



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	15	April	2017		15	December	2017

Section A Reference and administration details

Charity name	Little Doves Pre-School
Other names charity is known by	Little Doves
Registered charity number (if any)	1162959
Charity's principal address	24 Springfield Road, Westcott, Dorking
	Postcode RH4 3PD

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	Nick Mann	Chairperson		
2	Alison Centore		1 st August 2016	
3	Mrs Lisa Bradshaw			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)

Jeannette Dobson

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)	Charitable Incorporated Organisation with voting members other than its charity trustees
Trustee selection methods (eg. appointed by, elected by)	The trustees are elected by the charities members at General Meetings

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.

The charity trustees will make available to each new charity trustee, on or before his or her first appointment a copy of this constitution and a copy of the CIO’s latest trustees’ annual report and statement of accounts.

Little doves is a pre-school and is managed by the Nursery manager Jeannette Dobson assisted by a committee of members and trustees.

A general meeting of members is held every year to appoint trustees, although this year there was little interest from the charity members in attending.

Section C Objectives and activities

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

The aims of the Pre-School are to enhance the development and education of children primarily under statutory school age by

- Offering them appropriate safe play, education and care facilities.
- Promoting their education and parental involvement.

- Promoting their health and well-being.
- providing services to support them and their families and carers.
- providing services to individuals holding membership of the CIO.

The trustees manage the pre-school staff and salaries, and maintain the provision of suitable educational facilities.
 the trustees ensure that the necessary safety checks and risk analysis is carried out.
 The trustees keep track of the finances of the school via the treasurer and using an independent accountant. Documentation is kept and accounts are done each year.
 The trustees and pre-school manager accept new children on a first come first served basis as capacity allows.
 The organisations members are the parents of the children who attend.
 The fees for the pre-school are little more than the government provided subsidy and help to maintain the excellent standards at little doves.

We benefit the community of Westcott by educating and caring for children
 We support and work with the local school Surrey Hills and the the local toddler group "the cookie club"

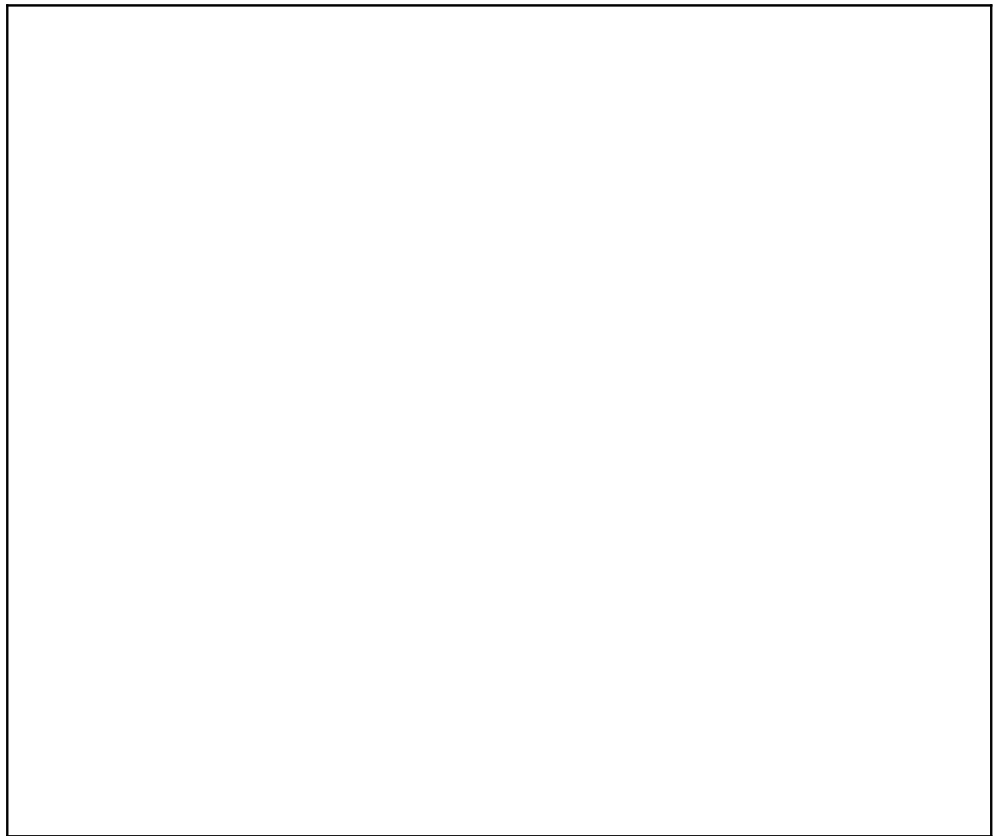
Any children who apply to Little Doves will be considered and granted a place if space is available.
 Children of pre-school age from 3 - 4 are able to attend little doves
 Little Doves provides educational facilities and the provision of education to those of pre-school age.
 We are set up to benefit any family who wants to send their child to little doves, these are usually local families.
 No harm comes from little doves operation.
 The Pre school staff are paid a salary. no trustees or committee members benefit personally in any way from little doves operation.

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)

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.



Section D Achievements and performance

Trustee Alison Centore indicated that she wishes to resign.

No other trustees came forward.

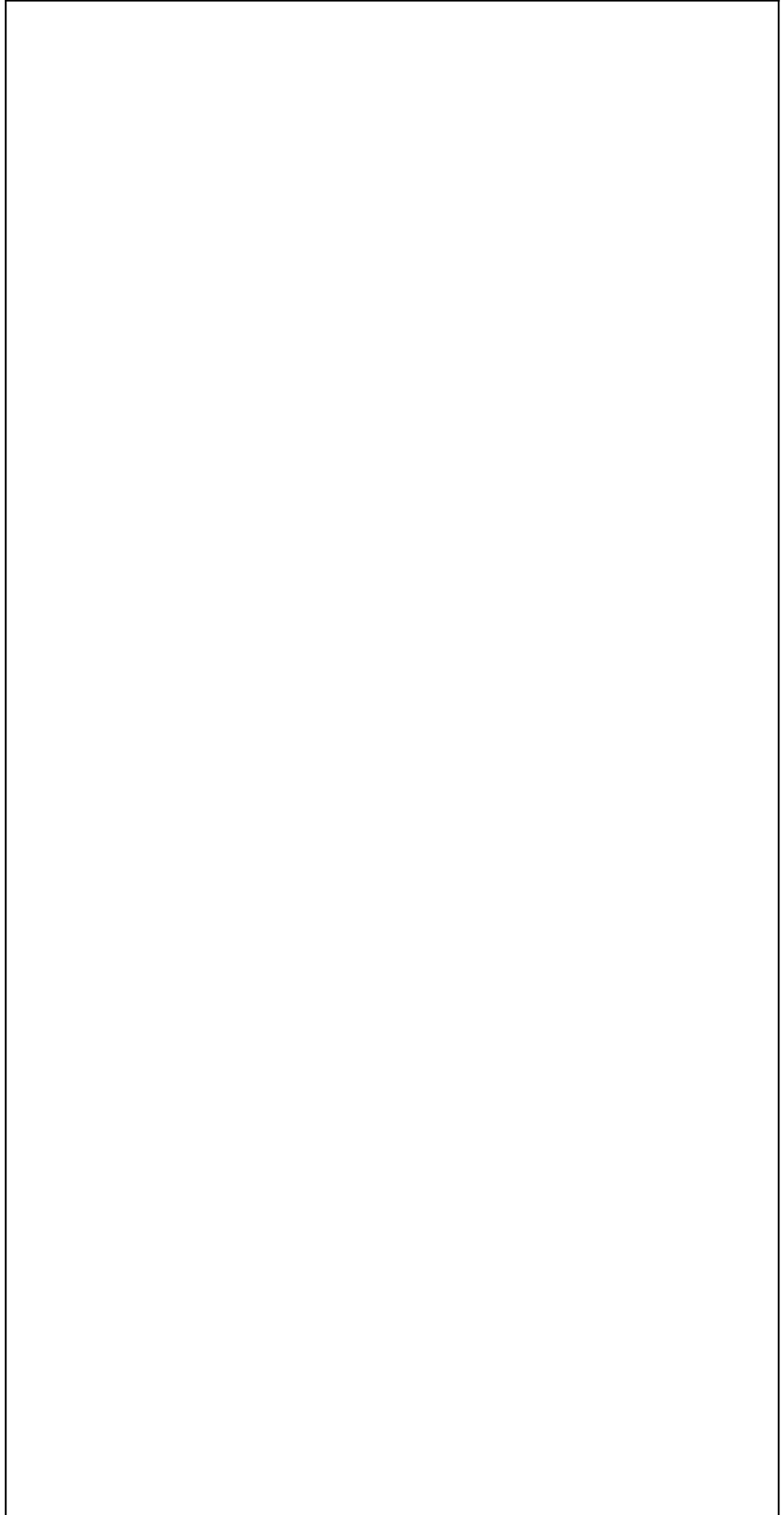
Surrey Hills School closed its reception class. Shortly afterwards our numbers dropped to approx 8 and there seem to be no new pupils coming through.

Despite a reasonable financial cushion we have lost £4000 pounds so far this year and have decided to close.

We have the agreement of the Trustees and have written approval from the charity members.

The assets of Little Doves will go towards our rental commitments to St Johns and to paying the Staff redundnacies.

Summary of the main achievements of the charity during the year



Brief statement of the charity's policy on reserves

We aim to keep reserves enough for staff redundancy and to cover emergencies.

Details of any funds materially 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.

The majority of our funding comes from Surrey County Council early years, with an additional smaller amount coming from top up fees. We aim to set the top up fees at a level to enable us to pay our rent and our staff and maintain our equipment.

Section F Other 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)		
Position (eg Secretary, Chair, etc)		
Date		