

Trustee's & Manager's Report 2025

1. Overview of Achievements/progress

- September 2024
 - LB took up her new roles as Preschool Lead Practitioner and Deputy Manager.
 - LM also started her new roles of Xtretime Lead Practitioner and Senior EY Practitioner.
 - LM successfully completed her degree and is not qualified level 6.
 - 2 Training days were completed at the beginning of term.
 - All new starter children had home visits and a staggered start.
 - All Risk Assessments were reviewed and updated as appropriate.
 - Apprentice interviews were conducted and the offer was accepted by RM.
 - Safeguarding case escalated to FSP (Family Support Plan) and an Initial Planning meeting was held
 - Tcc Trustees attended the Poringland Parish Council meeting to open discussion regarding the Pavillion and Rec as a possible site for TCC - dismissed by the PPC as they required a full and complete plan to vote on.
 - CS, Early Years Advisor, Norfolk County Council, visited the setting to observe and offer recommendation for further support for 6 PS children. This resulted in:
 - 1 EPSS Consultation (Educational Psychologist) - this raised further Safeguarding concerns and CADS (children and advice service) were consulted. The child was removed by the father within 2 hours of notice being given. The child has transferred to PPS (Poringland Primary School & Nursery). All records were shared with PPS and CADS advised on ongoing monitoring by PPS.
 - 2 SLT Referrals (Speech and Language Therapist)
 - 1 Health Referral
 - 1 EAL Consultation (English as an additional Language) - unfortunately we were made aware that there had been an EHAP (Early help assessment plan) in place for the last year, for this family. They had an older child with SEND (Special Educational Needs and Disability) at PPS. We have not been invited and so had not been able to contribute and further support the family.
 - RW (Trustee application with Ofsted) and SJP met with BG MP regarding the ongoing premises issues.
 - TTC Trustees met with PVH Trustee Rev. RP regarding the All Saint Project and after much effort and consideration by TCC Trustees, it was concluded that the project was not viable and the allocated space could not be sustainable for a full day care provision.
 - Health visited the setting, with parents to discuss challenges at home, developmental delay of a child.
 - Unsecure fencing issues at PVH were reported to Rev. RP.
 - EHAP Meeting attended by SJP & LM for a family where we have the younger sibling at PS and the older sibling did attend PS and is now at PPS.
 -
- October 2024
 - Chased Rev. RP re fence repairs - PS children now not able to play in the large gardens and it is not secure.
 - AO, a local Handyman built secure and strong bases for the grey room dividers.
 - Potential work experience student from the Pathfinder Academy visit - paperwork to be completed by student.
 - FSP review completed, SJP with Parent Support worker and Head PPS.
 - CS, EYA, NCC, 2nd visit to observe 3 more children. Resulting in:
 - 1 Early Help, NCC referral
 - 1 Health Referral
 - 1 SLT & Health Referral
 - LM's and LB's Supervisions and appraisals complete by SJP

- ANOOF (The Accumulative Neglect Operational Oversight forum) team meeting feedback session attended by SJP
 - Virtual Sensory school visit for a hearing impaired child.
 - Phil the Photographer took professional photos of Preschool Children, 10% of his profits are donated to TCC
- November 2024
 - AO repaired the small hall floor. It had several planks that had lifted and were causing serious trip hazards. The floor was found to be very mouldy underneath the boards as it is not a suspended floor, just planks laid on concrete. PVH trustee continue to not take accountability for this and TTC funded repairs.
- December 2024
 - XT Christmas Party was a success with additional children booking to attend the session.
 - Preschool 'Christmas songs' were well attended by parents and carers.
- January 2025
 - Youth Club started - Impacted Tuesday preschool setting up - additional staff working hours required to set up preschool Tuesday mornings; instead of Monday evenings.
 - Police visit preschool children, they talk about helping people and the children all get to have a sit in the police car etc
 - New secure fencing around the garden area
 - Fall tree, professionally sliced and chipped by tree surgeon
- February 2025
 - SC - Started as 30 hour apprentice PS & XT
 - Food Safety Training completed by all staff
 - Harmful sexual behaviour consultation completed SJP/LB
 - Step up (advanced Step on training) SJP/LB/LM
 - Full reviews of all risk assessment policies connected with Hygiene and Snack preparation procedures.
- March 2025
 - Carrie Hayes - Lapwing Tutor visit with high need student Polo, for work experience.
- April 2025
 - HAF Holiday Club (NCC Funded Places)
 - Staff training Day: EYA Forest School Trainer
- May 2025
 - Small Learning Groups - Forest School based, introduced to PS daily routine
 - L2 Adult Education Student SEC start volunteering at PS
 - PPS SENCO meeting transition planning
 - SJP attended the DfE Early Education and Childcare Expansion roadshow at Carrow road.
- June 2025
 - SJP/LB/LM CPOM training for HAF: recording safeguarding concerns on a live system for HAF children
 - EC moved reduced hours supporting admin due to health reasons
- July 2025
 - Staff training day: Step on led by SJP
- August 2025
 - HAF Holiday Club (NCC Funded Places)
 - W/C 28/07/25 Holiday club was not open (cancelled in advance) due to lack of staff cover

4. Looked After Children: None during this reporting period

5. Courses / Training since Last Report

Oral Health Champion Training: 1 staff member - Cascaded to team
Leaders and Managers update: 1 staff member - Cascaded to team
Prevent: 2 staff
Intro Safeguarding Children: 2 staff
Food Safety L2: 7 Staff
Step On: All Staff
Online Safety Training: 1 staff member - Cascaded to team
Step on Lead Practitioner Training: 1 staff member
Step On & Step up: 3 Staff members
First Aid: 2 Staff members
Step on Lead trainer: Staff member
Forest School practise: All Staff
Revised Step on Training: All Staff

All staff that are unqualified - L3 qualifications to continue to complete the Online Early years Development training modules.

6. Performance Management of Staff

Appraisals: 2024-25 Staff Completed - 2025-26; Start November 2025 LB & LM

Supervisions: 2024-25 Completed - Autumn 2025: 3 completed; 8 to book

Last recorded Manager Appraisal/Supervision November 2022, Discussion held Sept 2024 to be added to drive

New roles and responsibilities: From September 2024 L B takes up the new role of Deputy Manager and Preschool Lead and L M as Xtratime Lead Practitioner and Senior Preschool Practitioner. Both will continue their SENDCo responsibilities for their new Lead areas, SJP will support and oversee all SENDCO work.

Peer Observations: ASAP

8. Overview of Monitoring

Action Plan for Autumn 2024

1. Support plans to be in place and reviewed and lack of progress addressed for SEND children: Achieved
2. End of half term trackers to be completed for all EY children, each half term: Achieved
3. Review practice using Peer Observations: Completed by Apprentice only - to be developed across the team

9. Safeguarding

- ❖ 1 Child under Child Protection Plans (CPP)(Conference review and core group meetings attended by SJP)
- ❖ 1 under Child in Need (CIN)
- ❖ 3 Early Help referrals
- ❖ 0 vulnerable children under Early Childhood and Family Service Support
- ❖ 0 Looked after child (LAC)
- ❖ 2 vulnerable children being monitored at present:
- ❖ 3 referrals to ECFS

10. Links with the Primary Schools/Other Professionals



SJP is now working with PPS SENDCO/DSL - All transition files have been forwarded to her and the EYFS Lead.

SJP/CS (EY Advisor NCC) continues support for children with additional needs.

PPS Nursery meetings will be promoted by TCC once we have shared children again.

The Health Visitor links: SJP to contact 'Just One Norfolk' to contact HV/SLT regarding several children needing extra support.

11. Links with the Local Community

Poringland Parish Council Vice Chair SC and KA PPC were keen to support TCC with premises. However, councillors were given false information by a member, KA shared this with TCC, TCC have reported this to the Parish Council and have communicated factual information following this misinformation sharing said KA is no longer able to actively support TCC

SJP continued liaising with Trowse regarding the vulnerable family we share.

We are continuing to work with The Octagon Barn and they will be supplying Lunches and Dinners for the Summer HAF funded children.

SJP volunteering at Poringland Library and leads 'Baby Bounce and Rhyme', unfortunately has temporarily stopped due to family illness. We continue to encourage parents/carers to bring their children to these sessions.

12. Working with Parents and Carers

All new starters at preschool will have home visits completed for all parents/carers.

'Parent involvement' is being monitored and reviewed and consultation is to be sent out in September.

PS will continue to use Tapestry and look for ways to maximise this and engagement from parents/carers.

Preschool Parents evenings are well attended and all children's parents/carers have had a meeting or a phone call to discuss progress etc..

13. Complaints

None

14. Health and Safety Issues

TCC continued to report roof leaks and electricity cuts to Rev. RP. Repairs were made in April 2025 to the roof, the interior water damage was not repaired or refurbished.

Meetings SJP/CP/LB held half-termly, actions reviewed and added.

15. Buildings/Premises

The All Saints development plan remains in place but without funds for building. NCC EY have had discussions with Rev. R P and the Parish Council, however, he is unwilling to have shared ownership. Of the Phase 1 Nursery area.

TCC wrote a hirer agreement (as requested by RRP) for Poringland Village Hall/All Saint centre but this was rejected and a basic Hire agreement sent by RRP, however this was and remains unsigned by RRP, it has been returned and signed by TTC.

Summary

Sept 2024

- Hirer Agreement requested by TCC, RRP asking for us to write it.
- Roof leak issues continue - RRP contacted.

Oct 2024

- Further roof leak issues reported
- Basic Hire Agreement and Notice to Terminate Hire agreement (6 months notice to be given) sent to TCC
- Garden areas strimmed over bramble areas and brambles chipped and spread over garden - Risk Assessed and area not safe for PS children.
- Unsafe Fencing reported to RRP again

Nov 2024

- TCC organised and paid for floor repairs to small hall

Dec 2024

- Car Park concerns raised by parents: BC (PVH Trustee) provided Cones for TCC use.
- Fallen tree in the large garden - tree surgeon removed and chipped branches, covering the bramble chips.

Jan 2025

- New fencing installed

Feb 2025

- Roof leak issues raised again to RRP

March

- 1 heater failure

April

- Blocked toilet issues

June

- Mice reported to RRP

July

- Kitchen Cleaning from other hall user issues

See Health and safety Issues.

Annual Risk assessment has been completed by SJP .

All Risk Assessment are reviewed annually or as required, completed Autumn 1 2025.

16. Finance

The Financial budget for 2025/26 will be drafted by SJP for Jan 2026.

Quickbooks report attached

17. Payroll

New pay sheets have been completed and checked by SJP/LL for 2025/26.

Spreadsheet completed and checked by SJP/LL monthly.

Quickbooks Payroll has been running since April 2021 and is managed by Lynne.

Consideration for changing system in April 2026 to be discussed with Accountant,

Small employer Statutory NIC compensation percentage accessed.

Staff are able to access payslips online via workforce.intuit.com.

18. Any other Outstanding Issues

- TCC Meetings with PPC and PVH Trustees have not continued.

Current Key Priorities and action required

Operational Requirements

- *Manager Appraisal*
- *New Action Plan ensuring Ofsted Inspection improvements are embedded.
1, To give children time to think and respond to questions;*

- 2, To explore further ways to share information with parents about what children are doing in the setting;
- 3, To involve parents in decisions about how the early years pupil premium funding for their children is spent.

- Develop understanding and readiness for the next Ofsted Inspection
<https://www.gov.uk/government/publications/early-years-inspection-toolkit-operating-guide-and-information/early-years-inspection-operating-guide-for-inspectors-for-use-from-november-2025>
- Develop Policies required for 0-2's

Business Development

- Baby Area (9 months- 2 years) development brought forward to open January 2026
- Business Plan updated September 2025 further updates required
- Sustainability Grant Application (Expression of Interest submitted for Panel 20/11/25)
- Development Grant submitted for Baby Area (Panel 20/11/25)
- Finance Budget for 2025/26 to be completed (partially completed for Grants)
- New premises working with NCC

Stella Presland 15/11/2025

**TIME CHILDCARE
TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025**

Time Childcare Contents

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Time Childcare Trustees' Report For The Year Ended 31 August 2025

The trustees present their report and the financial statements for the year ended 31 August 2025.

Objectives and Activities

Aims and Objectives

The charity's has 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.
6. Furthering the aims of the Pre-School Learning Alliance.

Public Benefit

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee-charging. The Pre-school provides high-quality early years education to pre-school children and after school provision in the local village and surrounding rural area.

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

Reference and Administrative Details

Trustees

Ms Stella Presland
Ms Katherine Maloney (appointed 26/12/2025)
Ms Rebecca Wright (appointed 07/02/2025)

Other Personnel

Stella Presland - Manager

Charity Number

1161477

Principal Address

The Village Hall, The Street
Poringland
Norwich
NR14 7RE

Independent Examiner

Nicola Fowler FCCA
NJF Accounts Ltd
21 Springfields
Poringland
Norwich
Norfolk
NR14 7RG

**Time Childcare
Trustees' Report (continued)
For The Year Ended 31 August 2025**

The trustees' report was approved by the board of trustees and signed on its behalf by:

Ms Stella Presland

Trustee

5th May 2026

Time Childcare
Independent Examiner's Report to the Trustees of Time Childcare
For The Year Ended 31 August 2025

I report to the trustees on my examination of the accounts of Time Childcare (the Trust) for the year ended 31 August 2025.

Responsibilities and Basis of Report

As the charity trustees of the Trust 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

Since the Trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents 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.

Nicola Fowler FCCA

5th May 2026
21 Springfields
Poringland
Norwich
Norfolk
NR14 7RG

**Time Childcare
Statement of Financial Activities
For The Year Ended 31 August 2025**

		2025	2024
		Unrestricted funds	Unrestricted funds
	Notes	£	£
INCOME AND ENDOWMENTS FROM:			
Charitable activities:			
Time Childcare		257,887	235,122
Other trading activities	3	740	995
Investments	4	293	296
		<hr/>	<hr/>
		258,920	236,413
		<hr/>	<hr/>
EXPENDITURE ON:			
Raising funds	6	-	1
Charitable activities:	6		
Time Childcare		(257,116)	(238,069)
		<hr/>	<hr/>
		(257,116)	(238,068)
		<hr/>	<hr/>
NET INCOME/(EXPENDITURE)		1,804	(1,655)
		<hr/>	<hr/>
NET MOVEMENT IN FUNDS		1,804	(1,655)
RECONCILIATION OF FUNDS:			
Total funds brought forward		50,829	52,484
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	14	52,633	50,829
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 6 to 9 form part of these financial statements.

**Time Childcare
Statement of Financial Position
As At 31 August 2025**

		2025	2024
		Unrestricted	Total
	Notes	funds	funds
		£	£
CURRENT ASSETS			
Debtors	11	15,085	12,468
Cash at bank and in hand		59,108	59,695
		<hr/>	<hr/>
		74,193	72,163
Creditors: Amounts Falling Due Within One Year	12	<hr/> (21,560) <hr/>	<hr/> (21,334) <hr/>
NET CURRENT ASSETS (LIABILITIES)		<hr/> 52,633 <hr/>	<hr/> 50,829 <hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		<hr/> 52,633 <hr/>	<hr/> 50,829 <hr/>
NET ASSETS		<hr/> 52,633 <hr/>	<hr/> 50,829 <hr/>
FUNDS OF THE CHARITY			
Unrestricted Funds		<hr/> 52,633 <hr/>	<hr/> 50,829 <hr/>
TOTAL FUNDS	14	<hr/> 52,633 <hr/>	<hr/> 50,829 <hr/>

On behalf of the board

Ms Stella Presland

Trustee

5th May 2026

The notes on pages 6 to 9 form part of these financial statements.

Time Childcare

Notes to the Financial Statements

For The Year Ended 31 August 2025

1. General Information

Time Childcare is a charitable incorporated organisation registered with the Charity Commission, registered charity number 1161477. The principal address is The Village Hall, The Street, Poringland, Norwich, NR14 7RE.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

2.2. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3. Income from Other Trading Activities

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Fundraising events	740	995

4. Investment Income

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Bank interest receivable	293	296

5. Net Income/(Expenditure)

The net income/(expenditure) is stated after charging/(crediting):

	2025	2024
	£	£
Bad debts	467	610

Time Childcare
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2025

6. Analysis of Expenditure

	2025		
	Activities undertaken directly	Support costs (see note 7)	Total
	£	£	£
Time Childcare	25,831	231,285	257,116
	2024		
	Activities undertaken directly	Support costs (see note 7)	Total
	£	£	£
Raising funds	-	(1)	(1)
Time Childcare	24,849	213,220	238,069
	24,849	213,219	238,068

7. Support Costs

	2025		
		Time Childcare	
		£	
Employee costs		205,463	
Premises expenses		17,045	
General administration		8,777	
		231,285	
	2024		
	Raising funds	Time Childcare	Total
	£	£	£
Employee costs	-	189,791	189,791
Premises expenses	-	16,555	16,555
General administration	(1)	6,874	6,873
	(1)	213,220	213,219

8. Independent Examiner's Remuneration

	2025	2024
	£	£
Independent examination of the financial statements	749	438

Time Childcare
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2025

9. Staff Costs

Staff costs were as follows:

	2025	2024
	£	£
Wages and salaries	194,131	180,673
Social security costs	5,925	5,256
Other pension costs	3,064	3,014
	<u>203,120</u>	<u>188,943</u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

10. Average Number of Employees

Average number of employees during the year was: 8 (2024: 8)

11. Debtors

	2025	2024
	£	£
Due within one year		
Trade debtors	989	1,831
Other debtors	14,096	10,637
	<u>15,085</u>	<u>12,468</u>

12. Creditors: Amounts Falling Due Within One Year

	2025	2024
	£	£
Trade creditors	1	-
Taxation and social security	1,768	2,167
Accruals and deferred income	19,791	19,167
	<u>21,560</u>	<u>21,334</u>

13. Pension Commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

During the year the charge to the statement of financial activities in respect of defined contribution schemes was £3,064 (2024: £3,014).

At the statement of financial position date contributions of £NIL were due to the fund and are included in creditors.

Time Childcare
Notes to the Financial Statements (continued)
For The Year Ended 31 August 2025

14. Movement in Funds

	As at 1 September 2024	Income	Expenditure	As at 31 August 2025
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	50,829	258,920	(257,116)	52,633
Total funds	50,829	258,920	(257,116)	52,633

	As at 1 September 2023	Income	Expenditure	As at 31 August 2024
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	52,484	236,413	(238,068)	50,829
Total funds	52,484	236,413	(238,068)	50,829

15. Transactions with Trustees

The following trustees have been paid remuneration or have received other benefits from the charity or related entity:

Name of trustee	Legal authority	Remuneration	Pension Contributions	2025 Total
		£	£	£
Ms Stella Presland	Governing document provision	35,860	831	36,691

None of the trustees received any remuneration or any other benefits from an employment with the charity or a related entity during the previous year.

During the year the expenses reimbursed to the trustees or paid directly to third parties were as follows:

2025	2024
£	£

16. Related Party Disclosures

Time Childcare
Detailed Statement of Financial Activities
For The Year Ended 31 August 2025

	2025	2024
	Total funds	Total funds
	£	£
INCOME AND ENDOWMENTS FROM:		
Charitable Activities:		
Time Childcare		
Income from charitable activities	112,764	125,998
Government Grants	145,123	109,124
	<hr/> 257,887	<hr/> 235,122
Other trading activities		
Fundraising events	740	995
	<hr/> 740	<hr/> 995
Investments		
Bank interest receivable	293	296
	<hr/> 293	<hr/> 296
	<hr/> 258,920	<hr/> 236,413
EXPENDITURE ON:		
Raising funds		
Sundry expenses	-	1
	<hr/> -	<hr/> 1
Charitable Activities:		
Time Childcare		
Purchases	(1,495)	(1,763)
Cost of raising funds type A	(541)	(773)
Support and administration costs	(19,261)	(17,495)
Other direct costs	(4,534)	(4,818)
Wages and salaries	(160,194)	(146,565)
Employers NI	(4,002)	(2,804)
Employers pensions - defined contributions scheme	(2,233)	(2,178)
Trustees' salaries	(33,937)	(34,108)
Trustees' NI	(1,923)	(2,452)
Trustees' pension - defined contribution schemes	(831)	(836)
Staff training	(1,665)	(125)
Protective clothing	(324)	(292)
Staff entertaining	(229)	(431)
Travel and subsistence expenses	(125)	-
Rent	(16,128)	(16,018)
Cleaning	(917)	(537)
Computer software, consumables and maintenance	(1,455)	(1,322)
Repairs, renewals and maintenance	(1,425)	(293)
Insurance	(1,064)	(603)
Printing, postage and stationery	(583)	(509)
Telecommunications and data costs	(1,573)	(1,913)
Independent examiner's fees	(749)	(438)

...CONTINUED

Time Childcare
Detailed Statement of Financial Activities (continued)
For The Year Ended 31 August 2025

Professional fees	(345)	(298)
Subscriptions	(1,116)	(710)
Bad debts written off	(467)	(610)
Sundry expenses	-	(178)
	<u>(257,116)</u>	<u>(238,069)</u>
	<u>(257,116)</u>	<u>(238,068)</u>
NET INCOME/(EXPENDITURE)	<u>1,804</u>	<u>(1,655)</u>

**Time Childcare
Independent Examiner's Report to the Trustees of Time Childcare
For The Year Ended 31 August 2025**

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Nicola Fowler FCCA

5th May 2026
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