



Trustees' Annual Report for the period

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

Section A Reference and administration details

Charity name Jackanory Pre-School Chobham

Other names charity is known by

Registered charity number (if any) 1029401

Charity's principal address

Chobham Community Centre
 MacMahon Close
 Chobham
Postcode GU24 8NG

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 | Daniel Milton | Treasurer | Sept 2017 to date | n/a |
| 2 | Amelia James | Chairperson | Sept 2018 to date | n/a |
| 3 | Claudine Goldsmith | Secretary | Sept 2021 to date | n/a |
| 4 | Nicola Butler | Trustee | Sept 2021 to date | n/a |
| 5 | Natalie Ward | Trustee | Jan 2022 to date | n/a |
| 6 | Naomi Serene | Trustee | Nov 2021 May 2022 | n/a |
| 7 | Rebecca Jackson | Trustee | May 2022 to date | n/a |
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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 |
|------|-----------------------------------|
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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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Section B Structure, governance and management

Description of the charity's trusts

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| Type of governing document (eg. trust deed, constitution) | Constitution Adopted 7 th July 1993 |
| How the charity is constituted (eg. trust, association, company) | Standard Registration |
| Trustee selection methods (eg. appointed by, elected by) | Appointed by existing trustees |

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.

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Section C Objectives and activities

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

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)

To enhance the developments and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

Jackanory Preschool is run as a charity for the public benefit of the children in the local area with the purpose of advancing their education, specifically during their preschool years, so that they are well prepared for statutory schooling.

The charity has been operating since 1971 (formal charitable status since July 1993) and the Trustees, together with the Preschool committee, are responsible for the work of Jackanory Pre-school.

Jackanory have two rooms for the children, welcoming them into the Acorn room from the age of two and during the term of their third birthday children are able to move up into the larger Oak room.

Offering the universal 15 hours funding as well as the extended 30 hours funding, Jackanory also accepts free early education for two year old funding (FEET).

Working with Early Years Foundation Stage curriculum we gradually prepare children for the next BIG adventure - school!.

Who are the Trustees of the Jackanory Pre-School Chobham Charity?

It is noted that during the year there has been no changes to the trustees with Daniel Milton and Amelia James remaining in situ, I would like to thank them for their hard work during the year. It was agreed that Jackanory would look to appoint additional trustees.

Jackanory Pre School Chobham Charity is run by its trustees who are currently Daniel Milton & Amelia James. The trustees will serve the charity until they choose to resign.

Trustees have not taken any remuneration or expenses during the year but volunteer their services in the interests of ensuring first class pre school provision for the children of Chobham. The trustees have kept an eye on financial matters and although money is much tighter this year, we are confident that with some economies, the Preschool will continue to provide good value for money. In order to safeguard our children, all Trustees are checked under the Disclosure and Barring scheme.

Aim of the Preschool Charity

Jackanory Pre-school Chobham aims to advance the development and education of children aged five and under in such ways as the charity's Trustees think fit, including: _

- By offering children aged five and under living in the

Chobham catchment area a high-quality preschool that meets all national standards for preschool provision;

- By working with and sharing the vision of local primary schools in the education of children of preschool age;
- By working with parents and carers to ensure that preschool age children have access to a range of learning activities;
- For the public benefit: the charity may carry out such other charitable activities as the charity's Trustees think fit for the benefit of children.

In accordance with the Charity Commission's requirements, Trustees have agreed

- To be a non-profit making organisation where any profits made are used to extend and develop the preschool provision;
- To work with local primary schools, local children's centres and other agencies to ensure that the education given by the preschool links to the children's future learning and supports other areas of their development.

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.

Full details of Jackanory policy information can be viewed at <http://www.jackanorypreschool.org.uk/test/policy-information>

Who serves on the Preschool Committee?

The day to day running of Jackanory Preschool Chobham is the responsibility of the Jackanory Preschool Chobham Committee. The committee makes decisions about things like when the preschool is open, staffing levels and appointments, which children will be admitted and how the preschool is run.

The following people serve on the committee, which is currently chaired by Amelia James, who may be contacted via Jackanory Preschool Chobham:

Amelia James (Trustee and Chairperson)
Daniel Milton (Trustee and Treasurer)

During the financial period Jackanory Preschool Chobham has held a reduced number of meetings than usual (these are usually held termly with additional meetings held throughout the year) however Covid impacted the latter part of the academic year with subsequent meeting delayed or held via Zoom. We have discussed the preschools development plan, staffing, and the general business and finance of running the preschool. Attendance at committee meetings is very good.

Our Preschool Team

Jackanory Preschool has a dedicated and enthusiastic team of staff who have been with us for many years.

We have 3 Level Three qualified practitioners, 2 who are Level Two qualified, and 2 new staff member working towards their qualifications. Of the 7 members of staff, two are classed as our Bank Staff and help out as needed on an ad hoc basis.

Our team is:

- Katherine Patrick (Manager) – NVQ3 or above and is also Deputy Designated Safeguarding Lead
- Clare Barton Taylor (Oak Room Supervisor) – NVQ3 or above is also our Special Educational Needs Co-Ordinator.
- Aimee Irvine – Working towards NVQ2 (started during the period)
- Hannah Carmody – Working towards NVQ3 (started during the period)
- Ruqia Shahid – NVQ2, Acorn Room supervisor. SENCO Experience.

We also have additional bank staff who are called upon when required.

Bank Staff

- Julie Irving – NVQ3 or above
- Jo Duke – Qualified NVQ2 during the period.

The Trustees ensure that all our staff have Performance Management reviews and have clear targets to achieve in their work.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

- Josephine Owuso – NVQ3 or above
- Carol Patey (Deputy Manager) – NVQ3 or above is the Acorn Room supervisor and Designated Safeguarding Lead

When visiting the preschool, visitors cannot fail to be impressed by the range of activities and the obvious enjoyment of the children.

The Early Years curriculum has become embedded and activities are planned around the defined area of learning.

The preschool staff work extremely hard to keep up to date with government requirements and new initiatives and we thank them most for that.

The income for the financial year was £115,238.59. This resulted in a loss for the year of £8,267.87 with Charity funds on the balance sheet totalling £76,627.71

At the time of writing Jackanory Preschool has 43 children registered to the setting. 36 in the Oak Room and 7 in the Acorn Room.

- 17 of those are going off to school. One child of a military family, has moved and will be going to school, three other children have also moved out of county and will be going to other Preschools – 1 Oak and 2 Acorn.
- We have three children joining the Oak Room in September 2021 and three in the Acorn Room. Very low, with no enquiries over the summer period – is this due to low birth years or lack of visibility as we have a good reputation?
- Due to the ongoing pandemic, we have continued to adhere to government guidance and followed a stricter cleaning regime. We have not allowed visitors into the setting unless they are other professionals whose visit is crucial to support a SEN child's development. We have continued with keeping the children in both rooms separate and have not allowed parents to enter the building. Show arounds have been held before or after sessions.
- Because of the Coronavirus pandemic we were unable to host a Christmas Fair to fundraise for Jackanory Preschool.
- Poor Allotment charity was applied for because of lack of fundraising. We had a successful application and received funds which enabled us to buy new equipment including a second laptop and iPads so each member of staff has their own, a replacement slide and other equipment.
- We hired Hannah Carmody to fill the position in the Acorn Room towards the end of March – just as we went into lockdown, and Joanna Duke left the Acorn Room and became a bank staff member.
- Hannah Carmody began her level three in Early Years and

Aimee Irvine began her level two in Early Years.

- By the last term of the academic year we were full across both rooms.

Achievements include.

- Remaining open for the whole academic year for all of four days at the end of the summer term despite the restrictions put in place because of the Coronavirus Pandemic.
- Maintaining staff ratios during a really challenging and restrictive time.
- Spending on important resources for the development of the setting.
- Initiating training for two members of staff which will have a positive impact on the whole setting and the provision we can provide.

Leading into 2021/22 academic year:

- Staff training is to be continued to make sure everyone is at least a level two, ideally level three.
- Aimee is waiting on her final exams and then she will be qualified Level 2, she is hoping to achieve this during the academic year.
- Hannah is making particularly good progress and getting exceptional marks in her course work so far. Hannah should be qualified by the new term in September 22 at level 3.
- The manager explains that a staff member is likely to be resigning at the end of the academic year. This is not a choice the staff member has wished to make but will be due to their personal financial situation. They have agreed to keep the manager informed at every step.

Brief statement of the charity's policy on reserves

I am sad to report that that the Pre School has made a financial loss of £8,267.87 on a turnover of £115,238.59

Balance sheet position remains strong with total charity funds of £76,627.71

Once again, I would like to take this opportunity to thank all the Pre school staff and the committee for their help in achieving this positive result which represents a stable financial position.

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.

Empty box for optional financial review details.

Section F Other optional information

Empty box for Section F 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) | | |
| Full name(s) | Daniel Milton | |
| Position (eg Secretary, Chair, etc) | Treasurer | |
| Date | 27/06/2022 | |

Jackanory Pre-School

Financial Activities

September 2020 - August 2021

| | TOTAL |
|-----------------------------|--------------------|
| Income | |
| Charitable activities | -264.52 |
| Donations and legacies | 417.00 |
| Funding | 67,720.74 |
| Sales | 20,823.50 |
| Service/Fee Income | -6,377.10 |
| Uncategorised Income | 32,918.97 |
| Total Income | £115,238.59 |
| TOTAL | £115,238.59 |
| Expenditures | |
| Clothing | 319.20 |
| Consumables | 3,673.65 |
| Insurances | 619.16 |
| Office Equipment | 612.97 |
| Other Professional Services | 5,327.76 |
| Phone Costs | 1,111.29 |
| Pre-School Equipment | 3,433.59 |
| Rent | 16,500.00 |
| Salaries | 88,873.83 |
| Staff Training | 2,397.16 |
| Uncategorised Expense | 637.85 |
| Total Expenditures | £123,506.46 |
| NET OPERATING INCOME | £ -8,267.87 |
| NET INCOME/(EXPENDITURE) | £ -8,267.87 |

Independent Examiner's report to the trustees of Jackanory Pre School Reg Charity No 1029401 trust.

I report on the accounts of the trust for year end 31st Aug 2021.

Respective responsibilities of trustees and examiner

The charities 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(2) of the Charities Act 2011(the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the account under Section 145 of the 2011 Act
- To follow the procedures laid down in the general direction given by the commission under section 145(5f) of the 2011 Act
- To state whether particular matters have come to my attention

Basis of independent examiners report

My examination was carried in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in 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 next statement.

Independent examiners statement

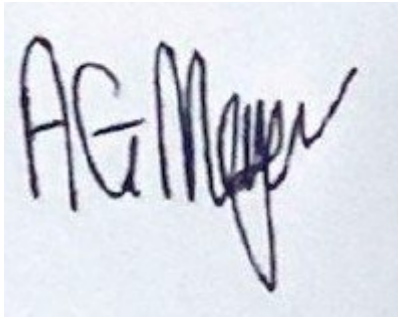
In connection with my examination, no matter has come to my attention:

(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 2011 Act and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- Have been met or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the account to be reached.

Name: Andrew Meyer



Signed

Profession: Commercial Banking Manager,

Address: Nat West Commercial Banking, Nat West House, Brooklands Close,
Sunbury On Thames, Middlesex, TW16 7DX

Date: 22/06/2022