



Trustees' Annual Report for the period

From	Period start date			Period end date		
	Day 01	Month September	Year 2019	Day 31	Month August	Year 2020

Charity name Horfield Welly Pre-school

Other names charity is known by

Registered charity number (if any) 1045897

Charity's principal address Horfield Parish Church Hall
Wellington Hill West
Bristol

Postcode	BS7 8ST
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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	Katherine Telford	Chair		Appointed at AGM
2	Vinnie Wainwright	Treasurer	From 25/10/2019	Appointed by Committee. Previous Treasurer stood down due to family commitments.
3	Kelly McDowell	Secretary		Appointment at AGM
4				

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)

Anna Fletcher (Pre-school Manager & Vice Chair)



Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The charity is governed by the Pre-School Learning Alliance Constitution 2011
How the charity is constituted (eg. trust, association, company)	The charity is an Unincorporated Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by election at the AGM by the charity's members. All parents are charity members and are invited to attend general meetings.

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.

There are clear handover documents for each of the three key Trustee roles on the management committee and time is taken by previous Trustees to explain their role and offer any further guidance as necessary. In addition, the Bristol Association for Neighbourhood Daycare (BAND) also provides advice, support and training for new Trustees and committee members.



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

The aim of the charity is to provide appropriate play, care and education facilities, as well as family learning, to meet the needs of the children within the community, whatever their race, religion, means and ability. We instigate, adhere to and further the aims and objectives of the Pre-School Learning Alliance.

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)

The Charity achieves its aims for the public benefit by offering appropriate play facilities and associated activities for children that fall in line with the EYFS framework. We are there to serve the community and we run a strict Equal Opportunities Policy; our facilities are open to all regardless of race, culture, religion or means. In practice the location of the play facilities is such that the benefit is predominantly enjoyed by children in the Horfield area of Bristol, however our waiting lists are open to all. Resources and capacity limit the number of children that can be enrolled in the Pre-school at any given time.

In setting the aims and objectives of the Charity, the Trustees have had due regard to 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.

The Pre-School would not run as successfully as it does without the tremendous support it receives from volunteers. These volunteers include parents and grandparents who come into the Pre-School to help prepare snacks in the kitchen on a daily basis, members of religious communities who attend to talk about special festivals, and other volunteers who come into the Pre-School to share their skills and interests, from gardening to cooking, creative arts to reading and many others.

Summary of the main achievements of the charity during the year

A new Pre-school Manager was appointed in September 2019 following the retirement of the former, long standing Manager. During their handover period, a long awaited inspection by OFSTED took place and it was to the immense credit of both the outgoing and incoming Managers and the rest of the staff team that our hard-won "Outstanding" rating was retained. The Pre-school staff team have worked extremely hard to maintain this level, through continued professional development, which has broadened our skills base and therefore enhanced our provision.

From September to March we successfully carried on the running of Welly Toddler Group, supporting families in the local area. The group is extremely popular and has maintained its impressive attendance levels. The average number of people attending weekly is 70 (adults and children). Due to the worldwide COVID-19 Pandemic, the Pre-school & Toddler Group were closed between March and June 2020. Ongoing restrictions meant the decision was made not to reopen the Toddler group this academic year.

In spite of this closure and the restrictions subsequently placed upon us by the Government, Welly Pre-school successfully prepared over 30 children for entry into Reception classes at school. Our Pre-school had 33 children in Big Wellies (Pre-school room) and 16 children in Little Wellies (rising 3s).

During the Pre-school's lockdown closure, staff kept in close contact with all the children, creating care/activity packages that were delivered, and providing virtual storytelling/singing sessions along with activity suggestions enabling them to continue to support the children's progression and development.

Brief statement of the charity's policy on reserves

The charity's policy is to keep sufficient funds to cover any unspent element of restricted giving, together with refundable deposits.

Additionally, the charity feels it prudent to have enough in reserve to safeguard the charity's financial position and ensure that it can continue to provide a service to the children and their families.

Details of any funds materially in deficit

No funds 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 charity's principal source of income comes from the Nursery Education Grant for children over 3 which allow them to receive free Pre-school places. We also charge for places in our Littles Wellies room before the children reach age 3.

We also run a toddler group, which families pay to attend. The income generated from this group contributes towards the rent and staffing costs incurred in running the group, making it self-sustainable.

The main expenditure of the Pre-School is staffing costs and rent of the building, with other costs going towards the smooth running of the Pre-School and resources for the children.

We have had an active fundraising team and have raised extra funds with the Christmas nativity event (including refreshment & photo sales). Due to COVID we were unable to hold the remainder of our usual fundraising events. We spent some of this fundraising in providing care packages for the children during the Pre-school's closure between March & June.

Following a large budget underspend in 2018/19, the committee decided in November 2019 to make a strategic investment in updating some resources for the pre-school to meet the changing needs of the pre-school and newer developments in the field of Early Years Education. The first area chosen was resourcing the pre-school ready for the implementation of an Open Ended Curriculum to be officially launched in September 2020. The impact of this investment has been immediately apparent. A small-scale introduction of these items in the summer term 2020 showed that children used the same resources to create props for role play, ramp for vehicles, small world landscapes, obstacle courses and turn taking games. Staff have been able to react to the children's interests, extend their learning in the moment and make more meaningful observations of their development. They have enhanced children's learning and development across all areas of the curriculum with a significant impact on the children's creativity.

The second area for investment was the use of IT resources. £2000.00 was allocated to purchase a new Wifi router and 8 Samsung tablets for daily use in the pre-school. These replaced outdated and slow models and were intended to combat frequent internet connection outages meaning that staff were unable to work during their admin time in the hall. A further unforeseen beneficial impact was that during the closure of the pre-school due to the COVID-19 pandemic, staff were able to use the tablets to work

from home, using them to upload activities for families and continue to make updates and communicate with families.

As with all businesses and charities, Horfield Welly Pre-School faced significant challenges as a result of the COVID-19 pandemic and financially, this has hit our income resulting in a fall of around 13% in our projected income over the year. The committee unanimously decided, in February 2020, that in the event of enforced closure, no fees would be charged to families and our staff would continue to be paid their salaries in full until August 31st 2020. We agreed to use cash reserves to cover the costs that this would incur.

The committee met weekly for many weeks throughout the spring of 2020 to discuss new developments and update plans accordingly. We used the government's furlough scheme for some months, keeping just three members of staff in operational roles and claiming 80% of the furloughed staff's salaries. The furloughed staff's salaries were topped up so they continued to receive their full pay. We also took the decision to make redundant the post of Administrative Assistant at this time. Unforeseen staffing issues around the time of reopening meant that we were disappointingly unable to continue using the furlough scheme until the end of August 2020 as we had planned.

Parents pay a deposit once they have accepted a place at the Pre-school. This deposit is returned to them once their child leaves the Pre-school, with any outstanding fees deducted.

The majority of funds are kept in the current account, but a significant portion is in a savings account that can be accessed within a few working days if necessary.

Section F

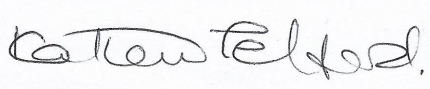
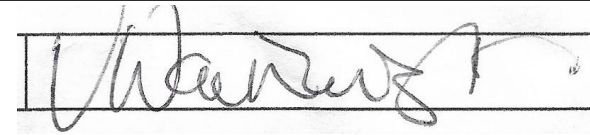
Other optional information

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Katherine Telford	Vinnie Wainwright
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Position (eg Secretary, Chair, etc)

Chair	Treasurer
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Date

22/06/21

Horfield Welly Pre School Accounts ending 31st August 2020	
INCOME	
Fee Income	£ 102,544.94
Toddlers	£ 1,392.87
SEN	£ 1,703.25
Fundraising	£ 1,900.80
Interest	£ 0.75
Sale of uniform	£ -
Training course income	£ -
Other	£ 2,507.66
	£ 110,050.27
EXPENDITURE	
Salaries and NI	-£ 88,625.99
Expenditure out of PP/SEN funding	-£ 6,935.06
Pension	-£ 631.11
Supply	-£ 1,639.50
Staff Training and DBS checks	-£ 455.40
Rent	-£ 10,455.00
Payroll and accountancy	-£ 758.40
Enrichment	-£ 2,485.76
Toys & Equipment	-£ 9,445.59
Arts, Crafts & Cooking	-£ 225.70
Learning Diaries	£ -
Mobile Phone	-£ 159.25
IT	-£ 2,333.04
Printer Ink	-£ 269.02
Stationery	-£ 236.82
Membership Fees, Insurance	-£ 775.77
Kitchen & Refreshments	-£ 103.35

Uniforms	-£	323.52
Gifts & Presents	-£	788.18
Toddler Entertainment/expenses	-£	30.00
Forest School	-£	31.05
AGM/Committee Meeting Nibbles	-£	53.05
Information Booklet Printing	£	-
Other	-£	1,723.46
	-£	128,484.02
Neutral Cost items		
Deposits Received	-£	580.00
Deposits Returned	£	- [1]
Transfer to savings account	£	-
	-£	580.00
Deficit for the year	-£	19,013.75
CASH FUNDS		
Current account		60,037.50
Savings account		85, 132.98
TOTAL CASH FUNDS		145,170.48

[1] Charlotte leaving present deduct £120



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Horfield Welly Pre-School

On accounts for the year ended

31/08/2020 Charity no (if any) 1045897

Set out on pages

(remember 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 / 08 / 2019.

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 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.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:
• 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 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.

Signed: [Signature] Date: 29/04/2021

Name: Frances Taylor

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

[Empty box for professional qualification]

Address: 29 Seymour Road, Bristol, BS79HS

[Empty lines for address details]

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.

