



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	Sept	2024		31 st	Aug	2025

Section A

Reference and administration details

Charity name Poplar Pre-School (CIO)

Other names charity is known by

Registered charity number (if any) 1160862

Charity's principal address Giddyhorn Lane Pavillion

Poplar Grove

Allington

Postcode

ME16 0DE

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	Denise Ellis		From 16 th July 2021	
2	Jennifer Dharmalingham		From 22 nd February 2018	
3	Lynne Davies		From 2 nd June 2020	
4	Teresa Hatfull		From 16 th July 2021	
5	Hayley Young		From 17 th July 2023	
6	Kanli Davies		From 17 th July 2023	
7				
8				
9				
10				
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

Name of chief executive or names of senior staff members (Optional information)

Denise Ellis

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)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Trustees are elected

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.

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 objective the development and education of children and young people by:

1. Promoting their care and safety
2. Promoting their education and promoting parental involvement
3. Promoting their health and well being
4. Providing services to support them and their families and carers
5. Providing services to individuals holding membership of the Charitable Incorporated Organisation (CIO)
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)

In considering the activities of the charity the Trustees have had due regard to the guidance on public benefit that has been issued by the charity commission.

The main activities are summaries as:

- Provide accommodation and equipment.
- Raise money to pay for the charity's activities.
- Make such payments as shall be necessary
- Fix and collect the fees payable in respect of the children attending the groups.
- Subject to adherence with all applicable legislation, control the admission of children to the groups run and if appropriate, require parents or guardians to withdraw them. .
- Set aside funds for special purposes or as reserves against future expenditure.
- Maintain and pay for membership of Early Years Alliance.
- Ensure adequately insured.
- Employ and remunerate staff as are necessary for carrying out the work of the charity.

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

During the year, we have supported the children in our care to develop through play and following the Early Years Foundation Stage curriculum. 46 children moved on to Primary school at the end of the year.

We again identified a significant number of children with special educational needs and used the guidance and support of the specialist teaching service, alongside other professionals, to put in place additional support to improve the outcomes for these children. This obviously has had a financial implication for the pre-school.

This year we concentrated on improving the environment for the children. We replaced the flooring throughout the building and upgraded the children's toilets for both halls. The impact of this is to create a calming environment for the children and to improve their independence. We spent £11,100.00 for the flooring and £10,150.00 for the bathrooms which accounts for large increase in maintenance costs.

We continue to balance our intake taking into account age groups and cohorts to ensure that we have even numbers moving on to primary school and those staying. This ensures that we do not experience large numbers of children leaving and not enough children joining.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees have agreed a reserves policy to hold a minimum unrestricted funds level of £40,000. This is to cover the costs of redundancy and 3 months rental in the unlikely event that the setting needed to close.

Details of any funds materially in 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.

We made a profit of £9,114.00. This was due to careful budgeting and an increase in 2 year old government funding. This money has been transferred into the reserve account to cover up coming expenditure on the building as it ages.

Wages increase due to cost of living pay rise and the minimum wage increase.

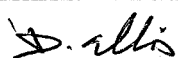

The refresher First Aid training was carried out and we updated the DBS checks for all staff.

We have changed to online safeguarding training for staff which has reduced our costs in this area.

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)		
Full name(s)	Denise Ellis	Lynne Davies
Position (eg Secretary, Chair, etc)	Manager/Trustee	Trustee
Date	10 - 11 - 2025	

Report for AGM – 28th April 2026 7.30pm

Attendees

Trustees - Dee Ellis, Jenny Dharmalingam, Hayley Young, Lynne Davies, Kanli Davies,

Staff – Katy Sephton, Wendy Hance, Steph Powell

Parents – Naomi Bridgeland, Keely Jones, Rebecca Harrison, Elle Marshall, Daniel Tindell, Alix Smith, Wing Chan, Rebecca Down, Sonal Redgrove, Rebecca Dowling, Vicky Green, Abel Odiagbe, Frances Ilenre-Odiagbe, Katie Newman, Shaun Hill, Kailas Suresh Chaudari

Thank you for joining us this evening so that we can carry out the AGM processes that we are legally required to do as a registered charity.

Last years accounts – September 2024 to August 2025

Last year was a comfortable year financially with a profit of just over £9k. This was after paying for the bathrooms and flooring which cost just under £23K although the flooring costs were put aside from the previous year.

From April, the minimum wage rose by over 6.5% meaning a substantial pay rise again. On top of the minimum wage rise we were also hit with the National Insurance rise which meant our contributions increased considerably. We didn't increase fees this time enable us to continue to balance the books but will need to look at this again for September this year.

We have continued to actively monitor cohorts to ensure a balance on different ages. This has meant that once we had enough children in a cohort, we did not offer any new places to that age group even if we had spaces. We have been patient and waited for children of the age group that we need to apply.

We feel that we have successfully managed to balance the cohorts and this has led to more balanced accounts. Hopefully we will no longer experience peaks and troughs in our accounts.

In the Autumn term, we experimented with reducing the number of places per day to reduce the pressure on the staff as we continued to have a high level of SEN children to support. However, we decided to take more children in the January as we became nervous that our numbers and we finished the year at almost full capacity in both rooms.

Throughout the Autumn term we had the flooring replaced throughout most of the building which has had a positive impact creating a calming feel in the setting. At the end of the year, during the summer holidays, we had the children's bathrooms

refurbished with new low children's toilets and sinks. We also had new quiet children's hand dryers installed along with the remainder of the new flooring. The new bathrooms have also had a very positive impact and have enabled more children to attend to their own toileting independently, especially those toilet training.

Last year was our 50th Anniversary as a preschool and we enjoyed celebrations at the end of the summer term including street party lunches. You may have noticed that we have had some banners made to acknowledge this which are on the fence.

September 2025 to August 2026

We continue to actively balance our cohorts as this has proved beneficial.

In the Autumn term, we changed how many children we had had each day in the rooms to balance the children across the setting. Squirrel room currently has a max of 22 children instead of the previous 24 and Hedgehog has a max of 21 instead of 20.

Later this year we are hoping to re-open some of the many skylights that are in the ceiling throughout the building. This should improve the natural light in Hedgehog room, the back corridor, Squirrels bathroom and the staff room. We also aim to convert two of Hedgehog's skylights into openers to improve the heat and airflow in the summer months.

As I have previously spoken about, I will be retiring at the end of the July term and I will also retire as a trustee at this time. Steph Powell who will be stepping into my shoes as manager and will also become lead Trustee.

Andrea also retires at the end of the July term and she will be replaced by Denise MacBean as our finance administrator. Denise currently works in Squirrel room.

Policies

Policies have been reviewed and will be adopted this evening.

Trustees

All of our Trustees, Lynne, Teresa, Jenny, Kanli and Hayley have kindly agreed to continue for the next school year. And I'd like to thank them for their continued support. Lynn plans to resign from her post in the Autumn term so we will look to recruit one or two new trustees during the Autumn term.

Our constitution dictates that a trustee's term is 2 years and they can serve a total of 5 terms. As all trustees were voted in 2 years ago we need re-elect them today.

- Jenny Dharmalingam
 - Proposed – Katie Newman
 - Seconded – Rebecca Down
- Lynne Davies
 - Proposed – Wing Chan
 - Seconded – Rebecca Dowling
- Teresa Hatful
 - Proposed – Rebecca Harrison
 - Seconded – Hayley Young
- Hayley Young
 - Proposed – Kanili Davies
 - Seconded – Vicky Green
- Kanli Davies
 - Proposed – Wing Chan
 - Seconded – Teresa Hatful

I would like to thank all the parents, staff and trustees for their support.

Would anyone like to ask questions at all?



CHARITY COMMISSION
FOR ENGLAND AND WALES

Poplar Pre-School (CIO)

No (if any)

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	251,719	-	-	251,719	238,858
Donations	-	-	-	-	-
Fundraising	4,721	-	-	4,721	4,206
Uniform Sales	89	-	-	89	1,107
Interest Earned	682	-	-	682	850
Grant - Ukraine Children	-	-	-	-	3,000
Collaboration	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	257,210	-	-	257,210	248,021
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	257,210	-	-	257,210	248,021
A3 Payments					
Direct Costs	4,720	-	-	4,720	7,800
Payroll Expenses	181,030	-	-	181,030	176,300
Rent	15,344	-	-	15,344	15,388
Insurance PLA	1,318	-	-	1,318	1,296
Repairs Cleaning & Waste	32,294	-	-	32,294	17,638
Water, Light & Heat	6,366	-	-	6,366	6,890
Phone, Computer & PPS	5,225	-	-	5,225	5,456
Subscriptions, DBS & Training	465	-	-	465	2,412
Legal & Professional	316	-	-	316	316
Bank Charges	156	-	-	156	118
Advertising - Jobs	-	-	-	-	-
Christmas Events - Staff & children	150	-	-	150	70
General Admin	714	-	-	714	543
	-	-	-	-	-
Sub total	248,096	-	-	248,096	234,226
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	248,096	-	-	248,096	234,226
Net of receipts/(payments)	9,114	-	-	9,114	13,794
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	94,156	-	-	94,156	80,362
Cash funds this year end	103,270	-	-	103,270	94,156

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	Bank Account	31,468	-	-
	Deposit Account	71,781	-	-
	Cash	21	-	-
	Total cash funds	103,270	-	-
	(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	Fixture & Fittings	217	-	-
	Office Equipment	451	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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