

Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
01	January	2024	31	December	2024

From

To

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	Alexa Jolly	Chair	21 st October 2024	All Committee and Ofsted
2	Amy Richardson	Vice Chair	21 st October 2024	
3	Kathryn Bond-Lovell	Secretary	21 st October 2024	
4	Paul Jolly	Treasurer	21 st October 2024	
5	Georgia Lynch	Fundraiser	10 th November 2023	
6	Charlotte Sweet-Williams		21 st October 2024	
7	Cihan Redknapp		21 st October 2024	
8	Tom Astor		21 st October 2024	
9	Lucy Astor		21 st October 2024	
10	Amie Salt		21 st October 2020	
11	Felix Von Bechtolsheim		10 th November 2023	
12	Edward Sweet Williams		21 st October 2024	

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)

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	The charity has an unincorporated structure and the members of the Parent Management Committee act as its trustees
Trustee selection methods (eg. appointed by, elected by)	Chair appointed by parent Committee and approved by Ofsted, 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.

Organisational Structure and Related Parties: The charity is managed by a parent-led committee of trustees who are elected at each Annual General Meeting. At the AGM in October 2024, a significant changeover of the committee occurred, with a new Chair, Vice-Chair, Treasurer, Secretary, and four other new trustees joining. During the year, the trustees also continued the process of converting the charity to a Charitable Incorporated Organisation (CIO).

The day-to-day operation of the pre-school is delegated to the Pre-School Manager. The Pre-School maintains close links with Great Tew Primary School, as it is located within the school grounds, and we work in partnership to support the children's transition.

Trustee Induction and Training: Following the major committee change in October 2024, procedures were followed for the induction of the new trustees. This included a handover from the previous committee members and a review of the governing document, key policies, and the responsibilities of the new roles. Trustees are encouraged to undertake relevant training, particularly in safeguarding.

Risk Management: The trustees regularly review the major risks to the charity. During 2024, a primary focus was managing the financial risks associated with the post-COVID recovery and its impact on our reserves. This was managed through close budgetary oversight and cost control by the committee. Operational risks, particularly those relating to safeguarding, are managed through a comprehensive set of policies and procedures which are reviewed annually, guided by the Early Years Foundation Stage and the Pre-School Learning Alliance.

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

The core aims of the Pre-school are to enhance the development and education of children, primarily those under statutory school age, by encouraging parents to understand and provide for their children's needs through community groups and partnerships.

Specific objectives include:

- Offering appropriate provisions such as play, education, care facilities, family learning, and extended hours groups. This ensures that opportunities are offered for all children, regardless of their race, culture, religion, means, or ability.
- Encouraging the study of the needs of children and their families, and promoting public interest and recognition of these needs in the local areas.
- Furthering the rights of parents to take responsibility for and become involved in the activities of these groups.
- Adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

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)

The charity's main activity is the operation of Great Tew Pre-School, which provides high-quality, accessible, and affordable early years education and childcare for children aged 2 to 5 in Great Tew and the surrounding rural community.

We deliver public benefit by enhancing the education and development of children, preparing them for their transition to primary school. We achieve this by providing a safe, inclusive, and stimulating learning environment that follows the Statutory Framework and Guidance of the Early Years Foundation Stage.

Furthermore, the pre-school provides a vital service to local families, enabling parents and carers to work, study, or train, which contributes to the social and economic well-being of our community.

The trustees confirm they have had regard to the Charity Commission's guidance on public benefit in planning our activities and delivering our charitable aims.

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

The charity has had an exceptionally busy and successful year, marked by operating at full capacity with all sessions filled and a substantial waiting list, demonstrating a strong community need for its services.

Key achievements are centered on enhancing child development, improving facilities, and ensuring organizational stability.

1. Enhancing Child Development and Support

A primary achievement was the significant investment in the children's developmental and enrichment experiences.

- **Specialist Support:** The charity successfully integrated specialist support by engaging a recommended **Speech and Language Therapist (SALT)**, who provided regular, consistent visits throughout the year to support a child's specific needs.
- **Well-being Focus:** The setting has been enrolled in **Emotion Coaching** training, a key strategic step to further support the emotional well-being and resilience of all children.
- **Enrichment Activities:** Children's experiences were broadened with successful trips to **Farmer Gow's** and the continuation of the **Little Wild Things** excursions. The latter's success was a notable achievement in resilience, as the team overcame financial and logistical challenges (such as fees, mini-bus hire, and car seats) to ensure the trips continued. The **Musical Minis** program also continued as a popular weekly staple.

2. Significant Facility and Resource Improvements

The physical learning environment was dramatically improved thanks to targeted fundraising.

- **Garden Revamp:** The small garden area was professionally revamped with new, secure fencing and gates.
- **New Play Equipment:** A **mud kitchen** was installed, which has become a popular and regularly used resource for both the pre-school and the school's reception class, enhancing outdoor play.
- **Future Planning:** Preparations for future development are underway, with a site meeting held for the installation of a **Shepherd's Hut**. This will provide a much-needed dedicated space for the manager and a quiet area for children.

3. Fundraising and Community Engagement

The year was a major success for fundraising, which was the foundation for the facility improvements.

- **Fundraising Total:** A total of **£6,236.47** was raised through a diverse range of events, including Chastleton Teas, Christmas events, quizzes, raffles, and sales.
- **Community Partnerships:** The charity successfully expanded its community network, establishing **new connections** with local organizations such as Heythrop Park, Park Fair, and Barton Buses.

4. Organisational Stability

The charity enhanced its operational and leadership structure. **The Deputy Manager position, which was previously shared, was consolidated and assumed by one individual.** This move clarifies leadership, with the other co-deputy stepping into a senior practitioner role, ensuring consistent management and support for the setting.

Brief statement of the charity's policy on reserves

The charity's policy is to hold free, unrestricted reserves equivalent to three months of operational running costs. These reserves are intended to ensure the pre-school's financial stability and continuity of service in the event of unforeseen events or a significant drop in income. Funds generated in excess of this target level are reinvested back into the pre-school for educational purposes.

Details of any funds materially in deficit

The charity has no restricted funds in deficit and is not insolvent.

However, the trustees have identified that the current level of free, unrestricted reserves is below the level stated in our reserves policy. As a direct result of the significant financial challenges and reduced income during the COVID-19 pandemic, our reserves were heavily utilised to ensure the pre-school's survival and continuity of service.

At the end of this reporting period, our free reserves stood at approximately one month of running costs, against our policy target of three months. The trustees have approved a plan to address this shortfall. This plan includes new, more robust financial controls and budgeting (facilitated by our recent migration to Xero accounting software) and a renewed focus on fundraising. The committee's aim is to systematically rebuild our reserves to the policy level over the next 18-24 months to restore the charity's long-term financial resilience.

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)		
Full name(s)	Alexa Jolly	Paul Jolly
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

2025-10-31



Receipts and payments account

For the period from	01/01/2024	To
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Parent Fees	£57,663	-	-
Grant Fees	£350	63,966	-
Fundraising	£7,969	-	-
Other Grants	£0	-	-
Other	£182	-	-
Interest	£202	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	£66,367	63,966	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	66,367	63,966	-

A3 Payments

Premises	£8,411	-	-
Pensions	£3,634	-	-
Wages	£78,878	-	-
Insurance	£1,383	-	-
Consumables	£5,605	-	-
Equipment	£11,253	-	-
Admin, Training and Other	£9,483	-	-
Bank charges	£71	-	-
Milk	£0	-	-
Fundraising expenses	£1,193	-	-
Educational Activities/Trips	£8,537	-	-
Sub total	£128,447	-	-

A4 Asset and investment purchases, (see table)

	-	-	-
	-	-	-
Sub total	-	-	-
Total payments	£128,447	-	-
Net of receipts/(payments)	- 62,080	63,966	-
A5 Transfers between funds	-	-	-
A6 Cash funds last year end	16,504	-	-
Cash funds this year end	- 45,576	63,966	-

Section B Statement of assets and liabilities at the end of the

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Main account	12,462
	Fundraising account	5,928
		-
	Total cash funds	
	(agree balances with receipts and payments account(s))	
		Agreement Error
		Unrestricted funds to nearest £
B2 Other monetary assets		-
		-
		-
		-
		-
		-
		-
B3 Investment assets		Fund to which asset belongs
		Fund to which asset belongs

B4 Assets retained for the charity’s own use

B5 Liabilities

Details	Fund to which liability relates

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

Signature	Print Name



Total funds

Last year

to the nearest £

to the nearest £

57,663.36	39,805
64,316.16	40,074
7,969.43	3,046
-	-
182.40	835
201.89	227
-	-
-	-
130,333	83,987

-	
-	-
-	-

130,333	83,987
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8,411.00	8,171
3,633.79	2,830
78,878.31	74,825
1,382.91	846
5,604.60	4,434
11,252.85	-
9,482.65	14,406
71.20	71
-	379
1,192.69	379
8,537.15	379
128,447	105,960



-	
-	
-	-

128,447	105,960
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1,886	- 21,972
-	-
16,504	38,476
18,390	16,504

period

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
Agreement Error	OK

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)

Current value (optional)

-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due
(optional)

-
-
-
-
-

When due
(optional)

lame

Date of
approval



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 2024

Charity no
(if any)

1029188

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/ 12/ 2024.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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: 31st October 2025

Name:

Leet Peet

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

MAAT, MD of Modern Accountancy Limited

Address:

Modern Accountancy Ltd, Suite 2, Unit 1b Pope Iron Road

Worcester, WR1 3HB

Only complete if the examiner needs to highlight 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.