



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	September	2024		31	August 2025

Section AReference and Administration Details

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	Chair	Until 23/10/2024	
2 Hannah Fraser-Mackenzie	Treasurer	Until 13/11/2024	
3 Rory Fraser-Mackenzie			
4 Kathryn Roberts-Lock	Chair	Until 08/05/2025	
5 Kerina Bonar	Chair		
6 Hayley Shayler-Brown		From 08/05/2025	
7			
8			
9			

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)

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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

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

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

and procedures to manage them.

## Section C

## Objectives and activities

### 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 Early Years 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 rating 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 Early Years Alliance:*

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

**Summary of the main achievements of the charity during the year**

This year the Pre-School Staff and Trustees faced numerous challenges.

*Staffing*

While a member of staff was on Maternity leave for the first 5 terms of the year, it proved difficult to retain an additional staff member in cover, and therefore many other members of staff were obliged to increase their working hours and days at the Pre-School. In order to provide vital one-to-one care for a child at the Pre-School with a high level of Special Education Need the staff were stretched further. The Pre-School Trustees are very grateful for the support and loyalty of the Pre-School staff in stepping up this year to ensure that Pre-School was able to continue to run with minimal interruption despite the increased strain placed on a smaller workforce.

*One-to-one care for child with Special Educational Needs*

This year a child was cared for in the setting with a particularly high level of Special Educational Need. This necessitated one-to-one care being put into place while they were in the building and, once Disability Access Funding was acquired, purchase of day to day equipment (such as a pushchair for resting) and sensory learning equipment to enable them to get the most out of their time in the setting, and to provide the staff with appropriate resources to meet the child's needs. The Trustees provided support for the staff in the form of well-being provisions and regular communication. Pre-School staff liaised regularly with local SEN teams, and the child's future school, to ensure that everything was done to provide a smoother transition. The child's progress was evident over the duration of their time within the setting, and their participation in the end of year celebrations was testament to the dedication of the Pre-School staff in creating a safe and nurturing environment throughout the year.

*Fundraising Partnership with Long Wittenham CofE Primary School*

Pre-School continued to strengthen links with the PTA and staff of the Primary School, co-hosting fayres at Christmas and in the Summer Term, and running stalls at both the village Bonfire Night and Fun Run to benefit both organisations.

*Engaging with Parents & recruitment of Trustees*

An ongoing difficulty faced by the Pre-School has been engagement with the Pre-School parents in terms of volunteering and taking up positions as Trustees. As more and more of our Pre-School parents are working, many simply do not have the time to commit to helping with events or taking a more active role with the organisation. This has placed an additional strain on Pre-School staff to take the lead on fundraising activities, and Trustees have been required to take on a greater responsibility within the organisation due to their decreased numbers. Both Staff and Trustees have given their time and efforts generously to facilitate the successful operation of the Pre-School.

## Section E

## Financial review

### 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.

## Section F

## Other optional information



## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Claire Michellis	Rory Fraser-Mackenzie
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Position (eg Secretary,  
Chair, etc)

Chair	Trustee
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Date

30/04/2026
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# LONG WITTENHAM PRE SCHOOL INCOME AND EXPENDITURE 01/09/24 - 31/08/25

Category Description	01/09/24 - 31/08/25
<b><u>INCOME</u></b>	
Bank Interest	£1,099.63
Donations	£770.00
Interest on New Building Fund (Restricted Use)	£735.14
Purchase refund	£29.69
Refund of Payment error	£26.65
Repayment of Cash Floats	£730.00
Repayment from Long Wittenham Village Hall for cleaning supplies	£487.94
Repayment of misdirected Tax payments	£1,096.13
Fees:	
Fees	£13,496.17
Funding from OCC	£77,923.91
<b>TOTAL Fees</b>	<b>£91,420.08</b>
Fundraising:	
Summer photos fundraiser 2024	£5.00
Cheese & Wine Night Raffle	£50.00
Christmas Merchandise	£45.21
Bonfire Night Sweet Treats Stall	£160.50
Guide Dogs UK visit	£110.52
Christmas Fayre (split with LW CofE Primary PTA)	£798.03
Christmas Fayre Raffle (split with LW CofE Primary PTA)	£666.00
Christmas Photos Fundraiser	£380.74
Quiz Night	£356.33
Pancake Morning	£46.00
Easter Craft Morning & Cake Sale	£102.71
Easter Raffle	£190.00
Fun Run Cake Stall	£315.50
Summer Fayre sponsorship	£400.00
Summer Fayre (split with LW CofE Primary PTA)	£1,086.90
Summer Fayre Raffle (split with LW CofE Primary PTA)	£522.00
Graduation Photos	£270.38
WittFest Cake Stall	£273.96
<b>TOTAL Fundraising</b>	<b>£5,779.78</b>
<b>TOTAL INCOME</b>	<b>£102,175.04</b>
<b><u>EXPENSES</u></b>	
Activities:	
Christmas Panto with Long Wittenham Primary	£50.00
<b>TOTAL Activity Expenses</b>	<b>£50.00</b>
Accountant	£594.00
Advertising	£37.92
Cash floats withdrawn	£730.00
DBS Check	£151.27
Donation to Guide Dogs UK	£110.52
Entertainment:	
Staff Christmas Party	£300.00
Children's Christmas Entertainment	£190.00
<b>TOTAL Entertainment Expenses</b>	<b>£490.00</b>



Equipment - non-depreciating	£1,285.06
Equipment Depreciation	£1,009.38
Fees refund	£173.00

Fundraising Expenses:

Christmas Fayre	£151.45
Quiz Night	£151.85
Pancake Morning	£29.49
Summer Fayre	£420.82
<b>TOTAL Fundraising Expenses</b>	<b>£753.61</b>

Fundraising Shared with LW CofE Primary PTA	1275.13
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Gifts:

Staff end of term	£51.81
Graduation Bears for children	£49.62
<b>TOTAL Gifts Expenses</b>	<b>£101.43</b>

Household Funding Grants	£45.00
Insurance	£840.33
Payment error	£26.65
Payroll admin (Admin Angels)	£48.75
Payroll admin (Xero)	£293.10
Pensions (Employer Contribution)	£1,633.56
Petty Cash	£85.00

Purchases for Village Hall:

Cleaning Supplies	£504.46
Dehumidifier Hire	£104.40
<b>TOTAL Purchases for Village Hall</b>	<b>£608.86</b>

Registration:

Egress Subscription	£216.00
ICO	£35.00
Ofsted	£220.00
Small Society Lottery License	£20.00
Tapestry	£162.00
<b>TOTAL Registration</b>	<b>£653.00</b>

Rent Premises	£6,994.50
Resources	£868.65
Salaries (including Employee PAYE, NI & Pension)	£69,006.82
Snack	£897.30
Stationery & postage	£193.20
Training	£326.98
Uniform	£35.95
Utilities (telephone & internet)	£522.72
Website hosting	£172.02

<b>TOTAL EXPENSES</b>	<b>£90,013.71</b>
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<b>TOTAL INCOME - EXPENSES</b>	<b>£12,161.33</b>
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**LONG WITTENHAM PRE SCHOOL**  
**BALANCE SHEET AS AT 31 AUGUST 2024**

<b>Fixed Assets</b>		
Display boards	£74.18	
Woodlands shelter	£0.00	
Classroom computer	£0.00	
Classroom Climbing Frame	£119.00	
Printer	£0.00	
Classroom equipment purchased August 2023	£381.68	
Classroom furniture purchased July 2024	£593.83	
Classroom Tablets & Cases	£256.36	
<b>Total Fixed Assets</b>	<b>£1,425.05</b>	
<b>Current Assets</b>		
Cash		
Bank - Current Account Lloyds TSB	£30,272.73	
Fundraising Bus Instant Access Account	£3,952.93	
Reserves fund	£26,740.85	
New Building Fund (Restricted Use)	£16,765.89	
<b>Total Current Assets</b>	<b>£77,732.40</b>	
<b>TOTAL Assets</b>		<b>£79,157.45</b>
less		
<b>Current Liabilities</b>		
Creditors	£0.00	
<b>Total Liabilities</b>		<b>£0.00</b>
<b>Total Net Assets</b>		<b>£79,157.45</b>

<b>Represented by:</b>	
Accummulated reserves balance as at 31 August 2024	<b>£66,996.12</b>
Result for the Year	£12,161.33
Carried forward reserves for next year	<b>£79,157.45</b>

**Report on Restricted Use Funds (New Building Fund) - COIF Charities Deposit Account**

Balance at 31st August 2024	£16,030.75
Interest added	£735.14
Withdrawals made	£0.00
Balance as at 31st August 2025	£16,765.89

**Notes to Accounts**

Fixed assets:

Display boards	Depreciates £47.55 per year inc yr of purchase (2016)
Woodlands shelter (£969.19)	Depreciates £193.82 per year inc yr of purchase (2021)
Classroom computer (204.00)	Depreciates £40.80 per year inc year of purchase (2021)
Classroom Climbing Frame	Depreciates £119.00 per year inc yr of purchase
Printer (£273.50)	Depreciates £91.17 per year inc year of purchase (2023)
Classroom equipment purchased August 2023 (£954.17)	Depreciates £190.83 per year inc year of purchase (2023)
Classroom furniture purchased July 2024 (£989.73)	Depreciates £197.95 per year inc year of purchase (2024)
Classroom Tablets & Cases (£384.54)	Depreciates £128.18 per year inc year of purchase (2025)



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Long Wittenham Pre-School

On accounts for the year  
ended

31/08/2025

Charity no  
(if any)

1158950

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 31/08/2021

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:

Alex Fairhall

Date:

02/12/2025

Name:

Alexander James Fairhall

Relevant professional qualification(s) or body (if any): FCA / ICAEW

Address: Basepoint, Abbey Park Industrial Estate, Romsey, Hampshire, SO51 9AQ

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.