



Trustees' Annual Report for the period

| | | | | | | | |
|-------------------|----|-----------|-----------------|-----------|----|--------|------|
| Period start date | | | Period end date | | | | |
| From | 01 | September | 2021 | To | 31 | August | 2022 |

Section A Reference and administration details

Charity name Belbroughton Nursery

Other names charity is known by Previously known as Belbroughton First Steps

Registered charity number (if any) 1067280

Charity's principal address c/o Belbroughton C.E. Primary School
Bradford Lane, Belbroughton
Nr Stourbridge,
Postcode DY9 9TF

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 | Francesca Woolmer | Secretary | | Management Committee |
| 4 | Rachel Knight | Vice Chairperson | | Management Committee |
| 5 | | | | |
| 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 new branding and website was launched in the autumn term of 2021/22 school year.

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.

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/carer 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/carers 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

In 2019/20 and 2020/21, Belbroughton Nursery generated over £22k surpluses such that £49,249 cash was held at 31 August 2021. The Nursery Management Committee together with key staff agreed to invest some of the reserves for the future of the Nursery. The key areas on investment were the website/branding and toy storage and refurbishment of the main room.

The old website was outdated, poor quality, difficult to update and not user friendly for parents and off-putting to prospective parents. Hence strengthening the branding and website was deemed an appropriate investment to secure future children. After a tender process, a local Belbroughton firm Gambit Nash was appointed to design a new logo, rebuild the website and support the rebranding.

In terms of learner numbers, Belbroughton Nursery had a reasonably strong year in 2020/21. Whilst there were slightly fewer places filled in September 2021 compared to the previous year, due to children leaving to go into reception, there was still a reasonable number – 12 children filled 81 settings per week, compared to 14 children filling 92 settings at September 2020. (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 2022, 23 children filled 136 settings.

The nursery continues to benefit from an experienced and enthusiastic team of staff. 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 2021/22, an overall £18,202 deficit was recorded, including the refurbishment and website and rebranding costs. This investment was planned spend following surpluses in 2021/20 (of £15,281) and 2020/21 (of £6,312).

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 2022, in both the deposit and current accounts, totalled £31,047.

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.


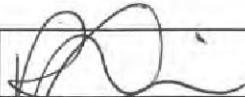
Section F Other optional information

[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 24 Nov 2022



Receipts and payments accounts

| | | | |
|------------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 01/09/2021 | To | Period end date 31/08/2022 |
|------------------------|---------------------------------|----|-------------------------------|

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 | 45,945 | - | - | 45,945 | 57,290 |
| Fees | 14,413 | - | - | 14,413 | 16,596 |
| Grants | | | | | |
| Fundraising | | - | - | - | - |
| Misc | 118 | - | - | 118 | 55 |
| Bank interest | 7 | - | - | 7 | 3 |
| Apprentice Grant | 1,000 | - | - | 1,000 | 1,000 |
| Refurbishment grant | | - | - | - | 4,875 |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 61,483 | - | - | 61,483 | 79,819 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 61,483 | - | - | 61,483 | 79,819 |
| A3 Payments | | | | | |
| Wages inc HMRC | 51,123 | - | - | 51,123 | 50,431 |
| Pension Deductions | 3,777 | - | - | 3,777 | 3,746 |
| Rent | 9,450 | - | - | 9,450 | 9,550 |
| Nursery Insurance | | - | - | - | 488 |
| Nursery and admin supplies | 6,212 | - | - | 6,212 | 5,973 |
| Photocopying | 72 | - | - | 72 | 177 |
| Marketing | 150 | - | - | 150 | 100 |
| Nursery maintenance | 1,126 | - | - | 1,126 | 820 |
| Training | 149 | - | - | 149 | 702 |
| Ofsted Registration | 50 | - | - | 50 | 50 |
| Phone costs | 429 | - | - | 429 | 470 |
| Playground donation | - | - | - | - | 1,000 |
| Garden | - | - | - | - | |
| Replacement toys and equipment | 2,204 | - | - | 2,204 | |
| Other | 175 | - | - | 175 | |
| | - | - | - | - | - |
| Sub total | 74,916 | - | - | 74,916 | 73,507 |
| A4 Asset and investment purchases, (see table) | | | | | |
| Website and branding | 4,769 | - | - | 4,769 | |
| | - | - | - | - | |
| Sub total | 4,769 | - | - | 4,769 | - |
| Total payments | 79,685 | - | - | 79,685 | 73,507 |
| Net of receipts/(payments) | - 18,202 | - | - | - 18,202 | 6,312 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 49,249 | - | - | 49,249 | 42,937 |
| Cash funds this year end | 31,047 | - | - | 31,047 | 49,249 |

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 | 5,942 | - | - |
| | Deposit bank account | 25,105 | - | - |
| | | - | - | - |
| | Total cash funds | 31,047 | - | - |

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


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

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

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

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

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

| Signature | Print Name | Date of approval |
|---|------------|------------------|
|  | R. SUMMERS | 24/11/22 |
| | J BAILEY | 24/11/22 |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Belbroughton Nursey

On accounts for the year
ended

31 August 2022

Charity no
(if any)

1067280

Set out on pages

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'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

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:

Karen JS

Date:

26/01/2023

Name:

KAREN JONES

Relevant professional
qualification(s) or body

CHARTERED ACCOUNTANT

(if any):

Address:

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.