20,135)	(1,392)

Rolleston Pre-school and Playgroup

Notes to the Detailed Income Statement

Year ended 31 August 2023

	2023	2022
	£	£
Administrative expenses		
Rent	3,195	2,409
Repairs and maintenance (allowable)	1,653	4,725
Telephone	500	492
Office expenses	2,393	6,620
Printing postage and stationery	410	242
Staff training	935	1,642
Staff welfare	395	604
Sundry expenses	4,687	4,885
Laundry and cleaning	1,252	3,050
Charitable donations (allowable)	0	38
Accountancy fees	1,126	350
Bank charges	76	114
	<u>16,622</u>	<u>25,171</u>
Other interest receivable and similar income		
Interest on cash and cash equivalents	-	-
Interest on bank deposits	67	3
	<u>67</u>	<u>3</u>

REGISTRATION NUMBER: 1027764

**Rolleston Pre-school and Playgroup
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Rolleston Pre-school and Playgroup

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Rolleston Pre-school and Playgroup

Management Information

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