



Trustees' Annual Report for the period

Period start date				Period end date			
From	1	August	2024	To	31	July	2025

Section A Reference and Administration Details

Charity name

Ladybirds Pre-School

Other names charity is known by

Registered charity number (if any)

1058636

Charity's principal address

Ladybirds Pre-School
St Francis Church Hall, Beatrice Road,
Salisbury, Wiltshire
Postcode SP1 3PN

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	Jean de Garis	Chair		
2	Kris Richardson-Smith	Treasurer	Resigned 30.06.2025	
3	Sharon Goldie	Treasurer		
4	Bill Wilson	Secretary		
5	Katie Rivaya	Parent Representative	Resigned 31.07.2025	
6	Anna Shuttlewood	Parent Representative	Resigned 23.09.2024	
7	Clive Hunter	Parent Representative		
8	Sophie Hunter	Parent Representative		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
As above	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Financial	Bowdon Accounting Services Ltd	Bartle House, Oxford Court, Manchester, United Kingdom, M2 3WQ

Name of chief executive or names of senior staff members (Optional information)

Nicola Mann-Rae: Manager of Ladybirds Pre-School

Section B Structure, Governance and Management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is constituted (e.g. Trust, association, company)	Trust
Trustee selection methods (e.g. appointed by, elected by)	St Francis Church PCC can appoint some trustees, others (e.g. parent representatives) volunteer to join the Committee. All Committee members are trustees.

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 liaise with the relevant County authorities. Our contact is Emma Scammell, who is the relevant Quality Assurance Officer at Wiltshire County Council.

Ladybirds is part of the Pre-School Learning Alliance.

The Pre-School meets in St Francis Church Hall and pays rent to St Francis PCC.

All Committee Members/Trustees go through the relevant DBS procedure and also the relevant Ofsted procedures.

The Committee meets up to six times a year and has an AGM once a year following the independent examination of the accounts.

This year, the Committee approved two people with connections to the Pre-School to assist the Committee, one parent to help with fundraising, and the Manager's partner to help with building a new website.

Section C Objectives and Activities

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

To enhance the development and education of children primarily under statutory school age.

To serve the whole community and warmly welcome children and their families, whatever their faith, culture, means or ability.

To ensure that each child knows that they are valued and supported so that they can reach their full potential in an ethos of Christian love, tolerance and care.

To provide a wide range of learning opportunities to enable each child to move confidently into the next phase of their spiritual, physical, moral, social and academic development.

To warmly welcome and encourage parents and families in the learning and development process and in the life of the Pre-School.

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)

Provision of Pre-School care and development opportunities for children between the ages of 2 and 5 (though most go on to school at 4). The Pre-School currently operates in school term-times at the following times:

Monday to Thursday 9.15 am - 3.15 pm.
Friday 9.15 am – 12.15 pm.

There is no restriction on who may apply for their children to attend the Pre-School. Acceptance of children to attend the Pre-School is determined only by the availability of required and appropriate facilities and staffing. The Pre-School has a strong record in accepting and caring for children with additional needs; as a smaller institution, it is a setting in which such children can often flourish.

A significant proportion of the families whose children attend the Pre-School qualify for support from the Household Support Fund, administered by Wiltshire County Council.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

The Pre-School does not make grants.

There is a simple investment policy where a Bank Savings Account is run alongside a Bank Current Account.

The Committee has been able to release the necessary funds for learning resources and premises to be kept up to date and safe. The buildings and surrounding site have been well maintained by volunteers from St Francis Church; as the landlord, St Francis Church has borne the costs of maintaining the buildings and surrounding area.

This year, there were financial contributions made by one business and two parents as part of the fundraising project. A total of £410 was given.

Summary of the main achievements of the charity during the year

The Pre-School has flourished in the academic year 2024-25. The year started with 22 children from 21 families on the roll and finished with 22 children from 21 families on the roll.

This year has been the first year in post for the new Manager, Nicola Mann-Rae. She has worked hard to keep abreast of the fast-changing regulation and government initiatives affecting the preschool sector. Policies have been updated; Nicola has received some practical support with this from members of the Committee. Nicola has introduced a number of valuable initiatives in the day-to-day management of the Preschool: she has trialed early opening of the Pre-School (from 8.30 a.m.) and has introduced a simplified traffic-light system to enable closer monitoring and tracking/analysis of incidence of accidents. This has worked well with only minor incidents recorded in the year.

Nicola has also provided training for her dedicated staff. This has included "In the Moment Planning" training to enable staff to follow the children's interests in their planning, and training for three members of staff to enable them to meet the needs of a child diagnosed with type 1 diabetes; this was hugely appreciated by the parents. Staff also attended safeguarding training, paediatric first aid and food hygiene training. Committee members also attended safeguarding training. A visiting Wiltshire Council (WCC) contact was impressed with what was being done and a safeguarding audit was conducted by WCC; this found no issues.

The year saw a number of noteworthy activities. The children went carol-singing at Fairfax House and plans are afoot to build further similar community links into the Pre-School's programme. The Chairman visited during the year with his guitar to encourage the children to engage with playing instruments and singing. Early Years Pupil Premium (EYPP) monies were used to purchase new tricycles and to provide regular mini athletics sessions.

Parental satisfaction has remained high. A parental questionnaire devised and distributed by the Manager produced positive feedback, together with some suggestions; more regular parent consultations was one, and this has been duly acted upon. A new secure Facebook page has been set up to facilitate secure communication with parents. A number of parents, in particular parental representatives on the Committee, provided invaluable assistance with fundraising events; these included a Christmas raffle, a bingo evening, book sales and a sponsored walk. Overall, £1,474 was raised (which also included some individual donations). This money has enabled improvements to be made to the garden area, and the purchase of a climbing frame, a mud kitchen and other ancillary items, picnic tables with parasols, water tray play equipment, outdoor plants, a children's bench, hanging baskets and plants and herbs. £323 was raised at a Summer fete; this money will go towards the replacement of the Astroturf in the garden area.

The Committee is aware of the importance of marketing and recruitment. The new Facebook page should facilitate advertising. An advertising article in a local Parish magazine has been refreshed and the Pre-School attended an open day at Bemerton Heath; a good number of invitations were handed out to parents to visit with the aim of signing up new children. The Manager's partner volunteered to re-draft and design a more flexible and easily updateable website.

Section D

Achievements and Performance

It must be emphasised that Nicola has enjoyed the support of an extremely loyal, committed and highly competent staff, whose contribution to the Pre-School has been particularly notable in Nicola's initial year.

This year has seen the departure of Kris Richardson-Smith, our long-serving Treasurer; the Pre-School has benefited hugely over the years from her experience and expertise and we are extremely grateful to her for her hard work on behalf of the Pre-School. Sharon Goldie has taken over the position of Treasurer; her professional experience of financial management in the Charities sector and meticulous attention to detail are already proving to be very significant assets in the work of the Committee.

Section E

Financial Review

Brief statement of the charity's policy on reserves

There is a policy of 3-months operating costs which is being met.

Details of any funds materially in deficit

There are no 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.

The Charity's principal source of funding is from Wiltshire County Council, relating to school fees. There are some parents who pay privately.

There have been several fundraising activities this year: see Section D above.

All expenditure has been spent in running the Pre-School to enable the staff to provide the best learning environment experience for the children, in order to help them grow in confidence and ability.

The only investment made by the Charity is using the Bank Savings Account to receive interest income.

The Charity made a loss this Financial Year of £3,577. This was expected.


Section F Other Optional Information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rev Jean de Garis	
Position (e.g. Secretary, Chair, etc)	Chairman	
Date	30 th October 2025	



Receipts and payments accounts

For the period
from

01/08/2024

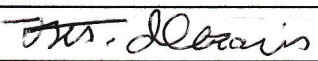
To

31/07/2025

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					
School Fees	3,140	-	-	3,140	12,676
Wiltshire Council Funding	68,142	-	-	68,142	51,579
Bank Interest Received	669	-	-	669	791
Ladybirds Apparel	-	-	-	-	15
Fundraising	1,797	-	-	1,797	-
Other Income	254	-	-	254	-
Sub total (Gross income for AR)	74,002	-	-	74,002	65,061
A2 Asset and investment sales, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	74,002	-	-	74,002	65,061
A3 Payments					
Staff Wages, NI and PAYE	62,769	-	-	62,769	56,689
Pension Contributions	679	-	-	679	347
Staff Costs	351	-	-	351	257
Rent and Rates	7,123	-	-	7,123	4,599
Office Costs	2,164	-	-	2,164	1,397
Advertising	-	-	-	-	77
Telephone and Internet	216	-	-	216	346
Accounting Fees	672	-	-	672	1,182
Insurance	621	-	-	621	544
Bad Debts	-	-	-	-	248
Pre-School Costs	1,137	-	-	1,137	2,010
Pre-School Maintenance	183	-	-	183	306
Pre-School Equipment	1,665	-	-	1,665	268
Rounding Adjustment	- 1	-	-	- 1	-
Sub total	77,579	-	-	77,579	68,270
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	77,579	-	-	77,579	68,270
Net of receipts/(payments)	- 3,577	-	-	- 3,577	- 3,209
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	55,532	-	-	55,532	58,741
Cash funds this year end	51,955	-	-	51,955	55,532

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	Bank Savings Account	50,098	-	
	Bank Current Account	1,802		
	Petty Cash / Cash in Hand	55	-	
			-	
	Total cash funds	51,955	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	N/A	-	-	-
B3 Investment assets	Bank Savings Account	Unrestricted	-	50,098
B4 Assets retained for the charity's own use	Laptop	Unrestricted	-	-
	Fixtures and Fittings	Unrestricted	-	-
	Children's Equipment	Unrestricted	-	-
	Children's Stock (Toys / Books)	Unrestricted	-	-
B5 Liabilities	PAYE	Unrestricted	395	Quarterly, paid 10.10.25
	Pension	Unrestricted	159	Paid 1.8.25
Signed by one or two Trustees on behalf of all the Trustees	Signature	Print Name	Date of Approval	
		Rev Jean de Garis Chair	4 Dec 2025	

Notes to the Accounts

The Accounts have been prepared in accordance with the Charity Commission for England and Wales guidance for "Receipts and Payments Accounts", using the Commission's recommended format template CC16a which meets the minimum recommended level of accountability.

The Accounts have been analysed and prepared under the "natural" basis where income and expenditure has been grouped together under similar "activity" headings / categories.

There are no significant assets held, apart from the bank savings account which attracts monthly interest. Liabilities are as per B5 above.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Ladybirds Pre-School

On accounts for the year
ended

31/07/2025

Charity no
(if any)

1058636

Set out on pages

1

(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 31/07/2025.

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:

Date:

22/12/2025

Name:

Adeel Sahi

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

Associated of Chartered Certified Accountants (ACCA)

Address:

Bowdon Accounting Services Ltd

Bartle House, Oxford Court

Manchester M2 3WQ

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.