



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	April	2023	To	31	March	2024

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	EIFION JONES	CHAIR		
2	FRANCESCA WILLIAMS	SECRETARY		
3	RACHEAL LEVERTON	TREASURER		
4	PETER HALE	GENERAL COMMITTEE		
5	RACHEL HAYWOOD	GENERAL COMMITTEE		
6	LINDSEY BORLASE	GENERAL COMMITTEE	Joined May 2023	
7	KATIE GUMEDE	GENERAL COMMITTEE	Joined May 2023	
8	ANNA WHITTAKER	GENERAL COMMITTEE		
9				
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)

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 GOOD at it's most recent inspection in December 2022.

Trustees are elected from our parent members annually. Trustees oversee the policies and procedures adopted by the group, including risk assessments, financial planning and recruitment.

Devon County Council Childcare advisors together with DCC Early Years Consultants provide help, support, and guidance with Educational issues, SEN support, financial and inspection information, including setting visits, training and workshops.

The charity is a member of the Early Years Alliance which supports, guides 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, from the age of 2 years 6 months 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.

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 provide a safe, secure and stimulating environment in order to offer preschool aged children meaningful, learning opportunities within our 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 Working Entitlement Early Years Funding provided by Devon County Council.

Early Bird sessions are now available should parents require an earlier start time, these sessions are chargeable and outside the early years funding provision.

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

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.

Rent is paid to Devon County Council for our premises, this is kept in a 'sinking fund' for building maintenance costs in agreement with our lease.

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 team and are discussed and scrutinised by the general committee before they are officially adopted.

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

A staff representative assists the committee and advises regarding statutory requirements, and regularly meets with the officers to support their management of the setting.

The Committee consists of volunteers from our members (parents and carers of children on role) 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 aid funding staff CPD opportunities.

Summary of the main achievements of the charity during the year

A staff member has updated her NNEB qualifications and refreshed her understanding of the EYEF by completing the Early Years Development Workplace Programme.

A staff member has completed SENDCo training, and another is upgrading her level 3 qualification by undertaking level 5 Leadership apprenticeship training.

Other continued staff training includes, 'Letters and Sounds', Food Allergy Training, Food Hygiene, Sensory development and Paediatric First Aid, as well as regular Statutory Safeguarding training needs.

The setting has been able to provide additional resources and extra staffing to support several children with SEND to enable them to fully access, and enjoy preschool learning experiences, and have worked in close cooperation with professionals from the local specialist children centre.

This year we have developed an unused area into a vegetable garden and wildlife zone, purchases were made of equipment to build raised beds and to gravel the path making it safe and fully accessible, as well as a small greenhouse, shed, gardening tools and plants, compost bins and water butts.

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 in accordance with our lease. To maintain sufficient funds when child numbers decrease from term to term. To maintain sufficient funds to increase staffing to meet the required ratios, if and when child numbers increase as demand fluctuates annually. To meet raises in the national working and minimum wage, and to allow the salary scale to remain unaffected and fair.

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)

Eifion Jones

Position (eg Secretary, Chair, etc)

Chair

Date

11th December 2024

INCOME & EXPENDITURE ACCOUNT

FOR THE YEAR ENDI 31-Mar

	2024		2023	
	2024		2023	
	£	£	£	£
INCOME				
Fee's Parents	14015		22150	
Funded Fee's	89715		88178	
Fund Raising	3158		1957	
Other	608		3125	
Interest	59		2	
		107555		115412
EXPENDITURE				
Wages	86805		78818	
Nest Pension Employer	1447		1242	
Equipment	1632		1875	
Rent	3783		3789	
Utilities/Rates	2715		4232	
Training	348		254	
Stationary & Consummables	1993		1853	
Insurance & Annual Fees	2102		2419	
Break time sundries	635		530	
Cleaning/PPE	723		421	
Other	2154		2503	
		104337		97937
		3218		17475

CLYST VALLEY PRESCHOOOL
STATEMENT OF ASSESTS & LIABILITIES
AS AT 31 MARCH 2024

	£	£	£	£
Opening balance:				
Current Account	61052		45525	
Deposit Account	22516		20514	
Petty Cash	35		20	
		83603		66059
Income & expenditure Account				
Closing Balance:				
Current Account		30041		61052
Deposit Account		60075		22516
Petty Cash		8		35
		90124		83603



Section A Independent Examiner's Report

Report to the trustees/directors/members of

CLYST VALLEY PRE SCHOOL

On accounts for the year ended

31.03.2024 1036131

Charity no.:

Company no.:

Set out on pages

and number to examine the page numbers of individual items

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31.03.2024

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Independent examiner's statement

[The company'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.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below*) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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.

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

Signed: M. J Date: 4.12.2024

Name: M. JACKSON

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

Address: 39 WISSLADE PARK AVENUE
CLYST ST MARY
EX5 1DA

Section B Disclosure

Only complete if the examiner needs to highlight material 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.