



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	03	2024		28	02	2025

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	LISA FOX	SECRETARY		
3	AILSA BIRCH	TREASURER		
4	SINEAD FOLAN			
5	ANNIE MULLEN			
6	LAURA WATKINS			
7	HANNAH LAWRENCE		From 20/11/2024	
8	ALEX HAWLEY		From 20/11/24 to 29/01/25	
9				
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)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>Early Years Alliance policies and procedures updated throughout the year as necessary.</p>
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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, and adhering to Ofsted objectives. We gained a rating of GOOD on 12 September 2024. We provide learning for children from 2yrs to rising 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

We continue to advertise in the village magazine, The Writtle News, to promote the preschool and toddler group. This publication is delivered to every house in the parish.

We celebrated by dressing up and raised funds for Children In Need, held a Macmillan coffee morning and took part in World Book Day and 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 the first weekend in December.

The preschool continues to use our face book page, 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 saw some staff changes during the year with new experienced staff coming on board. We continue with our own bank team, who provide support when needed.

Having previously registered with 'Easy Fundraising' we have seen an increase in the number of parents signing up to the scheme and raised just over £116 during the year.

Our annual summer festival was a great success, raising a profit of £950.00. The Easter and Halloween parties were great fun, along with our Christmas Nativity which was enjoyed by all who attended.

Section E	Financial review
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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 Parents, where fee paying children attend.</p> <p>Fundraising events: summer festival, easter party, and Halloween 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
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<p>We now have 3 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>Trisha Woolner</i>	
Full name(s)	TRISHA J WOOLNER	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	18 th DECEMBER 2025	

RECEIPTS & PAYMENTS SUMMARY		WRITTLE GREEN PRESCHOOL				PERIOD 01/03/2024 TO 28/02/2025	
Charity No: 1023360							
Receipts	Current a/c	Deposit a/c	Petty Cash	Restricted Funds	Unrestricted Funds	TOTAL FUNDS	LAST YEAR
Funding	91,156.79				91,156.79	91,156.79	71,524.88
Fees	7,012.00				7,012.00	7,012.00	7,588.46
Fundraising & Donations	1,786.99				1,786.99	1,786.99	1,648.59
Uniform/Toddler Group & Other	1,043.75	35.48	400.00		1,479.23	1,479.23	2,292.71
TOTAL RECEIPTS	100,999.53	35.48	400.00	0.00	101,435.01	101,435.01	83,054.64
Payments							
Resources & Equipment	1,286.75		105.20		1,391.95	1,391.95	809.48
Wages/PAYE/NEST	81,586.56				81,586.56	81,586.56	71,250.46
Room hire	9,614.05				9,614.05	9,614.05	9,273.00
Advertising & Training	601.20				601.20	601.20	689.40
Postage Printing & Stationery	140.89				140.89	140.89	225.10
Cleaning & Mobile Phone	622.10		0.69		622.79	622.79	641.06
Insurance & membership	1,174.15				1,174.15	1,174.15	980.95
Uniform, Snack & milk	678.21		235.61		913.82	913.82	801.16
Capital Spend, Sundry & Petty Cash	3,293.98		71.38		3,365.36	3,365.36	5,420.18
TOTAL PAYMENTS	98,997.89		412.88	0.00	99,410.77	99,410.77	90,090.79
NET OF RECEIPTS/PAYMENTS	2,001.64	35.48	-12.88				-7,036.15
Cash funds last year end	33,773.16	2,358.28	84.72				
Cash funds this year end	35,774.80	2,393.76	71.84				
Liabilities due				Assets			
HMRC Tax & NIC for Jan & Feb 2025	76.99			Uniform stock held	399.04		
NEST pension payment for Feb 2025	148.14						
Agency costs for Feb 2025	560.26						
Total	785.39						

X *T. Woolner*

TRISHA WOOLNER
CHAIRPERSON
13 November 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

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

28/02/2025

Charity no
(if any)

1023360

Set out on pages

(Remember to include the page numbers of additional sheets)

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 **28/02/2025**.

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:

Kim Fish

Date:

8/10/25

Name:

Kim Fish.

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

Bookkeeper AICB.

Address:

95 Long Brandocks

Writtle

Chelmsford CM1 3JL

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.

Nothing at all out of place
Very informative accounts