

Trustees' Annual Report for the period

		Period start date			Period end date		
From	1 st	Sept	2022	To	31 st	August	2023

Section A Reference and administration details

Charity name CHARLTON WITH CROPTHORNE PRE-SCHOOL

Other names charity is known by

Registered charity number (if any) 1124403

Charity's principal address THE OLD SCHOOL ROOM

RYDEN LANE, CHARLTON

PERSHORE

Postcode WR10 3LQ

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	Melissa Kate Ainsworth	Chair		
2	Kieran Bradley Hayfield	Trustee		
3	Jennifer Deborah Ainsworth	Treasurer	3.11.22 to 21.3.23	
4	Steph Simms	Treasurer	21.3.23 to 1.9.23	
5	Amy Claire Freeman	Trustee		
6	Emily Anne Lee	Trustee		
7	David Broomhall	Trustee	3.11.22 to 12.10.23	
8	Rebecca Sutton	Trustee		
9	Vicky Morris	Trustee		
10	Rebecca Williams	Trustee		
11				
12				

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 ADOPTED 10 DECEMBER 2002 AS AMENDED 12 MAY 2008 AND 7 OCTOBER 2010

How the charity is constituted
(eg. trust, association, company)

Unincorporated Charity with Trustees

Trustee selection methods
(eg. appointed by, elected by)

Appointed at Annual 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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Section C

Objectives and activities

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

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.

- offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
- encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas.
- instigating and adhering to and furthering the aims and objects of the Pre-School learning alliance.

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)

Pre-School has provided term time education and care facilities for children aged 2-4

We always publicise events such as the Christmas Fayre and Easter Duck Race to the local villages and always prove popular with the local community. We also support local events such as the Cropthorne Walkabout and Charlton Fayre by running stalls to entertain children and promote Pre-School to a wider audience. Pre-School have historically run the duck race at Charlton Fayre which is a very popular event!

We have continued to work with Cropthorne First School, developing the Forest School and have the Reception and Year 1 classes attend our Christmas Production and Easter Fayre.

At the Old Schoolroom, we have supported the recent fundraising activities which have culminated in the construction of an extension. We are also one of the key stakeholders involved in the next phase of improvements for the building and outside areas that have recently been carried out. We have worked closely with representatives from the Church to improve the garden area. We encourage the children to learn how to plant and raise vegetables and plants which adds colour and interest to the community garden around the church.

We have also continued the model to have a fundraising committee separate from the main trustees to encourage more parental support and ideas/events.

The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Charity's aims and objectives, in planning future activities and recognising the needs of children and adults in the local area during the year.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Pre-School has continued to provide term time education and care for 2 to 4-year-old children.

We returned run preschool in September last year with a healthy number of children, which led to a busy and full preschool year! We had a new driveway ready for our return as the last phase of the hall building work was carried out. The ongoing works meant that we have had to utilise a few other settings and our staff, children and parents have responded exceptionally well to our requests and changes of plans. It has given us all the opportunity to discover the forest school area at school, and venture a little further to Bugs and Blossom, which is always a very welcomed trip.

Vicky Morris continues to manage the setting, alongside working full time within the preschool, and has helped staff continue to deliver the high-quality childcare that our children are lucky enough to experience. There have been some staffing changes, with our old deputy Ruth's resignation – meaning Nic stepped up as a temporary Deputy Manager whilst we appointed new staff, Gee and Emily worked extra hard and Rebecca Sutton volunteered at preschool to support through the transition. In February, we announced that Vicky wished to step down as manager, however you will notice that she is still here and leading the team strong due to Gee taking on the role of Deputy Manager (congratulations Gee)!

The fundraising and generosity of our pre school and village community has been outstanding, and we have seen amazing contributions. Fingers crossed for more brilliant fundraising ideas in the coming year! The fundraising team have been exceptionally creative in what they have offered (Christmas Fayre, the annual duck race, a family summer party), and we can only hope that our volunteers can continue to support us and provide such amazing experiences for our families.

We have also managed to extend these experiences beyond fundraising events and the Christmas press release trip to Smart Trees was a highlight – with beautiful photos of some of our children on their website – a Christmas party in Strawberry Fields, dancing with Holly (for most of the preschool year), pub quiz (for the adults), Easter bonnet parade and very wet duck race, and watching the big school in their Easter production. We also introduced our hot meals a few days a week and they have been a great success, and personally a huge and cost-effective time saver!

Last year's AGM lacked bodies but we gained a great new committee for the year (Liss stayed on as chairperson, Rebecca stepped up to support as Vice Chair, Keiran joined as secretary, Steph as treasurer and Rebecca Williams, Emily, Amy and David joined as trustees). We've had a successful year as a committee, often making decisions over email and zooming into meetings, which shows great commitment, so thank you to everyone on the committee that continue to support the preschool.

We have seen our families accept the changes within the preschool extremely well, and it goes without saying that it makes the jobs of everyone a lot easier when there is a level of mutual respect and understanding, when we fall on tough times and have to make changes in how the preschool has been ran.

The summer term was a little bit of a wash out but whilst it rained a lot,

Section D

Achievements and performance

we managed to dodge the showers on our outdoor events, including the leavers tea party and our very successful sports day with the late arrival of the ice cream van.

The children of the preschool are at the forefront of all our decisions, and we thank everyone for their understanding when we have had to make last minute changes. We will strive to ensure the amazing experiences will continue because it is a pleasure to share these special times with our families.

Section E Financial review

Brief statement of the charity's policy on reserves

The Committee aim to hold at least £6000 in reserve. The reserve is to be used to meet fluctuations in receipts and payments to cover unexpected events or situations.

Details of any funds materially in deficit

Not applicable.

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)	M.Ainsworth 	
Full name(s)	Melissa Ainsworth	
Position (eg Secretary, Chair, etc)	Chair	
Date	25/10/23	



Receipts and Payments Account

For the Year Ended 31st August 2023

Income	2022-23	2021-22	Expenditure	2022-23	2021-22
Fees	£21,380.37	£13,343.01	Wages	£58,479.56	£62,536.26
Funding	£69,604.88	£73,863.27	Inland Revenue	£8,618.11	£7,957.12
			Pensions	£3,298.28	£2,492.87
FEES & FUNDING SUBTOTAL	£90,985.25	£87,206.28	STAFFING COSTS	£70,395.95	£72,986.25
Trips / Parties	£274.00	£528.00	Rent / Heat / Insurance	£4,499.80	£4,458.73
Toddlers	£0.00	£0.00	Stationery / Materials	£1,346.02	£1,295.43
Donations	£1,912.99	£1,566.07	Tapestry	£134.40	£0.00
Fundraising	£4,378.22	£3,049.77	Fundraising	£686.83	£778.70
Refunds (Toys)	£382.71	£512.51	Trips / Parties	£302.00	£482.00
DBS Refund	£0.00	£0.00	Consumables	£1,159.32	£326.32
Forest School	£10.00	£25.00	Training	£578.50	£1,427.20
Training	£0.00	£50.00	New Equipment	£3,845.54	£2,387.61
Sale of furniture	£0.00	£200.00	Music & PE	£448.38	£455.93
Waiting List Deposits	£450.00	£0.00	Accountants	£518.40	£363.60
			Cleaning	£354.62	£149.83
			Phone	£655.34	£800.40
			Ofsted	£50.00	£50.00
			Forest School	£147.00	£827.90
			DBS	£251.40	£127.20
			Gifts	£425.45	£142.10
			Website	£60.27	£87.75
			AGM	£51.63	£0.00
			SEN	£444.00	£525.00
			Music License	£86.89	£179.65
			Fees	£0.00	£28.40
			Recruitment	£88.85	£0.00
			Pupil Premium	£11.67	£0.00
			Uniforms	£0.00	£361.30
	£98,393.17	£93,137.63		£86,542.26	£88,241.30
Income Over Expenditure				£11,850.91	£4,896.33
Balance brought forward from 1 September 2022				£38,496.39	£33,600.06
Closing Balance 31 August 2023				£50,347.30	£38,496.39

Statement of Assets and Liabilities

	2022-23	2021-22
Closing Balance at Bank 31 August 2023	£47,303.32	£35,701.05
Total Bank	£47,303.32	£35,701.05
Petty Cash	£3,043.98	£2,795.34
Cheques paid out not yet cleared	£0.00	£0.00
	£50,347.30	£38,496.39

	Signature	Print Name	Date of approval
Signed The Chair / Secretary on Behalf of All the Trustees			



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INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF CHARLTON WITH CROPTHORNE PRE-SCHOOL

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2023 which are set out on page 8.

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 charity's accounts carried out under section 145 of the 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 examiners 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:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those 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.

Rachael Miles BSc(hons) MAAT

Date: