



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2024		31	12	2024

## Section A Reference and administration details

Charity name Ide Hill Pre School

Other names charity is known by

Registered charity number (if any) 1031381

Charity's principal address

Ide Hill Village Hall

Ide Hill

Kent

Postcode TN14 6JG

### 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 Brenda Bates	Chair	Elected 5 <sup>th</sup> September 22 Left July 2024	
2 Camilla Foy	Chair	Elected September 2024	
3 Elizabeth Money	Manager	Re-elected Oct 2023	
4 Amy Ward		Re-elected Oct 2023	
5 Stephanie Freed		Elected Oct 2023	
6 Cat Melvin		Elected Oct 2023	
7 Sarah Bracewell-Milne		Elected Oct 2023 Left July 2024	
8 Jennifer Fletcher		Elected Oct 2024	
9 Melissa Hequet		Elected Oct 2024	
10			
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)

Pre School Manager – Elizabeth Money
--------------------------------------

# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Pre School Learning Alliance 2011 Constitution

How the charity is constituted  
(eg. trust, association, company)

Unincorporated Association

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed or reappointed annually at the Annual General Meeting held in October

## 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.

Ide Hill Pre School is open to local children aged from 2 years until they go to school at the age of 4 years old.

We very much welcome all children, including those who need extra help and support with development milestones.

The Manager of the pre school Mrs Money manages the day-to-day running of the preschool which includes managing a team of 5 staff members. Our trustees oversee the running of the pre school.

The pre school employees an Administrator, Jennifer Smith, who is approved to look after the banking for the pre school. She oversees that the committee meet its obligations with DBS and Ofsted checks and put together the accounts for the pre school. Jennifer Smith is not a trustee.

All trustees are required to abide by our confidentiality policy and are all required to read our safeguarding policy.

All trustees give of their time freely and no remuneration is paid.

Section C

Objectives and activities

Summary of the objectives of the charity.

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>Our objectives for 2024-2025:-</p> <p>The early years environment is continuously evolving; online CPD has been booked to understand the recent changes regarding the way Ofsted now grade Early Years settings. There is also change from September 2025 regarding recruitment, safeguarding and welfare requirements for young children. We will be continuing CPD, skilful planning and teaching to the highest standard.</p> <p><b>CPD</b></p> <p>With Communication &amp; Language one of the prime areas of learning we have identified that a significant number of children have speech delay. We are continuing to work with ICAN to improve articulation/speech sounds and refresher training for SENCo/Staff has been provided in Makaton/ICAN which has been cascaded to the team and these ICAN sessions are now built into the curriculum at the pre-school.</p> <p><u>Improving Gross Motor Skills for 2 year olds</u></p> <p>With the introduction of 2 year olds into the pre-school – we have identified that some additional equipment is required. Through regular “Progress trackers” system, this has highlighted that gross motor skills particularly in our 2 year olds is an area of learning that requires some further intervention. The provision of a robust much needed Indoor Wooden Climbing Frame will be purchased (via fundraising/grants) to develop/progress the skills of the pre-school children.</p> <p>PE apparatus are needed to be accessible for both indoors/outdoors and will enhance the children’s gross motor physical skills; activating muscles, joints, balance simultaneously; creating better body balance - alongside cognitive and social-emotional skills.</p> <p>All members of staff have now gained their paediatric first aid qualification. The New Manager will attend Designated safeguarding course in Autumn term.</p>	<p><u>Overview</u></p> <p>Our numbers have improved this academic year, with the introduction of “Working Parents Entitlement WPE” and introducing 30 hours for children from September 2025, resulting in the pre-school opening longer hours to accommodate these changes. September 2025 – we have 27 children, October - we have 29 children and 30 children in January 2026. A waiting list of 4 at present.</p> <p><u>Staff/Leadership</u></p> <p>After 18 years as Manager of Ide Hill Preschool and 3 Ofsted Outstanding grades, Liz Money is retiring. A new Manager, Kellie Ferguson, has been appointed and she will take over the role from September 2025. Elaine Tappenden is retiring in</p>
---	---

the Summer 2020/21 and a new member of staff has joined, Amy Young who will join the team in September 2021. We currently have 6 members of staff including the manager.

#### **June 2024**

In June the children invited their much-loved teddies to a picnic lunch. This is a wonderful fun filled event to host; developing the children's communication and social skills. The children allow the teddies to share food encouraging, sharing and teaching concepts of fairness. The children played games, enjoyed role play; taking responsibility of planning and leadership as they arranged their toys around the picnic table.

#### **July 2024**

With the summer heat upon us - the entire pre-school community; children, parents' and teaching staff headed to Godstone Farm in the Surrey countryside for a summer's day outing. The farm provides an active learning environment with a dedicated team of staff who ensured our day was the perfect place to finish the pre-school year. The children were able to learn about the animals, experience sights, smells and sounds on the farm. With a picnic area for lunch our group visit was tailored made us.

#### **New School Year September – 2024**

##### **'Walking in the shoes of Giants'**

September began with an 'all new' pre-school chapter 'Being Two' – The introduction of children at a starting age of two years to the setting.

Staff attended training 'Walking in the shoes of Giants' -

The training equipped the teaching staff and pre-school as a whole to have strong processes in place to maintain our quality outstanding provision for our entering two-year-olds.

#### **October/November – 2024**

Gymnastics has now become an essential regular weekly part of our physical gross-motor curriculum development. With the coaching/support of our fully qualified gymnastics coach 'Jake Marro'; all children skills have been steadily progressing with fun, focus and engaging gymnastics; building physical fitness, confidence and basic movement co-ordination.

#### **December 2024**

December ignited the countdown to our nativity 'A Brand-New Star' again after the absence during the pandemic of our nativity; for the second year we were delighted to begin again rehearsing our traditional musical nativity. The performance brought a huge collaborative effort together from children, teachers and parents' involvement -creatively in stage scenery/props. Christmas Hampers and Refreshments were as always, an opportunity to fund raise.

#### **March 2025**

World Book Day in March or Book Week as we have often called it at Ide Hill Pre-School; is a celebration of how the children can be encouraged to discover reading on their own terms, together with inspiring reading in partnership with parents, friends and teachers. Throughout the week the children entered pre-school dressed as their favourite book characters, bringing a book to share. A prize was given for the most creative costume. The children engaged in many literacies associated activities, firing their imagination and narrative skills.

#### **May 2025**

This May marks the 80 anniversaries of VE Day, we will be celebrating this important historic milestone with a VE Snack/Tea Party. The children can learn



through an exciting 1940's style tea-party atmosphere about the diversity of how different families celebrated the end of war-time restrictions with VE Day parties/teas. Teaching staff will be able to focus on share stories of older generations experiences; providing and passing on intergenerational knowledge.

### The Team

I would like to take this opportunity to say a big thank you to all of my staff team, it has been an absolute honour and pleasure to have worked for at Ide Hill Pre-school for the last 18 years. I am looking forward to my retirement and wish you every success for the forthcoming year.

### Committee

Finally, I would like to thank Jennifer Smith, our Finance Administrator, for her enormous contribution to the pre-school. Also, a huge thank you to Camilla our Chairperson, who has worked incredibly hard fundraising for the pre-school and I am so pleased that she will continue to work alongside our new Manager Kellie Ferguson for the next academic year.

## **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.

### **Camilla Foy – Chair (September 2024 to Present)**

I took over from Brenda Bates, who had been a dedicated and much-valued Chair of Ide Hill Pre-School. Stepping into the role in September 2024, I was excited to take on the responsibilities and opportunities that come with supporting such a special setting. I knew I was in safe hands working closely alongside our wonderful Manager, Liz Money, and the fantastic staff team.

My aim each term was to host a coffee morning and an evening social event for parents, as well as a committee meeting to ensure open communication and collaboration within our community.

#### **Term 1 & 2**

We had a lovely start to the Autumn term with a welcome coffee morning for parents. A great way to connect new and returning families. From there, we quickly embraced the festive season, preparing for our much-loved Nativity show. Alongside the performance, we ran a number of fundraising activities including a toy tombola, a festive hamper raffle, 'guess the weight of the Christmas cake', and served refreshments. We ended the term with a cheerful Christmas party for the children.

Thanks to the generosity of our parents and families, we raised an incredible £580, which goes directly towards enriching the children's experience at pre-school.

Term 2 was a little quieter after the busy Christmas break. It was lovely to get everyone settled back in and re-establish routines for the new year.

#### **Term 3 & 4**

We ran a successful coffee morning and a well-attended evening social for parents. These events are a key part of our aim to keep communication open and our sense of community strong.

This term also saw our lovely Easter show, where the children delighted us with their songs and smiles. We accompanied the event with a hamper raffle and refreshments, helping to raise an impressive £480 thanks to the generosity of the families.

## Term 5 & 6

Summer kept us very busy with a fantastic line-up of fundraising events and celebrations to end the year.

We kicked things off with the Ide Hill Village Fair, where we helped run three inflatables which were hugely popular with children on the day! We were absolutely thrilled to receive £600 from the event proceeds, which was a brilliant boost for the pre-school.

We then held another successful Family Fun Day, complete with water activities (on what turned out to be a very hot day!), a bouncy castle, cake sale, lucky dip, toy tombola, and plenty of refreshments. It was a joyful afternoon enjoyed by all, raising £260 in support of the pre-school. Next came our much-loved Coin Trail, where we asked families to donate spare change to help us create the longest coin line possible. The children loved taking part, and together we raised £86.

One of the highlights of the term was our wonderful school trip to Godstone Farm. The children had a brilliant day exploring the farm, enjoying animal encounters, and sharing a big group picnic with their friends, families, and teachers. A truly memorable outing for all.

We also hosted a coffee morning and finished the term with a cheerful Sports Day, where the children took part in fun races and games, cheered on by parents and family. Alongside the event, we ran a summer hamper raffle and served refreshments, raising **£321.50**.

All of our fundraising successes this year wouldn't have been possible without the incredible support of the committee, the families, and the dedicated staff of the pre-school. I look forward to welcoming new committee members in the coming year and continuing to grow this amazing community together.

Following Sports Day, we held our School Leavers' Presentation, a chance to celebrate our amazing children as they prepare to move on to the next chapter. It was a lovely occasion filled with smiles (and a few tears), as we looked back on all the memories they've made during their time with us.

Keeping up with tradition, the children gave a leaving present to the pre-school. This year, we were delighted to purchase a large set of magnetic tiles for all the children to enjoy. The children (and staff!) were absolutely ecstatic, a gift that will be played with for years to come.

We also said heartfelt goodbyes to two much-loved members of our team, Mrs Money and Mrs Tappenden. Both have made a lasting impact on our pre-school community through their dedication, kindness, and care. They leave behind many happy memories and grateful families, and we wish them all the best.

Looking ahead, I'm looking forward to working closely with Mrs Ferguson, who will be stepping into the role of Manager from September. We've already been catching up and sharing ideas, and we're both excited about the year to come and continuing to build on the strong foundations of Ide Hill Pre-School.

**Summary of the main achievements of the charity during the year****Verve Training/Interaction Course**

Following the detrimental impact of the Covid 19 Pandemic on young children's speech and language development mainly attributed to children having much fewer opportunities to develop these skills at home together with wide closure of educational provision.

The setting has now in turn seen a sharp increase in the need for practitioners to take responsibility to provide additional targeted support for the children.

We have in respect addressed this ongoing concern over 2024 by providing 'Verve' Child Interaction Training initially to our Senco/Senior Pre-School teacher.

Over a course of one hour sessions for a 6 week period - delivered by a previous parent, children's author/illustrator Kate Yeo and trained Speech and Language therapist - then in parts cascaded to all staff members.

The Verve Child Interaction training uses videos to place professional self-reflection and collaboration at the centre of learning process, whilst providing clear visual evidence of each child's developing skills.

The focus has been on underpinning the adult in observing/facilitating the emerging skills of the individual child. We have been able to evidence how important responding and being consistent is to helping each child resource and use their own skills throughout play/learning. The practitioners described this training as 'transformational'.

The launch of our visual tour via our website in 2023, provided another excellent marketing tool that allowed parents to see the structure/visual layout and ethos/learning environment that our 'Outstanding' pre-school offers.

Section E

Financial review

**Brief statement of the charity’s policy on reserves**

From 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024 we made an unfortunate loss of £14,606.86. This is due to the very low numbers we had from September 2023 to July 2024 along with rising costs of rent, pay increases for staff to meet minimum wage increases and increased costs of materials and consumables. The preschool was in a very vulnerable position in early 2024 so as a result staff took on reduced hours. However, numbers did start to pick up in April 2024 and again in September 2024.

As of the 31/12/2024 we had £7,168.55 cash in our operating account in unrestricted funds. We also keep a reserve account which had a balance of £46,994.09 as of 31/12/2024 which we luckily did not have to touch. This money is kept aside to cover unexpected operational costs for a few months in the event of loss of income, any redundancy costs should the situation arise or any other unforeseen expenditure.

**Details of any funds materially in deficit**

Not applicable

**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.

Our main sources of income are from the fees we charge for our services as well as the nursery government funding which has thrown many changes over the last 12 months.

We raised a total of £1,967.84 through our fundraising efforts for the pre-school.

In the summer of 2023, the village hall updated their electricity from a coin meter to charging us an increased rent which incorporates the electricity costs. This change was seen through the winter of 2023/2024 as rather than needing petty cash to top up, the preschool received an increase in rental costs.

As a result, we no longer need petty cash as this was only used to for adding coins to the meter. Any snack purchases are claimed back by teachers on expenses.





IDE HILL PRE SCHOOL

Charity Number: 1031381

Annual Accounts Year Ended

Dec-24

Receipts and Payments Accounts

	2024	2023
	£	£
<b>RECEIPTS</b>		
Fees	55,910.40	66,334.36
Nursery Education Grant	52,736.63	53,903.87
Fundraising	1,967.84	1,450.28
Donations	150.00	437.00
Bank Interest	1,182.50	15,715.38
<b>TOTAL</b>	<b><u>111,947.37</u></b>	<b><u>137,840.89</u></b>
<b>EXPENDITURE</b>		
Staff Costs	(107,995.77)	(107,713.04)
Professional Fees	(793.17)	(590.00)
Bank Charges	(60.00)	(60.00)
Premises	(7,978.00)	(6,324.04)
Marketing	0.00	0.00
Equipment	(2,281.72)	(1,044.43)
Materials	(388.80)	(3,679.98)
Food	(630.00)	(690.00)
Insurance	(678.90)	(648.29)
Heating	0.00	(903.00)
Miscellaneous	(5,747.87)	(3,761.95)
<b>TOTAL</b>	<b><u>(126,554.23)</u></b>	<b><u>(125,414.73)</u></b>
<b>TOTAL PROFIT / (LOSS)</b>	<b><u>(14,606.86)</u></b>	<b><u>12,426.16</u></b>

Balance Sheet

	2024	2023
Actual Bank Balance @ 31 December	54,162.64	69,006.30
Petty Cash Balance @ 31 December	0.00	0.00
<b>Net Assests</b>	<b>54,162.64</b>	<b>69,006.30</b>
Total Income	111,947.37	137,840.89
Total Expenditure	(126,554.23)	(125,414.73)
Profit / Loss for year	(14,606.86)	12,426.16
Profit Reserve b/fwd	<b>£45,853.48</b>	59,155.46
Profit Reserve c/fwd	31,246.62	71,581.62



I can confirm that the above accounts give a true and fair view of the pre school's financial position for the year ended 31 December 2024



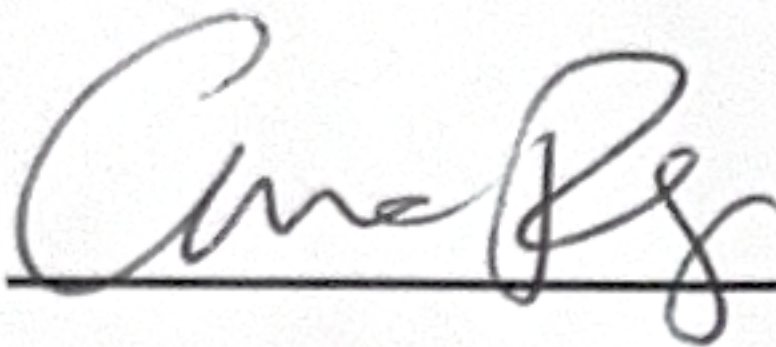
---

Richard Jepson FCCA

**IDE HILL PRE SCHOOL**

**Charity Number: 1031381**

Annual Accounts Year Ended 31st December 2024



---

Camilla Foy  
Chairperson Ide Hill Pre School  
Signed on behalf of all Trustees





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Ide Hill Pre School

On accounts for the year  
ended

31 December 2024

Charity no  
(if any)

1031381

Set out on pages

N/A

(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 December 2024**

Responsibilities and  
basis of report

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:

Date:

28 September 2025

Name:

Richard Jepson

Relevant professional  
qualification(s) or body

FCCA / ACCA



(if any):

<b>Address:</b>	54 Queens Drive
	Sevenoaks
	Kent TN14 5DD

<b>Section B</b>	<b>Disclosure</b>
------------------	-------------------

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.