



Broad Oak Pre-School

Trustees' Annual Report and Financial Accounts

For the period: 1st August 2024 to 31st July 2025

Registered Charity Number: 1041565



Trustees' Annual Report

Broad Oak Pre-School Reporting Period: 1st August 2024 to 31st July 2025

Reference and Administrative Details

- Charity Name: Broad Oak Pre-School
- Registered Charity Number: 1041565
- Address: Broad Oak Village Hall, Burwash Road, Broad Oak, Heathfield, East Sussex, TN21 8SS

Charity Trustees (The Committee):

- Sophie Gilbert – Chairperson
- Antonia Downes – Treasurer
- Pippa Harrison – Secretary
- Daisy O'Driscoll – Trustee
- Kate Lowe – Trustee
- Natalie Luxford – Trustee

Structure, Governance, and Management

- Governing Document: Pre-school Learning Alliance Constitution 2011.
- Broad Oak Pre-School is an unincorporated association and a non-profit registered charity.
- Trustees are appointed by nomination and seconded at the Annual General Meeting (AGM). The setting is committee-led, managed by a group of parent volunteers who act as the charity trustees and the Ofsted 'registered person.'

Staffing and Training:

Our setting is managed on a day-to-day basis by a Pre-school Manager supported by a dedicated team of practitioners. Our team hold qualifications including: QTS status, Special Educational Needs training, Level 3 in Childcare, BTEC National Diploma in Nursery Nursing, Designated Safeguarding Lead, (DSL) training, Forest School Leader (Level 3) Training, Forest School First Aid, Balancability training and Elklan Level 1.

Additionally, staff maintain up-to-date certifications in Safeguarding, Paediatric First Aid, and Food Safety.

Objectives and Activities

The aims of the Pre- School are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups. We achieve this by:

- Offering appropriate play, education, and care facilities.
- Ensuring opportunities for all children regardless of race, culture, religion, or ability.
- Encouraging the study of the needs of children and their families within the local area.

Main Activities and Public Benefit: Broad Oak Pre-School provides nature-inspired learning and a nurturing environment for children aged 2 and above. Our key activities include:

- Forest School: Providing outdoor exploration and learning in all weather conditions.
- Enrichment: Offering yoga, mindfulness, baking, and additional activities to enhance the EYFS curriculum.
- Community Engagement: Utilising our location to visit local farms (such as Tottingworth), the Heathfield Library, local shops, and the church.
- Inclusivity: Operating as a fully inclusive setting, welcoming every child into a safe and loving environment.

The Trustees have had regard to the Charity Commission's guidance on public benefit and are satisfied that the pre-school meets these requirements by providing accessible early years education to the local community.

Achievements and Performance

Educational Impact and Quality:

This year, Broad Oak Pre-School has continued to provide a high standard of nature-inspired education. We are so proud of our on-site forest school. Our Deputy Manager, is forest school trained and leads the most awe-inspiring experiences for our pupils. Forest school activities based on the observed needs of the children and their individual interests. We believe that outdoor learning is key to developing children's awareness of the world around them, inspiring them to embrace different environments and access all parts of the Early Years Foundation Stage Curriculum in the most natural way. Getting back to nature with a hands-on approach offers children the chance to explore and enjoy the outdoors, whatever the weather!

By utilising our local environment—including regular walks to Tottingworth Farm, the local library, and the church—we have helped our children develop a strong sense of community and curiosity about the world around them.

Ratios:

Our ratios follow and meet the Early Years Foundation Stage Statutory Requirements. We pride ourselves on maintaining staff-to-child ratios that allow for high-quality, individual attention and a nurturing environment.

Enrichment and Wellbeing:

Beyond the standard curriculum, we are proud to have offered:

- Wellbeing: Our wellbeing Lead supports the emotional, physical and mental wellbeing of our children through therapeutic play support.
- Yoga and Mindfulness: Helping children develop self-regulation and focus.
- Dance: bringing the magic of dance and drama into the nursery setting, giving children the opportunity to experience the joy of movement, storytelling, and creative exploration.
- Practical Life Skills: Regular baking sessions and trips to the local shops where children learn to select and purchase food for their snacks.
- Inclusivity: We have successfully supported children with various needs, ensuring Broad Oak remains a truly inclusive environment for all local families.

School Readiness:

We supported 25 children in their transition to primary school in 2025 (two were deferred pupils with SEND).

Children moved on meeting their age-related expectations or with transition support plans to support their progress and development within the EYFS.

We work closely with our feeder schools to support children transitioning to Reception and help families to ensure they start emotionally, physically and mentally confident.

Community and Fundraising:

Our staff and parent-led committee organised several successful events, including Easter Egg Hunt, Pumpkins and Play, Santa's Grotto which raised £2,530.41. These funds were directly reinvested into purchasing new resources for the setting.

Challenges:

Like many settings in the early years sector, we have navigated the challenges of increased operational costs and systemic underfunding. Despite these pressures, we have maintained a healthy waiting list and remained financially viable through careful budget management and the dedicated support of our voluntary committee.

Financial Review

At the end of the financial year, the charity is in a significantly strengthened position, finishing the year with a surplus of £34,824.21. This is a vital recovery following the previous year's loss of £5,532. This turnaround ensures the pre-school remains a "going concern" and is able to meet its financial obligations in a challenging economic climate.

Our income remains focused on Local Authority funding and parental fees, supplemented by specific enrichment fees. These enrichment fees are essential as they allow us to provide specialised activities—such as our nature-inspired learning and yoga—that distinguish our setting.

The Trustees have a policy to maintain a level of unrestricted (cash) reserves to cover at least 6 months of essential operating costs. This year's surplus has been specifically allocated to rebuild this reserve fund, which had been depleted by previous deficits and rising costs.

By building these reserves, the Committee ensures that Broad Oak Pre-School can withstand future fluctuations in enrolment or potential delays in government funding, thereby securing the future of the setting for the local community.

Fundraising and Community Support:

We continue to be supported by the incredible efforts of our parent-led committee. Fundraising remains a core part of our financial health, allowing us to invest in high-quality resources and forest school equipment that enhance the children's daily experience. We are sincerely grateful to all the families and local businesses who have supported us this year.

Principal Risks and Uncertainties

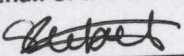
The Committee reviews risks at every meeting. Our primary focus remains:

- **Funding Sustainability:** Ensuring the gap between government funding and actual delivery costs is managed.
- **Operational Overheads:** Monitoring the impact of inflation on our rent and utility costs.
- **Staff Retention:** Investing in our team to maintain the high quality of care that Broad Oak is known for.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Charity's Trustees:

Signature: 

Name: Sophie Gilbert

Position: Trustee (Chairperson during the reporting period)

Date: 28/04/26

BROAD OAK PRE - SCHOOL

Registered Charity Number : 1041565

ACCOUNTS FOR THE YEAR ENDED

31st JULY 2025

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BROAD OAK PRE - SCHOOL

Registered Charity Number : 1041565

INCOME AND EXPENDITURE ACCOUNT

for year ended

31st JULY 2025

INCOME

DONATIONS - [A 1a]

Sundry donations

-

2025
£

-

2024
£

100

100

GRANTS - [A 1a]

ESCC

-

750

FEES - [A 1b]

Term Fees

53,874.92

ESCC - Grant Funding

143,072.84

196,947.76

43,118

76,787

119,905

FUND RAISING -

Events - [A 1d]

Coffee Mornings - raffles etc

-

-

Parent donations /Contributions

337.00

-

Fundraising events - Festivals etc

2,530.41

1,170

Bank / Investment Interest

595.44

590

Party's - lunches - Festive fayres - fetes etc

44.45

-

Sponsored Events

-

20

Sundry Receipts

125.00

3,632.30

14

1,794

Total INCOME

200,580.06

122,549

Less : Expenditure (schedule)

165,755.85

128,081

Surplus (Deficit) for year

£ 34,824.21

(£5,532)

BROAD OAK PRE - SCHOOL

Registered Charity Number : 1041565

INCOME AND EXPENDITURE ACCOUNT

for year ended

31st JULY 2025

EXPENDITURE

2025

2024

Charitable Expenditure - [A 2a]

Donations made

-

-

-

-

Other Expenditure - [A 2b]

Activity Material - Resources & Equipment

3,319.24

2,812

Activity Forest School

1,057.96

374

Children's Parties, cards, presents

173.76

86

Nursery Supplies, Snack,, Food, Safety & First Aid

1,296.43

884

Kitchen & cleaning hygiene materials etc.

441.53

-

Party's - lunches - Festive fayres - fetes etc

346.75

125

Thank you gifts & flowers

23.70

-

Legal Registration fees-DBS checks. Licences etc.

548.92

444

Telephone & Photocopies etc.

1,743.10

1,696

Stationery, Computer Software & Postage

2,974.26

3,141

Insurance - PPA & Shed

968.60

1,042

Training Courses & Relief staff

560.10

1,617

Rent of Hall

18,480.00

16,247

Supervision - Staff costs

129,706.26

92,827

Employers Staff Pension cost

2,316.38

1,591

Employers National Insurance

9,000.15

4,344

Less : FPS / EPS direct payments

(10,784.21)

-

Dance Lesson/Speech & Language Therapy

1,312.50

-

Advertising - Marketing and Open days

62.20

337

Payroll cost

961.85

-

164,509.48

127,567

Equipment etc. - [A 2c]

1,064.93

514

Equipment purchased, repairs, garden etc.

181.44

0

Uniforms etc.

1,246.37

514

TOTAL PAYMENTS

£ 165,755.85

£ 128,081

BROAD OAK PRE - SCHOOL

Registered Charity Number : 1041565

BALANCE SHEET AT

31st JULY 2025

		<u>2025</u>		<u>2024</u>
<u>ASSETS</u>		<u>£</u>		<u>£</u>
CCLA-COIF Charities Deposit Fund		8,943.55		8,438
Barclays Bank	Deposit a/c	14,208.96		3,324
	Current a/c	33,273.23	47,482.19	9,840
				13,164
TOTAL NET ASSETS		<u>£ 56,425.74</u>		<u>£ 21,602</u>

Represented by -

ACCUMULATED FUND				
Balance brought forward	21,601.53		27,134	
Surplus (Deficit) for year	34,824.21	56,425.74	(5,533)	21,601
		<u>£ 56,425.74</u>		<u>£ 21,601</u>

INDEPENDENT EXAMINER'S REPORT

BROAD OAK PRE - SCHOOL

Registered Charity No. 1041565

I report to the Trustees on my examination of the accounts of the above Charity ("The Trust") for the year ended 31st July 2025.

As the charity's 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.

I have completed my examination. I confirm 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 attentions should be drawn in order to enable a proper understanding of the accounts to be reached.



M.F. Norman FFA FIPA.

26th December 2025

Incorporated Financial Accountant / Institute of Public Accountants
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Heathfield
East Sussex
TN21 8SB

MICHAEL F. NORMAN

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26th December 2025

The Trustees
Broad Oak Pre-School

Dear Tania, and the Trustees

Firstly , my apologies for the time this Audit has taken, which is mainly due to Microsoft stopping the security updates on Windows 10, thus forcing me to buy a new computer with Windows 11. and have prepared the attached Statement of Account on the Receipts and Payments basis, which disclose a £ 34,824.21 SURPLUS for the year ending 31st July 2025

The overall Income of	£ 200,580	increased by	£ 78,031
Income for Term fees	£ 53,875	increased by	£ 10,757
Income for Grant fees	£ 143,073	increased by	£ 66,286
The total income for Term fees and Grant fees			£ 196,948
this represents 98.19% of the total income.			

Total fees issued	£ -
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Total Expenditure of	£ 165,756	increased by	£ 37,674
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Cost of supervision including :

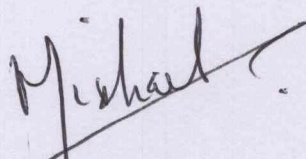
Employer's - National Insurance

and Staff Pension cost	£ 141,023	increased by	£ 42,261
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Cost of Rent of Hall	£ 18,480	increased by	£ 2,233
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Total cost for supervision, Er's NHI, Er's staff pension cost
and rent of £ 159,503 this represents 96.23%
of total expenditure, but also 79.52% of overall Total Income,
and 80.99% in relation to total term and grant fees.

Other than Fee invoices not being in sequence, there were no problems.


M.F. Norman
Accountant