



Trustees' Annual Report for the period

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

Section A Reference and administration details

Charity name Westbury Baptist Pre-School

Other names charity is known by

Registered charity number (if any) 1097997

Charity's principal address Westbury Baptist Pre-School

Westbury Baptist Church

Reedley Road

Postcode BS9 3TD

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	Helen Thorp	Trustee		Westbury-on-Trym Baptist Church
2	Moirá Nicoll	Trustee (Co-chair)		Westbury-on-Trym Baptist Church
4	Tim Gilmour	Trustee (Co-chair)		Westbury-on-Trym Baptist Church
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12				
13				
14				
15				
16				
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 (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Constitution
Trustee selection methods (eg. appointed by, elected by)	Appointed annually at Westbury Baptist Church 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.

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

- a) The advancement of education (including spiritual development) of children below compulsory school age, and
- b) The provision of facilities for the recreation of such children in the interest of social welfare and with the object of improving their conditions of life.

By providing for any children without discrimination by reason of the child's religious persuasion, racial origin, cultural and religious background a safe and satisfying Pre-school in a Christian environment.

Mission Statement

At Westbury Baptist Preschool we inspire curiosity, confidence and creativity by providing a stimulating, safe and nurturing environment. We encourage children to become successful independent learners.

Vision Statement

We will continue to provide experiences that enrich each child's social, emotional, spiritual, physical, intellectual, and creative abilities and interests. Through partnership with their families and the wider community, our goal is for each child to become a lifelong learner.

Statutory declaration

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

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)

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.

Summary of the main achievements of the charity during the year

During the year, the charity delivered a wide range of high-quality early years provision, supporting children's learning, development, and wellbeing while strengthening relationships with families and the wider community.

1. Supporting Children's Learning and Development

- Welcomed new starters across the year, with all children settling quickly through a structured induction process including welcome meetings, settling sessions, and parent questionnaires.
- Provided ongoing parent consultations to discuss progress, next steps, and any emerging concerns, ensuring strong home-setting partnerships.
- Delivered targeted support for children with additional needs, including weekly speech groups, updated IPPs and support plans, and enhanced transition arrangements.
- Reassessed all school-leavers using WellComm to support accurate transition information for receiving schools.
- Monitored and supported children remaining with the setting where developmental concerns were identified, working closely with parents and external professionals.

2. Transition to School

- Supported 24 children moving on to primary school, with transition records completed for each child.
- Engaged with multiple receiving schools through visits, meetings, and information sharing to ensure smooth transitions.
- Organised a group visit for children transferring to Elmlea and hosted school staff visits from several local schools.

3. Family Engagement and Community Activities

A wide range of events strengthened family involvement and enriched children's experiences, including:

- Sports Day, Leavers' Celebration, and End-of-Term Parties.
- Forest School visit, offering outdoor learning, risk-taking opportunities, and family participation.
- Teddy Bears' Picnic, Easter Egg Hunt, and Mother's Day Singing.
- Loose Parts Workshops, attended by 18 parents/carers, which positively influenced children's creativity and led to resource donations.
- Christmas Craft Workshops, nativity performance, and community singing events.
- World Book Day, with parents and community members reading stories to the children.

4. Parent Feedback and Quality Improvement

- Collected parent feedback through Google reviews, online questionnaires, and consultation meetings.
- Used feedback to inform an action plan for continuous improvement.
- Maintained strong communication with families, including those whose children attend multiple settings.

5. Safeguarding and Inclusion

- Continued close collaboration with parents, key workers, schools, and external agencies to support children with SEND.
- Updated support plans, IPPs, and enhanced transition documents to ensure children's needs were clearly communicated to receiving schools.
- Ensured safeguarding and inclusion remained central to all practice and decision-making.

6. Fundraising and Income-Generating Activities

- Raised funds through Concept Photography (£49) and Cauliflower Cards (£19).
- Encouraged charitable giving through Children in Need Week, with families donating online.

Section E Financial review

Brief statement of the charity's policy on reserves

The Pre-School has a policy to try to keep a minimum of 6 months of estimated future expenditure in reserve to cater for unforeseen issues.

The charity's main source of income is Local Authority grants and fees charged to parents. Both of these are based on the number children in attendance. The main costs are staff wages and rent, both of which are largely fixed. This combination of largely fixed costs but variable income based on pupil numbers means that it is prudent to maintain a significant reserve. The committee continuously reviews the excess, taking into account expectations for child numbers.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

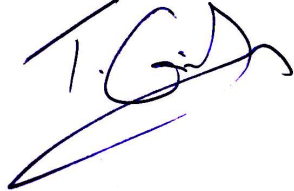
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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)		
Full name(s)	Helen Thorp	Tim Gilmour
Position (eg Secretary, Chair, etc)	Trustee	Trustee (Co-chair)
Date	13.3.26	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Westbury Baptist Pre-School

On accounts for the year
ended

2025

Charity no
(if any)

1097997

Set out on pages

8-9

(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's trustees, 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 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 16.03.26

Name: Brian Edward Ray

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

FCA

Address: 30 Old Sneed Ave, Bristol, BS9 1SE

Section B Disclosure

Only complete if the examiner needs to highlight material 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.

The accounts show a large deficit for the year and it is expected that a smaller loss is likely to be the position in the current year. The Trustees must be mindful that they have a responsibility to maintain the reserves of the Group to ensure its future and need to explore all ways to achieve this.



Receipts and payments accounts

CC16a

For the period
from

01-Aug-24

To

31-Jul-25

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Consumables		5,035	-	5,035	3,842
Fees Invoiced	15,620	-	-	15,620	18,748
Local Authority Grants	73,151	-	-	73,151	94,698
Fundraising	122	-	-	122	185
Deposits Taken	510	-	-	510	600
Interest on Term Deposit	1,527	-	-	1,527	495
	-	-	-	-	-
Sub total (Gross income for AR)	90,930	5,035	-	95,965	118,568
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	90,930	5,035	-	95,965	118,568
A3 Payments					
Consumables	-	3,346	-	3,346	2,045
Parties/Leavers Presents/ Fundraising	-	-	-	-	15
Staff Wages	90,739	-	-	90,739	88,311
Staff Pensions	2,714	-	-	2,714	-
Training and Other Costs	404	-	-	404	568
Rent	16,205	-	-	16,205	16,000
Insurance	638	-	-	638	563
Premises Costs	180	-	-	180	-
Printing Postage and Stationery	94	-	-	94	19
Advertising and Recruitment	424	-	-	424	340
Membership Subscriptions	147	-	-	147	329
DBS Checks	-	-	-	-	154
Independent Examination	-	-	-	-	462
Sundries	505	-	-	505	886
Deposits Refunded	60	-	-	60	150
	-	-	-	-	-
	-	-	-	-	-
Sub total	112,110	3,346	-	115,456	109,842
A4 Asset and investment purchases. (see table)					
Printer	-	-	-	-	899
	-	-	-	-	-
Sub total	-	-	-	-	899
Total payments	112,110	3,346	-	115,456	110,741
Net of receipts/(payments)	- 21,180	1,689	-	- 19,491	7,827
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	100,030	1,058	-	101,088	93,261
Cash funds this year end	78,850	2,747	-	81,597	101,088

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 Current Account	41,956	2,747	-
	Lloyds Holding Account	36,887		
	Bank term Deposit	-	-	-
	Petty Cash	7	-	-
	Total cash funds	78,850	2,747	-
	(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)
	Garden Railings	Unrestricted	1,260	-
	Rain Canopy	Unrestricted	5,499	-
	Cupboards	Unrestricted	1,220	-
	IT Equipment	Unrestricted	2,209	-
	Outside Equipment	Unrestricted	1,041	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Wages - July Overtime and Holiday Pay (paid august)	Unrestricted	57	Aug-24
	Wages - Pension (on August pay)	Unrestricted	146	Aug-24
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	