



Buttons and Bows Pre-school

Registered charity number 1145956

TRUSTEES ANNUAL REPORT AUGUST 2024

Charity Name	Buttons and Bows Pre-School
Address	c/o Sawtry Infants School Middlefield Road Sawtry Huntingdon PE29 5SH
Charity Number	1145956
Trustees	Mrs Julie Howells Mrs Rachel Twine Mrs Joanne Chapman Mrs Ruth Fox <u>Emily Wright</u> <u>Clare Molyneux</u> <u>Zach booth</u>
Governance	<p>The pre-school adopts the Pre-School Learning Alliance Constitution and follows the rules and regulations prescribed by the PLA.</p> <p>Trustees are appointed or re-appointed at the Annual General Meeting in September.</p> <p>All trustees with the exceptions of Mrs Julie Howells and Mrs Ruth Fox, are volunteers and receive no remuneration or other benefits. Mrs Julie Howells is also the Manager of the setting and receives an appropriate salary.</p>

Finance	The main sources of income are a grant from Cambridgeshire County Council for the service provision of childcare and fees from parents using the facility.
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AGM TREASURERS NOTES TO SUPPORT REPORT 2024

- Vicky Parkes said it has been a very successful year for our pre-school and we continue to work and plan with healthy bank balances. Annually we submit our accounts to the charities commission. Full details of our annual accounts are available for you to see

AGM MANAGERS REPORT 2024

- It is great to see you all face to face and via zoom to support our wonderful pre-school, this evening we are live and multitasking! As we have celebrated our SEVENTH anniversary in this wonderful building, we often reflect on where we have come from and how we have evolved. So that you can share an understanding of our journey I thought I would give you a little insight into the background of Buttons and Bows.
- Buttons and Bows, a charity, has come a long way in recent years. Established in 1993 it was originally located in the Old School Hall, a shared community building and was a pack away setting (resources and equipment set up each morning and packed away each afternoon). This was not a barrier to myself and my staff who worked tirelessly to receive our first OUTSTANDING OFSTED rating in 2010, we have since received a further three OUTSTANDING ratings, the most recent being in February of 2020, just before the country went into lockdown. And what a couple of years it has been! Our whole lives disrupted and our children's routines and normality turned upside down. I am very proud that we, as a setting continued to open. Throughout the process, which included daily changes in guidance and legislation, and this hasn't changed! I ensured that we followed government guidance fully, adopting policies and creating in depth risk assessments.

- COVID-19 has brought many challenges, not just to our personal lives but to our working lives and continues to do so. But with such a supportive team we are thriving and some good has come out of the pandemic for us in the setting. We initially split the setting in half, running out of the two play rooms, naming them Buttons room and Bows room and this has enhanced our practice a great deal. We continue to work this way, the children are thriving, and the staff are delighted with the new way of working, so this is now our new normal.
- Currently we have 47 children on our register, made up of 25 boys and 22 girls. We have 3 children who we are supporting with additional needs, one who we have raised a EHA for and 2 we are gathering evidence for. We have 5 children with English as an additional language. We have 6 children due to start in January, and 6 due to start after Easter
- There is a great deal of interest in 2 year old spaces, and we have had to limit these due to the adult/child ratio and our policy commitment to offer spaces in accordance with D.O.B. (Eldest prioritise).
- We fundraise locally to provide new resources and equipment for our children, and with 47 children on our register, soon to be increasing to 59, we strive to provide purposeful and challenging learning experiences, which require updating and replenishing resources. We are looking for creative ideas to fundraise virtually, and at our first committee meeting, which will be within a month from today, we will discuss this at more length. Having said that our 'live' Christmas raffle last year was a huge success, and we will do this again this year.
- In March, we resumed our stay and play Saturday morning session which was a huge success, and this is a morning that we will repeat as often as we can. In June we joined the Sawtry carnival.
- Consultations will take place during November, face to face, or if more convenient via telephone at drop off or collection and we have started to talk to parents to arrange this. This Christmas we are holding 'room' parties, as with the amount of children and parents/carers it would be

impossible to fit everyone into one playroom. Save the dates and invites for children and parents will be sent after half term.

- This year we continue to see our demographic changing, along with the needs of children and families. As a setting we continue to work with our families to ensure support and the best early years outcome.
- Last year we completed the 'Millie's Mark award' for paediatric and wellbeing excellence. This is accredited on an annual basis and I am proud to say that we have been accredited once again this year.
- After half term we will be welcoming Natasha back to the team. Natasha moved away with family, and has now returned to Sawtry and we are absolutely delighted to have her back, this will enable us to release further spaces to meet the increasing demand.
- I want to thank my staff... For all of us pulling together, supporting each other and trusting me to make the right decisions and choices, whilst keeping us all safe. We have an incredible team who are all very supportive, determined and motivated which makes us the success which we are today.
- It's such a wonderful pre-school with a fantastic staffing team, lovely parents, brilliant children and I am very proud to manage this setting. Thank you for supporting me in the many changes implemented as we 'grow'.
- And all of you...Your continued support is invaluable in driving our pre-school forward...Thank you...

- **Resignations: Vicky Parkes and Katie Payne.**

- **Committee Stand down/Election of 2024 committee**

<u>Role</u>	<u>Who</u>	<u>Nominated By</u>	<u>2nd</u>
<u>Chair Person</u> <u>DSO</u> <u>(Designated</u> <u>Safeguarding</u> <u>Officer)</u>	<u>Jo Chapman</u>	<u>Julie Howells</u>	<u>Ruth Fox</u>

<u>Treasurer</u>	<u>Emily Wright</u>	<u>Jo Chapman</u>	<u>Clare Molyneux</u>
<u>Secretary</u>	<u>Rachel Twine</u>	<u>Julie Howells</u>	<u>Jo Chapman</u>
<u>Committee Member</u>	<u>Julie Howells</u>	<u>Jo Chapman</u>	<u>Ruth Fox</u>
<u>Committee Member</u>	<u>Ruth Fox</u>	<u>Jo Chapman</u>	<u>Rachel Twine</u>
<u>Committee Member</u>	<u>Clare Molyneux</u>	<u>Julie Howells</u>	<u>Ruth Fox</u>
<u>Committee Member</u>	<u>Natasha Spedding</u>	<u>Rachel twine</u>	<u>Jo Chapman</u>
<u>Committee Member</u>	<u>Zach Booth</u>	<u>Jo Chapman</u>	<u>Julie Howells</u>
<u>Committee Member</u>	<u>Megan Booth</u>	<u>Ruth Fox</u>	<u>Clare Molyneux</u>
<u>Committee Member</u>	<u>Kara Wyatt</u>	<u>Ruth Fox</u>	<u>Rachel Twine</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees	BUTTONS AND BOWS PLAYGROUP		
On accounts for the year ended	31st August 2025	Charity no (if any)	1145956
Set out on pages			

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 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 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.

Signed:		Date:	03/10/2025
Name:	LISA WATSON		
Relevant professional qualification(s) or body (if any):	IAB, AAT		
Address:	10 PARK ROAD, SAWTRY		
	HUNTINGDON		
	PE28 5TA		

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).



CHARITY COMMISSION
FOR ENGLAND AND WALES

BUTTONS AND BOWS PLAYGROUP

1145956

Receipts and payments accounts

CC16a

For the period
from

01/09/2024

To

31/08/2025

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	5,649	-	-	5,649	22,757
GRAD INCENTIVE	7,000	-	-	7,000	-
CAMBS CC GRANT	222,931	-	-	222,931	208,070
FUNDRAISING & DONATIONS	758	-	-	758	330
UNIFORM RECEIPTS	183	-	-	183	1,089
MISCELLANEOUS UINCOME	352	-	-	352	841
INTEREST RECEIVED	2,715	-	-	2,715	2,634
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	239,588	-	-	239,588	235,723
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	239,588	-	-	239,588	235,723
A3 Payments					
WAGES & INCENTIVES	156,953	-	-	156,953	138,408
PAYROLL & PENSIONS	14,291	-	-	14,291	10,603
INLAND REVENUE	24,624	-	-	24,624	18,500
RUNNING COST / UTILITIES	7,547	-	-	7,547	8,984
UNIFORM	805	-	-	805	1,025
REFRESHMENTS	3,004	-	-	3,004	2,609
STATIONERY	726	-	-	726	1,311
CHRISTMAS GIFTS / STAFF PARTY	1,026	-	-	1,026	1,391
FUNDRAISING & DONATIONS	-	-	-	-	410
MATERIALS & EQUIPMENT	14,278	-	-	14,278	6,968
TRAINING & DBS CHARGES	1,535	-	-	1,535	283
DAY OUT	1,654	-	-	1,654	797
BANK CHARGES	338	-	-	338	330
	-	-	-	-	-
Sub total	226,781	-	-	226,781	191,618
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	226,781	-	-	226,781	191,618
Net of receipts/(payments)	12,807	-	-	12,807	44,104
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	184,441	-	-	184,441	140,337
Cash funds this year end	197,248	-	-	197,248	184,441

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	NATWEST BUSINESS	29,991	-	-
	SANTANDER BUSINESS	57,462	-	-
	SANTANDER DEPOSIT	109,795	-	-
	Total cash funds	197,248	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval