

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month January	Year 2023		Day 31	Month December	Year 2023

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	Kristina Bull	Chair		All Committee and Ofsted
2	Simon Blee	Treasurer		
3	Amy Richardson	Secretary	10/11/23 – 31/12/23	
	Jude Oakey	Secretary (01/01/23 – 09/11/23)		
4	Georgia Lynch	Fundraiser	10/11/23 – 31/12/23	
5	Amie Salt	Fundraiser (01/01/23 – 09/11/23)		
7	Felix Von Bechtolsheim		10/11/23 – 31/12/23	
8	Dominique Heath		10/11/23 – 31/12/23	
9	Lucy Miles	Ex-Officio		
10	Naomi Roberts	Ex-Officio		
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)

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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)

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 Pre-School maintains close ties with Great Tew Primary School, as it is located within the school grounds. Relevant policies and procedures are in place and are reviewed annually in accordance with the Early Years Foundation Stage and Pre-School Learning Alliance guidelines.

Section C Objectives and activities

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

Great Tew Pre-School is managed by a parent committee, with members elected by the parents of enrolled children at the Pre-School's Annual General Meeting. The committee's responsibilities include:

- Managing the Pre-School's 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 aged 2 to 5, the Pre-School follows the Statutory Framework and Guidance outlined in the Early Years Foundation Stage, as 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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

- We continue to provide a safe, stimulating, and inspiring environment for the children
- Children numbers are at full capacity until September 2027.
- This was a successful fundraising year raising £6,684 to support the purchase of pre-school equipment and to supplement running costs.
- The setting has been using the Family childcare management software platform throughout the entire academic year, and feedback from parents has been positive. Now that staff are comfortable with the system, they find it an excellent tool for sharing updates on the children's activities. Each staff member updates their key children's learning journeys weekly and sends out biannual reports covering all areas of development.
- The Pre-school continues to prepare children for a smooth transition to Primary School.
- Regular staff and management meetings were held
- The process of obtaining planning permission for a shepherd's hut has begun, which will significantly expand the Pre-School's available space.
- Adjustments have been made to the Deputy Manager role, enabling the Manager to spend sufficient time on administration during working hours instead of during personal time.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity's policy is to maintain reserves equivalent to three months of running costs, with any additional surplus reinvested 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.

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)		<small>DecuSigned by:</small>  <small>D9216BF50B8E466...</small>
Full name(s)	Kristina Bull	Simon Blee
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	20 October 2024	



Receipts and payments accounts

CC16a

For the period
from

01/01/2023

To

31/12/2023

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	£39,805.30	-	-	39,805	27,657
Grant Fees	£40,073.91	-	-	40,074	42,927
Fundraising	£3,045.56	-	-	3,046	4,403
Other Grants	-	-	-	-	-
Other	£835.45	-	-	835	167
Interest	£227.26	-	-	227	27
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	83,987	-	-	83,987	75,182
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	83,987	-	-	83,987	75,182
A3 Payments					
Premises	£8,170.66	-	-	8,171	5,500
Pensions	£2,829.50	-	-	2,830	1,780
Wages	£74,824.78	-	-	74,825	50,226
Insurance	£845.52	-	-	846	807
Consumables	£4,433.77	-	-	4,434	6,401
Equipment	£0.00	-	-	-	304
Admin, Training and Other	£14,405.80	-	-	14,406	11,428
Bank charges	£70.72	-	-	71	72
Milk	£379.10	-	-	379	99
Sub total	105,960	-	-	105,960	76,618
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	105,960	-	-	105,960	76,618
Net of receipts/(payments)	- 21,972	-	-	- 21,972	- 1,436
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	38,476	-	-	38,476	39,912
Cash funds this year end	16,504	-	-	16,504	38,476

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	Main account	2,380	-	-
	Fundraising account	14,124	-	-
		-	-	-
	Total cash funds	16,504	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<div>DocuSigned by: Simon Blee D9216BF50B8E466...</div>	SIMON BLEE	29-10-2024 21:33 GMT



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 2023

**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 (other than that disclosed below *)

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

30th October 2024

Name:

Lee Peet

Relevant professional

MAAT, MD of Modern Accountancy Limited

**qualification(s) or body
(if any):**

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Address:

Modern Accountancy Ltd, 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.