



Trustees' Annual Report for the period							
<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1st	Month August	Year 2021		Day 31 <sup>st</sup>	Month July	Year 2022

**Section A Reference and administration details**

**Charity name** Hainford Pre-School Learning Alliance

**Other names charity is known by** Hainford Pre-School Playgroup (old name)

**Registered charity number (if any)** 1033185

**Charity's principal address**

Jasmine Cottage,  
 School Road,  
 Frettenham, Norwich  
**Postcode** NR12 7LL

**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 Mrs Samantha Walley	Chairperson	28/03/2022- changed from Fundraiser to chair	Committee
2 Mrs Esme Hicks	Treasurer	22/10/2021 (AGM)	Committee
3 Mrs Rosina Monsey	Secretary		Committee
4 Mr Mark Walley	Vice Chair	22/10/2021 (AGM)	Committee
5 Mrs Francesca Howlett	Fundraiser		Committee
6 Mrs Kerri Edwards	Fundraiser	22/10/2021 (AGM)	Committee
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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**

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

**Type of adviser**

**Name**

**Address**

**Auditor**

Mr Darren Smith

DJS Accounting services 6 Elizabeth Way NR8 5HF

**Governing Pre-School Learning Alliance**

50 Featherstone Street, London, EC1Y 8RT

**Government Early Years Childcare**

Norfolk County Council

County Hall, Martineau Lane, Norwich, NR1 2DH

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

Mrs Rosie Halvey; Pre-School Supervisor

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Governing Pre-School Learning Alliance Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by the members at the AGM in October each 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.

<p>Policies and Procedures: New Trustees read and sign a Trustee Declaration that they are able to act as a Trustee.</p> <p>All Trustees have an enhanced DBS check and are given a role description to read and sign.</p> <p>Norfolk County Council Children's Services Directorate runs an Introduction to the Roles and Responsibilities of the Early Years Committee; at a minimum all officer members of the committee attend this awareness session.</p> <p>Charity Organisational Structure: the Pre-School is a community based voluntary managed setting run in accordance with Governing Bodies rules and advice. Supervision by Norfolk County Council, SENCO and OFSTED and depend on the goodwill and generosity of parents and the local community for its continuance.</p>
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## Section C Objectives and activities

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

<p>To enhance the development of education of children under the statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.</p>
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**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)**

Education/training for children under statutory school age (in a parent involved committee based group). The Pre-School runs in conjunction with the Pre-School Learning Alliance for the welfare, community engagement and volunteering opportunities encompassing the local rural Parish and wider community.

We offer a specially tailored curriculum of planned and play based activity in accordance with the Early Years Foundation Stage. We have strong links with our local Primary Partnership School and offer transition days during the Summer Term to the rising 5's children moving on to the school.

This year we are seeing 10 children move to the local primary school and other local schools with preschool staff assisting their transition.

During the year we were able to offer places for 2 year old funded children and have the staff and facilities to offer spaces to children with additional needs.

On 27<sup>th</sup> November 2017 we were inspected by Ofsted and received a 'Good' rating. Our new premises were inspected by Ofsted on 17/02/2022 and approved for opening. Upon moving to our new premises in February 2022, we were able to extend our opening hours to five full days. We have a maximum intake of 24 children.

On undertaking these activities the Trustees and Committee have had regard to the guidance issued by the Charity Commission on public benefit and focus on inclusion ensuring all children can access and benefit from attending the Pre-School.

**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.

A great contribution is made by our volunteers - we are grateful for the many hours they have spent being Committee members. Without their valuable contribution of time, energy and expertise we would not have been able to successfully run the Pre-School and fundraising events.

We would also like to acknowledge the interest and support we receive from parents and our local community at Fundraising events.

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

The committee have maintained the aims and objectives of the Pre-School and its financial viability through fundraising, careful management and team work.

A review of all management policies and procedures has been undertaken by the Committee in 2022 to comply with Government standards. Trustees are awaiting training from Norfolk County Council training for their respective roles.

All policies are reviewed on a yearly basis by preschool supervisor and the committee trustees.

Since the September 2021, the preschool has followed current Covid-19 guidelines and been able to be open to all children throughout the academic year.

In November, we held our first fundraiser since prior to the first lockdown, the Christmas Bazaar, which was a huge success. Other fundraising activities have also been reintroduced. meetings have been able to be held throughout the academic year.

## Section E

## Financial review

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

In 2016, our policy on reserves was reviewed at an Extraordinary General Meeting taking into account risk associated with each stream of income, expenditure being different from that budgeted, the organisations legal and moral commitment and unexpected contingencies.

### 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 income is government funding and sessions paid for by parents.

Moneys raised through fundraising is used to support new equipment and activities that benefit the children.

## Section G

## Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

S.Walley

R.Monsey

**Full name(s)**

Samantha Walley

Rosina Monsey

Chairperson  
Secretary

**Position (eg Secretary, Chair, etc)**

13<sup>th</sup> June 2022

**Date**

**Hainford Pre-School Learning Alliance**  
**Statement of Assets as at 31st July 2022**

	2022	2021	2020
Balance brought forward	22,086.85	25,004.06	22,082.49
Income	54,290.72	54,457.95	60,514.30
Interest	8.10	1.50	28.94
Expenditure	(66,185.32)	(57,376.66)	(57,621.67)
<b>Total</b>	<b>10,200.35</b>	<b>22,086.85</b>	<b>25,004.06</b>
Represented by:			
HSBC Current Account	1,283.77	7,170.27	10,088.98
HSBC Deposit Account	8,916.58	14,916.58	14,915.08
<b>Total</b>	<b>10,200.35</b>	<b>22,086.85</b>	<b>25,004.06</b>

**Audit Report**

In accordance with your instruction I have prepared Statement of Income and Expenditure for the period 1 August 2021 to 31 July 2022, and Statement of Assets as at 31 July 2022 from the accounting records, information and explanations supplied to me



Darren Smith (Accountant)  
DJS Accounting Services  
6 Elizabeth Way  
Norwich  
NR8 5HF

Date 01/11/2022

**Income**

Fees	14,012.35
Milk	-
Funding	39,621.87
Fund Raising	261.50
Bank Interest	-
Clothing	30.00
Grant	-
xxx	-
Other	365.00

income	<b>54,290.72</b>
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**Expenses**

Wages	55,075.81
Rent	7,727.30
Equipt	351.65
Petty Cash	-
Fund Raising	-
Visits	225.00
Stat Pay	-
Adverts	-
Telephone	222.60
Clothing	-
Training	910.65
Bank Charges	35.00
Other	1,637.31

<b>66,185.32</b>	expenditure
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Starting Balance	7,178.37
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Income	54,290.72
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Expenditure	66,185.32
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Profit (inc less exp)	<b>(11,894.60)</b>
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Current Balance	1,283.77
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Reserve Account	8,916.58
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Total Balance	<b>10,200.35</b>
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