



## Trustees' Annual Report for the period

From **03/04/24** Period start date  
To **02/04/25** Period end date

Charity name: **St Pauls Second Steps Pre School**

Charity registration number: **1028204**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Safe space for children to play &amp; learn. To follow the early years foundation stage (EYFS) framework which is communication &amp; language, physical development, personal social &amp; emotional development, literacy, mathematics, understanding of the world &amp; expressive arts &amp; design. Supporting of parents &amp; the wider family</b>
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	<b>Teaching of children between the ages of 2 &amp; 5 in a pre-school setting. Our mission is to cater to each child's interests &amp; needs in a well-resourced school setting to allow a development in key area's &amp; give space for mental &amp; physical activities. Most importantly, to give the children the opportunity to play with a diverse range of toys &amp; resources. Our vision is for every child when transitioning to primary school, to have a smooth enrolment to their new education setting</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustee confirms that they have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's aims &amp; objectives &amp; in planning current &amp; future activities. The pre school operates in accordance with its charitable objectives to advance the education &amp; development of children in the early years, providing high quality, inclusive early years education that benefits the local community</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
		<b>N/A</b>

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	<b>The pre school is looking to develop the outside space in conjunction with the Church to help the children thrive during dry periods. This will help the Church promote the school to its Parish</b>
Contribution made by volunteers	Para 1.38	<b>N/A</b>
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	<b>The charity has generated a good profit in the last financial year (24/25 year) with all relevant documents updated including policies. We have acquired good backing &amp; support from the Church &amp; our vision is to grow the school in conjunction with the Church to have a safe &amp; harmonious environment for the children to thrive &amp; grow</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>The school is now flourishing under the control of the management and look to go from strength to strength in the coming years. This is shown in the last year of accounts where considerable profit has been made against its outgoings, testimony to how Hannah has developed the school in an organic way but at the same time ensuring a long-lasting ethos that re investment into the school is paramount to ensuring it is here in years to come</b>
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Performance of fundraising activities against objectives set	Para 1.41	<b>Hannah holds a weekly meeting with Nathan who is the Vicar who assists with idea's and support to develop the school within the Church setting. The school is looking to become Gift Aid affiliated in this coming year</b>
Investment performance against objectives	Para 1.41	<b>There has been investment in toys &amp; outside play equipment plus the School has donated £1000 towards the refurbishment/maintenance of the floor within the school setting which is a multi use area when not within the school setting times. There has also been an investment of circa £1000 for safe guarding subscription to catalogue any safe guarding events that happen within children, family &amp; staff</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The school has developed a good reserve after Hannah Jones took over the school with a minimal amount of reserves. Since Hannah took over there have been several staff pay rises given the minimum wage increases each year, all of which only shows how well the school is being run, both physically &amp; financially</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The school wants to be able to hold reserves sufficient to cover 6 months of salaries &amp; running costs in the event that there is a down turn in enrolment numbers at the start of each academic year. Currently this is not quite being achieved but we hope that within the next 12 months this objective will be achieved</b>
Amount of reserves held	Para 1.22	<b>£62,403</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>The charity is flourishing and we believe will be going from strength to strength. We also hope that the current governments stance on subsidising children in a pre school setting will enhance this belief.</b>

### 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	<b>Torbay Council funding for children</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>We don't currently have a policy on this but are hoping that we can tie in with the Church to help with their objectives over time</b>
A description of the principal risks facing the charity	Para 1.46	<b>Falling birth rates within adults would be the only concern albeit whilst there is a national decline on this, its not fully understood the exact decline at local level</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Trust</b>
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	<b>Identified by the manager, interviewed &amp; appointed by the manager &amp; deputy manager</b>

### 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	<b>We have;</b> * <b>Governance &amp; conduct policy</b> * <b>Conflict of interest policy</b> * <b>Safeguarding policy</b> * <b>Financial management policy</b> * <b>Charity trustee welcome pack</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>This is being developed &amp; we are currently recruiting further trustees &amp; new committee members</b>
Relationship with any related parties	Para 1.51	<b>The school has close ties with St Pauls Church</b>
Other		

### Reference and Administrative details

Charity name	St Pauls Second Steps Pre School
Other name the charity uses	
Registered charity number	1028204
Charity's principal address	Torquay Road Paignton Devon TQ3 2DQ

**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	Karl Jones		11 <sup>th</sup> April 2024	Hannah Jones
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20				

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

<b>Director name</b>		
<b>Karl Jones</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	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A	N/A	N/A

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

N/A

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

## Other optional information

N/A

## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Karl Jones	
<b>Position (eg Secretary, Chair, etc)</b>	Trustee	
<b>Date</b>	05/05/2025	

**Receipts and payments accounts**

CC16a

For the period from	3/4/2024	To	2/4/2025
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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 £
<b>A1 Receipts</b>					
Council Funding	96,681	-	-	96,681	58,603
Direct payments	12,639	-	-	12,639	15,701
Other income	364	-	-	364	6,194
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total(Gross income for AR)</b>	<b>109,683</b>	<b>-</b>	<b>-</b>	<b>109,683</b>	<b>80,498</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>109,683</b>	<b>-</b>	<b>-</b>	<b>109,683</b>	<b>80,498</b>
<b>A3 Payments</b>					
Wages and salaries	57,282	-	-	57,282	42,116
Direct running costs	2,143	-	-	2,143	32
Rent	12,045	-	-	12,045	11,734
Insurance	-	-	-	-	678
Subscriptions	904	-	-	904	324
Accountancy	1,944	-	-	1,944	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>74,319</b>	<b>-</b>	<b>-</b>	<b>74,319</b>	<b>54,884</b>
<b>A4 Asset and investment purchases, (see table)</b>					
IT additions	1,079	-	-	1,079	-
	-	-	-	-	-
<b>Sub total</b>	<b>1,079</b>	<b>-</b>	<b>-</b>	<b>1,079</b>	<b>-</b>
<b>Total payments</b>	<b>75,398</b>	<b>-</b>	<b>-</b>	<b>75,398</b>	<b>54,884</b>
<b>Net of receipts/(payments)</b>	<b>34,285</b>	<b>-</b>	<b>-</b>	<b>34,285</b>	<b>25,614</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,118	-	-	28,118	2,504
<b>Cash funds this year end</b>	<b>62,403</b>	<b>-</b>	<b>-</b>	<b>62,403</b>	<b>28,118</b>

**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 £
<b>B1 Cash funds</b>	Bank account	62,403	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>62,403</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Computer equipment	Unrestricted	1,526	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval



**Section A**

**Independent Examiner's Report**

**Report to the trustees**

Charity Name  
St Pauls Second Steps Pre-School

**On accounts for the year ended**

02 April 2025

**Charity no  
(if any)**

1028204

**Set out on pages**

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **02 / 04 / 2024**.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*Nicholas Millard*

**Date:**

21 May 2025

**Name:**

Nicholas Millard

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

F.M.A.A.T

**Address:**

13 Hyde Road

Paignton, TQ4 5BW

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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