



Trustees' Annual Report for the period

	Period start date			Period end date		
From	01	April	2020	To	31	March 2021

Section A

Reference and administration details

Charity name	CLYST VALLEY PRESCHOOL
Other names charity is known by	N/A
Registered charity number (if any)	1036131
Charity's principal address	CLYST ST MARY PRIMARY SCHOOL CLYST ST MARY EXETER
Postcode	EX5 1BG

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	VICKY TONKIN	CHAIR		
2	FRANCESCA WILLIAMS	SECRETARY		
3	RACHEAL KIGHTLEY	TREASURER		
4	HELEN MUSCUTT	GENERAL COMMITTEE	LEFT- Sept 2020	
5	EMMA WEBBER	GENERAL COMMITTEE	LEFT-Sept 2020	
6	ABI CAMPBELL	GENERAL COMMITTEE	LEFT-Sept 2020	
7	BECKY SLUMAN	GENERAL COMMITTEE		
8	RACHEL HEYWOOD	GENERAL COMMITTEE		
9	ANNA WHITTAKER	GENERAL COMMITTEE	Joined March 2021	
10	ALISON LEAMAN	GENERAL COMMITTEE	Joined November 2020	
11				
12				
13				
14				
15				

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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	PRESCHOOL LEARNING ALLIANCE 2008
How the charity is constituted <i>(eg. trust, association, company)</i>	UNINCORPORATED ASSOCIATION
Trustee selection methods <i>(eg. appointed by, elected by)</i>	ELECTED FROM MEMBERSHIP

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.

Work is inspected on a regular basis by Ofsted. The preschool was awarded Outstanding at it's most recent inspection in November 2015 and are anticipating an inspection imminently.

Devon County Council Childcare advisors and Early Years Consultants provide help, support, & guidance with Educational issues, SEN support, financial and inspection information.

The charity is a member of the Early Years Alliance which supports, aids and provides literature and guidance, especially within areas of financial management, policy writing, legal advice, and staff training.

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

To provide affordable, quality early years care and education of children under statutory school age, enhancing their progress and development.
 To provide a safe and secure environment for children to thrive and develop self-confidence, self-esteem, independence and to practice social skills.
 To engage with and support parents in understanding child development, the importance of learning at home and developing parenting skills and to become part of their child's Early Years setting.

To offer preschool aged children sessions to aid their development and Early Years education. Full-time day-care Monday – Friday during school hours and term time is provided.

There is a fee charged to attend these sessions, which may be met in full or part from Universal hours (15) or 30 hours Early Years Funding provided by Devon County Council.

Applications are taken for all children between the stated age criteria and are admitted in accordance to our Admissions Policy.

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)

Surpluses are retained at the preschool for the benefit of the children and are spent on replacing/adding to equipment, facilities, resources, staffing and on maintaining competitive hourly fees.

In planning our activities, projects and services for the year we keep in mind the Charity Commissions guidance on public benefit at our trustee meetings.

As detailed above the focus of our activity is to provide preschool aged children with sessions and learning opportunities to aid their progress, development and early years education during their time in childcare within school hours.

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.

Newly written policies are developed in collaboration with the management committee and staff, and are discussed and scrutinised by the general committee before they are officially adopted.

Existing policies are reviewed and updated (if necessary) by the manager/administrator before being agreed by the committee annually. A staff representative sits on the committee and is the Ofsted nominated person.

The Committee consists of volunteers who assist staff in running various family events, (such as an annual nativity, sports day etc) and look at various opportunities to raise funds for the charity to purchase new resources, equipment and to support children in their play and learning, as well as staff CPD opportunities.

Summary of the main achievements of the charity during the year

A further staff member has now qualified as an Early Years Educator (EYE) level 3 qualification receiving her certificate in July 2020.

Continued staff training includes, 'Making Sense of Autism' 'Letters and Sounds' Food Allergy Training, Food Hygiene, Manual Handling, Sensory development and Paediatric First Aid, as well as statutory safeguarding training needs.

The Covid pandemic required flexible staffing and remote committee management which worked well. We were able to accommodate most children's childcare needs and those that did not attend received online activities and challenges for home.

New purchases were made of a new water tray, a Magnetic construction kit, a replacement Laptop for the manager's use.

Section E Financial review

Brief statement of the charity's policy on reserves

To maintain sufficient funds to meet all the financial obligations of the charity. To fund any redundancy liabilities. To fund any building and garden maintenance contingencies. To maintain sufficient funds when child numbers decrease from term to term.
 To maintain sufficient funds to increase staffing to meet the required ratio if and when child numbers increase as demand fluctuates annually.

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.

Principal funding comes from Devon County Council Early Years Entitlement.

Fees paid by parents.


Fund-raising.

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) 

Full name(s) Vicky Tonkin

Position (eg Secretary, Chair, etc) Chair

Date 11/01/22

CLYST VALLEY PRESCHOOL
 INCOME & EXPENDITURE ACCOUNT
 FOR THE YEAR ENDED 31 MARCH 2021

	2021		2020
	£	£	£
INCOME:			
Fee (Parents)	13,537		10,731
Funded Fees	69,307		78,886
Fund Raising	1,139		2,844
Other	708		1,203
Interest	118		109
		84,809	
EXPENDITURE:			
Wages	60,731		77,810
Nest Pension	2,129		812
Equipment	524		879
Rent	3,000		3,000
Utilities/Rates	970		2,535
Training	159		381
Stationery & Consuma	952		1,363
Insurance	1,892		1,666
Break time Sundries	211		363
Cleaner			1,161
Other	3,619		7,170
		74,187	
			10,622

CLYST VALLEY PRESCHOOL
 STATEMENT OF ASSETS AND LIABILITIES
 AS AT 31 MARCH 2020

	21		
	£	£	£
Opening balance:			
Current account	28870.5		32347
Deposit account	19664		19555
Petty Cash	23.82		3

Income & expenditure account

48559

Closing balance:	
Current account	39374.27
Deposit account	19782
Petty cash	5.29
	59161

£

93,773

97,140

- 3,367

£

0

0

51905

28871

19664

24

48559

MART

Relevant professional qualification(s) or body

MICHELLE JACSON

Name:

10/10/2021

Date:

M. Jacon

Signed:

* Please delete the words in the brackets if they do not apply.

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.

- 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 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 charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

Independent examiner's statement

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.

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 to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/3/2021

(remember to include the page numbers of additional sheets)

Set out on pages

31/3/2021	Charity no (if any)	1036131
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On accounts for the year ended

CLYST VALLEY PRESCHOOL

Report to the trustees/ members of

Independent Examiner's Report

Section A

Independent examiner's report on the accounts

CHARITY COMMISSION FOR ENGLAND AND WALES



N/A

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

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

Section B Disclosure

(if any):

Address:

39 WINDSOR PARK AVE
 CRYST ST MARY
 EXS 10A