



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	03	2023		29	02	2024

Section A Reference and administration details

Charity name WRITTLE GREEN PRE-SCHOOL

Other names charity is known by

Registered charity number (if any) 1023360

Charity's principal address THE BERYL PLATT CENTRE

12-14 REDWOOD DRIVE, WRITTLE

ESSEX

Postcode

CM1 3LY

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	TRISH WOOLNER	CHAIRPERSON		
2	HANNAH GERRISH	SECRETARY	To 15 November 2023	
3	AILSA BIRCH	TREASURER		
4	SINEAD FOLAN			
5	ANNIE MULLEN			
6	REBECCA PARKER		To 15 November 2023	
7	LUKE GILLESPIE		To 15 November 2023	
8	LISA FOX		From 15 November 2023	
9	LAURA WATKINS		From 15 November 2023	
10				
11				
12				
13				
14				

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)	EARLY YEARS ALLIANCE, MODEL CONSTITUTION 2011 Amended (approved by Early Year Alliance) and adopted at the AGM on 20 November 2024
How the charity is constituted (eg. trust, association, company)	PRE-SCHOOL COMMITTEE TRUST
Trustee selection methods (eg. appointed by, elected by)	ELECTED

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.

Early Years Alliance policies and procedures updated throughout the year as necessary.

Section C Objectives and activities

<p>Summary of the objects of the charity set out in its governing document</p> <p>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)</p>	<p>To provide pre-school provision under EYA constitution and policies. adhering to Ofsted objectives and gained a rating of GOOD on 12 September 2024 to provide learning for children 2yrs to 5 year-olds for up to 15/30 funded hours per week, with an option to pay for additional sessions up to 6.25 hours per day.</p>
<p>Additional details of objectives and activities (Optional information)</p> <p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • policy programme related investment; • contribution made by volunteers. 	<p>To provide pre-school provision for our local village community which also extends to other local villages and towns.</p> <p>Relationships with local schools, Writtle community association, parish council, health service, church, children’s centres, library, local councils and other provisions within the local community are excellent and provide a healthy link for the pre-school to the local community.</p> <p>The pre-school holds various fundraising events throughout the year which help support the local community and the community centre where the preschool is based. We hold open evenings for pre-school parents and welcome prospective families at any time. The pre-school operates an open-door policy, and welcomes family members to stay and play.</p>

Section D

Achievements and performance

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Summary of the main achievements of the charity during the year

The preschool celebrated the Kings Coronation, giving commemorative cuddly lions to each child.

We were invited to have a stall at the infant/junior school fete, where we gave out balloons and advertised our services.

We advertised in the village brochure for the bi-annual Festival on the Green and the bi-monthly Writtle News to promote the preschool and toddler group. These publications are delivered to every house in the parish.

We celebrated by dressing up and raised funds Children In Need, held a Macmillan coffee morning and took part in a Reindeer Run to raise funds for Alzheimer's Society.

We once again had an entry in the local Christmas Tree festival, held in the church. This was great fun for the children to take part in and encouraged preschool families to visit the festival held over a weekend in December.

We had to temporarily move to the local Scout Centre for 2 days whilst the approach road to the centre was being tarmacked. This was a great adventure for the children and staff, especially as it is located next to a large play park.

The preschool continues to use our face book page, which we use for reminders and notices about forthcoming events.

We also continue to use tapestry as a means of communication and to record children's progress.

The baby and toddler group continues to run and is thriving,

We continue to develop the outdoor play area/garden, which is much bigger than our previous outdoor space and is a fantastic place for children to play and learn.

We have a stable staff and a bank team of our own who provide support when needed.

Section E

Financial review

Brief statement of the charity’s policy on reserves	SUFFICIENT RESERVES TO MEET UNKNOWN FUTURE REQUIREMENTS OF THE PRE-SCHOOL ARE HELD.
Details of any funds materially in deficit	

Further financial review details (Optional information)

<p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> 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. 	<p>THE EARLY YEARS ALLIANCE CONSTITUTION SETS OUT FINANCIAL CONTROLS WHICH THE PRESCHOOL FOLLOWS.</p> <p>LOCAL GOVERNMENT FUNDING</p> <p>PARENTS, WHERE FEE PAYING CHILDREN ATTEND.</p> <p>FUNDRAISING EVENTS: SUMMER FESTIVAL, EASTER PARTY, AND HALOWEEN PARTY ETC.</p> <p>COMMISSION ON PHOTOGRAPHS</p> <p>CONTINUE TO RAISE FUNDS VIA “EASYFUNDRAISING”.</p> <p>ALLOWS THE PRE-SCHOOL TO PURCHASE/REPLACE NEW EQUIPMENT AND RESOURCES TO ENHANCE THE CHILDREN’S LEARNING AND DEVELOPMENT SPECIFICALLY OUTDOOR PLAY EQUIPMENT.</p>
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Section F

Other optional information

<p>WE NOW HAVE 2 MEMBERS OF BANK STAFF. THIS MEANS WE DO NOT HAVE TO USE AGENCY STAFF, WHO PROVED TO BE VERY EXPENSIVE.</p> <p>THESE STAFF WORK AS AND WHEN THEY ARE NEEDED TO COVER STAFF ABSENCE AND HAVE THE ADVANTAGE OF KNOWING THE CHILDREN AND PRESCHOOL ROUTINES.</p>

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>T J WOOLNER</i>	
Full name(s)	TRISHA J WOOLNER	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	23 DECEMBER 2024	

RECEIPTS & PAYMENTS SUMMARY			WRITTLE GREEN PRESCHOOL			PERIOD 01/03/2023 TO 29/02/2024	
Charity No: 1023360							
Receipts	Current a/c	Deposit a/c	Petty Cash	Restricted Funds	Unrestricted Funds	TOTAL FUNDS	LAST YEAR
Funding	71,524.88				71,524.88	71,524.88	87,293.79
Fees	7,588.46				7,588.46	7,588.46	6,827.42
Fundraising & Donations	1,648.59				1,648.59	1,648.59	4,714.65
Uniform/Toddler Group & Other	2,020.47	22.24	250.00		2,292.71	2,292.71	2,850.19
TOTAL RECEIPTS	82,782.40	22.24	250.00	0.00	83,054.64	83,054.64	101,686.05
Payments							
Resources & Equipment	689.33		120.15		809.48	809.48	1,604.37
Wages/PAYE/NEST	71,250.46				71,250.46	71,250.46	68,329.69
Room hire	9,273.00				9,273.00	9,273.00	8,806.16
Advertising & Training	689.40				689.40	689.40	371.80
Postage Printing & Stationery	213.55		11.55		225.10	225.10	176.17
Cleaning & Mobile Phone	638.67		2.39		641.06	641.06	425.62
Insurance & membership	980.95				980.95	980.95	944.85
Uniform, Snack & milk	564.60		236.56		801.16	801.16	575.90
Capital Spend, Sundry & Petty Cash	5,412.08		8.10		5,420.18	5,420.18	5,133.64
TOTAL PAYMENTS	89,712.04		378.75		90,090.79	90,090.79	86,368.20
NET OF RECEIPTS/PAYMENTS	-6,929.64	22.24	-128.75		-7,036.15	-7,036.15	15,318.30
Cash funds last year end	40,702.80	2,336.04	213.47				
Cash funds this year end	33,773.16	2,358.28	84.72				
Liabilitie due							
HMRC Tax & NIC for Jan & Feb 2024	71.17		Signed	Trisha Woolner	Chair	Trisha Woolner	
Assets							
Uniform stock held	411.12						



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees	WRITTLE GREEN PRESCHOOL		
On accounts for the year ended	01/03/2023 TO 29/02/2024 Z	Charity no (if any)	1023360
Set out on pages			

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 29/02/2024.

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

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:  Date: 17/11/2024

Name: ADAM STAINSBY - HARRIS

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

Address: 4 THE KEYS, BAYTON CROSS LANE, ROXWELL,
CHELMSFORD, CM1 4LE

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