



CHARITY COMMISSION
FOR ENGLAND AND WALES

PRIVATE AND CONFIDENTIAL

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14/07/2024

Receipts and payments accounts

CC16a

For the period from	01/08/2024	To	31/07/2025
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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					
NURSERY EDUCATION FUNDING	123,929	-	-	123,929	127,364
CHILDRENS FEES	16,923	-	-	16,923	18,382
MILK	652	-	-	652	536
FUNDRAISING	206	-	-	206	954
OTHER INCOME	246	-	-	246	16
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	141,956	-	-	141,956	147,252
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	141,956	-	-	141,956	147,252
A3 Payments					
WAGES NIC & PENSION COSTS	122,236	-	-	122,236	116,298
RENT	5,114	-	-	5,114	4,833
COURSE FEES & TRAINING	1,283	-	-	1,283	233
SUBSCRIPTIONS, INSURANCE	782	-	-	782	698
ADMIN COSTS	2,995	-	-	2,995	3,342
REFRESHMENTS	2,609	-	-	2,609	1,794
EQUIPMENT, TOYS, BOOKS, ETC	1,971	-	-	1,971	4,771
CONSUMABLES	1,497	-	-	1,497	1,697
MAINTENANCE, & OTHER COSTS	5,399	-	-	5,399	3,142
Sub total	143,886	-	-	143,886	136,808
A4 Asset and investment purchases, (see table)					
asset purchases	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	143,886	-	-	143,886	136,808
Net of receipts/(payments)	- 1,930	-	-	- 1,930	10,444
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	139,502	-	-	139,502	129,058
Cash funds this year end	137,572	-	-	137,572	139,502

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	LLOYDS BANK ACCOUNT	77,147	-	-
	LLOYDS FUNDRAISING ACCOUNT	60,420	-	-
	CASH BALANCE	5	-	-
	Total cash funds	137,572	-	-

(agree balances with receipts and payments account(s))



	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	ALUMINIUM CONSERVATORY	UNRESTRICTED	25,500	-
	KITCHEN AND STORAGE UNITS	UNRESTRICTED	7,650	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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
 G. Vaughan	G. Vaughan	30/09/2025
 A. Mason	A. Mason	30/09/2025



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Primrose Hill Under Fives Playgroup

**On accounts for the year
ended**

31 July 2025

**Charity no
(if any)**

1038590

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2025.

**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:

Stephen Humphries

Date:

25/09/2025

Name:

Stephen Humphries

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

FCA

Address:

Griffiths Marshall, 4th Floor, Llanthony Warehouse, The Docks,
Gloucester, GL1 2EH



PRIMROSE HILL NURSERY

ANNUAL GENERAL MEETING

Held at Nursery

3.25pm

Wednesday 15th October 2025

Those Present: Katherine Brown (Manager and Nominated Person), Amanda Mason, Gillian Vaughan, Joanne Lewis, Janna Liddington-Smith.

Apologies: Kayleigh Lewis, Nicole Cooper, Madison Moulton.

1. READING OF LAST YEAR'S AGM MINUTES

Minutes of last year's AGM have been read by the committee and were approved as a correct reflection of the meeting.

2. MANAGER'S REPORT

Katherine gave the Manager's Report, including Health and Safety (LH), SEND, Finance (CC), Occupancy, Staffing and safeguarding.

Firstly, I would like to say a big thank you to all our dedicated staff, committee members and families for their continued support throughout the year.

STAFF

All the staff work hard to keep the nursery running as usual and offering a safe and welcoming place for the children to play and learn. Congratulations go to Becky who completed her Level 3 Apprenticeship in December. All our staff team are now qualified to Level 3 or above.

We had a few staffing changes this year, with Lauren and Nikki moving on to new opportunities at the end of the academic year. Due to lower occupancy in September, we chose not to recruit immediately and instead redistributed their hours among the remaining team. This has meant temporarily reducing our daily capacity from 26 to 24 children to maintain appropriate staff-to-child ratios. We've since decided to advertise for bank staff to help cover staff sickness and ensure continuity of care.

OCCUPANCY

At the end of the academic year, we had 21 children leave us to start school. The majority of children got their first choice of school. We met and worked with the different Reception Teachers to help support all the children's transitions.

Our occupancy rates over the year were initially slightly higher than last years (Autumn Term 81%, Spring Term 90% and Summer Term 93%). We had 15 families using the Government funded 30 hrs for 3–4-year-olds, although some were not taking up the full 30 hours. We had 13 families using the new Government Funded 15 hours for 2-year-olds and 2 families using the Achieving Two-Year-Old funding.

Due to limited space, we were unable to accommodate some 2-year-olds, resulting in those families enrolling elsewhere. The extension of government funding in September 2024, to include children from 9 months, may also influence our enrolment, as families may choose to remain with their initial provider for continuity. While this could affect future admissions, our numbers have gradually increased this term, so it remains too early to assess any long-term impact.

This academic year we currently have 34 children on roll. We have had more enquiries in September and as a result 5 additional children have joined us since the autumn term began. Our current occupancy rate is 77% (lower than last year, but higher than the previous year).

Following last year's AGM, we implemented a refundable £25 registration fee, which has helped ensure families commit to their places and reduced last-minute cancellations.

SAFEGUARDING

Safeguarding is always a top priority of the nursery, and all staff are trained in recognising and responding to signs and symptoms of all forms of abuse. In line with updated EYFS requirements, safeguarding training must now be renewed every two years rather than every three. The majority of our team completed their most recent safeguarding training in the Spring Term, with some staff members due to renew their training this term.

CURRICULUM AND LEARNING

Our curriculum remains flexible and responsive, allowing children to take the lead in their learning. Staff plan activities based on children's interests, seasonal themes, and developmental needs. Observations are recorded regularly, allowing us to track progress and tailor support effectively. Children have responded well to outdoor learning opportunities with Primrose Patch continuing to be a valuable space for exploration.

PREMISES AND RESOURCES

Our thanks go to Bellway Homes for generously providing us with a new gate for our outdoor space and replacing the edging around our digging area and planters at Primrose Patch. Chris Mills also worked hard over the Summer Holidays carrying out essential pond repairs ensuring that the children can continue to enjoy Primrose Patch.

PARENT ENGAGEMENT AND COMMUNITY

We've held a number of successful events this year, including our stall at the Holy Trinity's Autumn Fayre, our Mince Pie & Mingle and our Sports Day. Communication with families remains a priority, and we continue to use Famly, our termly newsletters, Facebook page, and face-to-face conversations to keep parents informed and involved.

SATISFACTION SURVEY 2024/2025 RESULTS

This was sent out to all our parents, not just those whose children would be leaving us. We had 21 responses out of a possible 39 families.

All the information has been collated and evaluated. The unabridged version is available on our website. We appreciate all parents/carers taking the time to complete our survey. Staff have reviewed all the comments and discussed how we can improve on any of the issues raised.

Several responses suggested bringing the start time of nursery closer to the school start time. We are aware that this can be an issue for families who have to wait after dropping their school children off. However, Nicky is a registered childminder and is able to take a limited number of children from 8.20-8.50 within the nursery building as part of her childminding business. This is run separately to nursery with the children then joining us to start our day at 8.50. This has already been advertised on Famly, Facebook and a poster is on the window by the door but may need to be advertised again.

HEALTH & SAFETY REPORT 2024 - 2025

Thankfully we have not had any significant accidents/incidents over the last academic year. Further changes have been made to the lay out and the overall volume of toys has been reduced, which has helped to reduce the number of accidents happening in the main playroom.

We have for the first time in a long time got no children on roll with allergies. Staff are aware of procedures should a child with allergies enrol over the course of the year. The new nutritional guidance has been discussed and Laura and Nicky are going to review the shopping and develop a 2 week rolling snack plan. Any lunchboxes that are being brought in that don't comply with our policies and the guidance have a slip placed in them to advise on the number of treats or banned items such as nuts and sweets. Little Lunches has been offered to all families as a paid for healthy lunch option which complies with the nutritional guidance and are delivered daily. Parents are still able to provide their own.

Risk assessments and Health and Safety policies have been reviewed. Updates need to include the new nutritional guidance. PAT testing is due to be completed on the 20th October 2025. As above repairs have been made at Primrose Patch, reducing the risk of trips and splinters. A gate has been added to the garden to ensure children cannot return inside without an adult's supervision.

Fire drills have already taken place this academic year, which has reminded staff that the register, first aid kit, any medication and a phone must be taken each time all staff are out on the playground.

All staff have completed Paediatric First Aid training in July 2025. Staff who need to complete their Food Hygiene and Manual Handling have been informed and will be enrolled on courses.

Laura Hopson
Health and Safety Officer

SEND REPORT 2024-2025

We are committed to providing an inclusive environment where every child is supported to reach their full potential. Lauren took over as SENCO last year, completing the 'New to SENCO' training in January and a workshop on 'Self-Directed Play and Neurodiversity'. She also introduced Makaton to all the children to support their communication skills.

Last year, we supported 3 children with identified SEND needs. Each child with SEND has a My Plan tailored to their needs, which is reviewed regularly with input from parents and any outside agencies as appropriate e.g. Health Visitor, Advisory Teaching Service. Support strategies may include one-to-one or small group interventions, visual aids and sensory resources. We also make referrals to external agencies when appropriate, such as speech and language therapy. There are still delays in accessing external support, but we continue to support the children using the Graduated Approach, to give them the best chances possible.

As of this term, we are supporting 7 children with identified SEND needs. We continue to monitor and assess children's development closely to ensure early identification and intervention. We're currently using Gloucestershire County Council's 'Ready for Learning' assessments with our current cohort to help identify areas where children may benefit from extra support as they prepare for their transition to school.

From this September, Laura has taken over from Lauren as SENCO. Before she left us, Lauren provided a thorough handover, ensuring a smooth transition and continuity of support for all our children with special educational needs.

TREASURERS REPORT

The accounts for year-end 31.07.25 have been compiled by Griffiths Marshall.

This year ended with an in-year deficit of £1930.00

This was mainly due to necessary maintenance work carried out at Primrose Patch.

Fundraising activities raised a total of £246.00 less costs.

The accounts are healthy, but numbers are down.

Cath Chamberlin
Treasurer.

3. SIGNING OF FINANCIAL ACCOUNTS

The annual accounts audited by Griffiths Marshall (Independent Examiners) were shared with the group and these were then signed as true record. These accounts will now be sent to the Charity Commission.

4. ELECTION OF NEW COMMITTEE

Kayleigh Lewis has stepped down as Chairperson. Amanda and Gillian were willing to continue as Treasurer and secretary, respectively, without any opposition or other candidates coming forward. Katherine Brown is also willing to remain on the committee as the nominated person.

Position	Name	Nominated by	Seconded by
Chair	Joanne Lewis	Amanda Mason	Gillian Vaughan
Treasurer	Amanda Mason	Janna Liddington-Smith	Gillian Vaughan
Secretary	Gillian Vaughan	Amanda Mason	Joanne Lewis
Committee members	Katherine Brown (nominated person) Janna Liddington-Smith		

5. ANY OTHER BUSINESS

We have been invited to attend the Autumn Fayre at Holy Trinity Church on Saturday 8th November. It was agreed that we would sell sweet cones as in previous years and mystery children's books (where books are wrapped and the title only revealed after purchase). Katherine will ask for donations from parent's on Family. It was also suggested that we could do some type of game where the prizes were also sweets to try and get more interest. Any money raised will go towards the Christmas party for all the children.

There was no further business to discuss.

Meeting closed at 4pm