



# Trustees' Annual Report for the period

<b>From</b>	Period start date			Period end date		
	Day 1	Month Sept	Year 2020	Day 31	Month Aug	Year 2021

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

**Postcode**

## 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		Appointed at AGM
3	Sarah Neill	Secretary		Appointed at AGM

## 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)

## 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.

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**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.

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**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.

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**Additional details of objectives and activities (Optional information)**

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The Pre-school would not run as successfully as it does without the tremendous support it receives from volunteers. These volunteers include members of the Trustee committee, parents and grandparents who come into the Pre-School to help with fundraising events, 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.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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

A new Pre-school Manager was appointed in September 2020 following the departure of her predecessor for personal reasons. The Pre-school has been taken from strength to strength under the new leadership and the Pre-school staff team have continued to work extremely hard to maintain their Ofsted "Outstanding" level of provision, through continued professional development which has further broadened the staff skills base and continued to enhance the setting.

In line with other Early Years settings this year, Horfield Welly Pre-school was delighted to have been able to remain open, uninterrupted, throughout the last academic year. The Manager & staff team have continued to adapt to the ever changing circumstances in which we have all found ourselves.

In addition to the change in Manager, the Pre-school saw several other staff changes for health and personal reasons. However, excellent individuals have been recruited, both internally and externally, resulting in one of the strongest, close-knit and professional staff teams the Pre-school has ever seen.

As a knock-on effect of the COVID pandemic, the decision was taken not to restart the previously regular Monday morning Toddler group the Pre-school had previously run. However, it is anticipated that this will restart in September 2021.

Finally, and most importantly, although the number of children attending the Pre-school was down on previous years, there were 8 children in Little Wellies (rising 3s) and the Pre-school successfully prepared and equipped 24 Big Welly children (Pre-school room) for entry into formal school education as they start their first year in their respective reception classes.

**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.

As a committee of trustees we had foreseen that the year 2021/22 would be a challenging year financially for the pre-school as we embarked upon a second academic year in a global pandemic. When setting the budget for 2020/21 the trustees took the decision to agree to use up to £18,000 in cash reserves to make up for a projected shortfall in income over the year 2020/21.

**Covid 19 Impact**

We had a very significantly reduced roll in September 2020 and saw substantial in-year fluctuation in our numbers. We identified a number of factors for this :

- \* Lack of commitment in advance due to economic uncertainty. Families are less keen to sign up for spaces.
- \* Fewer families with one parent not working – Wellies is now used more for childcare than the school experience and flexibility to fit with working hours is not easy in our model
- \* Change in government criteria for free 30 hours of childcare has increased the number of families wanting a setting which offers all of these hours in one place.
- \* Uncertainty city-wide across the Early Years sector relating to possible closures if further lockdowns were announced.
- \* Toddler group could not run over 2020/21 due to covid restrictions, reducing the number of new families aware of the pre-school.

In spite of all these factors, excellent budget management by the Pre-school Manager, coupled with receipt of the Bristol City Council COVID Impact Grant and a restructure of the staffing model to suit the current logistical and financial needs of the Pre-school, resulted in a drastically reduced amount of cash reserves needing to be used.

Fundraising - while our regular major fundraising events had to be cancelled due to Covid restrictions, with support from one parent who is an employee of Lloyds Bank. She nominated us as her charity of the year and was able to access time for fundraising and her employer matched the funds that she raised. We held a virtual christmas market, an Easter hamper prize draw and a summer fun week with cake sales and a raffle.

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	S Neill	V Wainwright
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<b>Full name(s)</b>	Sarah Neill	Victoria Wainwright
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<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
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<b>Date</b>	16/6/22
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<b>Horfield Welly Pre School Accounts ending 31st August 2020</b>	
<b>INCOME</b>	
Fee Income	£ 99,387.26
Toddlers	£ -
SEN	£ 351.12
Fundraising	£ 1,163.88
Interest	£ 820.20
Sale of uniform	£ 4.00
Training course income	£ -
Other	£ 8,396.82
	<b>£ 110,123.28</b>
<b>EXPENDITURE</b>	
Salaries and NI	-£ 90,991.72
Expenditure out of PP/SEN funding	-£ 348.32
Pension	-£ 601.76
Supply	-£ 580.13
Staff Training and DBS checks	-£ 821.03
Rent	-£ 11,394.72
Payroll and accountancy	-£ 780.00
Enrichment	-£ 418.33
Toys & Equipment	-£ 690.08
Arts, Crafts & Cooking	-£ 281.83
Mobile Phone	-£ 182.41
IT	-£ 288.60
Printer Ink	-£ 457.43
Stationery	-£ 93.03
Membership Fees, Insurance	-£ 782.77
Kitchen & Refreshments	£ -
Uniforms	-£ 273.04

Gifts & Presents	-£	402.09
Toddler Entertainment/expenses	-£	50.00
Forest School	£	-
AGM/Committee Meeting Nibbles	£	-
PPE	-£	133.86
Marketing	-£	744.79
Flu Jabs	-£	48.00
Other	-£	416.56
	<b>-£</b>	<b>110,780.50</b>
<b>Neutral Cost items</b>		
Deposits Received	£	540.00
Deposits Returned	£	-
Transfer to savings account	£	-
	<b>£</b>	<b>540.00</b>
<b>Deficit for the year</b>	<b>-£</b>	<b>117.22</b>
<b>CASH FUNDS</b>		
Current account	£	59,176.08
Savings account	£	85,953.18
<b>TOTAL CASH FUNDS</b>	<b>£</b>	<b>145,129.26</b>



**Independent examiner's report on the  
accounts**



**Report to the trustees/  
members of**

Charity Name  
Horfield Welly Pre-school

**On accounts for the year  
ended**

31/08/2021	<b>Charity no (if any)</b>	1045897
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**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 / 2021**.

**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 (other than that disclosed below \*) 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.

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

**Signed:**

*P. Dexter*

**Date:**

24 May 2022

**Name:**

Philip Dexter

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

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**Address:**

65 Filton Avenue, Bristol, BS7 0AQ




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.**

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