



# Trustees' Annual Report for the period

		Period start date			Period end date		
	Day	Month	Year		Day	Month	Year
<b>From</b>	01	09	2022	<b>To</b>	31	08	2023

## Section A Reference and administration details

**Charity name**

Pepperpot Bathford Preschool

**Other names charity is known by**

Pepperpot

**Registered charity number (if any)**

1035101

**Charity's principal address**

Dovers Park

Bathford

Bath

**Postcode**

BA1 7UB

### 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	Mrs Maria Pike			
2	Dr Martin Goodhand	Chair	1 <sup>st</sup> September 2022 – 13 <sup>th</sup> December 2022	
3	Mrs Charlotte Hart	Secretary	1 <sup>st</sup> September 2022 – 13 <sup>th</sup> December 2022	
4	Mrs Jennifer Chesters	Treasurer	1 <sup>st</sup> September 2022 – 13 <sup>th</sup> March 2023	
5	Mrs Tessa O'Mahony	Treasurer	14 <sup>th</sup> March 2023 – 31 <sup>st</sup> August 2023	
6	Ms Emma Borowski	Secretary	14 <sup>th</sup> December 2022 – 31 <sup>st</sup> August 2023	
7	Mr Christopher Harkins	Chair	14 <sup>th</sup> December 2022 – 31 <sup>st</sup> August 2023	
8				
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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 (e.g. trust deed, constitution)	Constitution as amended and adopted on 8th April 2011.
How the charity is constituted (e.g. trust, association, company)	Association
Trustee selection methods (e.g. appointed by, elected by)	Election by members at the AGM

**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.

We are in the process of producing an induction pack for new trustees. Outlining the different roles and expectations, including creating some standard operating procedure frameworks to help improve continuity during any future trustee changeovers. This forms part of our current in year review of the organisational risk register, to provide a more formalised structure the trustees risk management procedures.

All new trustees are compliant with the requirement to have an up to date DBS check.

OFSTED have been notified and approved all new committee members elected during the 2022-2023 academic year

We had our routine inspection from OFSTED, during February 2023, which went incredibly well. We are pleased to confirm we kept our overall rating of Good, in all areas. With the inspector noting that we were at the very highest level of Good.

## Section C Objectives and activities

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

Our objective is to provide high quality, preschool learning opportunities within a safe and caring, child centred environment.  
We aim to ensure that these opportunities can be accessed by all families within the local community.

**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 preschool benefits the community through delivery of our organisational objectives as a charity in an accessible and inclusive manner, and there are no identified detrimental effects of the purpose of the organisation or its activities.

The preschool has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities.

We are currently undertaking a piece of work to scope the potential to adjust service provision hours to improve the preschools accessibility for certain cohorts of parents. We will ensure any (potential) resultant change that emerges from this review is implemented for the public benefit, without compromising our core objective.

## 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.

We have always been keen for the parents, carers and indeed grandparents to be fully involved within the group. They are invited to join us for either a morning or afternoon session. Which we believe not only benefits the children but has also allowed the parents time to talk freely with their child's key worker, where ideas can be offered and shared to help the children progress further at home. It also lets them see exactly what their child gets up to during the session and what they're interest and fascinations are.

In addition to this we are incredibly fortunate to have a pool of mature volunteer helpers, that also bring a wealth of life experience to the setting as they continually offer their help, each and every week.

## Section D

### Achievements and performance

#### Summary of the main achievements of the charity during the year

Financially, this year has made a slight loss overall, as the number of children attending the setting was relatively low, particularly when we first returned in September. The staff all reduced their working hours accordingly, although staff/child ratios were constantly observed. Which greatly helped with reducing our wage bill. The numbers of children attending steadily increased throughout the year and our reserves remained stable, in comparison to previous years.

We sent a large group of children predominately on to our local primary school. With staff members working closely alongside the teachers and parents, offering lots of help with the transitional process.

We have been able to offer the opportunity for these children to return back to Peppercot, during the staggered starts that are offered in September, by the local school. Which has enabled the parents to secure vital wraparound care, allowing them to fulfil their working commitments.

We strive to ensure that the staff members that we employ feel fully appreciated and listened to. We arrange regular staff meetings and we also have individual staff supervision meetings to highlight any difficulties that the staff may be facing alongside their yearly appraisal. All staff are encouraged to complete a variety of childcare courses, throughout the year. In line with OFSTED recommendations we have ring-fenced a budget to support this personal and professional development further.

We have also invited a couple of students from two local secondary schools, to join us for their work experience week. We continue to host several students from Norland College each year, during their six weekly in setting placements. We feel that this arrangement has greatly benefited the setting, the students and above all the children.

Our goal is to continue to provide excellent pre-school education for the children of families throughout the surrounding area.

## Section E

### Financial review

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

Our Reserves policy remains as is stated in our Constitution, whereby we are required to have sufficient reserves to cover 3 months' running costs, which is approximately £15,000. At the end of the Financial Year we are in excess of the requirement.

**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.

Our principal funding comes from the EYE (Early Years Entitlement) available from our Local Authority (BANES). All children are entitled to 15hrs per week, in the term after their third birthday, with some children being eligible to apply for 30 hours EYE.

Children not in receipt of any funding or require additional hours, paid £5.00 per hour, increased to £6.00 per hour, in September 2023.

We also charged each family a minimal weekly fee of £2.00, for all snacks and consumables, which increase to £1.00 per day, from September 2023.

Parents are also required to pay a £25.00 non refundable deposit, to secure a place for their child, when returning their completed application form.

We decided not to take part in any fundraising activities this year. As it was felt that we would only introduce a fundraising initiative as and when a specific resource was needed.

The greatest expenditure is as always, the staff wage bill.

The Manager alongside the Committee discuss the staff rota and admissions, at various times throughout the year, to ensure that the staff/child ratios are always adhered to and to keep a close eye on the settings overall expenditure.

**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)



<b>Full name(s)</b>	Tessa O'Mahony	
<b>Position (e.g. Secretary, Chair, etc)</b>	Treasurer	
<b>Date</b>	17.06.2024	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
Pepperpot Bathford Preschool	1035101

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	9/1/2022		8/31/2023

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 £
<b>A1 Receipts</b>					
Voluntary funds		-	-	-	-
Activities from generating funds	63,976	-	-	63,976	52,960
Investment income		-	-	-	
Advance payment for following year		-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	63,976	-	-	63,976	52,960
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	63,976	-	-	63,976	52,960
<b>A3 Payments</b>					
Costs of generating voluntary income	-	-	-	-	-
Fundraising trading costs	-	-	-	-	-
Charitable activities	64,917	-	-	64,917	67,310
Governance costs	630	-	-	630	630
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	65,547	-	-	65,547	67,940
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	65,547	-	-	65,547	67,940
<b>Net of receipts/(payments)</b>	- 1,571	-	-	- 1,571	- 14,980
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,527	-	-	27,527	42,507
<b>Cash funds this year end</b>	25,956	-	-	25,956	27,527

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	Cash at bank	25,956	-	-
	Cash in hand	-	-	-
		-	-	-
	<b>Total cash funds</b>	25,956	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Tessa O'Mahony	Tessa O'Mahony	5/24/2024	





**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Pepperpot Bathford Preschool

**On accounts for the year  
ended**

31 August 2023

**Charity no  
(if any)**

1035101

**Set out on pages**

1 - 2

(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 / 08 / 2023.

**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 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.

**Signed:**

*Tom Taylor*

**Date:**

5/23/2024

**Name:**

Thomas Taylor

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

ACCA

**Address:**

Purple Lime Accountancy Limited

Hartham Park, Hartham Lane

Corsham, SN13 0RP

Section B

Disclosure

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.