



Trustees' Annual Report for the period

From

Period start date

Day
1st

Month
Sept

Year
2022

To

Period end date

Day
31st

Month
August

Year
2023

s

Section A

Reference and administration details

Charity name

Impstone & Cherry Trees Preschool

Other names charity is known by

Impstone & Cherry Trees Preschool

Registered charity number (if any)

1140075

Charity's principal address

Pamber Heath Memorial Hall

Pamber Heath Road

Pamber Heath, Tadley, Hants

Postcode

RG26 3TQ

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	Jenny Marshall	Chair		
						2	Christine McGarvie	Treasurer		
						3	Rebecca Kingston	Secretary		
						4	Amanda Davies	Manager/Trustee		
						5	Georgina Bitcliffe	Trustee		
						6	Lizzie	Trustee		
						7	Michelle Day	Trustee		
						8				
						9				
						10				
						11				
						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	
Book keeper	Vikie Trussler		
Name of chief executive or names of senior staff members (Optional information)			

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (Pre-school Learning Alliance Model Constitution 2011 adopted 27/6/12, previously 2008 version).
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	All Family Members (Parents) are invited to stand for the posts and act as trustees. The nominations, elections and appointments are made at the AGM in line with CC requirements, our constitution and our procedures. Trustees can also be appointed through these procedures.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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 	<p>Impstone and Cherry Trees Preschool is a charity run pre-school offering funded and affordable childcare. We are a not-for-profit organisation, which is managed by our Parent Management Committee (Trustees). We are affiliated to the Preschool Learning Alliance and regulated by the Charity Commission. We are compliant with legal and regulatory requirements and operate a best practice policy.</p> <p>The pre-school is affiliated to the Preschool Learning Alliance, and is supported, monitored and regulated by Hampshire County Council & Hampshire Early Years team. As a pre-school we are also inspected and regulated by Ofsted.</p> <p>The preschool also maintains strong links with local and feeder schools and any social support networks/agencies as required.</p>
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and procedures to manage them.

We undertake regular reviews of our policies and procedures (which can be accessed via the pre-school website www.impstonepreschool.co.uk).

These include a conflicts of interest policy, controls and reporting process; trustee expenses policy; expenditure over £250 process; a reserves policy; as well as complying with the requirements under employment law and other such related regulations.

Trustees are nominated and elected in line with our governing document. All trustees are given a welcome pack upon appointment (available via the website) and are required to submit the required declarations and sign confidentiality agreements, as well as complete the EY2 (CRB/DBS) checks.

We work hard to ensure we have a fully inclusive, approachable, friendly, open atmosphere, whilst maintaining security and confidentiality. We readily welcome feedback and input from staff and Family Members (parents/carers), and willingly offer support and guidance where necessary.

Section C Objectives and activities

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

The preschool aims to provide fully inclusive, affordable, and accessible childcare and education to pre-school aged children (age 2 – statutory school age), in a safe and supportive environment and work in partnership with parents in the provision of this, regardless of race, religion, disability or ethnicity.

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)

Impstone and Cherry Trees Preschool is the only charity run preschool within the local area. We are open Monday to Friday during term time and offer funded and affordable childcare and education to children aged 2 to statutory school age, on a sessional or day basis, with additional lunch clubs available.

Children are cared for by qualified paid staff who have shown great dedication and commitment to the preschool and have worked hard to become an effective team under the Manager's leadership. The preschool has a deputy who oversees the staff and reports to the manager.

The team takes part in necessary training on a timely basis relating to all parts of the statutory framework with regards to Safeguarding and First Aid. There has also been training to all the staff relating to the use of Makaton, symbols and visuals to aid communication for all children.

The team has worked efficiently to provide a nurturing, stimulating and educational environment where the children learn through investigation and imaginative play, as well as structured learning activities on an individual or group basis. The children are encouraged to

develop their awareness of others and understanding of differences, as well as developing life skills, such as sharing, co-operation and negotiation.

Staff with specialist roles continue to help the setting manage areas of need, specifically in Behaviour Management and Speech & Language, where activities and resources to target and encourage children are planned for and provided, especially as we see a higher number of children with needs in these areas.

The preschool continually reviews their working practices and seek the advice of support agencies to ensure continued improvement and have policies and procedures in place to ensure their legal and regulatory compliance.

The preschool actively encourages parental involvement in the management of the preschool and the development of their children, both within the setting and at home.

The management team continue to build on the links with the feeder schools.

The manager also leads a local cluster group for all preschools and nurseries which ensures all are benefiting from a depth of knowledge and sharing of experiences and training to provide the best opportunities for all the children.

The parents and children have supported the preschool through fundraising activities held on sports day, Christmas and Easter celebration as well as Mother's and Father's days and the end of term 'graduation'.

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.

The committee is run on a voluntary basis and meets every term to hear the Managers report and plan special events and fundraising.

THANKS

Huge thanks go to the committee Chair (Jenny Marshall) who has been an amazing support with her knowledge of education, special needs and all things Early Years. Coming from a senior leadership role within a large special needs school, she is able to support the manager in various aspects within the preschool.

Thanks also go to the Treasurer (Christine McGarvie) who has given time to ensure banking procedures have been undertaken in a

timely manner and also taking a very active part in helping to raise awareness for any funds we may be entitled to, either as a setting or towards our new building project (updates below).

As always, a big and special thanks must be given to Amanda for her selflessness, drive, determination and unwavering dedication in the management of the pre-schools and for ensuring its continued growth and reputation within the community.

She leads by example and works over and above her job description and remit. Amanda is immensely well respected by parents, staff and other settings in the local area.

Amanda works incredibly hard to ensure the smooth running of the preschool and education and welfare of all the children.

She worked tirelessly to ensure high standards were set and adhered to and we are confident that an OUTSTANDING grade is only a hairsbreadth away – next time!

Finally, the committee as a whole extend their grateful thanks and appreciation to ALL the staff for the dedication, hard work, flexibility and commitment they have shown and continue to give to the pre-schools.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Committee met when possible, during the school year to discuss fundraising events. Financial meetings were held on site with the chair, accountant, treasurer and manager to ensure finances continued to be used effectively.

We started the school year with a fairly good number of children on the books and saw a huge early surge in additions, to the point of us being full every day and holding a waiting list by Easter. We had 57 children on role, with our busiest days seeing 38 children in setting, the most we've ever had and many visits still taking place.

We were extremely fortunate that the majority of our new children came to us through word of mouth, which is a huge testament to the work we do and the care we have for all our children.

We took on a number of new staff to help build the strength of the team.

Early 2023 saw us in the peak of “lockdown babies” and brought a huge increase in children with social and emotional needs. However, with parental support and a strong team, we were able to see a great change in these children😊

We continue to provide great expertise to children with additional needs, offering specific care for those individual children on a 1:1 basis. We are recognised by families whose children require this support, again through word of mouth on our abilities to engage their child, no matter their need, supporting their learning and helping them grow at a pace suitable for them.

As always, we owe huge thanks to the Pamber Heath Hall Committee and the Parish Council for their continued support through the year and believing in the success of the preschool, to support the need for refurbishment and extension, allowing the rest of the hall to be utilised by all the clubs.

We continued to work with both the hall committee and Parish Council throughout the refurbishment duration and like all, were very excited to see the amazing transformation begin, both with the extension and within the original building.

The biggest thing we were excited about was the amazing building project taking shape in front of our eyes. The children loved watching the building works, especially the cranes and the cement trucks! The contractors were fantastic in ensuring everyone's safety was paramount and working as best as they could around the needs of our family's arrival and departure times. We were given a temporary garden that the children enjoyed and once the weather picked up, they were able to play outside lots more!

We were able to maintain a sense of normality during the build, with Christmas, Easter, Mother's Day and our annual trip to Beale Park along with our weekly visits to Bethany Care Home. We even had a visit from Buttercup the Cow that the children were able to milk, as well as checking out a fire engine!

As we moved through the summer term, we looked to prepare our older children for 'big school', helping both them and their families through what can be a very challenging time for the child as well as the parents! With Sport's Day looming and the biggest tear-jerking moments of the year at the leaver's ceremony, we look forward to all that 2023/24 has in store for us!

Committee

We continue to increase our committee membership focusing on highlighting the importance of the committee as part of the preschool's running.

As always, our thanks go to all the current, leaving and new trustees for their support, and to all our Family Members without whom our successes would not have been so great.

Section E

Financial review

Brief statement of the charity's policy on reserves

The pre-school reserve has been established and maintained throughout the school year and provides 6 weeks of funds for all compulsory payments and wages/redundancy payments.

Details of any funds materially in deficit	Any "profit" has been allocated to the new build project or to any new equipment
	None
Further financial review details (Optional information)	
<p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> 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. 	<p>The majority of funding is met through the Nursery Grant system. Further funding comes through sessional fees and lunch club from unfunded parents/take-up. We also raise funds through various fundraising and educational activities.</p> <p>We also receive grants from Hampshire to enable the purchase of extra equipment to support our funded 2-year-olds.</p> <p>Our expenditure has fully supported our key objectives to provide a quality, safe and stimulating environment for the children to learn through play. Expenditure has included staff wages, rent and maintenance of premises as well as new play equipment and training costs.</p>

Section F	Other optional information
<p>We thank the Pamber Parish Council and the Pamber Heath Memorial Hall Committee for their continued support and belief in us.</p>	

Section G				Declaration			
<p>The trustees declare that they have approved the trustees' report above.</p> <p>Signed on behalf of the charity's trustees</p>							
Signature(s)		J MARSHALL					
Full name(s)		JENNIFER MARSHALL					
Position (eg Secretary, Chair, etc)		CHAIR OF THE TRUSTEES					
Date		03/06/2024					



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Impstone Pre-School

No (if any)
1140075

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/09/2022

To

Period end date
31/08/2023


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					
Fees	17,543	-	-	17,543	20,065
Funding	123,711	-	-	123,711	86,304
Grant	-	-	-	-	-
Fund Raising	1,239	-	-	1,239	210
Donations	360	-	-	360	98
Bank Interest	203	-	-	203	5
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	143,056	-	-	143,056	106,683
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	143,056	-	-	143,056	106,683
A3 Payments					
Hall Rental	3,700	-	-	3,700	3,657
Equipment & Materials	1,254	-	-	1,254	1,844
Cleaning & Supplies	696	-	-	696	781
Setting Development	320	-	-	320	-
Advertising	-	-	-	-	100
Insurance	946	-	-	946	383
Miscellaneous	421	-	-	421	5,590
Office Supplies	1,482	-	-	1,482	1,287
Prof Fees	1,877	-	-	1,877	1,915
Staff Costs	111,275	-	-	111,275	83,797
Staff Uniforms	-	-	-	-	568
Waste Disposal	763	-	-	763	332
Website	181	-	-	181	180
Training	108	-	-	108	1,060
Subscriptions	247	-	-	247	276
Learning Journals	-	-	-	-	-
EYPP ecpe	-	-	-	-	-
Trips	294	-	-	294	-
Cherry Trees Purchase	-	-	-	-	-
	-	-	-	-	-
Sub total	123,349	-	-	123,349	101,770
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	123,349	-	-	123,349	101,770
Net of receipts/(payments)	19,707	-	-	19,707	4,913
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	48,487	-	-	48,487	43,574
Cash funds this year end	68,194	-	-	68,194	48,487

Section B Statement of assets and liabilities at the end of the

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank - Current	28,066	-	-
	Bank - Reserve	40,146		
	Outstanding Fees	113	-	-
	Payments made, not cleared bank	- 130	-	-
	Total cash funds	68,194	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment 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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Amanda Davies	30/06/2024



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Impstone Pre-School

**On accounts for the year
ended**

31st August 2023

**Charity no
(if any)**

1140075

Set out on pages

1 to 3

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities 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:

LParker-Schwarz

Date:

24th June 2024

Name:

Lynda Parker-Schwarz

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

N/A

Address:

Bell House, 19A Church Road, Pamber Heath

Tandley, HANTS

RG26 2DZ

Section B

Disclosure

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.

Nothing to report