



# Trustees' Annual Report for the period

From	Period start date		To	Period end date	
	01	September 2020		31	August 2021

## Section A Reference and administration details

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

Names of the trustees for the charity, if any, (for example, any custodian trustees)

	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	Until 23 November 2020	Management Committee
4	Francesca Woolmer	Secretary	Appointed 23 November 2020	Management Committee
5	Rachel Knight	Vice Chairperson	Appointed 23 November 2020	Management Committee
6				
7				
8				
9				

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### 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)	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.

Belbroughton 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.

Belbroughton Nursery rebranded in 2021 (previously known as First Steps Nursery, Belbroughton) to better align with the school and refresh marketing.

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

Many of the children who attend Belbroughton Nursery 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 Belbroughton Nursery 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.

## Section C

## Objectives and activities

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

Belbroughton 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 Belbroughton 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 Belbroughton Nursery 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.

Belbroughton Nursery 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 Belbroughton Nursery 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. Belbroughton Nursery also provides a seamless link to the afterschool club which children over 3 years old may attend under a separate arrangement.

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

Belbroughton Nursery operates within the school and so the rent paid by Belbroughton Nursery 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.

Belbroughton Nursery 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 Belbroughton Nursery staff and builds closer relationships within the setting, and helps parents and children with the transition into school.

Belbroughton Nursery 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

Belbroughton Nursery had a strong year in 2020/21 with good numbers of children throughout. Whilst there were slightly fewer places filled in September 2020 compared to the previous year, due to a higher number of children leaving to go into reception, there was still a reasonable number - 14 children filled 92 settings per week, compared to 15 children filling 101 settings at September 2019. (NB: a setting is defined as a morning or afternoon setting, so a child attending nursery full time attends 10 settings per week).

The number of children increased through the autumn and spring terms, as is usually the case – parents tend to place their child with the nursery after the child turns three due to government funding rules. In July 2021, 22 children filled 148 settings.

The coronavirus pandemic continued to impact the Nursery in 2020/21. During the national lockdown from January to March 2021 the nursery remained open on a restricted basis and adhered to national guidelines. Staff absences and illnesses were thankfully limited.

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 Belbroughton 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

In 2020/21 a surplus of £6,312 was generated in the year (2019/20 was a surplus of £15,281). These surpluses added to the charity's reserves.

The management committee have determined that a minimum of £25k should be held as reserves. This ensures that the nursery has sufficient funds and financial resilience to weather a future downturn in birth rate and child numbers.

There is a Deposit bank account held separately to the main current bank account to hold these reserves separately. The cash held at 31 August 2021, in both the deposit and current accounts, totalled £49,249.

After two years of financial surpluses, the committee agreed to invest some of the reserves in the future of the Nursery with a rebrand to Belbroughton Nursery, new website and social media presence and refreshed artwork inside the Nursery and signage outside. This expenditure was after the year end 31 August 2021 so will show in the 2021/22 accounts.

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 Belbroughton Nursery 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 Belbroughton Nursery 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.

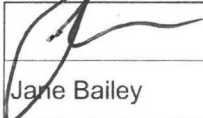
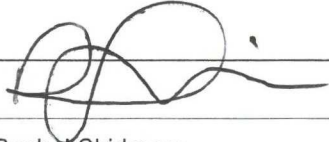
Section F Other optional information

[Empty box for 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)	Jane Bailey	Rachel Skidmore
Position (eg Secretary, Chair, etc)	Treasurer	Chairperson

Date 23 May 22



## Receipts and payments accounts

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
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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 £
<b>A1 Receipts</b>					
County funded income	57,290	-	-	57,290	59,519
Fees	16,596	-	-	16,596	10,058
Grants	-	-	-	-	2,198
Fundraising	-	-	-	-	250
Misc	55	-	-	55	6,235
Bank interest	3	-	-	3	38
Apprentice Grant	1,000	-	-	1,000	-
Toilet refurb grants (covid)	4,875	-	-	4,875	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>79,819</b>	<b>-</b>	<b>-</b>	<b>79,819</b>	<b>78,298</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>79,819</b>	<b>-</b>	<b>-</b>	<b>79,819</b>	<b>78,298</b>
<b>A3 Payments</b>					
Wages inc HMRC	50,431	-	-	50,431	41,867
Pension Deductions	3,746	-	-	3,746	2,515
Rent	9,550	-	-	9,550	9,550
Nursery Insurance	488	-	-	488	480
Ofsted Registration	50	-	-	50	50
Nursery and admin supplies	5,973	-	-	5,973	3,242
Marketing	100	-	-	100	101
Photocopying	177	-	-	177	159
Nursery maintenance	820	-	-	820	20
Training	702	-	-	702	409
Phone costs	470	-	-	470	241
Playground donation	1,000	-	-	1,000	-
Garden	-	-	-	-	510
Replacement toys and equipment	-	-	-	-	-
Other	-	-	-	-	3,873
	-	-	-	-	-
<b>Sub total</b>	<b>73,507</b>	<b>-</b>	<b>-</b>	<b>73,507</b>	<b>63,017</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>73,507</b>	<b>-</b>	<b>-</b>	<b>73,507</b>	<b>63,017</b>
<b>Net of receipts/(payments)</b>	<b>6,312</b>	<b>-</b>	<b>-</b>	<b>6,312</b>	<b>15,281</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>42,937</b>	<b>-</b>	<b>-</b>	<b>42,937</b>	<b>27,656</b>
<b>Cash funds this year end</b>	<b>49,249</b>	<b>-</b>	<b>-</b>	<b>49,249</b>	<b>42,937</b>

## 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 £
<b>B1 Cash funds</b>	Current bank account	24,154	-	-
	Deposit bank account	25,095	-	-
		-	-	-
	<b>Total cash funds</b>	<b>49,249</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK

OK

OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Laptop, Ipad, Printer and accessories		-	-
	Music listening centre		-	-
	Toys, books, craft materials		-	-
	Shed and garden equipment		-	-
	Fridge		-	-
	Washing machine		-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	RACHEL SICIOMORA	23/5/22
	JANE BAILEY	23/5/22



**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

**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:**

*Karen Jones*

**Date:**

22/05/2022

**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.**