



Trustees' Annual Report for the period

| | | | | | | | |
|-------------|-----|-------------------|------|-----------|-----------------|--------|------|
| | | Period start date | | | Period end date | | |
| From | Day | Month | Year | To | Day | Month | Year |
| | 1 | September | 2022 | | 31 | August | 2023 |

Section A Reference and administration details

Charity name Courtney Ladybirds Pre-School

Other names charity is known by

Registered charity number (if any) 1036160

Charity's principal address 89 Grimsbury Road
 Bristol
Postcode BS15 9YF

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 | Kirsty Hughes | | | |
| 2 | Joanne Pope | | | |
| 3 | Kayley Waller | | | |
| 4 | Hayley Cordina-Wilson | | | |
| 5 | Rebecca Orouke | | | |
| 6 | Chloe Cullimore | | | |
| 7 | Reeve Drennen | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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 |
|----------------------|---|--|
| Independent examiner | Dunkley's and Co Chartered Accountants | Woodlands Grange, Woodlands Lane, Bradley Stoke, Bristol BS32 4JY |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Deed of trust dated 26 January 1994, amended 17 December 2009.

How the charity is constituted
(eg. trust, association, company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

The charity recruits new trustees at their AGM, and 90% of the current trustees must be parents/carers.

Potential new trustees will be reviewed using Disclosure and Barring Service checks, and voted upon by the Committee before being appointed as 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.

| |
|--|
| |
|--|

Section C Objectives and activities

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

The aims of the pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

(a) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

(b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;

(c) Instigating and adhering to and furthering the aims and objects of the pre-school learning alliance.

Significant activities

The main activity undertaken by the charity to accomplish its Objectives, is the running of a pre-school.

Pre-school activities

We are a small term time only pre-school, our opening times are 9am - 3pm. We provide care for children ages 2 to 4 years.

We provide a wide range of activities to stimulate the children in a caring environment where they can independently learn and develop skills while building positive relationships. Observations are used to identify where the children are in their development.

Our setting aims to:

- provide high quality care and education for children below statutory school age
- work in partnership with parents to help children to learn and develop
- add to the life and well-being of the local community; and
- Offer children and their parents a service that promotes equality and values diversity.

Parents

As a community-based pre-school, we also depend on the good will of parents and their involvement to keep going. Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected
- kept informed
- consulted
- involved; and
- Included at all levels.

We aim to ensure that each child:

- is in a safe and stimulating environment
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers
- has the chance to join with other children and adults to live, play, work and learn together
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do
- has a personal key person who makes sure each child makes satisfying progress

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)

- Is in a setting that sees parents as partners in helping each child to learn and develop.

Public benefit

The provision of the pre-school provides education and training to children and is for public benefit.

The trustees have due regard for the charity commission's guidance on public benefit.

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.

DISASTER POLICY

In the event of a disaster at Courtney Ladybirds Pre-school and we had to close long term e.g. a fire or structural damage, we would not have access to another building for the children. The parents will be contacted at the earliest opportunity to let them know the situation.

In the event of the pre-school closing short term, the parents will be contacted, and staff will be expected to come to work dressed appropriately for the incident.

The chairperson, manager and finance assistant will have a copy of the insurance policy number and emergency contact numbers we need for an emergency. They will also have access to the text messaging service and emails to update the parents/carers daily.

If we have no committee, we are legally unable to open, the preschool will be shut until a committee can be formed. All staff will still be expected to come to work and carry out cleaning, recruiting a committee, training and other things.

Volunteers.

The chairperson, secretary and treasurer are volunteers who provide their time, free-of-charge.

We would like to take this opportunity to thank them for their ongoing contributions.

Summary of the main achievements of the charity during the year

How the charity has made a difference

Through the pre-school, we have provided a safe environment, within which the children may enhance their development and education.

By using the pre-school community, the parents of the children have a resource to draw upon to provide for the needs of their children

As detailed above, 39 children this year, along with their parents, have received the benefit of these factors.

CHAIR'S REPORT:

- Disciplinary action/meeting against member of staff due to GDPR
- Pay rises for all staff- bringing staff in line with current national average
- Committee helped out with Christmas concert
- Christmas wrap done with the children- raising money for pre-school
- Committee agreed hire of new member of staff for 1:1
- Staff received a £200 voucher at Christmas
- Consumable charges agreed at £0.50p per child per session (due to the cost of living increase)
- Change in full time deputy
- One member of staff reduced hours

MANAGER'S REPORT:

Managers Report for AGM- 3rd July 2023 As some of you may know, Gill has been off this term. We are always in touch and she is doing well. We all wish her a speedy recovery and we will hopefully see her back to work some time in the Autumn term. We have had a positive academic year this year, being full to capacity very early on. The school year coming 2023-2024 we are full to capacity again and have waiting lists for the school year 2024-2025 and 2025-2026! Our year has been full on with a big mix of children due to ages and needs, with practically half of our intake needing extra support and 7 children with high needs. The staff have been pretty on it in terms of planning and making sure that every child gets the same opportunities. Having changed the way we plan for children in January we find it a lot easier and better to organize. As we have slowly come out of the "covid" period, our focus is changing from solely being personal, social and emotional development and communication and language development we now also focus more on physical development and include a lot more mathematics and music-based activities. We had 2 new starts this year a new administrator and a level 2. We have found a training provider that will support her to do her Level 3. We held our first in house parents evening since what has seemed like years and was enjoyed by all! From the feedback we received parents felt this was a lot better than the phone calls we were forced to do during covid and the lockdowns. It has been really nice having support from the committee to help fundraise for the Preschool. We are hoping this will continue for the foreseeable future as both staff and children enjoy different faces coming in to join us, even if only for an

hour or so. We are looking forward to our end of year party at the end of the month, although this is always a sad day for us saying goodbye. We have some real characters going to school this year and they will be missed! Finally, we have had our Ofsted inspection on the 21st June 2023. This was an experience. The ladies were amazing and handled the day extremely well! To be honest it's like the children knew what was going on too and were so well behaved we had a really good day in the sun. The feedback at the end of the day was positive and the inspector enjoyed spending her day with us.

Brief statement of the charity's policy on reserves

The trustees seek to maintain free reserves sufficient to cover around two terms to a year's expected expenditure.

Any excess funds are encouraged, to allow the charity to pursue further enhancements, or other activities in pursuit of the charitable objects, as determined by the trustees.

Free reserves are the balance of reserves after excluding any restricted funds, and unrestricted long-term assets and liabilities.

At the balance sheet date, the total reserves were £152,754

Charity reserves are to be maintained at such levels to allow the charity to cover 6 months' worth of expenditure; this is to ensure that if anything occurs to impact the Pre-School income, the children will be supported for at least 2 terms.

Details of any funds materially in deficit

At the balance sheet date, no funds are 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.

We have had a good financial year. Providing for 2, 3 and 4 yearolds mean the majority of our income is from the local government and then parents top up for extra sessions.

We have run fundraising events as well to be able to buy additional resources for the pre-school.

Total income for the year was £125,662, and total expenditure for the year was £134,189, The main reasons for variation on budgeted figures being:

Income

Bank interest £929 extra received

Photography Commission £89
Fees parents sept22-aug23 - £74

Fees sessions -£300

Fundraising £72

Nursery education grant £8282

South glos pupil premium £594

Sundries £21 unexpected increase

Uniform £32 not sold

£9,581.00

Expenditure

Advertising £63 not budgeted for

Accountant charge £1400 invoice not received

Cleaning £143 extra spend following COVID

DBS checks £90 from 2 new staff members
Equipment £24 overspend
HLC/rates/maintenance £4100 Wessex rates
Insurance £800 invoice not received
Miscelolanous £35 not budgeted for
Pension monthly charge & annual charges £10 increase
Pension staff wages £875 pension increase
Party expenses £162 not used
Payroll run charges £158 as pensions being calculated in house

Pupil premium -£337
Refuge £345 increase in premium
South glos send £527
Staff entertaining £350 not used
Stationary £1683 not spent
Subscriptions £249 not budgeted for
Sundries £100 overspent

Telephone £520 increased Teachers 2 parents fee
Toys £460 not budgeted for
Training £82 not budgeted for
Vouchers £1200 not budgeted for
Wages and HMRC £3025 not budgeted for
Website fee & annual cost £248 not invoiced

£816

Section F Other optional information

Internal and external factors

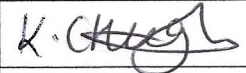
The most recent Ofsted inspection (June 2023) considered 4 areas - Effectiveness of the leadership and management; Quality of teaching, learning and assessment; Personal development, behaviour and welfare; and Outcomes for children.

Each area received a "Good" rating, and the pre-school received an overall rating of "Good".

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) | K Collingborn-Hughes | |
| Position (eg Secretary, Chair, etc) | Trustee | |
| Date | 11-10-2024 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
COURTNEY LADYBIRDS PRESCHOOL

No (if any)
1036160

CC16a

Receipts and payments accounts

| | | | |
|---------------------|-------------------|----|-----------------|
| For the period from | Period start date | To | Period end date |
| | 01.09.2022 | | 31.08.2023 |

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|--|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | 1,029 | - |
| BANK INTEREST | 1,029 | - | - | - | - |
| CLEANING | | | | | 424 |
| COVID SSP | | | | 89 | |
| Photography COMMISSION | 89 | | | | 443 |
| EARLY DROP OFFS | | | | 14,506 | 13,757 |
| FEES PARENTS SEPT22-AUG23 | 14,506 | | | | 390 |
| FEES SESSIONS | | | | 72 | 708 |
| FUNDRAISING | 72 | | | | |
| GARDEN | | | | | 1,006 |
| NOW PENSIONS | | | | 108,883 | 104,758 |
| NURSERY EDUCATION GRANT | 108,883 | | | 594 | 2,821 |
| SOUTH GLOS PUPIL PREMIUM | 594 | | | | 10,115 |
| SOUTH GLOS SEND PAYMENTS | | | | 21 | 122 |
| SUNDRIES | 21 | | | 468 | 570 |
| UNIFORM | 468 | | | | |
| | | | | | |
| | | | | | |
| Sub total (Gross income for AR) | 125,662 | - | - | 125,662 | 135,114 |

A2 Asset and investment sales, (see table).

| | | | | | |
|-----------------------|----------------|----------|----------|----------------|----------------|
| | | | | | |
| Sub total | | | | | |
| Total receipts | 125,662 | - | - | 125,662 | 135,114 |

| | | | | | |
|---|----------------|----------|----------|----------------|---------|
| | 63 | | | 63 | 1440 |
| ADVERTISING | | | | | 42 |
| ACCOUNTANT CHARGE | | | | 60 | |
| BANK CHARGES | 60 | | | | 773 |
| BREAKFAST | | | | 943 | 45 |
| CLEANING | 943 | | | 135 | |
| DBS CHECKS | 135 | | | 524 | 30 |
| EQUIPMENT | 524 | | | | 528 |
| FEES refund | | | | | 32,456 |
| FUNDRAISER | | | | 3,900 | 733 |
| HLC/RATES/MAINTENANCE | 3,900 | | | | |
| INSURANCE | | | | 35 | 50 |
| MISCELOLANOUS | 35 | | | 50 | |
| OFSTED | 50 | | | | 288 |
| PENSION MONTHLY CHARGE & ANNUAL CHARGES | 360 | | | 360 | 4,089 |
| PENSION STAFF WAGES | 6,375 | | | 6,375 | 648 |
| PARTY EXPENSES | 188 | | | 188 | |
| PAYROLL RUN CHARGES | 442 | | | 442 | 723 |
| PUPIL PREMIUM | 442 | | | 337 | 1,548 |
| REFUGE | 337 | | | 1,701 | 3,482 |
| SOUTH GLOS SEND | 1,701 | | | 527 | 378 |
| STAFF ENTERTAINING | 527 | | | | 1,063 |
| STATIONARY | | | | 502 | 981 |
| SUBSCRIPTIONS | 502 | | | 389 | 303 |
| SUNDRIES | 389 | | | 100 | 818 |
| TELEPHONE | 100 | | | 1,360 | |
| TOYS | 1,360 | | | 460 | 602 |
| TRAINING | 460 | | | 582 | 963 |
| UNIFORM | 582 | | | 1,299 | 68 |
| VOUCHERS | 1,299 | | | 1,200 | 101,515 |
| WAGES AND HMRC | 1,200 | | | 112,657 | 1,634 |
| WEBSITE FEE & ANNUAL COST | 112,657 | | | | 155,200 |
| | | | | | |
| Sub total | 134,189 | - | - | 134,189 | |

18/10/2024

| | | | | | |
|---|---------|---|---|---------|----------|
| A4 Asset and investment purchases. (see table) | | | | | |
| EQUIPMENT | | - | - | - | 3,263 |
| Sub total | - | - | - | - | 3,263 |
| Total payments | 134,189 | - | - | 134,189 | 158,463 |
| Net of receipts/(payments) | - 8,527 | - | - | - 8,527 | - 23,349 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 161,281 | - | - | 161,281 | 184,630 |
| Cash funds this year end | 152,754 | - | - | 152,754 | 161,281 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|----------------------|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | CURRENT ACCOUNT 31/08/2023 | 54,094 | - | - |
| | BMM ACCOUNT 31/08/2023 | 98,235 | - | - |
| | PETTY CASH 31/08/2023 | 424 | - | - |
| | Total cash funds | 152,754 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|-----------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | EQUIPMENT | Unrestricted | 3,263 | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| Categories | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

Signed by one or two trustees on behalf of all the trustees

| | | |
|------------|------------------------------|------------------|
| Signature | Print Name | Date of approval |
| K. Collins | KIRSTY COLLINS BORN - HUGHES | 18/10/2024 |

