



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2017		31	08	2018

Section A Reference and administration details

Charity name Anthony Roper Pre-School and Kindergarten CIO

Other names charity is known by Anthony Roper Pre-School

1164480

Charity's principal address The Nursery Unit, C/O Anthony Roper Primary School
High Street, Eynsford
Kent
Postcode DA4 0AA

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	Susan May	Chair		
2	Nikki Jarrett-Smith	Treasurer		
3	Vicky Ellis	Secretary		
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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)

Donna Gifford and Samantha Aitchison (Pre-School Managers)

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)	CIO
Trustee selection methods (eg. appointed by, elected by)	New trustees may be nominated and appointed by current Trustee

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.

Trustees complete DBS checks in line with statutory requirements. Trustees meet regularly and work collaboratively on all aspects of the role. Induction and training takes place as part of regular meetings.

The work of the Anthony Roper Pre-School CIO is overseen by a Committee of parents and former parents. The Pre-School management structure consists of two well qualified and experienced joint Childcare Managers.

The Pre-School is a member of a local collaboration of similar settings and works regularly with a number of KCC professionals, namely an Early Years Inclusion Advisor and the Local Inclusion Forum Team (consisting of Specialist Teachers, Health Visitors and Social Services representatives). We also attend Early Years Network and Briefing Sessions hosted by KCC. Our Pre-School is on the site of the Anthony Roper Primary School and, although we are a separate organisation, we meet regularly with the Early Years team at the school to share ideas

Section C Objectives and activities

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

The charity works for the public benefit having as its objective the development and education of children and young people, in particular by: (1) promoting their care and safety, (2) promoting their education and promoting parental involvement, (3) promoting their health and wellbeing, (4) providing services to support them and their families and carers.

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)

Our main activity is to deliver, within our fully inclusive setting for 2–5 year olds, the Early Year Foundation Stage. In order to do this, we employ childcare managers and practitioners who undertake joint daily planning of activities to meet the needs and interests of the children attending our setting. We deploy a key person approach to ensure that the progress and well-being of all individual children is constantly monitored and feeds into future planning. We ensure that our staff are well trained and hence able to successfully meet the needs of the children in our care. We promote the importance of the learning environment and endeavour to make this as stimulating as possible. We listen to the views of children, parents and staff and use this feedback to inform our improvement work. We accurately assess our children and provide this information to KCC as requested. We develop positive relationships with parents and carers and invite them into our setting as observers or helpers. We value all children as individuals and celebrate Britain’s diversity of culture of ethnicity. We help the children in our care to be happy and healthy. We have policies and procedures in place for all aspects of safeguarding, child protection and health and safety, and we use staff training days and meetings to ensure all staff are fluent in these. We follow the recommendations offered by KCC specialists and the guidance available from the Pre-School Learning Alliance.

In all of our work we (the trustees) have regard to the guidance issued by the Charity Commission 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.

We have no policy of grant making and are not involved in grant making.

Similarly, we have no policy on social investment as we are not involved in social investments.

The work of the fund-raising committee continues to provide us with excellent events that have welcomed parents into the setting and engaged our children. We are grateful to those parents, beyond our Committee of volunteers, who regularly give up their time for free to help out at the Pre-School.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Our Early Years Educators continue to complete regular bespoke training to ensure they are confident and fluent in the latest Early Years practice. All staff continue to support newly qualified staff and apprentices as they learn the skills of the role. We have welcomed our excellent admin assistant to the Pre-School team this year. The team of staff at the Pre-School continue to work together to successfully support and stretch all attending children. We have adopted a number of new approaches this year as part of our commitment to maximising the progress of attending children, for example, introduction of the Makaton language programme, and “in the moment” planning. We have welcomed an increasing number of two year olds to the setting this year and have extended our two year old environment within the free flow setting to support their induction.

Our Managers continue to lead our local collaboration of similar settings, widening further their impact. This year their leadership has secured an £8000 grant for the collaboration, that has been used to focus on sustainability as a learning topic for children across collaboration settings.

We have maintained a stable and proactive committee of dedicated volunteers and have recently expanded this to include a new member. We have met, as a Committee, half termly.

During this academic year, we successfully secured additional funding via a KCC grant which enabled us to make our in-room kitchen area compliant with health and safety rules. We successfully gained the maximum score during our subsequent food hygiene inspection.

Fund raising has enabled us to extend our outdoors environment for the benefit of all attending children.

We have reviewed policies and procedures in line with government guidance and have become GDPR compliant. We have been able to offer our parents a number of pre-school places via the government's new 30 HOUR scheme while at the same time safeguarding the financial security of the setting.

We successfully gained Ofsted registration for our CIO at the very end of the previous academic year and so have been able during the course of this year to prepare for the full transfer from an unincorporated charity to a CIO. The unincorporated charity is due to be dissolved at the end of this academic year with all assets being transferred to the CIO at this time.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our policy is to hold the equivalent of a term's funds as a reserve. (There are 6 terms within our financial year.) This enables us to manage our cash flow during the autumn months (Terms 1 & 2), when our income is significantly lower and would enable us to pay our staff should the Pre-School need to close for a period of time due to unforeseen circumstances, such as building damage.

Details of any funds materially in deficit

No funds are materially in deficit currently

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 sources of funds are fees collected from children (mainly aged 2 years) attending the Pre-School and income received from KCC for those children aged 3 and above who are entitled to funded sessions. We receive a smaller amount of funding in total for children identified as FF2. We receive some funding via fundraising which is co-ordinated by our small group of fundraising volunteers.

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)	Victoria Ellis	Nicola Jarrett-Smith
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	31/08/2018	