



Trustees' Annual Report for the Period

From : 1st September 2024 Period Start Date To : 31st August 2025 Period End Date

Charity Name: Caterpillars Preschool

Charity Registration Number: 1137958

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objectives of both Caterpillars Pre-schools is to enhance the development and education of children under statutory school age by encouraging and supporting parents to understand the needs of their children and provide for the children by :- • Offering appropriate play, education and care facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that they 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 the recognition of such needs; • Instigating, adhering to and furthering the aims and objects of the Early Years Foundation Stage.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Ofsted inspections in January 2020 for the Marks Tey setting when based at St Andrews Church Hall and in June 2022 for the Birch Setting, remain the most recent inspections. At these times, both settings achieved a 3rd consecutive Outstanding rating. All Caterpillars staff remain incredibly committed, hardworking and innovative to reflect and maintain these high standards and strive to continual improve on these achievements. The full OFSTED reports are available to view on our website (Marks Tey Report – EY422628 & Birch - EY422633). These independent reports continue to demonstrate how our core activities continue to meet our main objectives as detailed above. Staff work extremely hard to ensure that they keep the key comments from the reports at the forefront when planning activities for the year. The key comments from the reports are detailed below; Marks Tey • Children who learn best from being outdoors are able to do so. • Staff observe children as they play and engage them in exciting and purposeful play. Children's individual needs are at the heart of everything staff do. Children respond positively to the high expectations of staff and make rapid progress in all the pre-school management team monitors the quality of the provision exceptionally

		well. They are highly effective in driving improvement. Staff are extremely motivated, enthusiastic and demonstrate a strong commitment towards maintaining excellence in all areas. • Staff provide a superb range of activities, both indoors and outside, that promotes all areas of learning. They give thorough attention to planning for outdoors. • Children's language and communication skills are given high priority. Staff skilfully talk with children and challenge their thinking. They engage children in conversation, actively listen to what children have to say and skilfully extend and develop their vocabulary. • Children feel extremely safe in this exceptionally warm and welcoming pre-school. They develop incredibly secure emotional attachments to their key person and other staff. • Partnerships with parents are extremely friendly and trusting. Parents are actively encouraged to remain involved in their child's learning, both in the pre-school setting and at home. The key-person system is implemented exceptionally well, to help ensure that each child's individual care and learning needs are precisely met. Birch • The quality of education is outstanding. The manager and her team of practitioners are highly ambitious and passionate about what they do. They recognise the importance of the role they play in children succeeding and having the best possible start in the early years. Practitioners are outstanding role models. Their morale is exceptionally high, and their well-being is a priority for the manager. They attend extensive professional development and training, reflecting on their practice and the impact it has on children's learning outcomes. Children are making excellent progress and, in some cases, they are exceeding in their learning and development. Children are very well prepared for the next stages of their education. • Books and stories are brought to life by imaginative practitioners. Children are exposed to extensive new vocabulary, such as 'consistency, discovery', and 'hydration'. Practitioners encourage them to ask questions and share their own ideas. Children eagerly make contributions, and these are valued by attentive practitioners. • Children are exposed to a language-rich environment, giving them an excellent start with their communication skills. Children vote to make decisions as a group and their voices, thoughts and feelings are heard. Practitioners use imaginative ways to support this. They encourage children to line up for the choice they have made, stand up or sit down. • Practitioners use number language in everyday opportunities, supporting an introduction to early mathematics. Children count confidently up to 10 and beyond. Children use writing and experiment with mark making in their play. Practitioners write messages on notes and invite children to share these and write back with messages. • Children show consistent interest and engagement in exciting and creative experiences. They explore the creation station and extend
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		this into imaginative role play. The children dress up in school uniforms and pretend they are going to their new school. Children say, 'I am going to school' as they pack rucksacks and jump on the pretend play bus to travel to school. These unique opportunities support children to prepare for school. Children with special educational needs and/or disabilities thrive in the inclusive environment and they achieve the best possible outcomes. Partnership working is outstanding. Parents praise the practitioners and have the highest regard for their caring and nurturing relationships with children. They say practitioners are kind, approachable and helpful. The key person and manager carry out home visits to support children settling and have completed home visits since the COVID-19 pandemic to swiftly identify any learning needs. Parents share that their children thrive and grow at the pre-school. They are complimentary about how much progress they can see at home from the learning that takes place at pre-school. All of these statements remain key drivers at both Caterpillars settings and are at the forefront of the planning and development of activities for the children attending the Preschools.
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Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Both in the planning of activities and decision making at our committee meetings Caterpillars have full regard to the Charities Commission's Guidance on public benefit.
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Additional Information (Optional)

You may choose to include further statements where relevant about:

Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers and Others	Para 1.38	Caterpillars relies on a strong and committed committee of volunteers that help support the running of the Pre-schools both through the management committee and the organisation of fundraising events. The contribution of volunteers during this reporting period both on the committee as well as helping develop new fundraising activities continued to be invaluable. Caterpillars could not continue to succeed without the support of the committee members working tirelessly to ensure they provide the support both the staff and families of the children who attend the Pre-schools require.

Achievements and Performance

Summary of the main achievements the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Marks Tey At the start of this financial period, Caterpillars Marks Tey moved to a new permanent home in the grounds of St Andrews School (EY 2805792). This has been an extremely positive move as it means the setting is no longer a pack away preschool. Having permanent premises has seen huge benefits which has had a positive impact on what can be delivered as staff have more time to develop and expand the activities and resources available to the children. The new setting also provides access to a greater outdoor space which along with the forest school area, there is also access to the school playground and access to the school playing fields. The new premises has brought with it a different way of working with the staff now split across 2 rooms instead of all in the same space. The year started with the plan to have the rooms split by age, but as there was greater demand for places for older children the rooms were adapted to mixed aged rooms from the October half term. Birch The majority of the children settled quickly Those that required additional Support with speech & language used the Early Talk Boost programme alongside Speech club. All children that were put on to these programmes made progress upon completion. Caterpillars Birch continues to participate with the Colchester Communication Hub which is a professional forum that discusses difficulties and challenges that settings currently face and share best practice. The team rotate their attendance and then feedback at staff meetings. The annual sports day and picnic was a great success again with some very moving gifts created by the parents of the children who were due to move on to Primary school. Both settings remain grateful to the families that continue to support the payment of the consumables fee as this enable Caterpillars to expand the curriculum available to the children and include special activities to make various festivals as well as running the new stay & play Mothers & Fathers days tea parties.
		The lack of internet access at Birch continues to create one of the biggest challenges both for the delivery of this programme as well as other areas. <u>Training</u> All Staff continued to keep their knowledge up to date by regularly attending cluster meetings for SEND and safeguarding briefings. Birch have also been attending TPP training.

		To support the maternity cover at Marks Tey another member of staff successfully completed their SENCO training which has proved invaluable. Transition Arrangements The summer term saw the start of the transition process for the children going to school although it proved difficult to get to meet with all the teachers in the primary schools due to time restriction. Children leaving Caterpillars Marks Tey to move in St Andrews School were able to benefit from being on site and having more frequent contact with the reception teachers. The transitions to school plans went smoothly at Birch. Teachers from some of the schools came to visit their new pupils at the setting & the Manager met with the teachers for those who couldn't. <u>Fundraising events & purchases</u> As a charitable run pre-school, fundraising remains a very crucial means of raising additional income to pay for resources for children. A Christmas party was held for a 2nd year and it proved again to be both an enjoyable morning for the children and their families, but also raised over £500. This along with a quiz held in June provided a much need boost to enable the purchase of new resources in preparation for the move to St Andrews school as well as new resources for Birch. Parents from Birch also gifted the setting £300 towards resources. Being able to purchase resources throughout the year to support children's learning is invaluable. On top of this, a separate donation was received which enabled the purchase of a set of Monkey bars. <u>Priorities for improvement to the settings:</u> Following the move to St Andrews school, there are a number of items of equipment and storage that are required for the Marks Tey setting now it is no longer a pack away preschool. Having been offered a donation from the local parish council, Caterpillars worked jointly with Birch school and agreed a programme of works to replace the canopy roof over the outside play area. Works were also undertaken to ensure the fabric of the building remained water tight to extend its longevity. Obtaining internet access at Birch remains a priority.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Wages and accommodation and training costs remain the biggest area of expense for Caterpillars. Whilst the numbers at both settings remain strong, once again, the low levels of funding alongside continued high minimum wage rises has further increased the financial pressures. With over 90% of children now fully funded. These costs, along with the other financial impacts outlined above resulted in an overall drop in capital of £16,257 in this reporting period. Birch Community (current account – fundraising) - £476.91 Marks Tey Community (Main - current account) - £294.21 Birch Deposit account (Reserve for both settings) – £28,760.71 Marks Tey Deposit account (Savings for both settings) - £3,866.86 Total across all accounts as at 31st August 2023 – £36,662.60 This is a reduction of £3,263.93 (down from £33,662.60) in terms of capital from the end of August 2024 however, Caterpillars did return a small profit at the end of this financial period of £296. This is the first profit returned since 2020-21 financial year.
Review of the charity's financial position at the end of the period	Para 1.21	The committee will continue to work hard along with the Preschool Administrator and Managers to try and continue to stabilise Caterpillars financial position to ensure both preschool's remain financially viable. Caterpillars remains a strong brand with waiting lists at both settings. This along with the dedicated staff and good support from Parents and Carers helps ensure its ongoing viability. The support of parents is clearly demonstrated in the well attended events that raise much needed funds for new resources and projects at the two settings.

Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity holds reserves in a separate account as a contingency towards redundancy and other liabilities in the event of closure or to cover unexpected expenditure in any given year.
Amount of reserves held	Para 1.22	Reserves as at 31/8/2024 - £28,760.71
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The majority of income comes from government funded places, with a smaller percentage from fees (non-funded hours & consumables) as well as uniform sales.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A

A description of the principal risks facing the charity	Para 1.46	The biggest risk to the charity is the Governments funding rates failing to keep up with the increasing costs facing the charity in terms of wages and other staff costs such as pensions and national insurance contributions
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Structure, Governance and Management

Description of Charity's Trusts		
Type of Governing Document: for example ; trust deed, memorandum and articles of	Para 1.25	Articles and Memorandum of Association

association etc		
How is the Charity Constituted? for example limited company, unincorporated association, CIO	Para 1.25	The charity is registered as a limited company with effect from 1 st November 2010

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election at the Annual General Meeting. The charity is committed to engaging a diverse committee of trustees which reflects the society in which we operate.
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Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	We have a policy and procedures for the induction of Trustees and Volunteers.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative Details

Charity name	Caterpillars Pre-school
Other name the charity uses	
Registered charity number	1137958
Charity's principal address	Caterpillars Pre-school, Mandeville Road, Marks Tey, Colchester, Essex, CO6 1HL

Names of the Charity Trustee Who Manage the Charity

Trustee Name	Office (if any)	<i>Dates acted if not all year</i>	Name of person (or body) entitled to appoint trustee (if any)
Amber Pullen	Chair		Vote of members at annual AGM
Ria Hennessy	Treasurer		Vote of members at annual AGM
Sarah Lawrence	Secretary		Vote of members at annual AGM

Corporate Trustees – Names of the Directors at the Date the Report was Approved

Director name	
Amber Pullen	Chairperson
Ria Hennessy (appointed Nov 2023)	Treasurer
Sarah Lawrence	Secretary

Name of Trustees Holding Title to Property Belonging to the Charity

Trustee name	Dates acted if not for whole year
N/A	

Funds Held as Custodian Trustees on Behalf of Others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional Information (optional)**Names and Addresses of Advisers (optional information)****Type of Adviser Name Address**

Accountants	Axis Accounting	Colchester Business Park, 1 George Williams Way, Colchester, Essex, CO1 2JS
Banker	HSBC	26 High Street, Colchester, Essex, CO1 1DQ

Name(s) of Chief Executive or Names of Senior Staff Members (optional information)

Chrystal Clark – Pre-school Manager - Birch
Becky Barber – Pre-school Manager – Marks Tey

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The Trustees declare that they have approved the Annual Trustees' Report (including Directors' report) above.

Signed on behalf of the charity's Trustees/Directors

Signature(s)		
Full name(s)	Sarah Lawrence	Amber Pullen
Position (for example Chair, Treasure, Secretary etc)	Secretary	Chair, Management Committee
Date	1 st June 2026	1 st June 2026

**CATERPILLARS PRE-SCHOOL
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**



Axis Accounting & Bookkeeping Ltd
Colchester Business Centre
1 George Williams Way
Colchester
CO1 2JS

Caterpillars Pre-School Contents

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Company Information

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Income and Expenditure Account

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The following pages do not form part of the statutory accounts:

Detailed Income and Expenditure Account

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**Caterpillars Pre-School
Company Information
For The Year Ended 31 August 2025**

Directors	Ms Amber Pullen Ms Ria Hennessy
Secretary	Mrs Sarah Lawrence
Company Number	07287209
Registered Office	Mandeville Road Marks Tey Essex CO6 1HL
Business	Mandeville Road Marks Tey Essex CO6 1HL
Accountants	Axis Accounting & Bookkeeping Ltd Colchester Business Centre 1 George Williams Way Colchester CO1 2JS

**Caterpillars Pre-School
Income and Expenditure Account
For The Year Ended 31 August 2025**

	2025	2024
	£	£
TURNOVER		
Other income	186,294	144,954
Cost of raw materials and consumables	639	772
Staff costs	(9,814)	(10,024)
Other charges	(159,254)	(139,875)
	(17,569)	(12,470)
NET SURPLUS/(DEFICIT)		
	296	(16,643)

**Caterpillars Pre-School
Balance Sheet
As At 31 August 2025**

	2025	2024
	£	£
Current assets		
Creditors: Amounts Falling Due Within One Year	33,459	34,707
	(4,195)	(5,739)
NET CURRENT ASSETS	<u>29,264</u>	<u>28,968</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>29,264</u>	<u>28,968</u>
Accruals and deferred income	(240)	(240)
NET ASSETS	<u>29,024</u>	<u>28,728</u>
RESERVES	<u>29,024</u>	<u>28,728</u>

Notes

1. General Information

Caterpillars Pre-School is a private company, limited by guarantee, incorporated in England & Wales, registered number 07287209. The registered office is Mandeville Road, Marks Tey, Essex, CO6 1HL.

2. Average Number of Employees

Average number of employees, including directors, during the year was: 11 (2024: 12)

3. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

For the year ending 31 August 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions.

On behalf of the board

alpuller

11.11.25.

Date

**Caterpillars Pre-School
Detailed Income and Expenditure Account
For The Year Ended 31 August 2025**

	2025		2024	
	£	£	£	£
TURNOVER				
Fees	16,398		24,410	
Funding	148,412		110,740	
Donations	6,349		183	
Fundraising	2,124		1,663	
Milk reimbursement	696		629	
Uniform and book bags	1,094		835	
Daily consumables	11,221		6,494	
		186,294		144,954
OTHER INCOME				
Other operating income	-		60	
Interest receivable and similar income	639		712	
		639		772
		186,933		145,726
COST OF RAW MATERIALS AND CONSUMABLES				
Milk costs	627		703	
Resources	4,062		1,939	
Uniform and book bag costs	812		1,014	
Snacks	1,822		1,336	
General expenses	1,433		2,402	
Fundraising expenses	659		259	
Marks Tey move	399		2,371	
		(9,814)		(10,024)
STAFF COSTS				
Wages and salaries	154,822		136,948	
Employers NI	1,609		-	
Employers pensions - defined contributions scheme	1,915		2,426	
Staff training	728		501	
Staff expenses	180		-	
		(159,254)		(139,875)
OTHER CHARGES				
<i>Premises expenses:</i>				
Rent	6,274		6,744	
Repairs and maintenance	4,574		-	
Cleaning	360		377	
	11,208		7,121	
<i>General administration costs:</i>				
Computer software, consumables and maintenance	-		4	
Insurance	1,350		1,732	
Printing, postage and stationery	1,152		859	
Advertising, marketing and website costs	1,583		26	
Telecommunications and data costs	662		560	
Accountancy fees	274		748	

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Caterpillars Pre-School
Detailed Income and Expenditure Account (continued)
For The Year Ended 31 August 2025

Subscriptions	992		928	
Entertaining	220		363	
Sundry expenses	1		1	
	<u>6,234</u>		<u>5,221</u>	
<i>Interest payable and similar charges:</i>				
Bank charges	127		128	
		(17,569)		(12,470)
NET SURPLUS/(DEFICIT)		<u>296</u>		<u>(16,643)</u>



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

CATERPILLARS PRE SCHOOL (ESSEX) LIMITED

**On accounts for the year
ended**

31/8/2025

**Charity no
(if any)**

1137958

Set out on pages

1-5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**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 (~~other than that disclosed below~~ *) 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.

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

Signed:

Date:

9/10/2025

Name:

KAREN BARTLETT

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

ICAEW

Address:

COLCHESTER BUSINESS CENTRE

1 GEORGE WILLIAMS WAY

COLCHESTER, CO1 2JS

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.