



Trustees' Annual Report for the period

		Period start date			Period end date		
From	01	September	2019	To	31	August	2020

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Belbroughton C.E. Primary School	
Bradford Lane. Belbroughton	
Nr Stourbridge,	
Postcode	DY9 9TF

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	Rachel Skidmore	Chairperson		Management Committee
2	Jane Bailey	Treasurer		Management Committee
3	Lorna Manning	Secretary		Management Committee
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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)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the Management Committee at each AGM

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.

First Steps Nursery has a close working relationship with Belbroughton Primary School because it is located within the school building and is integrated into key elements of the school day providing an enhanced progressive environment.

The Management Committee have regular meetings and contact with nursery staff to ensure strong relationships with stakeholders.

Many of the children who attend First Steps move on to attend Belbroughton Primary School meaning that they are very familiar with the staff members and the routines and expectations of school life. The staff members of both First Steps and the school therefore have a shared interest in promoting education, safeguarding and the general wellbeing of the children.

The Management Committee and nursery manager have regular contact with the Headmistress of the school. This ensures clear lines of communications and sharing of good practice.

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

Belbroughton First Steps Nursery aims to be the pre-school of choice for parents of children who will ultimately attend Belbroughton C of E Primary School.

The nursery will offer outstanding quality care by ensuring that all staff are trained in the best and most appropriate qualifications including those recognised by EYFS, CACHE and Foundation Degree. Safeguarding Policies and Procedures, and Paediatric First Aid.

The nursery provides local, friendly care for children and embraces the community spirit of the village in which it is based.

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 Trustees of First Steps Nursery are aware of the guidance issued by the Charity Commission on public benefit and why this is integral to the nursery being able to operate as a charitable body.

The Trustees ensure that First Steps is able to operate as a pre-school nursery in accordance with the legal requirements laid down by Parliament and overseen by Ofsted. By operating to these standards it provides reassurance to the general public that child welfare and education standards are being met.

First Steps is the only pre-school nursery which operates each weekday during school term time in Belbroughton and provides a service to families that would not otherwise be available. Attendance at First Steps can be every session through the week or for specific sessions and this enables parents to return to work or to provide dedicated care for younger siblings at home. First Steps also provides a seamless link to the afterschool club which children over 3 years old may attend under a separate arrangement.

First Steps is non denominational and is open to children of all backgrounds regardless of race, religion or nationality. First Steps welcomes children with Special Educational Needs or disabilities.

First Steps operates within the school and so the rent paid by First Steps helps to fund the operation of the school in a way that helps to reduce the burden on taxpayers.

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.

First Steps encourages parent volunteers to be actively involved in the nursery stage development of their child(ren). The input from parents helps them to understand the work done by First Steps staff and builds closer relationships within the setting, and helps parents and children with the transition into school.

First Steps also encourages all parents to attend and to participate in the regular Management Committee meetings so they can help guide the direction of the nursery and give the benefit of their skills and experience.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The nursery had a strong start in the 2019 autumn term due to a high number of children staying on from the previous year. In September 2019, 15 children filled 101 settings per week, with the number of children increasing through the autumn and spring terms. (NB: a setting is defined as a morning or afternoon setting, so a child attending nursery full time attends 10 settings per week). This is significantly stronger start than in September 18 when 8 children filled 46 settings.

When the coronavirus pandemic hit at the end of the spring term, the register for the summer term showed 22 children filling 151 settings, most of which was via funded places.

As per national guidelines the nursery temporarily closed. During the lockdown period staff kept in touch with parents and children as well as the wider Belbroughton school community. Staff arranged home activities for the children including using email and social media.

Throughout this period the manager and committee closely monitored government Covid guidance and built towards reopening on 1 June 2020. Initially this was restricted to the children of key workers in order to adhere to rules on 'bubbles'. There were no covid cases for either staff or children in this time which meant the nursery did not need to close further.

Whilst this was a challenging year for everyone due to the pandemic, the staff worked hard to provide what they could of the nursery experience for the children. Parents were involved online activities where they could be. The nursery continues to benefit from an experienced and enthusiastic team of staff. Everyone pulled together as a nursery community to make the best of the situation.

We have a great team with lots of enthusiasm and some wonderful ideas and initiatives that will ensure that First Steps nursery goes from strength to strength and continues for many years to come.

Section E

Financial review

Brief statement of the charity's policy on reserves

The strong learner numbers in 2019/20, supported by government funding for childcare continuing during the pandemic, has meant a surplus of £15k generated in the year. This alleviates the loss in 2018/19 and creates reserves. This ensures that the nursery has sufficient funds and financial resilience to weather a future downturn in birth rate and child numbers.

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.

The principal source of funding for First Steps remains the fees paid for each child attending the nursery. Fees are either paid directly by parents each month or from Government funded places each term via Worcestershire County Council.

The fees have enabled First Steps to ensure that the appropriate staffing levels have been maintained throughout the year and that staff and members of the Management Committee have been able to attend relevant training courses.

Reserve funds are held in an HSBC deposit account to ensure the safest possible home for the money at minimal risk.

Section F

Other optional information

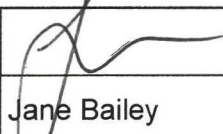

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Section G

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)	Jane Bailey	Rachel Skidmore
Position (eg Secretary, Chair, etc)	Treasurer	Chairperson

Date 12 May 2021





Receipts and payments accounts

For the period from	Period start date 01/09/2019	To	Period end date 31/08/2020
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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					
County funded income	59,519	-	-	59,519	37,198
Fees	10,058	-	-	10,058	8,219
Grants	2,198	-	-	2,198	-
Fundraising	250	-	-	250	-
Misc	6,235	-	-	6,235	1,087
Bank interest	38	-	-	38	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	78,298	-	-	78,298	46,504
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	78,298	-	-	78,298	46,504
A3 Payments					
Wages inc HMRC	41,867	-	-	41,867	35,011
Pension Deductions	2,515	-	-	2,515	2,677
Rent	9,550	-	-	9,550	9,500
Training	409	-	-	409	284
Nursery and admin supplies	3,242	-	-	3,242	2,093
Photocopying	158	-	-	158	404
Marketing	101	-	-	101	158
Nursery maintenance	20	-	-	20	499
Ofsted Registration	50	-	-	50	50
Nursery Insurance	480	-	-	480	475
Phone costs	241	-	-	241	257
Dance lesson charges	510	-	-	510	-
Garden	-	-	-	-	-
Replacement toys and equipment	-	-	-	-	-
Other	3,873	-	-	3,873	811
Sub total	63,017	-	-	63,017	52,219
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	63,017	-	-	63,017	52,219
Net of receipts/(payments)	15,281	-	-	15,281	- 5,715
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,656	-	-	27,656	33,371
Cash funds this year end	42,937	-	-	42,937	27,656

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 bank account	17,845	-	-
	Deposit bank account	25,092	-	-
		-	-	-
	Total cash funds	42,937	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

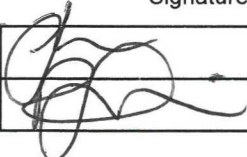
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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	Laptop, Ipad, Printer and accessories		-	-
	Music listening centre		-	-
	Toys, books, craft materials		-	-
	Shed and garden equipment		-	-
	Fridge		-	-
	Washing machine		-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Maternity pay (SMP advance)		-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	J. Bailey RACHEL SKIDMORE	12/5/21 12/05/21



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Belbroughton First Steps

**On accounts for the year
ended**

31 August 2020

**Charity no
(if any)**

1067280

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 / 2020~~

**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.

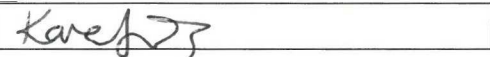
**Independent
examiner's statement**

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: 

Date: 11/05/2021

Name: Karen Jones

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

CA (ICAS)

Address: 28 Woodgate Way, Belbroughton, DY9 9TL



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.

