



# Trustees' Annual Report for the period

Period start date		Period end date	
<b>From</b>	01 April 2022	<b>To</b>	31 March 2023

## 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	LEFT 29/09/22	
2	FRANCESCA WILLIAMS	SECRETARY		
3	RACHEAL LEVERTON	TREASURER		
4	ANNA WHITTAKER	GENERAL COMMITTEE		
5	ALISON LEAMAN	GENERAL COMMITTEE		
6	RACHEL HEYWOOD	GENERAL COMMITTEE		
7	BECKY SLUMAN	GENERAL COMMITTEE	LEFT 31/10/22	
8	EIFION JONES	CHAIR	Joined 27/09/22	
9	PETER HALE	GENERAL COMMITTEE	Joined 30/11/22	
10				
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 (eg. trust deed, constitution)	PRESCHOOL LEARNING ALLIANCE 2008
How the charity is constituted (eg. trust, association, company)	UNINCORPORATED ASSOCIATION
Trustee selection methods (eg. appointed by, elected by)	VOLUNTARY OFFICERS 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.

<p>Work is inspected on a regular basis by Ofsted. The preschool was last inspected in December 2022 and achieved a Good judgement.</p> <p>Devon County Council Childcare advisors and Early Years Consultants provide help, support, &amp; guidance with educational issues, regular visits for SEN support, staff training and networking, as well as financial and inspection information. The administrator has met with both Advisor and Consultant this year.</p> <p>The charity is a member of the Early Years Alliance which supports, advises, aids and provides literature, model policies, and guidance, especially within areas of financial management, government initiatives and legislation, legal advice and staff training.</p>
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**Summary of the objects of the charity set out in its governing document**

To provide quality, affordable and accessible early years care and education for children under statutory school age, enhancing their experiences, progress and development.

To promote inclusion and equality, to provide a safe and secure environment for children to thrive and develop their language and communication, 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.

**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 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 Extended Early Years Entitlement 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.

Financial surpluses are retained by the Preschool for the benefit of the children and are spent on replacing/adding to equipment and learning resources, building and equipment maintenance, outdoor facilities and resources, staffing, training and on maintaining highly 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 a safe, secure and inclusive environment, planned play sessions, experiences and learning opportunities to aid and support their progress, development and early years education during their time in childcare within normal 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.

Written policies and procedures are developed in collaboration with the management committee and staff leaders and advised by both the Early Years Alliance and Early Years Childcare Advisor, and are discussed and scrutinised by the general committee before they are officially adopted.

Existing policies are reviewed and updated whenever necessary, by the manager/administrator before being agreed by the committee whenever necessary.

Financial forecasts and are regularly reviewed and scrutinized by the trustees.

A staff representative sits on the committee and is the Ofsted nominated person but does not vote in committee matters.

The Committee consists of volunteers who assist and support 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 maintain equipment, decoration and fixtures, to purchase new resources, learning equipment and to support children in their play and learning, as well as staff CPD opportunities and statutory training.

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

Continued professional development and staff training includes, SENDCo training, Curriculum Planning, Domestic Violence and Abuse training, Food Allergy training, Food Hygiene, The Prevent Strategy training and Paediatric First Aid, as well as statutory Safeguarding training needs.

Remote committee management continued briefly into the first part of this year but the setting was able to resume full face to face trustee committee and parent-teacher meetings. We were able to accommodate all children's childcare needs and the demand for preschool sessions was high.

New purchases were made of a new climbing wall wooden frame, and physical play equipment, a new shed for resource storage, a new water tray, new books, a new role play area classroom carpet, and the reorganisation and upgrading of the home corner role play area.

## 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 should child numbers fluctuate from term to term.  
To maintain sufficient funds to increase staffing to meet individual child needs and the required ratio's if and when, child numbers increase as demand fluctuates termly and 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 was successful with sponsored events, raffles, summer & Christmas concerts and by selling crafts made.

## Section F

## Other optional information

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## 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)

Eifion Hywel Phillips Jones

Position (eg Secretary, Chair, etc)

Chair

**Date**

14<sup>th</sup> December 2023

INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2023

	2023		2022	
	£	£	£	£
<b>INCOME</b>				
Fee's Parents		22150		21020
Funded Fee's		88178		74180
Fund Raising		1957		1925
Other		3125		1327
Interest		2		33
		115412		98485
<b>EXPENDITURE</b>				
Wages		78818		74619
Nest Pension Employer		1242		1184
Equipment		1875		2930
Rent		3789		3000
Utlilities/Rates		4232		1402
Training		254		592
Stationary & Consummables		1853		1395
Insurance & Annual Fees		2419		2404
Break time sundries		530		253
Cleaning/PPE		421		0
Other		2503		3818
		97937		91597
		17475		6888

CLYST VALLEY PRESCHOOOL  
STATEMENT OF ASSESTS & LIABILITIES  
AS AT 31 MARCH 2023

	£	£	£	£
<b>Opening balance:</b>				
Current Account		45525		39374
Deposit Account		20514		19782
Petty Cash		20		5
		66059		59161
Income & expenditure Account				
<b>Closing Balance:</b>				
Current Account		61052		45525
Deposit Account		22516		20514
Petty Cash		35		20
		83603		66059



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: CLYST VALLEY PRESCHOOL

On accounts for the year ended

31.3.2023

Charity no (if any)

1036131

Set out on pages

(optional - 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 31.3.2023

Responsibilities and basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

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

Signed: M. J.

Date: 12/11/2023

Name: MICHELLE JACKSON

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

MAAT

Address:

39 WINDSLADE PARK AVE  
CLYST ST MARTIN  
EXETER EX5 1DA

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight 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.

NIA.