

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	January	2021		31	December	2021

Section A Reference and administration details

Charity name Great Tew Pre-School

Other names charity is known by

Registered charity number (if any) 1029188

Charity's principal address C/O Great Tew Primary School

The Green, Great Tew

Chipping Norton

Postcode

OX7 4DB

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	Laura Bowden	Chair	Started September 2019, ended September 2021 (stepped down to general member in September 2021)	All Committee and Ofsted
2	Kristina Bull	Vice Chair Chair	Started September 2020, stepped down September 2021 and took chairperson September 2021)	
3	Dave Whittaker	Treasurer	Started September 2020	
4	Louise Thorp	Secretary	Started September 2020	
5	Victoria Foster	Fundraiser	Started September 2020	
6	Amie Salt	General	Started September 2020	
7	Caroline Wheeler	General	Ended September 2021	
8	Cristina Cox	General	Ended September 2021	
9	Amy Tallet	General	Started September 2021	
10	Clare Field	Vice chair	Started September 2021	
11				
12				

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)	Constitution
How the charity is constituted (eg. trust, association, company)	Parent Management Committee
Trustee selection methods (eg. appointed by, elected by)	Chair appointed by OFSTED and parent Committee, other members appointed by parent committee

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>The Pre-School has close links with Great Tew Primary School as it is located within the school grounds. Relevant policies and procedures are in place and reviewed annually as guided by the Early Years Foundation and Pre-School Learning Alliance.</p>
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Summary of the objects of the charity set out in its governing document

Great Tew Pre-School run via a parent management committee whose members are elected by the parents of children who attend the pre-school. The elections take place at the Pre-School's Annual General Meeting. The committee is responsible for:

- Managing the pre-schools finances.
- Employing and managing staff.
- Ensuring the pre-school has policies which help provide a high quality service.
- Ensuring that the pre-school works in partnership with the children's parents.
- Providing a safe environment for pre-school children.

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)

For children between the ages of 2 and 5 years, the Pre-School follows the Statutory Framework and Guidance as set out by The Early Years Foundation Stage published by the Department for Children, Schools and Families.

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.

Summary of the main achievements of the charity during the year

- Pre-school staff and committee worked hard at continuing consolidating and strengthening existing practices and creating new working procedures and frameworks.
- The setting had Ofsted in November 2021 and were graded as a good setting
- The year remained challenging due to the continuing of COVID and the restrictions left in place.
- We employed a Room leader permanently as of April 2021 and they were later promoted to Deputy Manager in September 2021
- We also took on an apprentice in April 2021 for 15 months
- We also employed a contracted administrator to help with invoicing and admin requests
- Covid grant money received in 2020 still being used to help shortfalls relating specifically to Covid
- The pre-school continued to remain fully open all year without any closures.
- 2021 although challenging with Covid 19 at times was a good financial year.
- We continue to operate a safe, stimulating and inspiring environment for the children.
- Policies and procedures were reviewed/created to reinforce and regulate the committee led structure.
- The Pre-school continues to ready the children for a smooth transition to Primary School.
- This was a successful fundraising year raising just over £5000 in activities and donations towards Pre-School equipment such as wooden resources for our outside area.
- The Pre-School continued to receive application enquiries and forms, majority of sessions were full and had a waiting list for some sessions.
- Now a CIO
- Regular staff meetings and management supervisory meetings were held to ensure we were maintaining our outstanding standards.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold 3 months running costs in reserves and invest the remaining profits back into the pre-school for educational purposes.

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.

Annual accounts available (attached separately) for reference.

Section F


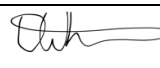
Other optional information

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)	Kristina Bull	David Whittaker
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	<u>21/10/22</u>	21/10/22



Great Tew Pre School	1029188
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Receipts and payments accounts

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For the period from	Period start date 01/01/2021	To	Period end date 31/12/2021
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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					
Parent Fees	22,521	-	-	22,521	18,567
Grant Fees	43,506	-	-	43,506	39,402
Fundraising	3,493	-	-	3,493	2,242
Other Grants	-	-	-	-	6,628
Other	1,736	-	-	1,736	1,058
Interest	1	-	-	1	12
Milk Refund	-	-	-	-	19
Sub total (Gross income for AR)	71,257	-	-	71,257	67,928
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	71,257	-	-	71,257	67,928
A3 Payments					
Premises	5,919	-	-	5,919	5,500
Wages	49,459	-	-	49,459	40,456
Pension	1,369	-	-	1,369	1,289
Insurance	1,005	-	-	1,005	769
Consumables	3,615	-	-	3,615	10
Equipment	2,092	-	-	2,092	1,133
Admin, Training an other	7,436	-	-	7,436	4,937
Bank Charges	-	-	-	-	-
Milk	22	-	-	22	-
Others	-	-	-	-	-
Sub total	70,917	-	-	70,917	54,093
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	70,917	-	-	70,917	54,093
Net of receipts/(payments)	340	-	-	340	13,835
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	39,572	-	-	39,572	25,737
Cash funds this year end	39,912	-	-	39,912	39,572

20/10/2022

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		39,912	-	-
		-	-	-
		-	-	-
	Total cash funds	39,912	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities				
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		DAVID WHITTAKER	21/10/22



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Great Tew Pre-School

**On accounts for the year
ended**

31st December 2021

**Charity no
(if any)**

1029188

Set out on pages

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 21st October 2022

Name:

Lee Peet

**Relevant professional
qualification(s) or body**

MAAT, MD of Modern Accountancy Limited

(if any):

Address:

Modern Accountancy, Suite 2, Unit 1B Pope Iron Road, Worcester, WR1 3HB

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.