

TAVISTOCK PRE-SCHOOL GROUP
BROADACRES
FLEET
HAMPSHIRE
GU51 4EU



TEL: 01252 616902

<http://tavistockPre-School.co.uk>

REGISTERED CHARITY NUMBER 1050163

MANAGER: Fiona Clarke

Trustees' Report

The trustees present their annual report on the affairs of the charity together with the financial statements for the year ended 31 August 2024 and confirm they comply with the requirements of the Charities Act 2011 and the Constitution.

Objects and Organisation

Tavistock Pre-School operates out of a separate building on the site of Tavistock Infant School, Fleet, Hampshire. Tavistock Pre-School is an unincorporated charity, run by trustees and members (who are responsible for its business and educational activities). All children are valued, made to feel welcome and given the opportunity to meet their potential.

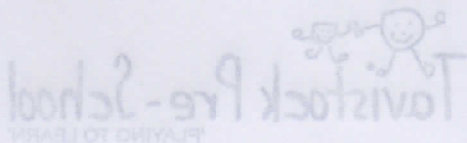
Our vision at Tavistock Pre-School is to nurture each and every child in a secure, stimulating, fun and play-based environment, thus laying the foundation for a bright future.

Overview of academic year September 2023 to August 2024

We have had a positive academic year building upon the work undertaken in the previous year, and continue to have a healthy cohort and waiting list. Our total receipts were slightly higher than last year and our total payments are almost identical to the previous year.

Total receipts were 142,344 up from the previous year when it was £ 139,688

Total payments for the year were £143,341 lower than £149,970 the previous year.



We have dramatically improved on last year and only made a loss of £997. We will need to continue monitoring finances in the coming months, due to the continued rise in the cost of living, focus on generating income and cost cutting where possible.

In planning all our activities and policies the Trustees have kept in mind the Charity Commission's guidance on public benefit.

Staffing

The management team has been a strong guiding presence to the staff. We have had some staff changes with two people leaving and one person joining the team during the past academic year. We have decided not to replace one member of staff immediately, and have adapted the staff rota accordingly to ensure child ratios are maintained. All staff are level 3 trained, statutory training is up to date, and we have returned to staff cleaning the premises. We continue to have a strong team in terms of qualifications and experience, and we are always keen to encourage and support staff with any further training.

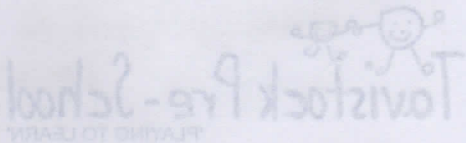
Committee

We have a committee of parent volunteers, which include named roles of Chairperson, Treasurer and Secretary. The committee is responsible for agreeing Pre-School policies, recruitment of staff, fundraising and organising social events to name a few. The committee meets regularly with staff to ensure good communication between all parties. At these meetings we discuss ideas for fundraising and all areas that need to be actioned in order to maintain the effective operation of the Pre-School and its continued development. We also hold one to one meetings between the Chair and Manager on a regular basis.

The previous Chairperson, Secretary and Treasure remain in post, with only a few members of the committee stepping down and others recruited. Therefore, committee numbers remain strong and we are able to run effectively as shown by successful fundraising and events.

Fundraising

Fundraising has been successful this year, we were able to raise £2,713 from the cake / lolly sales, snack donations, uniform sales, company sponsorship, sponsored activities and a summer raffle. Hopefully this total will increase once again moving forward. The committee remains dedicated to finding new ways to raise money for the items needed by the Pre-School.



Ofsted

The Pre-School was inspected by Ofsted in February 2023 and received a "Good" rating. We continue to maintain all required standards, and one of our goals is to achieve an "Outstanding" result at the next inspection.

The Pre-School is well thought of locally with far more demand than spaces and a very healthy waiting list. We do not have to advertise due to the Pre-School's good reputation in the community.

Risk assessment and management

Risk assessments are updated as required and formally reviewed annually. The daily risk assessments are ongoing and ensure a safe environment for the children to learn and develop.

The accident evaluation process has continued and is effective in identifying any patterns that need to be resolved.

Fire drills are completed half-termly, they are documented, timed and evaluations are made to assist with improvements, which are documented and communicated to staff during meetings. New equipment is risk assessed before use, then periodic reviews soon after to assess how the equipment is used and whether improvements to safety are required. We encourage children to manage their own risks through discussion and positive role modelling. There are regular staff meetings where any issues can be raised, discussed and addressed.

Reserves

As a guiding principle, the committee aims to hold cash reserves equating to six months expenditure, and any work carried out in the following months will not reduce the reserves to an inappropriate level.

We have therefore put on hold all plans for improvements to the outside area, to ensure that finances are maintained within appropriate levels. This is still something we would like to be able to do in the future.

The main financial issue we have had this year was the rise in the National Living Wage which was increased by 9.8% in April 2024, leading to a huge overhaul of our pay structures. We were faced with the challenge of giving an increase to those who needed it, while also trying to maintain the pay gaps between the different roles.

We have changed our electricity supplier to reduce costs, and plan to review our computer/IT and printer ink supplier which cost £1, 026 for the year.

Total cash funds stand at £54,255 down from £55,252 but still at a healthy level.

Signed on behalf of the Trustees of Tavistock Pre-School

M. Cooper Chair person 26/3/25
Signature Position Date

The previous Chairperson, Secretary and Treasurer remain in post. With a view to ensuring the continuity of the committee, the committee aims to hold cash reserves equating to six months expenditure, and any work carried out in the following months will not reduce the reserves to an inappropriate level. We have therefore put on hold all plans for improvements to the outside area, to ensure that finances are maintained within appropriate levels. This is still something we would like to do in the future. The main financial issue we have had this year was the rise in the National Living Wage which was increased by 9.8% in April 2024, leading to a huge overhaul of our pay structures. We were faced with the challenge of giving an increase to those who needed it, while also trying to maintain the pay gap between the different roles.

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Tavistock Pre-School Group

Registered Charity No 1050163

Statement of assets and liabilities as at 31 August 2024

	2024	2023
Cash Funds		
Details	£	£
Bank Account (Current)	5,401	12,610
Bank Account (Contingency Fund)	47,758	42,173
Cash in Hand (Float)	1,096	469
	54,255	55,252

Assets Retained for the Charity's Own Use

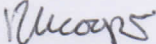
Details	£	£
Parasol	4,000	4,000
Bookkeeper laptop		419
Access Control System	1,020	1,020
CCTV	1,380	1,380
Office computer	276	276
Fridge	100	100
Gazebo	142	142
Book Trolley	180	180
Low Circular Storage Unit	396	396
Mobile Shelf Back Display	900	900
Fusion Open Shelf Bookcase x2	504	504
Tilted Tray Tidy Clear Trays	276	276
Toddler Low Square Play Table		276
Book Browser Box	168	168
Storage 4 Shallow/4 Deep	264	264
Mobile Outdoor Classroom		105
HP 477dw Printer (Office)	392	392
Flooring in Bathrooms	1,429	1,429
Meaco 20L LE Low Energy Dehumid	253	253
Walk up change table + blue mat	486	486
Numatic Henry Vacuum Cleaner	160	160
Panasonic Digital Camera x 2	238	238
HP Slim S01 -aF0008na Desktop PC	249	249
Water World Channelling Set	222	222
Constructa Den Kit	306	306
BEKO DFN0532OW Dishwasher	274	274
Grass It - Artificial Grass	2,765	2,765
8ft X 10ft Outside Shed	1,400	1,400
Wipe Clean Tub Sofa	264	264
Outdoor Hexagon Wicker Den		408
Outdoor Acrylic Painting Window	360	360
Henry Hoover	120	120
Amazon Bike Shed	196	
HP Laptop - Bookkeeper	399	
Child 3-Seater Sofa Light Blue	238	
	19,357	19,732

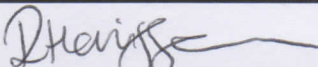
Other Assets	Details	£	£
		0	0

Liabilities	Details	£	£
	Creditors		
	PAYE & NI		
		0	0

Signed by two trustees on behalf of all trustees

Signature





Print Name

RUTH COOPER 19/3/25

Date

RACHEL HARRISON 19/3/25

Tavistock Pre-School Group

Registered Charity No 1050163

Receipts and Payments Account for the year ended 31 August 2024

	2024			2023
	Restricted Fund £	Unrestricted Fund £	TOTAL £	£
Receipts				
Donations		217	217	1,298
Grant Funding		119,062	119,062	102,899
Fund Generation - Fund Raising		2,713	2,713	1,778
Investment Income (Interest/Loyalty Rewards)		589	589	159
Other Income		20	20	276
Fees		19,743	19,743	33,278
COVID-19 Job Retention Scheme Grant				
Total Receipts		142,344	142,344	139,688
Payments				
Direct Charitable Expenditure				
Rent and Rates		10,022	10,022	10,022
Heat, Light, Power and Insurance		6,596	6,596	6,820
Printing and Stationery		1,781	1,781	1,756
Maintenance		2,077	2,077	1,064
General Expenses/Consumables		4,820	4,820	3,784
Bank Charges		175	175	172
Gross Wages		113,807	113,807	115,990
Professional Fees				150
Food Vouchers Issued/Discretionary Fund		300	300	276
Session Supplies		2,695	2,695	4,428
		142,273	142,273	144,462
Fundraising Expenditure				
Fundraising Expenditure		79	79	118
Equipment purchases		989	989	5,390
		1,068	1,068	5,508
Total Payments		143,341	143,341	149,970
Net of receipts/(payments)		-997	-997	-10,282
Net cash funds last year		55,252	55,252	65,534
Net cash funds this year end		54,255	54,255	55,252

**Independent Examiner's Report
to the Trustees of Tavistock Pre-School Group**

I report to the trustees on my examination of the accounts of Tavistock Pre-School Group for the year ended 31 August 2024.

Responsibilities and basis of report

As the charity trustees of Tavistock Pre-School Group, 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 accounts of Tavistock Pre-School Group 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of Tavistock Pre-School Group as required by 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 this report in order to enable a proper understanding of the accounts to be reached.



S J Wright FCA DChA
3 Haig Lane
Church Crookham
Fleet
Hampshire GU52 8UN

31 March 2025