



Trustees' Annual Report for the period

From

Period start date

01

September

2020

To

Period end date

31

August

2021

Charity name

Long Wittenham Pre-School

Other names charity is known by

Registered charity number (if any)

1158950

Charity's principal address

Village Hall, High Street, Long Wittenham, Oxfordshire

Postcode

OX14 4QH

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. Sally Durant
2. Lisa Cumming
3. Miriam Waites
4. Emily Smout
5. Caroline Ball
6. Eliska Pokorná
7. Louise Brown

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)

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected in

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.

Long Wittenham Pre-School CIO under Charity number 1158950 (Long Wittenham Pre-School)

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

The charity works for the public benefit having as its objects the development and education of children and young people in particular by: (1) promoting their care and safety; (2) promoting their education and promoting parental involvement; (3) promoting their health and wellbeing; (4) providing services to support them and their families and carers; (5) providing services to individuals holding membership of the CIO; and (6) furthering the aims 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)

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion, means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity receives Government funding to enable all three and four year old children, as well as disadvantaged two year olds, to access free part-time childcare places. Parents are offered flexible hours at the childcare provision to help support their working arrangements so that they can pay for the fees.

- *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has a good Ofsted and only takes in the number of children that it is registered with Ofsted to care for.

- *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

- *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

▪ *Providing services to support them and their families and carers:*

The charity holds regular meetings with parents and, on occasion, holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

▪ *Providing services to individuals holding membership of the CIO:*

The members of the charity may use any of the services offered by the charity which are available to the general public. The charity holds meetings with its members to keep them informed of the progress of the charity and to enable them to have a say in its direction. A regular newsletter is also circulated to the members of the charity, highlighting important information about the charity and its services, as well as other events and happenings in the local community which are related to the charity's work or aims.

▪ *Furthering the aims of the Pre-school Learning Alliance:*

▪ The charity maintains membership of the Pre-school Learning Alliance. The charity takes part in meetings, events, conferences and training run by the Pre-school Learning Alliance in the local area, and signposts parents and early years professionals to the support services available through the Pre-school Learning Alliance. A representative from the charity participates in the local Sub-Committee meetings and national Annual General Meeting of the Pre-school Learning Alliance.

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.

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Summary of the main achievements of the charity during the year

2020-21 was a hugely successful year for the Pre-School, a summary of the main achievements are as follows:

- We successfully re-opened in September 2020, after the closure in Term 6 due to COVID-19
- By the end of the year we had reached 28 children on our register, completing a total of 492 hours a week
- We celebrated the success of one of the team achieving their Level 2 qualification
- We have recruited a new Deputy Manager and two other team members
- Through fundraising efforts and volunteers we were able to build a shelter/storage at our Woodlands Adventure site
- We updated our pay scales to incorporate the rise in minimum wage and ensure this rise was reflected across all pay bands.

Brief statement of the charity's policy on reserves

Our policy is to set aside funds for special purposes or as reserves against future expenditure. We hold a reserves fund to cover any costs incurred due to the Pre-School closure.

Details of any funds materially in deficit

We have no deficit.

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.

Since the end of 2019 the staff and Trustees have been working hard to improve the financial position of the Pre-School and ensure its future. We are pleased to report that this hard work has paid off and that we have made a profit for the year 2020-21 - this is the first time in four years that the Pre-School has made a profit!

Working with the staff, the Trustees identified a number of areas for improvement and investment, and over the year prioritised the following areas of spend:

- Shelter and storage for our Woodlands site: c.£900.00 spent on materials, securing labour from parents to construct a shelter to store resources for the session.
- Update to classroom resources: c£1K spend on new equipment, including a focus on ICT resources and our home corner
- A new classroom computer at a cost of £204.00
- Revision to the pay scales to reflect minimum wage rise: following the rise in the National Minimum Wage in April 2021, we reviewed our pay scales to recognise this increase and ensure all pay grades were reflective of the rise.

The Trustees have taken the decision that the £2,382.50 profits be used to replenish the Pre-School's savings. After a period of four years of loss making, our reserves have been used to continue the Pre-Schools operations. We are fortunate that we are in a position where we can now 'top these up' once more.

Section F

Other optional information

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Section G

Declaration

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

Signed on behalf of the charity’s trustees

Signature(s)



Full name(s)

Ciara Mahon

Caroline Ball

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

16/05/22

LONG WITTENHAM PRE SCHOOL INCOME AND EXPENDITURE 01/09/20 - 31/08/21

Category Description	01/09/20 - 31/08/21
INCOME	
Bank Interest	£9.56
Refunds and credits	£2,185.17
Donations	£30.00
TOTAL Donations	£2,224.73
Fees:	
Fees	£17,095.15
Funding from OCC	£54,337.92
Fees / Other income receivable	£0.00
Trips	£120.00
EasyFundraising	£15.58
TOTAL Fees	£71,568.65
Fundraising:	
Snack Money (Voluntary Contribution)	£406.00
Autumn Raffle	£245.00
Photographs	£248.69
TOTAL Fundraising	£899.69
COVID PPE Equipment	£50.00
COVID Job Retention Scheme	£684.93
TOTAL Grants	£734.93
TOTAL INCOME	£75,428.00
EXPENSES	
Administration (Admin Angels)	623.27
Advertising	198.44
Activities	
Earth Trust Trip	£126.00
TOTAL Activity Expenses	£947.71
Equipment - non-depreciating	
Equipment Depreciation	£1,210.64
Fundraising Expenses:	£71.99
TOTAL Fundraising Expenses	£71.99
Gifts	
Christmas Presents	£8.99
Leaving Presents - Children	£0.00
Leaving Present - Staff	£51.55
Gifts - other	£0.00
TOTAL Gifts	£60.54
Grant payments for Pupil Premium Families	£135.00
Insurance / Registration	£1,151.27
Rent Premises	£5,554.15
Resources	£3,929.39
Salaries inc Tax/Nl	£56,545.34
Snack	£765.38
Stationary & postage	£728.56
Maintenance (Woodlands site)	£200.00
Utilities (telephone, internet & waste collection)	£660.66
Uniform	£265.74
Training	£436.97
Contingency	£0.00
Entertainment (staff leaving dos, children's halloween & christmas celebrations)	£60.66
Misc	£321.50
TOTAL EXPENSES	£73,045.50
TOTAL INCOME - EXPENSES	£2,382.50

LONG WITTENHAM PRE SCHOOL
BALANCE SHEET AS AT 31 AUGUST 2021

Fixed Assets

Other	£138.14
ipads	£126.15
Playground equipment	£605.76
Display boards and wooden planter	£264.38
Woodlands shelter	£775.35
Classroom computer	£163.20

Total Fixed Assets **£2,072.98**

Current Assets

Cash	Bank - Current Account Lloyds TSB	£6,526.07
	Fundraising Bus Instant Access Account	£4,890.03
	Bus Instant Access Account with interest	£13,026.69
	Reserves fund	£15,850.72
		£40,293.51

Debtors £5,869.21

Total Current Assets **£46,162.72**

TOTAL Assets **£48,235.70**

less

Current Liabilities

Creditors £0.00

Total Liabilities **£0.00**

Total Net Assets **£48,235.70**

Represented by:

Accumulated reserves balance as at 31 August 2021 **£45,853.20**

Result for the Year £2,382.50

Carried forward reserves for next year **£48,235.70**

Special Reserve Fund (New Building Account) - COIF Charities Deposit Account

Balance at 31st August 2020	£14,698.56
Interest added	£2.21
Balance as at 31st August 2021	£14,700.77

Examiner's Report

I have examined the above Balance Sheet dated 31st August 2021 and the attached Statement of Income and Expenditure for the year to 31st August 2021. From the books, vouchers and information given to me, I believe that the Statement of Income and Expenditure shows a fair view of the profit for that year and that the Balance Sheet gives a fair representation of the financial position of Long Wittenham Pre-school as at 31st August 2021.

Matthew Paul Wyatt

10/5/2022

MATTHEW PAUL WYATT F.C.A

Notes to Accounts

Fixed assets:

Other	Depreciates £13.58 per year inc yr of purchase (2016)
Woodlands shelter (£969.19)	Depreciates £193.82 per year inc yr of purchase (2021)
Playground equipment	Depreciates £757.20 per year inc yr of purchase (2016)
Ipads	Depreciates £157.68 per year inc yr of purchase (2016)
Classroom computer (204.00)	Depreciates £40.80 per year inc year of purchase (2021)



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Long Wittenham Pre School

On accounts for the year
ended

31/08/2021

Charity no
(if any)

1158950

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021

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 am qualified to undertake the examination by being a qualified member of ICAEW. The Charities income did not exceed £250,000.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed:

Date: 10/05/2022

Name: Matthew Paul Wyatt

Relevant professional qualification(s) or body (if any): ICAEW A.C.A

Address: Chery Croft

Harwell

Oxon, OX11 0LL

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).

Give here brief details of any items that the examiner wishes to disclose.