



Trustees' Annual Report for the period

Period start date			Period end date				
From	Day	Month	Year	To	Day	Month	Year
	01	September	2024		31	August	2025

Section A Reference and administration details

Charity name **Potten End Pre-School Association**

Other names charity is known by

Registered charity number (if any) **1168430**

Charity's principal address

The June Farmery Building
Water End Road, Potten End
Berkhamsted, Hertfordshire
Postcode **HP4 2QW**

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	Steven Haydon	Treasurer	1 September 2024 – 4 March 2025	
2	Tom Gough	Chair	1 September 2024 – 4 March 2025	
3	Nykkol Phillips			
4	Sarah Dalton	Pre-School Manager		
5	Rebecca Robinson Mutton	Co-Chair	22 October 2024 –	
6	Jason Bosworthick	Co-Chair	27 November 2024 –	
7	Felix Beeson	Treasurer	22 October 2024 –	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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 (CIO)

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

Elected by Trustees at any time, or by Members at a General Meeting

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.

N/A

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 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 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

In considering these activities the **trustees have had regard to the guidance issued by the charity commission on public benefit.**

Additional details of objectives and activities (Optional information)

N/A

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Trustees of Potten End Pre-School Association Annual Report for the period 1st September 2024 to 31st August 2025

Committee Co-Chairs' Report

Over the course of the year, the pre-school has continued to provide a safe, nurturing and stimulating environment for the children and this would not have been possible without the commitment of our staff, families and trustees.

We were pleased to welcome three new trustees to the Committee this year: two new Co-Chairs and a Treasurer. This enabled Tom Gough and Steven Haydon to step down from the Committee during the course of the year. We recognise the valuable contribution they made to the pre-school during their extended time as part of the committee, and we thank them for their time and commitment. During this transitional year, it was important for the new trustees to work in conjunction with Sarah Dalton and the outgoing trustees to ensure a smooth transition and their support was much appreciated as we worked to settle into the positions.

Despite our best efforts, we were unable to fill the Secretary role this year and as such, the current trustees have worked to ensure the necessary responsibilities have been carried out while the role remains open.

At the end of the year, we experienced a further change within our management team as Sarah prepared to go on maternity leave. Unfortunately, we were unable to recruit a manager to cover the maternity leave period. Although we did make an offer to a strong candidate, we were unable to meet their financial expectations and, following this, we had no success with advertising for the position. Our Deputy Manager, Kay, stepped forward to cover the Manager role and agreed to take on the position of Acting Manager during Sarah's absence. She will be supported by Sharon Kinder, who will be taking on various administrative and operational duties, while also continuing her role as the Room Leader in upper pre-school. Beth Sanchez will also take on additional responsibilities as the Room Leader in lower pre-school, for example, providing cover and maintaining continuity in the room when Sharon is working in the office and when settling new children and new staff members.

Helen Rowe resigned from her position as Level 2 Practitioner at the end of the summer term. She left to pursue a role in a school with more favourable working hours for her situation. Recruitment for the role took place over the summer holidays but was unsuccessful at that point*.

With changes to the staffing and a period of uncertainty when recruitment was proving fruitless, we recognise that the situation will have been unsettling at times. We would like to thank the staff team for their support and professionalism throughout the process. They have continued to work hard to ensure a smooth transition to the new arrangements, and their teamwork and flexibility have been invaluable.

Pay scale changes were implemented during this year. These included increases in line with the National Minimum Wage, as well as pay increases for senior staff, restoring greater differentiation to the pay structure. Pay rates across staff grades had been converging in previous years due to budget constraints and minimum wage increases. The feedback from the committee suggested that improved financial stability, driven by higher intake, has allowed this to be addressed.

The Trustees have continued to manage the pre-school's finances responsibly, ensuring that available funds are used to directly benefit the children and improve the setting. One significant investment this year was the installation of a new external door, which has improved both security and access, helping us to maintain a safe and welcoming environment for our families and staff. We were delighted to receive funds from the local councillor's locality budget to part-fund this and enable the project to be completed.

In September 2024, we were thrilled to receive £5,000 from the Tesco Stronger Starts scheme. The original application was for up to £1,500 for a range of outdoor equipment – but one of our families drew the golden coin from the bag during their shopping trip and we won the £5,000 award. The application was updated to include using the additional funds towards replacing the playground surface. The money from this grant was yet to be spent at the end of the year**.

In terms of the improvements to the outdoor area, there has been much progress in obtaining quotes and understanding what types of projects might be possible in the space that we have. Unfortunately, we were unsuccessful in a large funding application this year, but efforts continue to ensure that this is a focus for future spending at the pre-school.

On behalf of the Trustees, we would like to thank the staff for their continued commitment and our families for their ongoing support. We look forward to the year ahead and continuing to provide a happy pre-school environment for our children to learn and grow.

FY26 Outlook

* We successfully recruited a Level 3 Practitioner in October 2025.

** An extension to the Tesco Stronger Starts funding was granted in September 2025, however, once we began researching the cost of replacing the surface, we realised that it was much greater than we had anticipated so we needed to raise further monies or change the project entirely. We are now installing an awning to cover the area outside of the upper pre-school door. This will provide valuable shading in the summer and a covered area during light rain so that the outside space can be utilised throughout the year and in most weathers.

We are in the process of appointing a trustee to focus on Fundraising for the pre-school.

Rebecca Robinson Mutton & Jason Bosworthick
Committee Co-Chairs

Pre-School Manager's Report

We have seen some significant changes and development for the pre-school this year, alongside continued demand for the provision. As forecast in the 2023/24 Manager's report, the 2024/25 autumn term saw an increased take-up of places, with a noticeable rise in the number of children attending on a full-time basis. This is in part due to the changes in Government funding for working families. We welcomed 15 new children to pre-school in the autumn term. Demand for sessions remains high and, at the end of the academic year, the pre-school was operating at full capacity for its staffing levels. As a result, we were unable to offer additional sessions to existing children in the spring and summer terms, despite requests from families.

Sarah Dalton, the Pre-School Manager, commenced maternity leave on 19th June 2025. Sarah, Stuart and big brother Sonny now have a baby boy, who they have named Gene. Although we advertised for maternity cover for the role, after an unsuccessful offer, the decision was taken not to appoint a temporary replacement. Instead, as Deputy Manager, I stepped up into the role of Acting Manager. The two senior room leaders have also stepped up to provide support and share the workload to maintain continuity for the children. This transition has been managed as smoothly as possible – the decision has allowed us to be consistent in our offering and has also had the benefit of allowing us to manage costs responsibly.

Further staff changes saw a resignation from Helen Rowe (Level 2 practitioner), who left at the end of the summer term. Recruitment commenced during the summer holidays to ensure appropriate staffing levels were in place for the new academic year, but this was unsuccessful following interviews*. Rebecca took a leading role in providing support and assistance to the staff during this busy period and it was really appreciated by all of the staff.

The pre-school has experienced challenges relating to staff sickness and the need for cover this year. This required flexibility from the team when covering absences to make sure ratios were maintained and that the children's routines were disrupted as little as possible. The commitment from the staff team during these periods has been greatly appreciated as they have recognised the inconvenience that would be caused to parents if we needed to temporarily close or reduce the number of children as last resort solutions. We managed to remain fully operational during the year and thank the staff team for this being possible.

The staff continue to recognise that the budget is very limited and only purchase resources which are necessary for the setting, as well as the children's well-being and development. The parental donations of fruit and basic cleaning supplies is much appreciated by the staff as it provides a constant and varied supply of perishable items for the children at snack time.

Overall, the pre-school continues to be well supported by families, and the hard work and dedication of the staff team has ensured we continue to provide a safe, caring and welcoming environment for all children who attend the pre-school.

FY26 Outlook

* Gemma Vivieros joined the team in October 2025. We continue to be very grateful to the staff team for their flexibility during the periods where our staff numbers have been low.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity keeps sufficient reserves to fund the orderly closure of the Pre-School in the event its ongoing operation ceases to remain financially viable.

Details of any funds materially in deficit

N/A.

Treasurer's Report For the period 1st September 2024 – 31st August 2025

The Pre-School has

- A Main fund which is used for collection of fees and to pay salaries and ongoing running costs; and
- A Deposit fund which holds all surplus cash which is reviewed regularly with transfers made in and out of the main fund to ensure sufficient funds are available for day-to-day operations. Interest is earned on the deposit fund.

Main Fund

For the year ending 31 August 2025 ("FY25") the Main fund opened with a balance of **£4,762** and had closing balance of **£11,995**. This represents a net increase in funds of **£7,233**.

£4,910 was transferred to the Deposit account during the year to earn interest and provide for committed expenditure in FY26.

Deposit Fund

For the year ending 31 August 2025 the Deposit fund opened with a balance of **£42,944** and increased by £9,974 during the year, including £4,910 transferred from the Main Account. The Deposit account closed with a balance of **£52,918**.

Petty Cash

Petty cash opening balance was **£222** and closed with **£156**, representing a net reduction in funds of £66.

Financial performance

Surplus/Deficit

Overall financial performance was strong for the year, with a net surplus of **£17,142** reported (FY24: deficit of £16,168). Of this, £5,000 relates to the Stronger Starts grant received from Tesco, which must be spent in FY26. The remaining surplus was driven by the pre-school being well-subscribed throughout the financial year, enabling income to outstrip costs.

Income

Fee income overall was £143,498, compared to £109,550 for the prior year, representing an increase of £33,498. The increased income was driven by the pre-school being well-subscribed throughout the financial year, compared to low intakes in the Autumn and Spring terms of FY24. Within fee income, we also saw a shift from private fees (up 17% compared to FY24) to Hertfordshire County Council income (up 35%), due to the expansion of funded places provision. Fundraising income was £4,236 in the year, up £2,317 on prior year income of £1,919. Being well-subscribed, with a group of supportive, pro-active families sending their children to the setting has helped us to redouble our fundraising efforts this year.

Total income was **£153,914**, compared to £113,116 in prior year, an increase of £40,798. The other income items making up this total are: £5,302 in donations and grants (£5,000 of which came from Tesco); £233 uniform income; and £645 interest received on the Deposit Fund.

Expenditure

Staff costs for the year were £119,467, compared to £111,692 for the prior year; an increase of £7,775 or 7%. The National Minimum Wage increased by 6.7% in April 2025, and we took the opportunity to recalibrate senior staff pay at the same time, increasing the differential to the minimum wage, as the gap had been closing over recent years. Offsetting these increases, staff availability was regularly lower than budget, largely due to sickness, generating some financial savings while placing the remaining staff under greater pressure.

Total expenditure was **£136,722** compared to £129,284 for the prior year, an increase of £7,488 or 6%. The increase in staff costs was marginally offset by a small reduction in other costs. This was driven by a £1,466 reduction in maintenance costs as the one-off fencing replacement cost in FY24 was not repeated, offset against inflationary increases in insurance, subscriptions and utilities costs.

FY26 Outlook

Looking ahead, we expect a significant one-off increase in maintenance expenditure in FY26 as the £5,000 Tesco Stronger Starts grant received this year is disbursed.

At the start of FY26, our intake was down compared to September 2024, which has so far been offset by staff cost savings: we were unable to find maternity cover for our manager at the end of FY25, though we have now replaced the two departing practitioners in FY26. As we enter the Spring term, we are seeking to return the setting to a full complement of both children and staff.

Independent Examination

The Independent examination of our accounts has been approved and signed by Streets Chartered Accountants.

Felix Beeson
Treasurer

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)

Rebecca Robinson Mutton

Felix Beeson

Position (e.g., Secretary, Chair, etc)

Chair

Treasurer

Date

23/01/2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

Potten End Pre-School

1164830

Receipts and payments accounts

CC16a

For the period
from

01/09/2024

To

31/08/2025

Section A Receipts and payments

Main fund to the nearest £	Deposit fund to the nearest £	Petty cash to the nearest £	Total funds to the nearest £	Last year to the nearest £
-------------------------------	----------------------------------	--------------------------------	---------------------------------	-------------------------------

A1 Receipts

Fee income	143,523	-	25	143,498	109,550
Donations		242	60	302	598
Grants	5,000	-	-	5,000	-
Fundraising Income	211	3,965	60	4,236	1,919
Uniform Income	50	12	171	233	384
Other Income	-	645	-	645	665
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	148,784	4,864	266	153,914	113,116

A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total receipts	148,784	4,864	266	153,914	113,116
-----------------------	----------------	--------------	------------	----------------	----------------

A3 Payments

Insurance & Subscriptions	3,622	-	-	3,622	3,150
Uniform Expenditure	288	-	-	288	-
Consumables/Stationery/Cleaning	3,823	-	132	3,955	3,799
Buildings and garden maintenance	2,017	-	-	2,017	3,483
Rent and rates incl. council tax	669	-	-	669	656
Payroll and policy services	590	-	-	590	667
Staff costs	119,467	-	-	119,467	111,692
Staff training	304	-	-	304	881
Telephone and internet	1,382	-	-	1,382	1,199
Electricity and water rates	3,509	-	-	3,509	2,711
Fundraising costs	-	-	-	-	84
Other expenses	971	-	-	971	962
Sub total	136,640	-	132	136,772	129,284

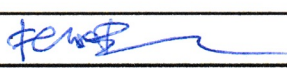
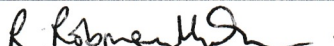
A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	136,640	-	132	136,772	129,284
-----------------------	----------------	----------	------------	----------------	----------------

Net of receipts/(payments)	12,144	4,864	134	17,142	- 16,168
A5 Transfers between funds	- 4,910	5,110	200	-	-
A6 Cash funds last year end	4,762	42,944	222	47,927	-
Cash funds this year end	11,995	52,918	156	65,069	- 16,168

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Main fund to nearest £	Deposit fund to nearest £	Petty cash to nearest £
B1 Cash funds	Current Account	11,995	-	-
	Savings account	-	52,918	-
	Cash in Hand	-	-	156
	Total cash funds		11,995	52,918
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Tesco Grant to be spent by end 2025	Main Fund	5,000	#####
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Felix Beeson	22/01/2026
			Rebecca Robinson Mutton	22/01/2026



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Potten End Pre School Association

On accounts for the year
ended

31 August 2025

Charity no
(if any)

1164830

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 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

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: 02/01/2026

Name:

Alan Endersby

Relevant professional
qualification(s) or body
(if any):

FCA

Address:

Streets S J Males Limited, Suite B1, Building 210, Butterfield,
Great Marlings, Luton LU2 8DL

Only complete if the examiner needs to highlight 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.

None.