



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	09	2021		31	08	2022

## 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	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

**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 (eg. trust deed, constitution)	Constitution Adopted 7 <sup>th</sup> 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.

**Summary of the main achievements of the charity during the year**

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 £140,566.49 This resulted in a profit for the year of £7,865.11 with Charity funds on the balance sheet totalling £84,492.82

At the time of writing Jackanory Preschool has 37 Children in the Oak Room and 7 in the Acorn Room. Twenty-two of these will be going to primary school, two are leaving for private day care with longer hours and one is heading off to the preschool of a local Prep School.

- During the year we have had 2 traveller children start and not settle – so families have decided to postpone until September. 1 child also from a traveller family left to travel. And a third traveller family removed their two children to spend more time with them.
- Carol handed her notice in upon our return in September, this was due to her divorce and relocating - she finished as we broke up for the February half term 2022.
- The Christmas Fair was a great success and a pleasure to hold once again. We made a profit of £700.
- February was a time for Covid with Jo, Josephine, and Hannah all having time off and self-isolating as per the guidance of the time. Clare was positive towards the end of January 2022.
- By February Jo Duke was working full time hours as an additional member of staff to support our SEN children and to help reduce ratios.
- Kat verbally handed her notice in as manager due to a house move and relocation.
- Due to the popularity of Potential Sports Sessions by Molly and Lilly these have continued every Wednesday. Children in receipt of FEET or EYPP have these sessions paid for using their funding.
- We had a serious incident in the form of malicious online communications toward Kat on adverts placed in local social media groups when advertising for Carols position. This was referred to the police and suspected to be the result of issues Kat and her family have with their neighbours.
- Adverts were place on the Foundation Stage Forum, Indeed, the Job Centre, as well as on our Facebook page and local villages Facebook groups for Carols Position. One applicant, Ruqia Shahid applied.
- Ruqia Shahid needed to work half a terms notice, she started Jackanory Preschool on the 6th July 2022.
- Jackanory Preschool took part in the May Carnival parade

- for the first time since 2019 due to previous Covid-19 restrictions. We had a good cohort of children take part.
- The Preschool was due to have a stall however because of the lack of donations and support this had to be cancelled.
  - £19.53 was raised in the collection buckets during the Chobham Carnival Procession.
  - Josephine Owusu left Jackanory Preschool on Friday the 20th May - due to a marriage breakdown and needing a higher paid job. Josephine did not work the last week of her notice.
  - Joanna Duke returned as a contracted full time member of staff which has meant the position left vacant by Josephine did not need to be filled. Due to the struggles with recruiting any member of staff, I am very grateful for Jo's support.
  - Kat withdraws her resignation. A relief in terms of recruitment and consistency.
  - Hannah has agreed to take on the role of Deputy Designated Safeguarding Lead, she has undertaken her initial training and Foundation Modules 1 and 2 are booked for early in the Autumn term.
  - Aimee has agreed to become our fire marshal and take over responsibility of termly fire alarm practice.
  - Hannah and Aimee are both due to complete their Level three and Level two training respectively by the end of this academic year. Aimee is only being held up by not being able to pass her functional skills maths exam (this is a new addition due to changes in legislation).
  - We have worked consistently with LEAP the Autism programme to support two of our children with significant SEN needs. This will finish at the end of term as both children are leaving to go to specialist unit schools.
  - We have continued to support families most in need with providing Food Scheme vouchers during the school holidays. This amounts to £15 per child per family for each week of a school holiday.
  - Jackanory Preschool has had ongoing issues with the process of enrolling a new Chairperson. Amelia James handed over to Naomi Toropov who was due to complete all relevant paperwork. This did not happen. Despite assurances that paperwork was complete, and Naomi was the new chairperson the fact remained that Amelia James was still the chairperson and continues to be. Now we know Naomi didn't complete the relevant paperwork the hand over from Amelia to Natalie Ward will be much more straightforward.
  - Natalie Ward's DBS has been approved as of the 05/07/2022 therefore we can start the process of making her chairperson.
  - To celebrate our leavers going to school we have decided to utilise the wonderful local resource of Chobham Adventure Farm and will be taking 5 staff members and 22 children on Friday 22nd July 2022 for the morning.
  - Jackanory Preschool has been almost full since early on in 2022, whilst we have not been full all day, every day we have been full enough to need to draw on every available

staff member.

- Moving forward, from September 2022 Jackanory Preschool will be limiting the number of spaces provided in the Oak Room to 24 (currently 28), this is due to the current staffing crisis across the early years sector. We feel this a sensible precaution to take to enable us to maintain ratios and provide a high level of provision

**Brief statement of the charity's policy on reserves**

I am very pleased to report that that the Pre School has made a financial profit of £7,865.11 on a turnover of £140,566.49

Balance sheet position remains strong with total charity funds of £84,492.82

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.

**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

<b>Signature(s)</b>	Mr D P Milton	
<div style="border: 1px solid black; width: 100%; height: 30px;"></div>		
<b>Full name(s)</b>	Daniel Milton	
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	

**Date**

# Jackanory Pre-School

## Financial Activities

September 2021 - August 2022

	TOTAL
Income	
Charitable activities	4.03
Donations and legacies	31.00
Funding	111,582.66
Sales	28,608.30
Uncategorised Income	340.50
<b>Total Income</b>	<b>£140,566.49</b>
TOTAL	<b>£140,566.49</b>
Expenditures	
Advertising/Promotional	161.79
Clothing	257.58
Consumables	1,819.63
Office Equipment	424.94
Other Professional Services	9,571.36
Phone Costs	1,156.92
Pre-School Equipment	2,654.17
Rent	17,850.33
Salaries	92,224.13
Staff Training	657.50
Uncategorised Expense	2,855.21
<b>Total Expenditures</b>	<b>£129,633.56</b>
NET OPERATING INCOME	<b>£10,932.93</b>
Other Expenditures	
Other Expenditure	2,313.32
Reconciliation Discrepancies	754.50
<b>Total Other Expenditures</b>	<b>£3,067.82</b>
NET OTHER INCOME	<b>£ -3,067.82</b>
NET INCOME/(EXPENDITURE)	<b>£7,865.11</b>

# Jackanory Pre-School

## Balance Sheet

As of August 31, 2022

	TOTAL
Fixed Asset	
Tangible assets	
Office Equipment Cost	422.23
<b>Total Tangible assets</b>	<b>£422.23</b>
<b>Total Fixed Asset</b>	<b>£422.23</b>
Cash at bank and in hand	
BUSINESS SAVINGS ACCOUNT (4285)	54,860.55
CLOSED ISSUE - BACKBOOK (9509)	25,002.06
<b>Total Cash at bank and in hand</b>	<b>£79,862.61</b>
Debtors	
Debtors	178.50
<b>Total Debtors</b>	<b>£178.50</b>
Current Assets	
Toys and Equipment	4,035.47
<b>Total Current Assets</b>	<b>£4,035.47</b>
<b>NET CURRENT ASSETS</b>	<b>£84,076.58</b>
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	5.99
<b>Total Trade Creditors</b>	<b>£5.99</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£5.99</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£84,070.59</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£84,492.82</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£84,492.82</b>
Charity funds	
Opening Balance Equity	45,792.02
Retained Earnings	30,835.69
Surplus/(Deficit)	7,865.11
<b>Total Charity funds</b>	<b>£84,492.82</b>

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 31<sup>st</sup> Aug 2022.

### **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(5fb) 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**

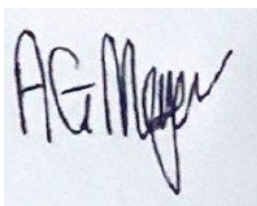
In connection with my examination, no matter has come to my attention:

(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: 01/09/2022