



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1st	Sept	2023		31st	August	2024

Section A Reference and administration details

Charity name Impstone 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)
Jenny Marshall	1	Chair		
Christine McGarvie	2	Treasurer		
Rebecca Kingston	3	Secretary		
Amanda Davies	4	Manager/Trustee		
Georgina Bitcliffe	5	Trustee		
Lizzie West	6	Trustee		
Michelle Day	7	Trustee		
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20				

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

Name	Dates acted if not for whole year
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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Vikie Trussler	

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 (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)

You may choose to include additional information, where relevant, about:	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
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|---|---|
| <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 and procedures to manage them. | <p>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> <p>We undertake regular reviews of our policies and procedures (which can be accessed via the pre-school website www.impstonepreschool.co.uk).</p> <p>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.</p> <p>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.</p> <p>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.</p> |
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Objectives and activities

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.

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, earlier starts and later finishes 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.

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.

The new school year in September started very well with a record number of children on the books for that time of year and although we were only utilising the small hall, we managed very well.

October saw us undergoing an Ofsted inspection. Always a stressful time for the staff. However, as always, everyone rose to the occasion and Ofsted were very pleased with what they saw. We had many outstanding features and received an overall grade of Good. Not bad considering our change of environment and all the external distractions.

We continued to work with both the hall committee and Parish Council throughout the last few months of the refurbishment and owe them huge thanks for their continued support and believing in the success of the preschool.

The new year in our new hall was such an exciting start to 2024. It was so lovely to have everything set out and ready for the children. Staff really appreciated not having to put equipment out at the beginning of a session and away again at the end. Displays and pictures can now be left out for the children to see. It's such an inviting area for children to learn and have fun in, meet their friends and build on their knowledge. The new hall has allowed us to extend our opening hours and after feedback from parents, this means we now open 8.30am to 4pm every day.

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.

The new sensory classroom is well equipped to meet the needs of, not just our SEN children, who benefit from a smaller space and the tranquil calm, but everyone who ventures in to explore and play with this wonderful interactive equipment. We now have a relaxing space in which to chill and we will be investing in an interactive board, bubble tube, and many more sensory toys.

Just outside the preschool hall is a covered area which has some larger equipment and can be used all year round. It leads onto the garden, which will be a great space for the children to run around in and let off steam!

	<p>This area will also be having a major overhaul as at present it is still a mound of earth left by the contractors. We look forward to that work being started soon.</p> <p>Manda and her team continue to provide tremendous care, support and educational opportunities for all the children and their families. The knowledge, expertise, and enthusiasm they all demonstrate is second to none.</p> <p>Impstone and Cherry Trees Preschool really is the best preschool and I am proud to be working with them!</p> <p><u>Committee</u></p> <p>We continue to maintain our committee membership focusing on highlighting the importance of the committee as part of the preschool's running.</p> <p>As always, our thanks go to all the current trustees for their support, and to all our Family Members without whom our successes would not have been so great.</p>
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Section E Financial review	
Brief statement of the charity's policy on reserves	<p>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.</p> <p>Any "profit" has been allocated to the new build project or to any new equipment</p>
Details of any funds materially in deficit	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.</p> <p>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**

We thank the Pamber Parish Council and the Pamber Heath Memorial Hall Committee for their continued support and belief in us.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

J MARSHALL

Full name(s)

JENNIFER MARSHALL

Position (eg Secretary, Chair, etc)

CHAIR OF THE TRUSTEES

Date

09/06/2025



Receipts and payments accounts

For the period from	Period start date 01/09/2023	To	Period end date 31/08/2024
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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	21,860	-	-	21,860	17,543
Funding	145,939	-	-	145,939	123,711
Grant	-	-	-	-	-
Fund Raising	1,190	-	-	1,190	1,239
Donations	375	-	-	375	360
Bank Interest	498	-	-	498	203
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	169,862	-	-	169,862	143,056
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	169,862	-	-	169,862	143,056
A3 Payments					
Hall Rental	5,503	-	-	5,503	3,700
Equipment & Materials	9,320	-	-	9,320	1,254
Cleaning & Supplies	2,053	-	-	2,053	696
Setting Development	4,750	-	-	4,750	320
Advertising	200	-	-	200	-
Insurance	900	-	-	900	946
Miscellaneous	763	-	-	763	421
Office Supplies	1,447	-	-	1,447	1,482
Prof Fees	1,794	-	-	1,794	1,877
Staff Costs	129,949	-	-	129,949	111,275
Staff Uniforms	1,224	-	-	1,224	-
Waste Disposal	1,013	-	-	1,013	763
Website	209	-	-	209	181
Training	365	-	-	365	108
Subscriptions	577	-	-	577	247
Learning Journals		-	-	-	
EYPP ecpe		-	-	-	
Trips	390	-	-	390	294
Cherry Trees Purchase		-	-	-	
	-	-	-	-	-
Sub total	160,456	-	-	160,456	123,349
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	160,456	-	-	160,456	123,349
Net of receipts/(payments)	9,406	-	-	9,406	19,707
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	68,194	-	-	68,194	48,487
Cash funds this year end	77,600	-	-	77,600	68,194

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

Categories	Details	Unrestricted funds to nearest £		Endowment funds to nearest £
B1 Cash funds	Bank - Current	25,506	-	-
	Bank - Reserve	55,105		
	Outstanding Fees	- 90	-	-
	Payments made, not cleared bank	- 2,921	-	-
	Total cash funds	77,600	-	-
0.23	(agree balances with receipts and payments account(s))	OK	OK	OK


B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted 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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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	30/06/2025



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 2022

Charity no (if any)	1140075
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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:

L Parker-Schwarz

Date:

30th June 2025

Name:

Lynda Parker-Schwarz

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

N/A

Address:

19A Bell House, Church Road, Pamber Heath

Tadley HANTS RG26 3DZ

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