

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

England & Wales · Charity number 1165088

Details

Other names ST HUGH OF LINCOLN NURSERY SCHOOL

Status Registered

Legal form CIO

Registered 2016-01-08

Register [View on the Charity Commission register](#)

Contact

Address St. Hugh of Lincoln Nursery School
Curbridge Road
Witney
OX28 5JZ

Phone 01993706636

Website www.sthughoflincolnnursery.co.uk

Activities

Objects: (1) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN BY THE PROVISION OF A NURSERY SCHOOL WITHIN THE CATHOLIC PARISH OF WITNEY IN THE COUNTY OF OXFORDSHIRE; AND (2) TO ADVANCE THE EDUCATION AND TRAINING OF THE PERSONS INVOLVED IN THE PROVISION OF SUCH CARE, EDUCATION AND RECREATIONAL FACILITIES; IN EACH CASE ONLY IN SO FAR AS SUCH OBJECTS ARE NOT CONTRARY TO THE ADVANCEMENT OF THE CHRISTIAN RELIGION IN ACCORDANCE WITH THE TENETS AND CREED OF THE ROMAN CATHOLIC CHURCH.

Activities: To facilitate the daily care, recreation and education of children by the provision of a nursery school within the Catholic parish of Witney; and to advance the education and training of the persons involved in the provision of such care; in so far as such objects are not contrary to the advancement of the Christian religion in accordance with the tenets and creed of the Roman Catholic Church.

Classification

- **How:** Provides Services
- **What:** Education/training, Religious Activities
- **Who:** Children/young People

Geography

- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£277,287	£267,557	-	-
2024-08-31	£254,305	£230,916	-	-
2023-08-31	£208,613	£194,090	-	-
2022-08-31	£164,557	£169,219	-	-
2021-08-31	£170,635	£174,140	-	-
2020-08-31	£163,727	£158,248	-	-

Trustees

Name	Role	Appointed
RACHEL BERNADETTE CROUCH BE HONS	Chair	2016-01-08
LIAM PATRICK DURKIN		2016-01-08
Rev PATRICK CHARLES BROWN		2016-01-08
SOPHIE ROSE SMITH		2016-01-08

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

England & Wales - Charity number 1165088

Accounts

Registered Charity No. 1165088

Ofsted Registration No. EY501227

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 AUGUST 2025

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2025

The Trustees present their annual report together with the financial statements for the year ended 31 August 2025. The accounts have been prepared in accordance with the accounting policies to the accounts and comply with the Charity's Constitution the Charities Act 2011 and the "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)"

Objects and Activities

The objectives of St Hugh of Lincoln Nursery School are to provide the necessary facilities for the daily care, recreation and education of children by the provision of a nursery school within the Catholic parish of Witney in the county of Oxfordshire, and to advance the education and training of the persons involved in the provision of such care, education and recreational facilities; in each case only insofar as such objects are not contrary to the advancement of the Christian religion in accordance with the tenets and creed of the Roman Catholic Church.

St Hugh of Lincoln Nursery School aims to ensure high standards of management, teaching and learning to raise outcomes for all children attending the nursery school in numerous ways including:

- Stimulating and motivating children to learn through curiosity, imagination and concentration;
- Making accurate judgements to identify next steps appropriately for all children;
- Improving on the quality of curriculum and routines to enhance literacy skills for all children;
- Enhancing children's learning in a natural environment, and improving personal, social and health development;
- Letting children know their views are important and their voices are heard;
- Improving communication and language outcomes;
- Narrowing the gap between groups of children;
- Giving additional support to individual children where there is a need;
- Developing an enabling environment for children with English as an Additional language.

We have a clear action plan in place, with measurable success criteria, which is updated and further developed by the Nursery School Manager on an ongoing basis. We use this to assess our progress in attaining our desired outcomes, and ensure we continue to improve on our high level of care and early-years education for all children attending the nursery school.

The Trustees have referred to the guidance contained in the Charity Commission's guidance on public benefit when codifying the Charity's aims and objectives, and continue to do so when carrying out duties to which the guidance relates.

Achievements and Performance

The main achievement of the nursery school during the last year has been retaining our Outstanding grade in our routine inspection. This has ensured we have been successful in continuing to provide an exceptional standard of education, support, and care for each of the 65 children who have attended throughout the year. This has included 10 children with English as an additional language, including 2 Polish, 1 Malayalam, 2 Portuguese, 1 Twi, 2 Filipino, 1 Shona and 1 Lithuanian. We continue to use British Sign Language/Makaton in our daily practice for inclusion for all children. Numbers include 8 children with special educational needs, 7 children on Early Years Pupil Premium, 7 children receiving two-year-old funding/EYPP, 5 children receiving Inclusion funding, 3 child receiving additional funding and 2 child receiving Disability Access Funding in the final term.

The Trustees committee continued to consist of 4 members, (Chair and interim Treasurer – Primary School Head Teacher, Secretary – Primary School teacher, A former parent, and the Local Parish Priest) who have the overall responsibility for the running of the nursery and supporting the manager. As a committee they ensure that legalities, policies, and procedures are up to date and put into place. The manager reports to the committee each term and meetings are held approximately every 10 weeks.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

Achievements and performance (continued)

We have been in discussion with Our Lady of Lourdes Catholic Primary School and the PFMAC over the past couple of years in regard to the future of the nursery and the difficulty in recruiting new Trustee members, and, after lengthy discussions and consultations with parents, staff, OCC and DFE we are now in the final stage of incorporating the nursery within the school. We shall open in September as a nursery class within the school.

We shall therefore become maintained by the PFMAC and will cease to be a charity nursery. Plans and preparation are being made to close OFSTED registration and over the next 6 months bank accounts, finance and administration methods will be closed and new systems will be implemented.

Training for staff as always, has been high on the agenda and has included Level 2 Generalist Safeguarding, Level 3 - Designated Lead Safeguarding, Level 2: Awareness of child abuse and neglect 2023, PREVENT, Food Hygiene, Early Years Briefings, May I join you, Early Years Designated Lead Forums, EYFS, SEMH + Behaviours that Challenge, Early help skills- strengths and needs, The Role of the SENCo, SENCo Network Meetings, Effective Curriculum and assessment, The Learning walk, Manager's preparation for inspection, Paediatric First aid, EHCP, Cultural Capital, SPAEN, Childhood immunisations, POINT5, Understanding Child development, Safer recruitment, What it's like to be a 2 year old and The graduated approach. Monthly On – line Manager's meetings.

The Department of Education have continued to provide training for Early Years practitioners considering the impact from the COVID pandemic with a new module being released this year. 8 modules of the proposed 10 are now available online.

The training has helped to keep the nursery school up to date with current legislation and practices in the early years, ensuring children are protected and safe and given the best opportunities in early life.

Staffing has been more manageable, however due to staff illnesses we have needed to use agency staffing at a financial implication to the nursery. We are, at time of writing the report recruiting for a maternity cover for a member of staff to join us, to be employed by the school in September.

Activities, planning and routines have been continually updated following information received on current, best practice. We continue to use the Letters & Sounds programme to prepare children for phonic work at primary school using the programme of 'Phase One Phonics', and a 'Rhyme of the month'; which is sent home to parents to share and learn at home with their children to enhance the understanding of rhythm in words and language and to run along side 'The sound of the Week' which we learn a Jolly Phonics tune to which is also shared via ParentMail in the weekly information sent to parents. Maths sessions have continued to be implemented and the children to have a deeper understanding on numbers, shapes, patterns and measures with alternate weekly groups taking place to Letters and Sounds and this is having a positive impact on the children's mathematical learning and development.

We continually review our Curriculum and Pedagogy and enhanced the work we do with the children based on their interests and next steps. This in turn develops our individual planning, observation, and assessment methods, informing resources available, ensuring all children are supported by Key People and supply staff when needed with a working planning board.

Our curriculum is adapted and enhanced for each cohort of children and each area of learning is discussed as a team to identify the aspects we feel the children at the present time are requiring support in developing.

Communication and Language is always high on our assessment for all children as we believe that this is a vital life skill and the Deputy Manager/Language Lead for the nursery continues to use the WellComm screening tool for all children who join the nursery, prioritising the children who have been identified with speech and language delay or difficulty so we can put appropriate support in place for each individual child and refer to outside agencies in good time if needed. We have now been using WellComm for a few years and we are recording how the screening tool is showing the impact it is having on the children where key people and parents work in partnership to increase best outcomes for individual children. Through providing early intervention by providing activities and resources for key people and parents to use with their children for specific speech sounds and language has proved so beneficial and we are observing great results from working in partnership with parents. The assessments will from September be recorded on the new online portal.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

Achievements and performance (continued)

We continue to enhance British Values and use our 'Good Choice' and 'WOW' board in the nursery room by the Welcome Time area. Children are identified and praised for good behaviour, empathy, and overall exceptional behaviour and the new skills they may have learnt or to share experiences they have had.

Outside Learning sessions continue each week in the wild area of the primary school field next door. The area has been enhanced through a couple of members of the school staff undertaking the Forest School training, which we have been able to use. The site has been enhanced and improved greatly and this has been beneficial for all who attend. Studies have shown how children's personal, social, and emotional development and Knowledge and Understanding of the natural world is improved by learning independently in the natural environment. It has been a vital part of the children's learning in the outside area. Each child who is leaving at the end of the year has had the opportunity to attend Outside Learning sessions.

We continue to hold a close relationship with the Care Home next door to the nursery. We have enjoyed sharing experiences such as cooking, gardening, bowls, visiting ponies, music and playing on their interactive table. The nursery children have made cards and gifts throughout the year for the care home residents, and they have returned the kind gestures to the nursery. The residents have joined us as part of our audience for our Harvest celebrations and Christmas song performance.

We have had visits from outside support agencies this year to attempt to work through their ever-increasing waiting lists, along with telephone calls offering advice from the Special Educational Needs Advisory Teacher. In the nursery we continue to use the advice and the knowledge of the staffing team to develop and implement plans to help the children with Special Educational Needs and Disabilities and those requiring support for Speech and Language.

We have worked with families signposting them to medical professionals to gain consultations from the Community Paediatricians and requested support from other agencies. We will continue to work with Speech and Language Therapists to support our children with their communication and have received advice from other Early Years Support Workers when we need to.

Our Special Educational Needs Coordinator Lead role is now shared between the Manager and third in charge, however the third in charge has now completed the Best Practice - Level 3 SENCo qualification and will take over the role in September and will be working with the SENDCo of the school.

We have received the Disability Access Funds for 2 children and have been working with the families to ensure they are supported, and the children are able to reach their full potential and have had access to all the experiences and activities we have provided. We have purchased resources of interest for the children including specialist cushions for use at home and in the nursery and weighted blankets.

Some of the funding we have received for children who are in receipt of Early Years Pupil Premium, Disability Access Fund and Inclusion funding have been used to provide 1:1 support for children requiring additional aids, training for staff to assist children with individual needs, purchasing resources for enhancing Maths, construction and role play and activities to extend learning and development and also provided experiences such as The Living Eggs project, Insect Lore Caterpillar/butterfly experience and covering some costs towards the Leaver's trips to Pizza Express. We have also used the funding for more personalised support including swimming lessons, football clubs, martial arts classes and in purchasing bus tickets for a child who moved into the net town to ensure the child could continue to attend. Any remaining funding was used to purchase school uniform for primary school for those in receipt of funding.

All children in receipt of 2-year funding/EYPP have again received payments through the Household Support scheme to help with those in financial difficulties through all the school holidays. The nursery has also used discretion in proving this for additional families in need.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

Achievements and performance (continued)

Children continue to be involved in making decisions during our everyday practice though voting at Café time. The children's views on life at the nursery are also sought in our annual questionnaire and are shared in staff meetings so that we can act on any of their concerns or ideas. In March 2025, 44 families returned the annual questionnaire. This enables us to continue to ensure the nursery maintains the high standards we promote and that the children are happy and progressing well.

The results are displayed in the cloakroom and were sent out to parents for their information. When evaluating the responses we have placed a suggestion box outside the front of the nursery so parents can give ideas or feedback at any time.

We have celebrated many occasions including Oral Health Week, Harvest, National Smile month, Grandparents Day, United Nations Day, Armistice Day, World Nursery Rhyme week, St. Hugh's Day, Christmas, Burns Night, National Story Telling Week, Children's Mental Health Week, Safer Internet Day, Mother's Day, Father's Day and St. George's Day. We have made a birthday card for King Charles III and sent this to Buckingham Palace and hope to receive a reply as we did last year.

Children's profiles using the assessment tool Evidence Me continue to be sent out daily/weekly so that the children's learning and progress at nursery can be supported at home. Parents are asked to send in their observations and photographs from home so that a broader picture of each child's learning can be gathered, and we can plan activities based on interests from home.

At the beginning of each large term an observation of 'Practitioner's Knowledge' is sent home so the parents/carers understand the next step/learning outcome in the Development Matters Document we use as a guide is being supported.

All observations and assessments are sent home and checked by the manager to ensure a high quality of provision and teaching is upheld on the nursery floor.

We continue to support children's self – regulation skills, personal, emotional and mental health development and any areas that we feel need additional support.

The 'Calm down' area near the book area, which has sensory items, fidget resources and emotional support resources and aids continue to be effective and is now a permanent aspect of the nursery room.

We continue to use manager - practitioner observations and manager 'Drop – ins' strategies to evaluate practice, planning and maintain high standards, identify training needs and Supervision and Appraisals to communicate with staff.

The nursery school has been involved in fund-raising activities so that our children gain an awareness of others in need. This has included fundraising for Downs Syndrome Oxford, collections of food for Witney food bank through our Harvest Festival and by taking part in the reverse advent calendar.

In the summer of 2025, 35 of our children moved on to primary schools or other settings in the area. For children leaving us to move to primary school had transition reports written for them by their key person, which were sent home for parents to review and add their comments, then to the Foundation Stage teachers and discussions took place regarding learning and development over the phone and visits for transitions from a few reception teachers have taken place. Along with reports, WellComm assessments, letters to teachers, SEND documents and safeguarding information has been shared with new settings.

We have welcomed parents in for 'Stay and Play' sessions, mothers and grandmothers for Mother's Day, fathers and grandfathers for Father's Day, Grandparents for Grandparent's Day, invited in Police Officers, had visits from the Fire service, accepted students from local secondary schools and colleges, agency workers and a visit from Father Christmas at the Christmas Parties.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

Achievements and performance (continued)

Prospective parents wishing to visit the nursery have come in whilst the nursery is open and seen the daily running and have been invited to attend a New Parent's meeting for information about their child's place and the running of the nursery.

We have spent time discussing the nursery garden and how we can ensure the environment is suitable for the children who attend, and during August 2023 we developed an area of the nursery garden, which was Phase 1 of 2.

We have now met with contractors, and the nursery garden is due to be completed in August 2025.

After yet another year of providing high quality education and childcare, we have again shown strength in our ethos, teamwork and the daily structure of the nursery extremely well which is detailed in our OFSTED report.

The nursery will close at the end of August and from September 2025 we shall cease to be a PVI and charity registered setting and will be joining Our Lady of Lourdes Catholic Primary School, becoming a nursery unit within the maintained school in the Pope Francis Multi Academy Chain.

We are all looking forward to next year, working as part of the school and in providing more of the wonderful experiences and high-quality teaching to the children who attend.

Financial Review

We confirm a positive financial review in the year ending 31 August 2025. We had record levels of income, as the nursery was busier and more popular than ever. Turnover, including both Early Years grant income and fees, reached their highest levels since the Nursery became a charity, and indeed for over a decade: exceeding £277,287 for the first time.

We were very grateful for the donations we received, which enable us to buy additional equipment for the children's use. These also achieved a new high of £1,533 in 2024/25.

Naturally staff costs rose as well, in order to look after the rising number of children in our care. But in further evidence of the nursery's excellent management and processes, although the Living Wage rose faster than Early Years grants' hourly rates, salary costs were held in line with our rising income. Working conditions were also improved during the year, with increases in holiday pay for hourly paid staff. All other costs were, as usual, well managed and these were held constant at a time of sharply rising prices.

Given the strength and security of the Nursery's finances it was appropriate to invest to refurbish the outdoor play area. This happened during August of 2024 and 2025, with some of the capital expenditure falling into next year's financial return. The refurbishment has proved popular with children and staff alike.

The Nursery's surplus this year has made a significant contribution to the capital investment in the Nursery's outdoor facilities.

Our unrestricted reserves at the end of August 2025 totalled £204,881, of which £61,110 were free reserves. This compares with unrestricted reserves of £185,583 and free reserves of £152,893 at the end of August 2024. Our restricted reserve comprises the unamortised value of the nursery school building extension, which was funded by our nursery school founder, Mr Christopher Flynn in 2008. The extension is being depreciated over a period of 20 years, over which term the fund will be amortised in equal proportions. Our policy has been to continue to grow our free reserves each year by an amount at least equivalent to the depreciation on the building extension, in order to ensure our ability to fund any necessary further building work in the future, following the natural wear and tear on the property. The trustees will keep this policy under review in the coming financial years to ensure that it is still appropriate.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

Structure, Governance and Management

St Hugh of Lincoln Nursery School is constituted as a Charitable Incorporated Organisation; registered as such in January 2016, having previously been run as a part of the Birmingham Diocesan Trust.

Trustees are appointed by a resolution passed at a properly convened meeting of the Trustees of the Charity. In selecting individuals for appointment as charity trustees, the Trustees of the Charity ensure that prospective trustees know of and accept the object of the Charity and pay regard to the skills, knowledge and experience needed for effective administration of the Charity. The Trustees ensure that they take notice of instructions given by the Catholic Archbishop of his representative in making the arrangements for any such appointment.

The Trustees meet four to six times a year to review progress and planned activities as well as finances, health and safety, property and diocesan matters where these arise. In addition, the Nursery School Manager will call upon any of the Trustees for advice or expertise in their area where additional support is needed. There are also one or two separate meetings of the finance committee to review and discuss nursery school fees and staff remuneration. Recommendations are brought from these meetings to the whole body of Trustees for approval.

Trustees

Mrs Rachel Crouch	Chair
Fr Patrick Broun	Parish Priest
Mr Liam Durkin	Health and Safety Officer
Mrs Rachel Crouch	Hon. Treasurer
Mrs Sophie Smith	Secretary

Contact Details

Address:	Curbridge Road Witney Oxfordshire OX28 5JZ
Website:	www.sthughoflincolnnursery.co.uk

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025**

Trustees' Responsibility Statement

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008, and the provisions of the trust deed requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Approved by order of the board of Trustees on and signed on its behalf by:

.....R B Crouch.....

Mrs Rachel Crouch (Chair)

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2025**

	Note	Restricted Funds £	Unrestricted Funds £	Total 2025 £	Restricted Funds £	Unrestricted Funds £	Total 2024 £
Income and endowments from:							
Donations	2	-	1,533	1,533	-	2,849	2,849
Charitable activities	3	-	271,894	271,894	-	248,221	248,221
Investments – bank interest		-	3,860	3,860	-	3,235	3,325
		-	277,287	277,287	-	254,305	254,305
Expenditure on:							
Charitable activities	4						
Direct expenditure		-	214,319	214,319	-	187,699	187,699
Management and admin		9,568	43,670	53,238	9,568	33,649	43,217
Total expenditure on Charitable activities		9,568	257,989	267,557	9,568	221,258	230,916
Net movement in funds		(9,568)	19,298	9,730	(9,568)	32,957	23,389
Reconciliation of funds:							
Total funds brought forward		31,896	185,583	217,479	41,464	152,626	194,090
Total funds carried forward		22,328	204,881	227,209	31,896	185,583	217,479

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**BALANCE SHEET
AS AT 31 AUGUST 2025**

		31 Aug 2025		31 Aug 2024	
	Note	£	£	£	£
Fixed assets					
Tangible assets	5	166,099		64,586	
			166,099		64,586
Current assets					
Debtors		-		113	
Prepayments and accrued income		2,628		2,226	
Cash at bank and in hand		94,849		157,572	
		97,477		159,911	
Creditors					
Creditors		4,338		2,397	
Accrued expenses		30,725		3,282	
PAYE and NI liability		1,304		1,339	
		36,367		7,018	
Net current assets			61,110		152,893
			227,209		217,479
The funds of the Charity:					
Unrestricted funds		204,881		185,583	
Restricted fund – building extension		22,328		31,896	
Total Charity funds			227,209		217,479

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the Charitable Settlement, which is a public benefit entity under FRS 102, 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) (Update Bulletin 2)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants and donations subject to the specific wishes of the donor are credited to relevant restricted funds.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

Building extension	20 years straight line
Outside play area improvements	5-10 years straight line
Office equipment, furniture and fittings	3 years straight line

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party. It is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent and depreciation charges allocated on the portion of the asset's use.

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025**

1 ACCOUNTING POLICIES (CONTINUED)

Expenditure and irrecoverable VAT (continued)

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event. It is probable that a transfer of economic benefit will be required in settlement and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Reserves policy

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. This level of reserves has been maintained throughout the period.

Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025**

2. Donations	Total 2025 £	Total 2024 £
The Friends of St Hugh of Lincoln Nursery School	-	1,936
Hook family	-	-
Hearts	916	-
Squares	267	-
Down syndrome day	25	-
Other	325	913
	1,533	2,849
 3. Income from Charitable activities	 Total 2025 £	 Total 2024 £
Nursery school fees	31,675	40,937
Early Years and Other Government Grants	233,137	200,098
Other fees, commissions and claims	7,082	7,186
	271,894	248,221

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025**

4. Expenditure on Charitable activities

	Restricted Fund £	Unrestricted Funds £	Total 2025 £	Restricted Fund £	Unrestricted Funds £	Total 2024 £
Direct expenditure on nursery school activities						
Wages, employers National Insurance and Pension	-	200,135	200,135	-	178,923	178,923
Equipment and Educational Materials	-	12,977	12,977	-	7,404	7,404
Consumables	-	599	599	-	400	400
Training	-	608	608	-	972	972
	-	214,319	214,319	-	187,699	187,699
Repairs, maintenance and Cleaning	-	18,407	18,407	-	12,123	12,123
Insurance	-	1,867	1,867	-	1,629	1,629
Recruitment advertising	-	185	185	-	-	-
Leasing and equipment	-	1,939	1,939	-	1,475	1,475
Rates and services	-	5,357	5,357	-	6,147	6,147
Telephone and internet	-	744	744	-	434	434
Printing, postage and stationery	-	3,507	3,507	-	2,655	2,655
Entertainment - staff	-	890	890	-	445	445
Travel	-	131	131	-	48	48
Professional fees	-	2,754	2,754	-	2,613	2,613
Bank charges	-	120	120	-	60	60
Depreciation	9,568	6,444	16,012	9,568	5,485	15,053
Bad debts	-	270	270	-	(4)	(4)
Sundry	-	1,030	1,030	-	430	430
Donations	-	25	25	-	109	109
	9,568	43,670	53,238	9,568	33,649	43,217

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025**

5. Fixed Assets

	Plant and Equipment £	Property Improvements £	Total £
Cost			
At 1 September 2024	25,791	259,406	285,197
Additions	1,925	115,600	117,525
At 31 August 2025	27,716	375,006	402,722
Depreciation			
At 1 September 2024	24,712	195,899	220,611
Charge for year	670	15,342	16,012
At 31 August 2025	25,382	211,241	236,623
Net book value			
At 31 August 2025	2,334	163,765	166,099
At 31 August 2024	1,079	63,507	65,586

6. Creditors

	31 Aug 2025 £	31 Aug 2024 £
Creditors	4,338	2,397
Accruals	30,725	3,282
PAYE/ NI Liabilities	1,304	1,339
	36,367	7,018

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025**

7. Staff costs

	31 Aug 2025	31 Aug 2024
	£	£
Wages and salaries	188,516	171,528
Social security costs	7,359	3,711
Other pension costs	4,260	3,684
	200,135	178,923

The average monthly number of persons employed by the CIO during the period was as follows:

	31 Aug 2025	31 Aug 2024
	No.	No.
Direct Staff	9	12
Administration	2	2
	11	14

The were no higher paid employees

They had no key management personnel.

There were no Trustee expenses during the year.

8. Related Party Transactions

There were no known related party transactions during the year.

9. Analysis of Net Assets Between Funds

	<u>General</u>	<u>Restricted</u>	<u>2025</u>	<u>2025</u>
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
Fixed Assets	143,771	22,328	166,099	64,586
Current assets	97,477	-	97,477	159,911
Current liabilities	(36,367)	-	(36,367)	(7,018)
Net Assets at 31 August 2025	204,881	22,328	227,209	217,479

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2025

10. Movements in Funds

	<u>B/Forward</u>	<u>Incoming Resources</u>	<u>Outgoing Resources</u>	<u>Transfers</u>	<u>At 31 August 2025</u>	<u>At 31 August 2024</u>
	£	£	£	£	£	£
Restricted Funds						
Property-Improvement	31,986	-	(9,568)	-	22,328	31,986
Unrestricted Funds						
General Funds	185,583	227,287	(257,989)	-	204,881	185,583
	_____	_____	_____	_____	_____	_____
	217,479	227,278	(267,557)	-	227,209	217,479
	=====	=====	=====	=====	=====	=====

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/ MEMBERS OF
ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 August 2025, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the Charity Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

Since the Charity's consolidated 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 Chartered Institute of Certified Accountants, which is one of the listed bodies

Independent examiner's statement

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 Charity 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 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.

**Andrew Rodzynski FCA
Wenn Townsend
Watermoor Point
Watermoor Road
Cirencester
Gloucestershire
GL7 1LF**

Date:

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

England & Wales - Charity number 1165088

Accounts

Registered Charity No. 1165088

Ofsted Registration No. EY501227

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 AUGUST 2024

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

The Trustees present their annual report together with the financial statements for the year ended 31 August 2024. The accounts have been prepared in accordance with the accounting policies to the accounts and comply with the Charity's Constitution the Charities Act 2011 and the "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)"

Objects and Activities

The objectives of St Hugh of Lincoln Nursery School are to provide the necessary facilities for the daily care, recreation and education of children by the provision of a nursery school within the Catholic parish of Witney in the county of Oxfordshire, and to advance the education and training of the persons involved in the provision of such care, education and recreational facilities; in each case only insofar as such objects are not contrary to the advancement of the Christian religion in accordance with the tenets and creed of the Roman Catholic Church.

St Hugh of Lincoln Nursery School aims to ensure high standards of management, teaching and learning to raise outcomes for all children attending the nursery school in numerous ways including:

- Stimulating and motivating children to learn through curiosity, imagination and concentration;
- Making accurate judgements to identify next steps appropriately for all children;
- Improving on the quality of curriculum and routines to enhance literacy skills for all children;
- Enhancing children's learning in a natural environment, and improving personal, social and health development;
- Letting children know their views are important and their voices are heard;
- Improving communication and language outcomes;
- Narrowing the gap between groups of children;
- Giving additional support to individual children where there is a need;
- Developing an enabling environment for children with English as an Additional language.

We have a clear action plan in place, with measurable success criteria, which is updated and further developed by the Nursery School Manager on an ongoing basis. We use this to assess our progress in attaining our desired outcomes, and ensure we continue to improve on our high level of care and early-years education for all children attending the nursery school.

The Trustees have referred to the guidance contained in the Charity Commission's guidance on public benefit when codifying the Charity's aims and objectives, and continue to do so when carrying out duties to which the guidance relates.

Achievements and Performance

The main achievement of the nursery school during the last year has been to provide an outstanding standard of education, support, and care for each of the 74 children who attended this year. We welcomed 14 children with English as an additional language, including 2 Polish, 4 Indian, 4 Portuguese, 1 Turkish, 1 Romanian and 2 children who use British Sign Language/Makaton. 10 children with special educational needs, 7 children on Early Years Pupil Premium [EYPP], 8 children receiving two-year-old funding, 2 children receiving Inclusion funding, 1 child receiving additional funding and 2 children receiving Disability Access Funding. We supported 4 families who were classed as vulnerable.

Training for staff as always, has been high on the agenda and covered two dozen different subjects, including: Safeguarding; Food Hygiene; Paediatric First Aid; Phonology; SEN Co-ordination; Downs Syndrome and Complex Needs; Autism; Power of Play; Books & Language; Understanding Child Development; Leadership; Online Safety; and Oral Health. The training has helped to keep the nursery up to date with current legislation and practices in Early Years Education, ensuring our children are safe, protected and given the best opportunities in early life.

Staffing again has been a constant concern, with recruitment an issue nationwide. We have nevertheless been able to accommodate all the children's allocated sessions through a vigorous team effort and considerable flexibility.

**REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024**

Achievements and performance (continued)

Activities, planning and routines have been continually updated following information received on current best practice. We continue to use the Letters & Sounds programme to prepare children for phonic work at primary school. This includes 'Phase One Phonics'; a 'Rhyme of the month' which is sent to parents to share with children and learn at home; and 'Sound of the Week' involving a Jolly Phonics tune which is also shared via ParentMail every week.

We continually review our Curriculum and Pedagogy to enhance the work we do with the children centred on their interests and next steps. This in turn develops our individual planning, observation, and assessment methods; ensuring all children are supported by Key People, while any supply staff are provided with a work planning board.

Communication and Language is always high on our priorities for all children, as we know how vital a life skill this is. The Deputy Manager & Language Lead for the nursery continues to use the WellComm screening tool for all children who join us, prioritising the children who have been identified with speech and language delay or difficulty, so that we can put appropriate support in place for each child, and refer to outside agencies in good time if needed.

We continue to enhance British Values. We have a 'Good Choice' and 'WOW' board in the nursery room by the Welcome Time area. Children are identified and praised for good behaviour, empathy, overall exceptional behaviour, new skills they may have learnt, or new experiences they have had and can share.

Outside Learning sessions continue each week in the wild area of the Primary School field next door. This has been enhanced as a member of the school staff has undertaken Forest School training, which benefits the nursery. Studies have shown how children's personal, social, and emotional development, along with knowledge and understanding of the natural world, is improved by learning independently outdoors. Outside learning has been a vital part of our children's time with us. Each child leaving at the end of the year has had the opportunity to attend Outside Learning sessions.

We continue our close relationship with the Care Home next door to the nursery. We have enjoyed returning to inside sessions with them and have shared experiences such as cooking, gardening and playing on their interactive table. Our children have made cards and gifts throughout the year for the residents, and our Care Home neighbours have kindly returned these gestures to us.

We have had visits from outside support agencies this year to address their ever-increasing waiting lists, along with telephone calls offering advice from the SEN Inclusion Teacher. In the nursery we continue to use the advice and knowledge of the staffing team to develop and implement plans to help the children with SEN and Disabilities, and those requiring support for Speech and Language. We have worked with families, signposting them to medical professionals to gain consultations from the Community Paediatricians and also requested support from other agencies. We will continue to work with Speech and Language Therapists to support our children with their communication and have received advice from the Occupational Therapist, Physiotherapists, and other Early Years Support Workers when needed. Our Special Educational Needs Coordinator Lead role continues to be taken by the Manager. Our Deputy Manager has completed her Level 3 SENCo qualification so will be working closely with her in this area in future.

We have received Disability Access Funds and have been working with a family to ensure they are supported, and that the child is able to reach their full potential, and gains access to all the experiences and activities we provide. We have purchased resources and specialised equipment to assist the child in question. Some EYPP, Disability Access, and Inclusion funding has been used to provide 1:1 support for children requiring additional aids, training for staff to assist children with individual needs, to purchase resources and activities that extend learning and development. Experiences included Outdoor Learning, Living Eggs, Insect Lore caterpillar & butterfly, and a contribution towards the Leavers' trip to Pizza Express. All children in receipt of 2-year funding or EYPP have again received payments via the Winter/Spring/Summer grant scheme to help financially through the school holidays, inc. purchase of food vouchers.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

Achievements and performance (continued)

Children continue to be involved in making decisions during our everyday practice by voting at Café time. The children's views on life at the nursery are also sought in our annual questionnaire and are shared in staff meetings so that we can act on any of their concerns or ideas. In March 47 families returned the annual questionnaire, which was sent online for the first time. This helps us ensure the nursery maintains high standards and that the children are happy and progressing well. The results are displayed in the entrance hall and were sent out to all parents.

We celebrated many occasions across the year, including: Witney Feast, National Fitness Day, Oral Health Week, Harvest Festival, National Smile Day, Grandparents Day, United Nations Day, Armistice Day, World Nursery Rhyme week, St. Hugh's Day, Christmas, Burns Night, National Storytelling Week, Children's Mental Health Week, Safer Internet Day and St. George's Day.

Children's profiles using the assessment tool Evidence Me continue to be sent out weekly so that children's learning and progress at nursery can be supported at home. Parents are asked to send in their observations and photographs from home so that a broader picture of each child's learning can be gathered, and we can plan activities based on interests from home. At the start of each term parents/carers are informed about the next steps and learning outcomes relevant to their child's development, from the framework that we use. All observations and assessments are sent home and checked by the manager to ensure a high quality of provision and teaching persists in the nursery.

Through these observations and from discussions, we identified that the book corner was not being used appropriately. Changing its location and buying a dome to make the book corner into a comfier 'den' worked well and more children now spend time looking at books independently or with an adult.

The Manager is active in evaluating practice, planning, maintaining high standards, and identify training needs. Through Supervision and Appraisal meetings staff requested refresher training on 2-year olds' child development, which when delivered in-house was very well received.

The nursery school has been involved in charitable activities so that our children gain an awareness of others in need. This has included collections of food for Witney food bank through our Harvest Festival and the Samaritans Purse Shoebox Appeal.

In the summer of 2024, 37 of our children moved on to Primary Schools or other local settings. Their Key Person wrote transition reports for them, which went to their new Foundation Stage teachers and were followed by phone discussions about learning and development; and with a few schools transition visits have taken place.

We have welcomed parents in for 'Stay and Play' sessions; invited in Police Officers; members of the Trustees have spent time in the nursery; had students in from local secondary schools and colleges; had a tractor attend when celebrating the Harvest; enjoyed a visit from Father Christmas; and an ice cream van in the summer. In addition, we have been able to welcome back students studying Childcare & Health, Social Care, and students on work experience from local schools and colleges.

Prospective parents wishing to visit the nursery have come in when the nursery is open to see our daily routine. We have also held New Parents' meetings to discuss their child's possible place and how the nursery works.

This has been another year providing high quality education and childcare. We have again shown strong teamwork throughout all aspects of the nursery. The nursery garden began to be refurbished in August 2023 and exploring the new environment proved very rewarding when the new year began again in September.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

Financial Review

We confirm a positive financial review in the year ending 31 August 2024. Normal working after Covid, was accompanied by record levels of income, as the nursery was busier and more popular than ever. Turnover, including both Early Years grant income and fees, reached their highest levels since the Nursery became a charity, and indeed for over a decade: exceeding £254,305 for the first time.

We were very grateful for the donations we received, which enable us to buy additional equipment for the children's use. These also achieved a new high of £2,849 in 2023/24.

Naturally staff costs rose as well, in order to look after the rising number of children in our care. But in further evidence of the nursery's excellent management and processes, although the Living Wage rose faster than Early Years grants' hourly rates, salary costs were held in line with our rising income. Working conditions were also improved during the year, with increases in holiday pay for hourly paid staff. All other costs were, as usual, well managed and these were held constant at a time of sharply rising prices.

Given the strength and security of the Nursery's finances it was appropriate to invest to refurbish the outdoor play area. This happened during August of 2023 and 2024, with some of the capital expenditure falling into next year's financial return. The refurbishment has proved popular with children and staff alike.

The Nursery's surplus this year has made a significant contribution to the capital investment in the Nursery's outdoor facilities.

Our unrestricted reserves at the end of August 2024 totalled £217,479, of which £194,090 were free reserves. This compares with unrestricted reserves of £152,626 and free reserves of £123,296 at the end of August 2023. Our restricted reserve comprises the unamortised value of the nursery school building extension, which was funded by our nursery school founder, Mr Christopher Flynn in 2008. The extension is being depreciated over a period of 20 years, over which term the fund will be amortised in equal proportions. Our policy has been to continue to grow our free reserves each year by an amount at least equivalent to the depreciation on the building extension, in order to ensure our ability to fund any necessary further building work in the future, following the natural wear and tear on the property. The trustees will keep this policy under review in the coming financial years to ensure that it is still appropriate.

Structure, Governance and Management

St Hugh of Lincoln Nursery School is constituted as a Charitable Incorporated Organisation; registered as such in January 2016, having previously been run as a part of the Birmingham Diocesan Trust.

Trustees are appointed by a resolution passed at a properly convened meeting of the Trustees of the Charity. In selecting individuals for appointment as charity trustees, the Trustees of the Charity ensure that prospective trustees know of and accept the object of the Charity and pay regard to the skills, knowledge and experience needed for effective administration of the Charity. The Trustees ensure that they take notice of instructions given by the Catholic Archbishop or his representative in making the arrangements for any such appointment.

The Trustees meet four to six times a year to review progress and planned activities as well as finances, health and safety, property and diocesan matters where these arise. In addition, the Nursery School Manager will call upon any of the Trustees for advice or expertise in their area where additional support is needed. There are also one or two separate meetings of the finance committee to review and discuss nursery school fees and staff remuneration. Recommendations are brought from these meetings to the whole body of Trustees for approval.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

Trustees

Mrs Rachel Crouch	Chair
Fr Patrick Broun	Parish Priest
Mr Liam Durkin	Health and Safety Officer
Mr Matthew Lee	Hon. Treasurer
Mrs Sophie Smith	Secretary

Contact Details

Address: Curbridge Road
Witney
Oxfordshire
OX28 5JZ

Website: www.sthughoflincolnnursery.co.uk

Trustees' Responsibility Statement

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008, and the provisions of the trust deed requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Approved by order of the board of Trustees on 23 May 2025 and signed on its behalf by:

.....

Mrs Rachel Crouch (Chair)

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2024

	Note	Restricted Funds £	Unrestricted Funds £	Total 2024 £	Restricted Funds £	Unrestricted Funds £	Total 2023 £
Income and endowments from:							
Donations	2	-	2,849	2,849	-	4,147	4,147
Charitable activities	3	-	248,221	248,221	-	203,159	203,159
Investments – bank interest		-	3,235	3,235	-	1,307	1,307
		-	254,305	254,305	-	208,613	208,613
Expenditure on:							
Charitable activities	4						
Direct expenditure		-	187,699	187,699	-	165,702	165,702
Management and admin		9,568	33,649	43,217	9,568	23,963	33,531
Total expenditure on Charitable activities		9,568	221,258	230,916	9,568	189,035	198,603
Net movement in funds		(9,568)	32,957	23,389	(9,568)	19,578	10,010
Reconciliation of funds:							
Total funds brought forward		41,464	152,626	194,090	51,032	133,048	184,080
Total funds carried forward		31,896	185,583	217,479	41,464	152,626	194,090

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**BALANCE SHEET
AS AT 31 AUGUST 2024**

		31 Aug 2024		31 Aug 2023	
	Note	£	£	£	£
Fixed assets					
Tangible assets	5	64,586		70,794	
			64,586		70,794
Current assets					
Debtors		113		-	
Prepayments and accrued income		2,226		2,935	
Cash at bank and in hand		157,572		124,519	
		159,911		127,454	
Creditors					
Creditors		2,397		623	
Accrued expenses		3,282		2,524	
PAYE and NI liability		1,339		1,011	
		7,018		4,158	
Net current assets			152,893		123,296
			217,479		194,090
The funds of the Charity:					
Unrestricted funds		185,583		152,626	
Restricted fund – building extension		31,896		41,464	
Total Charity funds			217,479		194,090

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the Charitable Settlement, which is a public benefit entity under FRS 102, 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) (Update Bulletin 2)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis preparing the accounts.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants and donations subject to the specific wishes of the donor are credited to relevant restricted funds.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

Building extension	20 years straight line
Outside play area improvements	5-10 years straight line
Office equipment, furniture and fittings	3 years straight line

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party. It is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent and depreciation charges allocated on the portion of the asset's use.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

1 ACCOUNTING POLICIES (CONTINUED)

Expenditure and irrecoverable VAT (continued)

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event. It is probable that a transfer of economic benefit will be required in settlement and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Reserves policy

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. This level of reserves has been maintained throughout the period.

Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

2. Donations	Total 2024 £	Total 2023 £
The Friends of St Hugh of Lincoln Nursery School	1,936	1,323
Hook family	-	1,002
Amazon smile	-	95
Bags2school	-	91
Waitrose	-	333
Other	913	1,303
	2,849	4,147
3. Income from Charitable activities	Total 2024 £	Total 2023 £
Nursery school fees	40,937	49,511
Early Years and Other Government Grants	200,098	148,900
Other fees, commissions and claims	7,186	4,748
	248,221	203,159

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

4. Expenditure on Charitable activities

	Restricted Fund £	Unrestricted Funds £	Total 2024 £	Restricted Fund £	Unrestricted Funds £	Total 2023 £
Direct expenditure on nursery school activities						
Wages, employers National Insurance and Pension	-	178,923	178,923	-	155,644	155,644
Equipment and Educational Materials	-	7,404	7,404	-	8,152	8,152
Consumables	-	400	400	-	419	419
Training	-	972	972	-	857	857
	-	187,699	187,699	-	165,072	165,072
Repairs, maintenance and Cleaning	-	12,123	12,123	-	7,268	7,268
Insurance	-	1,629	1,629	-	1,782	1,782
Recruitment advertising	-	-	-	-	8	8
Leasing and equipment	-	1,475	1,475	-	1,393	1,393
Rates and services	-	6,147	6,147	-	3,772	3,772
Telephone and internet	-	434	434	-	494	494
Printing, postage and stationery	-	2,655	2,655	-	1,272	1,272
Entertainment - staff	-	445	445	-	399	399
Travel	-	48	48	-	80	80
Professional fees	-	2,613	2,613	-	4,114	4,114
Bank charges	-	60	60	-	60	60
Depreciation	9,568	5,485	15,053	9,568	2,796	12,364
Bad debts	-	(4)	(4)	-	-	-
Sundry	-	430	430	-	515	515
Donations	-	109	109	-	10	10
	9,568	33,649	43,217	9,568	23,963	33,531

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

5. Fixed Assets

	Plant and Equipment £	Property Improvements £	Total £
Cost			
At 1 September 2023	24,658	251,694	276,352
Additions	1,133	7,712	8,845
At 31 August 2024	25,791	259,406	285,197
Depreciation			
At 1 September 2023	23,731	181,827	205,558
Charge for year	981	14,072	15,053
At 31 August 2024	24,712	195,899	220,611
Net book value			
At 31 August 2024	1,079	63,507	64,586
At 31 August 2023	2,519	53,332	55,581

6. Creditors

	31 Aug 2024 £	31 Aug 2023 £
Creditors	2,397	623
Accruals	3,282	2,524
PAYE/ NI Liabilities	1,339	1,011
	7,018	4,158

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024**

7. Staff costs

	31 Aug 2024	31 Aug 2023
	£	£
Wages and salaries	171,528	150,648
Social security costs	3,711	1,707
Other pension costs	3,684	3,289
	178,923	155,644

The average monthly number of persons employed by the CIO during the period was as follows:

	31 Aug 2024	31 Aug 2023
	No.	No.
Direct Staff	12	11
Administration	2	2
	14	13

The were no higher paid employees

They had no key management personnel.

There were no Trustee expenses during the year.

8. Related Party Transactions

There were no known related party transactions during the year.

9. Analysis of Net Assets Between Funds

	<u>General</u>	<u>Restricted</u>	<u>2024</u>	<u>2023</u>
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
Fixed Assets	32,690	31,896	64,586	70,794
Current assets	159,911	-	159,911	127,454
Current liabilities	(7,018)	-	(7,018)	(4,158)
Net Assets at 31 August 2024	185,583	31,896	217,479	194,090

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

10. Movements in Funds

	<u>B/Forward</u>	<u>Incoming Resources</u>	<u>Outgoing Resources</u>	<u>Transfers</u>	<u>At 31 August 2024</u>	<u>At 31 August 2023</u>
	£	£	£	£	£	£
Restricted Funds						
Property- Improvement	41,464	-	(9,568)	-	31,896	41,464
Unrestricted Funds						
General Funds	152,626	254,305	(221,348)	-	185,583	152,626
	_____	_____	_____	_____	_____	_____
	194,090	254,305	(230,916)	-	217,479	194,090
	=====	=====	=====	=====	=====	=====

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/ MEMBERS OF
ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 August 2024, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the Charity Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

Since the Charity's consolidated 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 Chartered Institute of Certified Accountants, which is one of the listed bodies

Independent examiner's statement

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 Charity 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 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.

**Andrew Rodzynski FCA
Wenn Townsend
Gosditch House
5 Gosditch Street
Cirencester
Gloucestershire
GL7 2AG**

Date: 23 May 2025

Registered Charity No. 1165088

Ofsted Registration No. EY501227

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 AUGUST 2024

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2024

The Trustees present their annual report together with the financial statements for the year ended 31 August 2024. The accounts have been prepared in accordance with the accounting policies to the accounts and comply with the Charity's Constitution the Charities Act 2011 and the "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)"

Objects and Activities

The objectives of St Hugh of Lincoln Nursery School are to provide the necessary facilities for the daily care, recreation and education of children by the provision of a nursery school within the Catholic parish of Witney in the county of Oxfordshire, and to advance the education and training of the persons involved in the provision of such care, education and recreational facilities; in each case only insofar as such objects are not contrary to the advancement of the Christian religion in accordance with the tenets and creed of the Roman Catholic Church.

St Hugh of Lincoln Nursery School aims to ensure high standards of management, teaching and learning to raise outcomes for all children attending the nursery school in numerous ways including:

- Stimulating and motivating children to learn through curiosity, imagination and concentration;
- Making accurate judgements to identify next steps appropriately for all children;
- Improving on the quality of curriculum and routines to enhance literacy skills for all children;
- Enhancing children's learning in a natural environment, and improving personal, social and health development;
- Letting children know their views are important and their voices are heard;
- Improving communication and language outcomes;
- Narrowing the gap between groups of children;
- Giving additional support to individual children where there is a need;
- Developing an enabling environment for children with English as an Additional language.

We have a clear action plan in place, with measurable success criteria, which is updated and further developed by the Nursery School Manager on an ongoing basis. We use this to assess our progress in attaining our desired outcomes, and ensure we continue to improve on our high level of care and early-years education for all children attending the nursery school.

The Trustees have referred to the guidance contained in the Charity Commission's guidance on public benefit when codifying the Charity's aims and objectives, and continue to do so when carrying out duties to which the guidance relates.

Achievements and Performance

The main achievement of the nursery school during the last year has been to provide an outstanding standard of education, support, and care for each of the 74 children who attended this year. We welcomed 14 children with English as an additional language, including 2 Polish, 4 Indian, 4 Portuguese, 1 Turkish, 1 Romanian and 2 children who use British Sign Language/Makaton. 10 children with special educational needs, 7 children on Early Years Pupil Premium [EYPP], 8 children receiving two-year-old funding, 2 children receiving Inclusion funding, 1 child receiving additional funding and 2 children receiving Disability Access Funding. We supported 4 families who were classed as vulnerable.

Training for staff as always, has been high on the agenda and covered two dozen different subjects, including: Safeguarding; Food Hygiene; Paediatric First Aid; Phonology; SEN Co-ordination; Downs Syndrome and Complex Needs; Autism; Power of Play; Books & Language; Understanding Child Development; Leadership; Online Safety; and Oral Health. The training has helped to keep the nursery up to date with current legislation and practices in Early Years Education, ensuring our children are safe, protected and given the best opportunities in early life.

Staffing again has been a constant concern, with recruitment an issue nationwide. We have nevertheless been able to accommodate all the children's allocated sessions through a vigorous team effort and considerable flexibility.

**REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024**

Achievements and performance (continued)

Activities, planning and routines have been continually updated following information received on current best practice. We continue to use the Letters & Sounds programme to prepare children for phonic work at primary school. This includes 'Phase One Phonics'; a 'Rhyme of the month' which is sent to parents to share with children and learn at home; and 'Sound of the Week' involving a Jolly Phonics tune which is also shared via ParentMail every week.

We continually review our Curriculum and Pedagogy to enhance the work we do with the children centred on their interests and next steps. This in turn develops our individual planning, observation, and assessment methods; ensuring all children are supported by Key People, while any supply staff are provided with a work planning board.

Communication and Language is always high on our priorities for all children, as we know how vital a life skill this is. The Deputy Manager & Language Lead for the nursery continues to use the WellComm screening tool for all children who join us, prioritising the children who have been identified with speech and language delay or difficulty, so that we can put appropriate support in place for each child, and refer to outside agencies in good time if needed.

We continue to enhance British Values. We have a 'Good Choice' and 'WOW' board in the nursery room by the Welcome Time area. Children are identified and praised for good behaviour, empathy, overall exceptional behaviour, new skills they may have learnt, or new experiences they have had and can share.

Outside Learning sessions continue each week in the wild area of the Primary School field next door. This has been enhanced as a member of the school staff has undertaken Forest School training, which benefits the nursery. Studies have shown how children's personal, social, and emotional development, along with knowledge and understanding of the natural world, is improved by learning independently outdoors. Outside learning has been a vital part of our children's time with us. Each child leaving at the end of the year has had the opportunity to attend Outside Learning sessions.

We continue our close relationship with the Care Home next door to the nursery. We have enjoyed returning to inside sessions with them and have shared experiences such as cooking, gardening and playing on their interactive table. Our children have made cards and gifts throughout the year for the residents, and our Care Home neighbours have kindly returned these gestures to us.

We have had visits from outside support agencies this year to address their ever-increasing waiting lists, along with telephone calls offering advice from the SEN Inclusion Teacher. In the nursery we continue to use the advice and knowledge of the staffing team to develop and implement plans to help the children with SEN and Disabilities, and those requiring support for Speech and Language. We have worked with families, signposting them to medical professionals to gain consultations from the Community Paediatricians and also requested support from other agencies. We will continue to work with Speech and Language Therapists to support our children with their communication and have received advice from the Occupational Therapist, Physiotherapists, and other Early Years Support Workers when needed. Our Special Educational Needs Coordinator Lead role continues to be taken by the Manager. Our Deputy Manager has completed her Level 3 SENCo qualification so will be working closely with her in this area in future.

We have received Disability Access Funds and have been working with a family to ensure they are supported, and that the child is able to reach their full potential, and gains access to all the experiences and activities we provide. We have purchased resources and specialised equipment to assist the child in question. Some EYPP, Disability Access, and Inclusion funding has been used to provide 1:1 support for children requiring additional aids, training for staff to assist children with individual needs, to purchase resources and activities that extend learning and development. Experiences included Outdoor Learning, Living Eggs, Insect Lore caterpillar & butterfly, and a contribution towards the Leavers' trip to Pizza Express. All children in receipt of 2-year funding or EYPP have again received payments via the Winter/Spring/Summer grant scheme to help financially through the school holidays, inc. purchase of food vouchers.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

Achievements and performance (continued)

Children continue to be involved in making decisions during our everyday practice by voting at Café time. The children's views on life at the nursery are also sought in our annual questionnaire and are shared in staff meetings so that we can act on any of their concerns or ideas. In March 47 families returned the annual questionnaire, which was sent online for the first time. This helps us ensure the nursery maintains high standards and that the children are happy and progressing well. The results are displayed in the entrance hall and were sent out to all parents.

We celebrated many occasions across the year, including: Witney Feast, National Fitness Day, Oral Health Week, Harvest Festival, National Smile Day, Grandparents Day, United Nations Day, Armistice Day, World Nursery Rhyme week, St. Hugh's Day, Christmas, Burns Night, National Storytelling Week, Children's Mental Health Week, Safer Internet Day and St. George's Day.

Children's profiles using the assessment tool Evidence Me continue to be sent out weekly so that children's learning and progress at nursery can be supported at home. Parents are asked to send in their observations and photographs from home so that a broader picture of each child's learning can be gathered, and we can plan activities based on interests from home. At the start of each term parents/carers are informed about the next steps and learning outcomes relevant to their child's development, from the framework that we use. All observations and assessments are sent home and checked by the manager to ensure a high quality of provision and teaching persists in the nursery.

Through these observations and from discussions, we identified that the book corner was not being used appropriately. Changing its location and buying a dome to make the book corner into a comfier 'den' worked well and more children now spend time looking at books independently or with an adult.

The Manager is active in evaluating practice, planning, maintaining high standards, and identify training needs. Through Supervision and Appraisal meetings staff requested refresher training on 2-year olds' child development, which when delivered in-house was very well received.

The nursery school has been involved in charitable activities so that our children gain an awareness of others in need. This has included collections of food for Witney food bank through our Harvest Festival and the Samaritans Purse Shoebox Appeal.

In the summer of 2024, 37 of our children moved on to Primary Schools or other local settings. Their Key Person wrote transition reports for them, which went to their new Foundation Stage teachers and were followed by phone discussions about learning and development; and with a few schools transition visits have taken place.

We have welcomed parents in for 'Stay and Play' sessions; invited in Police Officers; members of the Trustees have spent time in the nursery; had students in from local secondary schools and colleges; had a tractor attend when celebrating the Harvest; enjoyed a visit from Father Christmas; and an ice cream van in the summer. In addition, we have been able to welcome back students studying Childcare & Health, Social Care, and students on work experience from local schools and colleges.

Prospective parents wishing to visit the nursery have come in when the nursery is open to see our daily routine. We have also held New Parents' meetings to discuss their child's possible place and how the nursery works.

This has been another year providing high quality education and childcare. We have again shown strong teamwork throughout all aspects of the nursery. The nursery garden began to be refurbished in August 2023 and exploring the new environment proved very rewarding when the new year began again in September.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

Financial Review

We confirm a positive financial review in the year ending 31 August 2024. Normal working after Covid, was accompanied by record levels of income, as the nursery was busier and more popular than ever. Turnover, including both Early Years grant income and fees, reached their highest levels since the Nursery became a charity, and indeed for over a decade: exceeding £254,305 for the first time.

We were very grateful for the donations we received, which enable us to buy additional equipment for the children's use. These also achieved a new high of £2,849 in 2023/24.

Naturally staff costs rose as well, in order to look after the rising number of children in our care. But in further evidence of the nursery's excellent management and processes, although the Living Wage rose faster than Early Years grants' hourly rates, salary costs were held in line with our rising income. Working conditions were also improved during the year, with increases in holiday pay for hourly paid staff. All other costs were, as usual, well managed and these were held constant at a time of sharply rising prices.

Given the strength and security of the Nursery's finances it was appropriate to invest to refurbish the outdoor play area. This happened during August of 2023 and 2024, with some of the capital expenditure falling into next year's financial return. The refurbishment has proved popular with children and staff alike.

The Nursery's surplus this year has made a significant contribution to the capital investment in the Nursery's outdoor facilities.

Our unrestricted reserves at the end of August 2024 totalled £217,479, of which £194,090 were free reserves. This compares with unrestricted reserves of £152,626 and free reserves of £123,296 at the end of August 2023. Our restricted reserve comprises the unamortised value of the nursery school building extension, which was funded by our nursery school founder, Mr Christopher Flynn in 2008. The extension is being depreciated over a period of 20 years, over which term the fund will be amortised in equal proportions. Our policy has been to continue to grow our free reserves each year by an amount at least equivalent to the depreciation on the building extension, in order to ensure our ability to fund any necessary further building work in the future, following the natural wear and tear on the property. The trustees will keep this policy under review in the coming financial years to ensure that it is still appropriate.

Structure, Governance and Management

St Hugh of Lincoln Nursery School is constituted as a Charitable Incorporated Organisation; registered as such in January 2016, having previously been run as a part of the Birmingham Diocesan Trust.

Trustees are appointed by a resolution passed at a properly convened meeting of the Trustees of the Charity. In selecting individuals for appointment as charity trustees, the Trustees of the Charity ensure that prospective trustees know of and accept the object of the Charity and pay regard to the skills, knowledge and experience needed for effective administration of the Charity. The Trustees ensure that they take notice of instructions given by the Catholic Archbishop or his representative in making the arrangements for any such appointment.

The Trustees meet four to six times a year to review progress and planned activities as well as finances, health and safety, property and diocesan matters where these arise. In addition, the Nursery School Manager will call upon any of the Trustees for advice or expertise in their area where additional support is needed. There are also one or two separate meetings of the finance committee to review and discuss nursery school fees and staff remuneration. Recommendations are brought from these meetings to the whole body of Trustees for approval.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

Trustees

Mrs Rachel Crouch	Chair
Fr Patrick Broun	Parish Priest
Mr Liam Durkin	Health and Safety Officer
Mr Matthew Lee	Hon. Treasurer
Mrs Sophie Smith	Secretary

Contact Details

Address: Curbridge Road
Witney
Oxfordshire
OX28 5JZ

Website: www.sthughoflincolnnursery.co.uk

Trustees' Responsibility Statement

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008, and the provisions of the trust deed requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Approved by order of the board of Trustees on 23 May 2025 and signed on its behalf by:

.....

Mrs Rachel Crouch (Chair)

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2024**

	Note	Restricted Funds £	Unrestricted Funds £	Total 2024 £	Restricted Funds £	Unrestricted Funds £	Total 2023 £
Income and endowments from:							
Donations	2	-	2,849	2,849	-	4,147	4,147
Charitable activities	3	-	248,221	248,221	-	203,159	203,159
Investments – bank interest		-	3,235	3,235	-	1,307	1,307
		-	254,305	254,305	-	208,613	208,613
Expenditure on:							
Charitable activities	4						
Direct expenditure		-	187,699	187,699	-	165,702	165,702
Management and admin		9,568	33,649	43,217	9,568	23,963	33,531
Total expenditure on Charitable activities		9,568	221,258	230,916	9,568	189,035	198,603
Net movement in funds		(9,568)	32,957	23,389	(9,568)	19,578	10,010
Reconciliation of funds:							
Total funds brought forward		41,464	152,626	194,090	51,032	133,048	184,080
Total funds carried forward		31,896	185,583	217,479	41,464	152,626	194,090

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**BALANCE SHEET
AS AT 31 AUGUST 2024**

		31 Aug 2024		31 Aug 2023	
	Note	£	£	£	£
Fixed assets					
Tangible assets	5	64,586		70,794	
			64,586		70,794
Current assets					
Debtors		113		-	
Prepayments and accrued income		2,226		2,935	
Cash at bank and in hand		157,572		124,519	
		159,911		127,454	
Creditors					
Creditors		2,397		623	
Accrued expenses		3,282		2,524	
PAYE and NI liability		1,339		1,011	
		7,018		4,158	
Net current assets			152,893		123,296
			217,479		194,090
The funds of the Charity:					
Unrestricted funds		185,583		152,626	
Restricted fund – building extension		31,896		41,464	
Total Charity funds			217,479		194,090

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the Charitable Settlement, which is a public benefit entity under FRS 102, 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) (Update Bulletin 2)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis preparing the accounts.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants and donations subject to the specific wishes of the donor are credited to relevant restricted funds.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

Building extension	20 years straight line
Outside play area improvements	5-10 years straight line
Office equipment, furniture and fittings	3 years straight line

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party. It is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent and depreciation charges allocated on the portion of the asset's use.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

1 ACCOUNTING POLICIES (CONTINUED)

Expenditure and irrecoverable VAT (continued)

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event. It is probable that a transfer of economic benefit will be required in settlement and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Reserves policy

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. This level of reserves has been maintained throughout the period.

Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024**

2. Donations	Total 2024 £	Total 2023 £
The Friends of St Hugh of Lincoln Nursery School	1,936	1,323
Hook family	-	1,002
Amazon smile	-	95
Bags2school	-	91
Waitrose	-	333
Other	913	1,303
	2,849	4,147
3. Income from Charitable activities	Total 2024 £	Total 2023 £
Nursery school fees	40,937	49,511
Early Years and Other Government Grants	200,098	148,900
Other fees, commissions and claims	7,186	4,748
	248,221	203,159

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

4. Expenditure on Charitable activities

	Restricted Fund £	Unrestricted Funds £	Total 2024 £	Restricted Fund £	Unrestricted Funds £	Total 2023 £
Direct expenditure on nursery school activities						
Wages, employers National Insurance and Pension	-	178,923	178,923	-	155,644	155,644
Equipment and Educational Materials	-	7,404	7,404	-	8,152	8,152
Consumables	-	400	400	-	419	419
Training	-	972	972	-	857	857
	-	187,699	187,699	-	165,072	165,072
Repairs, maintenance and Cleaning	-	12,123	12,123	-	7,268	7,268
Insurance	-	1,629	1,629	-	1,782	1,782
Recruitment advertising	-	-	-	-	8	8
Leasing and equipment	-	1,475	1,475	-	1,393	1,393
Rates and services	-	6,147	6,147	-	3,772	3,772
Telephone and internet	-	434	434	-	494	494
Printing, postage and stationery	-	2,655	2,655	-	1,272	1,272
Entertainment - staff	-	445	445	-	399	399
Travel	-	48	48	-	80	80
Professional fees	-	2,613	2,613	-	4,114	4,114
Bank charges	-	60	60	-	60	60
Depreciation	9,568	5,485	15,053	9,568	2,796	12,364
Bad debts	-	(4)	(4)	-	-	-
Sundry	-	430	430	-	515	515
Donations	-	109	109	-	10	10
	9,568	33,649	43,217	9,568	23,963	33,531

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

5. Fixed Assets

	Plant and Equipment £	Property Improvements £	Total £
Cost			
At 1 September 2023	24,658	251,694	276,352
Additions	1,133	7,712	8,845
At 31 August 2024	25,791	259,406	285,197
Depreciation			
At 1 September 2023	23,731	181,827	205,558
Charge for year	981	14,072	15,053
At 31 August 2024	24,712	195,899	220,611
Net book value			
At 31 August 2024	1,079	63,507	64,586
At 31 August 2023	2,519	53,332	55,581

6. Creditors

	31 Aug 2024 £	31 Aug 2023 £
Creditors	2,397	623
Accruals	3,282	2,524
PAYE/ NI Liabilities	1,339	1,011
	7,018	4,158

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024**

7. Staff costs

	31 Aug 2024	31 Aug 2023
	£	£
Wages and salaries	171,528	150,648
Social security costs	3,711	1,707
Other pension costs	3,684	3,289
	178,923	155,644

The average monthly number of persons employed by the CIO during the period was as follows:

	31 Aug 2024	31 Aug 2023
	No.	No.
Direct Staff	12	11
Administration	2	2
	14	13

The were no higher paid employees

They had no key management personnel.

There were no Trustee expenses during the year.

8. Related Party Transactions

There were no known related party transactions during the year.

9. Analysis of Net Assets Between Funds

	<u>General</u>	<u>Restricted</u>	<u>2024</u>	<u>2023</u>
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
Fixed Assets	32,690	31,896	64,586	70,794
Current assets	159,911	-	159,911	127,454
Current liabilities	(7,018)	-	(7,018)	(4,158)
Net Assets at 31 August 2024	185,583	31,896	217,479	194,090

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2024

10. Movements in Funds

	<u>B/Forward</u>	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>Transfers</u>	<u>At 31</u> <u>August</u> <u>2024</u>	<u>At 31</u> <u>August</u> <u>2023</u>
	£	£	£	£	£	£
Restricted Funds						
Property-Improvement	41,464	-	(9,568)	-	31,896	41,464
Unrestricted Funds						
General Funds	152,626	254,305	(221,348)	-	185,583	152,626
	_____	_____	_____	_____	_____	_____
	194,090	254,305	(230,916)	-	217,479	194,090
	=====	=====	=====	=====	=====	=====

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/ MEMBERS OF
ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 August 2024, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the Charity Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

Since the Charity's consolidated 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 Chartered Institute of Certified Accountants, which is one of the listed bodies

Independent examiner's statement

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 Charity 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 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.

**Andrew Rodzynski FCA
Wenn Townsend
Gosditch House
5 Gosditch Street
Cirencester
Gloucestershire
GL7 2AG**

Date: 23 May 2025

St Hugh of Lincoln Nursery School, Witney
Curbridge Road

Witney
Oxfordshire
OX28 5JZ

Registered Charity no. 1165088

Mr Andrew Rodzynski
Wenn Townsend

5 Gosditch Street
Cirencester
Gloucestershire
GL7 2AG

Dear Sirs,

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your independent examination of the charity's financial statements for the year ended 31 August 2024. These enquiries have included inspection of supporting documentation where appropriate and are sufficient to satisfy ourselves that we can make each of the following representations. All representations are made to the best of our knowledge and belief.

GENERAL

1. We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK and Ireland) and that you do not express an audit opinion.
2. We confirm that the charity was entitled to exemption under section 144 of the Charities Act 2011 from the requirement to have its financial statements for the financial year ended 31 August 2024 audited.
3. We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter dated under the Charities Act 2011 for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view and for making accurate representations to you.
4. All the transactions undertaken by the charity have been properly reflected and recorded in the accounting records.
5. All the accounting records and related financial information, including minutes of all management and trustee meetings and correspondence with The Charity Commission have been made available to you for the purpose of your independent examination. We have provided you with unrestricted access to all appropriate persons within the charity, and with all other records and related information requested, including minutes of all management and trustee meetings and correspondence with The Charity Commission.
6. The financial statements are free of material misstatements, including omissions.
7. The effects of uncorrected misstatements are immaterial both individually and in total.

ASSETS AND LIABILITIES

8. The charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets, except for those that are disclosed as applicable in the notes to the financial statements.

9. All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as applicable.
10. We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.

ACCOUNTING ESTIMATES

11. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

LOANS AND ARRANGEMENTS

12. The charity has not granted any advances or credits to, or made guarantees on behalf of trustees other than those disclosed in the financial statements.

LEGAL CLAIMS

13. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed as applicable in the financial statements.

LAWS AND REGULATIONS

14. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

RELATED PARTIES

15. Related party relationships and transactions have been appropriately accounted for and disclosed as applicable in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of charity law or accounting standards.

SUBSEQUENT EVENTS

16. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed as applicable.

GOING CONCERN

17. We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

GRANTS AND DONATIONS

18. All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Yours faithfully



Signed on behalf of the Trustees

Date

22.05.2025

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

England & Wales - Charity number 1165088

Accounts

Registered Charity No. 1165088

Ofsted Registration No. EY501227

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 AUGUST 2023

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2023

The Trustees present their annual report together with the financial statements for the year ended 31 August 2023. The accounts have been prepared in accordance with the accounting policies to the accounts and comply with the Charity's Constitution the Charities Act 2011 and the "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)"

Objects and Activities

The objectives of St Hugh of Lincoln Nursery School are to provide the necessary facilities for the daily care, recreation and education of children by the provision of a nursery school within the Catholic parish of Witney in the county of Oxfordshire, and to advance the education and training of the persons involved in the provision of such care, education and recreational facilities; in each case only insofar as such objects are not contrary to the advancement of the Christian religion in accordance with the tenets and creed of the Roman Catholic Church.

St Hugh of Lincoln Nursery School aims to ensure high standards of management, teaching and learning to raise outcomes for all children attending the nursery school in numerous ways including:

- Stimulating and motivating children to learn through curiosity, imagination and concentration;
- Making accurate judgements to identify next steps appropriately for all children;
- Improving on the quality of curriculum and routines to enhance literacy skills for all children;
- Enhancing children's learning in a natural environment, and improving personal, social and health development;
- Letting children know their views are important and their voices are heard;
- Improving communication and language outcomes;
- Narrowing the gap between groups of children;
- Giving additional support to individual children where there is a need;
- Developing an enabling environment for children with English as an Additional language.

We have a clear action plan in place, with measurable success criteria, which is updated and further developed by the Nursery School Manager on an ongoing basis. We use this to assess our progress in attaining our desired outcomes, and ensure we continue to improve on our high level of care and early-years education for all children attending the nursery school.

The Trustees have referred to the guidance contained in the Charity Commission's guidance on public benefit when codifying the Charity's aims and objectives, and continue to do so when carrying out duties to which the guidance relates.

Achievements and Performance

The main achievement of the nursery school during the last year has been to provide an outstanding standard of education, support, and care for each of the 74 children who attended this year. We welcomed 14 children with English as an additional language, including 2 Polish, 4 Indian, 4 Portuguese, 1 Turkish, 1 Romanian and 2 children who use British Sign Language/Makaton. 10 children with special educational needs, 7 children on Early Years Pupil Premium [EYPP], 8 children receiving two-year-old funding, 2 children receiving Inclusion funding, 1 child receiving additional funding and 2 children receiving Disability Access Funding. We supported 4 families who were classed as vulnerable.

Training for staff as always, has been high on the agenda and covered two dozen different subjects, including: Safeguarding; Food Hygiene; Paediatric First Aid; Phonology; SEN Co-ordination; Downs Syndrome and Complex Needs; Autism; Power of Play; Books & Language; Understanding Child Development; Leadership; Online Safety; and Oral Health. The training has helped to keep the nursery up to date with current legislation and practices in Early Years Education, ensuring our children are safe, protected and given the best opportunities in early life.

Staffing again has been a constant concern, with recruitment an issue nationwide. We have nevertheless been able to accommodate all the children's allocated sessions through a vigorous team effort and considerable flexibility.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

Achievements and performance (continued)

Activities, planning and routines have been continually updated following information received on current best practice. We continue to use the Letters & Sounds programme to prepare children for phonic work at primary school. This includes 'Phase One Phonics'; a 'Rhyme of the month' which is sent to parents to share with children and learn at home; and 'Sound of the Week' involving a Jolly Phonics tune which is also shared via ParentMail every week.

We continually review our Curriculum and Pedagogy to enhance the work we do with the children centred on their interests and next steps. This in turn develops our individual planning, observation, and assessment methods; ensuring all children are supported by Key People, while any supply staff are provided with a work planning board.

Communication and Language is always high on our priorities for all children, as we know how vital a life skill this is. The Deputy Manager & Language Lead for the nursery continues to use the WellComm screening tool for all children who join us, prioritising the children who have been identified with speech and language delay or difficulty, so that we can put appropriate support in place for each child, and refer to outside agencies in good time if needed.

We continue to enhance British Values. We have a 'Good Choice' and 'WOW' board in the nursery room by the Welcome Time area. Children are identified and praised for good behaviour, empathy, overall exceptional behaviour, new skills they may have learnt, or new experiences they have had and can share.

Outside Learning sessions continue each week in the wild area of the Primary School field next door. This has been enhanced as a member of the school staff has undertaken Forest School training, which benefits the nursery. Studies have shown how children's personal, social, and emotional development, along with knowledge and understanding of the natural world, is improved by learning independently outdoors. Outside learning has been a vital part of our children's time with us. Each child leaving at the end of the year has had the opportunity to attend Outside Learning sessions.

We continue our close relationship with the Care Home next door to the nursery. We have enjoyed returning to inside sessions with them and have shared experiences such as cooking, gardening and playing on their interactive table. Our children have made cards and gifts throughout the year for the residents, and our Care Home neighbours have kindly returned these gestures to us.

We have had visits from outside support agencies this year to address their ever-increasing waiting lists, along with telephone calls offering advice from the SEN Inclusion Teacher. In the nursery we continue to use the advice and knowledge of the staffing team to develop and implement plans to help the children with SEN and Disabilities, and those requiring support for Speech and Language. We have worked with families, signposting them to medical professionals to gain consultations from the Community Paediatricians and also requested support from other agencies. We will continue to work with Speech and Language Therapists to support our children with their communication and have received advice from the Occupational Therapist, Physiotherapists, and other Early Years Support Workers when needed. Our Special Educational Needs Coordinator Lead role continues to be taken by the Manager. Our Deputy Manager has completed her Level 3 SENCo qualification so will be working closely with her in this area in future.

We have received Disability Access Funds and have been working with a family to ensure they are supported, and that the child is able to reach their full potential, and gains access to all the experiences and activities we provide. We have purchased resources and specialised equipment to assist the child in question. Some EYPP, Disability Access, and Inclusion funding has been used to provide 1:1 support for children requiring additional aids, training for staff to assist children with individual needs, to purchase resources and activities that extend learning and development. Experiences included Outdoor Learning, Living Eggs, Insect Lore caterpillar & butterfly, and a contribution towards the Leavers' trip to Pizza Express. All children in receipt of 2-year funding or EYPP have again received payments via the Winter/Spring/Summer grant scheme to help financially through the school holidays, inc. purchase of food vouchers.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

Achievements and performance (continued)

Children continue to be involved in making decisions during our everyday practice by voting at Café time. The children's views on life at the nursery are also sought in our annual questionnaire and are shared in staff meetings so that we can act on any of their concerns or ideas. In March 2023, 47 families returned the annual questionnaire, which was sent online for the first time. This helps us ensure the nursery maintains high standards and that the children are happy and progressing well. The results are displayed in the entrance hall and were sent out to all parents.

We celebrated many occasions across the year, including: Witney Feast, National Fitness Day, Oral Health Week, Harvest Festival, National Smile Day, Grandparents Day, United Nations Day, Armistice Day, World Nursery Rhyme week, St. Hugh's Day, Christmas, Burns Night, National Storytelling Week, Children's Mental Health Week, Safer Internet Day, St. George's Day, and the King's Coronation.

Children's profiles using the assessment tool Evidence Me continue to be sent out weekly so that children's learning and progress at nursery can be supported at home. Parents are asked to send in their observations and photographs from home so that a broader picture of each child's learning can be gathered, and we can plan activities based on interests from home. At the start of each term parents/carers are informed about the next steps and learning outcomes relevant to their child's development, from the framework that we use. All observations and assessments are sent home and checked by the manager to ensure a high quality of provision and teaching persists in the nursery.

Through these observations and from discussions, we identified that the book corner was not being used appropriately. Changing its location and buying a dome to make the book corner into a comfier 'den' worked well and more children now spend time looking at books independently or with an adult.

The Manager is active in evaluating practice, planning, maintaining high standards, and identify training needs. Through Supervision and Appraisal meetings staff requested refresher training on 2-year olds' child development, which when delivered in-house was very well received.

The nursery school has been involved in charitable activities so that our children gain an awareness of others in need. This has included collections of food for Witney food bank through our Harvest Festival and the Samaritans Purse Shoebox Appeal.

In the summer of 2023, 37 of our children moved on to Primary Schools or other local settings. Their Key Person wrote transition reports for them, which went to their new Foundation Stage teachers and were followed by phone discussions about learning and development; and with a few schools transition visits have taken place.

We have welcomed parents in for 'Stay and Play' sessions; invited in Police Officers; members of the Trustees have spent time in the nursery; had students in from local secondary schools and colleges; had a tractor attend when celebrating the Harvest; enjoyed a visit from Father Christmas; and an ice cream van in the summer. In addition, we have been able to welcome back students studying Childcare & Health, Social Care, and students on work experience from local schools and colleges.

Prospective parents wishing to visit the nursery have come in when the nursery is open to see our daily routine. We have also held New Parents' meetings to discuss their child's possible place and how the nursery works.

This has been another year providing high quality education and childcare. We have again shown strong teamwork throughout all aspects of the nursery. The nursery garden began to be refurbished in August 2023 and exploring the new environment proved very rewarding when the new year began again in September.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

Financial Review

After reporting on 2 years affected by covid, it is very gratifying to be able to confirm such a positive recovery in the year ending 31 August 2023. The return to more normal working was accompanied by record levels of income, as the nursery was busier and more popular than ever. Turnover, including both Early Years grant income and fees, reached their highest levels since the Nursery became a charity, and indeed for over a decade: exceeding £200,000 for the first time.

We were very grateful for the donations we received, which enable us to buy additional equipment for the children's use. These also achieved a new high of £4,147 in 2022/23.

Naturally staff costs rose as well, in order to look after the rising number of children in our care. But in further evidence of the nursery's excellent management and processes, although the Living Wage rose faster than Early Years grants' hourly rates, salary costs were held in line with our rising income. Working conditions were also improved during the year, with increases in holiday pay for hourly paid staff. All other costs were, as usual, well managed and these were held constant at a time of sharply rising prices.

Given the strength and security of the Nursery's finances it was appropriate to invest to refurbish the outdoor play area. This happened during August of 2023, with some of the capital expenditure falling into next year's financial return. The refurbishment has proved popular with children and staff alike.

The Nursery's surplus of £10,000 for this year cancels out the modest losses of the past 2 covid-affected years and made a significant contribution to the capital investment in the Nursery's outdoor facilities.

Our unrestricted reserves at the end of August 2023 totalled £152,626, of which £123,296 were free reserves. This compares with unrestricted reserves of £133,048 and free reserves of £128,229 at the end of August 2022. Our restricted reserve comprises the unamortised value of the nursery school building extension, which was funded by our nursery school founder, Mr Christopher Flynn in 2008. The extension is being depreciated over a period of 20 years, over which term the fund will be amortised in equal proportions. Our policy has been to continue to grow our free reserves each year by an amount at least equivalent to the depreciation on the building extension, in order to ensure our ability to fund any necessary further building work in the future, following the natural wear and tear on the property. The trustees will keep this policy under review in the coming financial years to ensure that it is still appropriate.

The trustees consider that the nursery school is a going concern, and our report is prepared accordingly.

Structure, Governance and Management

St Hugh of Lincoln Nursery School is constituted as a Charitable Incorporated Organisation; registered as such in January 2016, having previously been run as a part of the Birmingham Diocesan Trust.

Trustees are appointed by a resolution passed at a properly convened meeting of the Trustees of the Charity. In selecting individuals for appointment as charity trustees, the Trustees of the Charity ensure that prospective trustees know of and accept the object of the Charity and pay regard to the skills, knowledge and experience needed for effective administration of the Charity. The Trustees ensure that they take notice of instructions given by the Catholic Archbishop of his representative in making the arrangements for any such appointment.

The Trustees meet four to six times a year to review progress and planned activities as well as finances, health and safety, property and diocesan matters where these arise. In addition, the Nursery School Manager will call upon any of the Trustees for advice or expertise in their area where additional support is needed. There are also one or two separate meetings of the finance committee to review and discuss nursery school fees and staff remuneration. Recommendations are brought from these meetings to the whole body of Trustees for approval.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023**

Trustees

Mrs Rachel Crouch	Chair
Fr Patrick Broun	Parish Priest
Mr Liam Durkin	Health and Safety Officer
Mr Matthew Lee	Hon. Treasurer
Mrs Sophie Smith	Secretary

Contact Details

Address:	Curbridge Road Witney Oxfordshire OX28 5JZ
Website:	www.sthughoflincolnnursery.co.uk

Trustees' Responsibility Statement

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008, and the provisions of the trust deed requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Approved by order of the board of Trustees on 13 May 2024 and signed on its behalf by:



Mrs Rachel Crouch (Chair)

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2023

	Note	Restricted Funds £	Unrestricted Funds £	Total 2023 £	Restricted Funds £	Unrestricted Funds £	Total 2022 £
Income and endowments from:							
Donations	2	-	4,147	4,147	-	1,476	1,476
Charitable activities	3	-	203,159	203,159	-	162,753	162,753
Investments – bank interest		-	1,307	1,307	-	328	328
		-	208,613	208,613	-	164,557	164,557
Expenditure on:							
Charitable activities	4						
Direct expenditure		-	165,702	165,072	-	135,717	135,717
Management and admin		9,568	23,963	33,531	9,568	23,934	33,502
Total expenditure on Charitable activities		9,568	189,035	198,603	9,568	159,651	169,219
Net movement in funds		(9,568)	19,578	10,010	(9,568)	4,906	(4,662)
Reconciliation of funds:							
Total funds brought forward		51,032	133,048	184,080	60,600	128,142	188,742
Total funds carried forward		41,464	152,626	194,090	51,032	133,048	184,080

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**BALANCE SHEET
AS AT 31 AUGUST 2023**

		31 Aug 2023		31 Aug 2022	
	Note	£	£	£	£
Fixed assets					
Tangible assets	5	70,794		55,851	
		<u> </u>	70,794	<u> </u>	55,851
Current assets					
Debtors		-		50	
Prepayments and accrued income		2,935		3,924	
Cash at bank and in hand		124,519		152,299	
		<u> </u>		<u> </u>	
		127,454		156,273	
Creditors					
Creditors		623		2,010	
Accrued expenses		2,524		25,308	
PAYE and NI liability		1,011		726	
		<u> </u>		<u> </u>	
		4,158		28,044	
Net current assets			123,296		128,229
			<u> </u>		<u> </u>
			194,090		184,080
			<u> </u>		<u> </u>
The funds of the Charity:					
Unrestricted funds		152,626		133,048	
Restricted fund – building extension		41,464		51,032	
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Charity funds			194,090		184,080
			<u> </u>		<u> </u>

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the Charitable Settlement, which is a public benefit entity under FRS 102, 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) (Update Bulletin 2)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis preparing the accounts.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants and donations subject to the specific wishes of the donor are credited to relevant restricted funds.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

Building extension	20 years	straight line
Outside play area improvements	5-10 years	straight line
Office equipment, furniture and fittings	3 years	straight line

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party. It is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent and depreciation charges allocated on the portion of the asset's use.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2023

1 ACCOUNTING POLICIES (CONTINUED)

Expenditure and irrecoverable VAT (continued)

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event. It is probable that a transfer of economic benefit will be required in settlement and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Reserves policy

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. This level of reserves has been maintained throughout the period.

Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

2. Donations	Total 2023 £	Total 2022 £
The Friends of St Hugh of Lincoln Nursery School	1,323	1,010
Hook family	1,002	-
Amazon smile	95	41
Bags2school	91	90
Waitrose	333	-
Other	1,303	335
	4,147	1,476
3. Income from Charitable activities	Total 2023 £	Total 2022 £
Nursery school fees	49,511	34,082
Early Years and Other Government Grants	148,900	121,356
Other fees, commissions and claims	4,748	7,315
	203,159	162,753

4. Expenditure on Charitable activities

	Restricted Fund £	Unrestricted Funds £	Total 2023 £	Restricted Fund £	Unrestricted Funds £	Total 2022 £
Direct expenditure on nursery school activities						
Wages, employers National Insurance and Pension	-	155,644	155,644	-	127,034	127,034
Equipment and Educational Materials	-	8,152	8,152	-	7,885	7,885
Consumables	-	419	419	-	244	244
Training	-	857	857	-	554	554
	-	165,072	165,072	-	135,717	135,717
Repairs, maintenance and Cleaning	-	7,268	7,268	-	9,047	9,047
Insurance	-	1,782	1,782	-	2,081	2,081
Recruitment advertising	-	8	8	-	689	689
Leasing and equipment	-	1,393	1,393	-	1,373	1,373
Rates and services	-	3,772	3,772	-	3,910	3,910
Telephone and internet	-	494	494	-	572	572
Printing, postage and stationery	-	1,272	1,272	-	989	989
Entertainment - staff	-	399	399	-	231	231
Travel	-	80	80	-	5	5
Professional fees	-	4,114	4,114	-	1,652	1,652
Bank charges	-	60	60	-	93	93
Depreciation	9,568	2,796	12,364	9,568	2,950	12,518
Bad debts	-	-	-	-	-	-
Sundry	-	515	515	-	342	342
Donations	-	10	10	-	-	-
	9,568	23,963	33,531	9,568	23,934	33,502

5. Fixed Assets

	Plant and Equipment £	Property Improvements £	Total £
Cost			
At 1 September 2022	24,658	224,387	249,045
Additions	-	27,307	27,307
At 31 August 2023	24,658	251,694	276,352
Depreciation			
At 1 September 2022	22,139	171,055	193,194
Charge for year	1,592	10,772	12,364
At 31 August 2023	23,731	181,827	205,558
Net book value			
At 31 August 2023	927	69,867	70,794
At 31 August 2022	2,519	53,332	55,851

6. Creditors

	31 Aug 2023 £	31 Aug 2022 £
Creditors	623	2,010
Accruals	2,524	25,308
PAYE/ NI Liabilities	1,011	726
	4,158	28,044

7. Staff costs

	31 Aug 2023 £	31 Aug 2022 £
Wages and salaries	150,648	121,237
Social security costs	1,707	3,200
Other pension costs	3,289	2,597
	155,644	127,034

The average monthly number of persons employed by the CIO during the period was as follows:

	31 Aug 2023 No.	31 Aug 2022 No.
Direct Staff	11	11
Administration	2	2
	13	13

The were no higher paid employees

They had no key management personnel.

There were no Trustee expenses during the year.

8. Related Party Transactions

There were no known related party transactions during the year.

9. Analysis of Net Assets Between Funds

	<u>General</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>2023</u> <u>Total</u> <u>Funds</u> £	<u>2022</u> <u>Total</u> <u>Funds</u> £
Fixed Assets	29,330	41,464	70,794	55,851
Current assets	127,454	-	127,454	156,273
Current liabilities	(4,158)	-	(4,158)	(28,044)
Net Assets at 31 August 2023	152,626	41,464	194,090	188,742

10. Movements in Funds

	<u>B/Forward</u>	<u>Incoming Resources</u>	<u>Outgoing Resources</u>	<u>Transfers</u>	<u>At 31 August 2023</u>	<u>At 31 August 2022</u>
	£	£	£	£	£	£
Restricted Funds						
Property- Improvement	51,032	-	(9,568)	-	41,464	51,032
Unrestricted Funds						
General Funds	133,048	208,613	(189,035)	-	152,626	133,048
	184,080	-	(198,603)	-	194,090	184,080

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/ MEMBERS OF
ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 August 2023, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the Charity 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 your Charity's accounts as carried out under Section 145 of the Act 2011 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 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 Charity 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 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.

**Andrew Rodzynski FCA
Wenn Townsend
Gosditch House
5 Gosditch Street
Cirencester
Gloucestershire
GL7 2AG**

Date: 13 May 2024

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

England & Wales - Charity number 1165088

Accounts

Registered Charity No. 1165088

Ofsted Registration No. EY501227

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 AUGUST 2022

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

The Trustees present their annual report together with the financial statements for the year ended 31 August 2022. The accounts have been prepared in accordance with the accounting policies to the accounts and comply with the Charity's Constitution the Charities Act 2011 and the "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)"

Objects and activities

The objectives of St Hugh of Lincoln Nursery School are to provide the necessary facilities for the daily care, recreation and education of children by the provision of a nursery school within the Catholic parish of Witney in the county of Oxfordshire, and to advance the education and training of the persons involved in the provision of such care, education and recreational facilities; in each case only insofar as such objects are not contrary to the advancement of the Christian religion in accordance with the tenets and creed of the Roman Catholic Church.

St Hugh of Lincoln Nursery School aims to ensure high standards of management, teaching and learning to raise outcomes for all children attending the nursery school in numerous ways including:

- Stimulating and motivating children to learn through curiosity, imagination and concentration;
- Making accurate judgements to identify next steps appropriately for all children;
- Improving on the quality of curriculum and routines to enhance literacy skills for all children;
- Enhancing children's learning in a natural environment, and improving personal, social and health development;
- Letting children know their views are important and their voices are heard;
- Improving communication and language outcomes;
- Narrowing the gap between groups of children;
- Giving additional support to individual children where there is a need;
- Developing an enabling environment for children with English as an Additional language.

We have a clear action plan in place, with measurable success criteria, which is updated and further developed by the Nursery School Manager on an ongoing basis. We use this to assess our progress in attaining our desired outcomes, and ensure we continue to improve on our high level of care and early-years education for all children attending the nursery school.

The Trustees have referred to the guidance contained in the Charity Commission's guidance on public benefit when codifying the Charity's aims and objectives, and continue to do so when carrying out duties to which the guidance relates.

Achievements and performance

The main achievement of the nursery school during the last year has been to provide an outstanding standard of education, support, and care for each of the 66 children who have attended throughout the year. This has included 9 children with English as an additional language, including 2 Polish, 2 Bulgarian, 2 Malayalam, 2 Portuguese 1 Mandarin and 1 Turkish. 5 children with special educational needs, 5 children on Early Years Pupil Premium, 12 children receiving two-year-old funding and 2 vulnerable children.

Training for staff as always, has been high on the agenda and has included Generalist Safeguarding, Designated Lead Safeguarding, Level 2: Awareness of child abuse and neglect 2021, PREVENT, Food Hygiene, FGM, Staff wellbeing, The revised EYFS - making sense of changes. Terrific Twos, Level 3 award in Paediatric First Aid, Child Development – Playful Pre-schoolers. Early Years Briefings, Understanding Children's Mental Health, EHA, Developing a child's phonetics awareness, Staff Moral and Well-being, The power of books and book talk part 1 & 2, Statutory Two Year Old Progress Check, Keeping Children Safe in Education 2022 draft, Child Criminal Exploitation, SenCo Network Meetings, WellComm, Going for Gold, Monthly Online Managers' meetings and Oral Health Healthy Smiles Training.

The training has helped to keep the nursery school up to date with current legislation and practices in the early years' education, ensuring children are protected, safe and given the best opportunities in early life, while practitioners are prepared for the EYFS reforms that applied this year.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

Achievements and performance (continued)

Staffing has been a greater challenge for all this year and the Nursery was not immune. In spite of a few changes of staff, a dedicated core team ensured the Nursery was able to accommodate all the children's sessions required.

Activities, planning and routines have been continually updated using information received on current, best practice. We continue to use the Letters & Sounds programme to prepare children for phonic work at primary school using the programme of 'Phase One Phonics', a 'Rhyme of the month'; which is sung and signed with the children each day and recorded and sent home to parents to share and learn at home with their children.

EYFS reforms have focused on Practitioners spending quality time interacting with the children and less time completing paperwork. We have reviewed our Curriculum and Pedagogy and enhanced the work we do with the children based on their interests and next steps. This in turn has changed and developed our individual planning, observation, and assessment methods. This has been a great change in the nursery, ensuring all children are supported by Key People with a working planning board.

We have been awarded our Healthy Smiles Accreditation from the Community Dental Service. We worked with families and children to enhance knowledge of oral health and hygiene. We worked in partnership with Morrisons Community Champion Scheme and provided all children with a toothbrush or toothpaste to take home.

Communication and Language is always high on our assessment for all children, and we appointed the Deputy Manager as the Language Lead for the nursery. The WellComm screening tool is used with all children joining the nursery, prioritising the children who have been identified with speech and language delay or difficulty so we can put appropriate support in place for each individual child and refer to outside agencies in good time if needed.

We continue to enhance British Values and we now have a 'Good Choice' and 'WOW' board in the nursery room. Children are identified and praised for good behaviour, empathy, the new skills they may have learnt, and overall exceptional behaviour, or to share experiences they have had.

Outside Learning is the new name for Forest School which continues each week in the wild area of the primary school field next door. Studies have shown how children's personal, social, and emotional development and Knowledge and Understanding of the natural world is improved by learning independently in the natural environment. It has been a vital part of the children's learning in the outside area. Each child who leaves at the end of the year has had the opportunity to attend Outside Learning sessions.

We continue our close relationship with the Care Home next door to the nursery. As restrictions hindered weekly visits to share activities and experiences with the residents, we overcame these challenges by holding 'over the fence' and Zoom sing-a-longs with the residents. Happily face to face visits in the Care Home Garden have now resumed. We have made cards and gifts throughout the year for the care home residents, and they have returned the kind gestures to the nursery.

Plans to help the children with Special Educational Needs and Disabilities and those requiring support for Speech and Language were developed and implemented. We have worked with families signposting them to medical professionals to gain consultations from the Community Paediatricians and also request support from other agencies. We will continue to work with Speech and Language Therapists to support our children with their communication and have received advice from the Occupational Therapist, Physiotherapists, and other Early Years Support Workers when we need to. Our Special Educational Needs Coordinator role has been added to the role of the Manager.

We received Disability Access Funding for one child and have been working with the family to ensure they are supported, and the child is able to reach their full potential and have had access to all the experiences and activities we provide. We have purchased resources of interest for the child and a bicycle for them for easier travel to the nursery and for when the child moves onto school.

**REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

Achievements and performance (continued)

Some of the funding we have received for children who are in receipt of Early Years Pupil Premium, Disability Access Fund and Inclusion funding have been used to provide 1:1 support for children requiring additional aids, training for staff to assist children with individual needs, purchasing resources and activities to extend learning and development and also provided experiences such as Martial Arts session, Outdoor Learning, the Living Eggs project, Insect Lore Caterpillar/butterfly experience and covering some costs of Leavers' trips. All children in receipt of 2-year funding or EYPP have received payments through the Winter/Spring/Summer grant scheme to help through the school holidays. The nursery has purchased food vouchers for which the council reimbursed the nursery.

Children continue to be involved in making decisions during our everyday practice through voting at Café time. The children's views on life at the nursery are also sought in our annual questionnaire and are shared in staff meetings so that we can act on any of their concerns or ideas. In March 2022, over 70% of our families returned the annual questionnaire, comparable with last year. This enables us to continue to ensure the nursery maintains the high standards we promote and that the children are happy and progressing well. The results are displayed near the entrance and were sent out to parents for their information.

The children were invited through the 'Young Writers' company to write poems with the aid of their key person/parents and we were very pleased to have over 30 of our poems published this year.

We have marked many occasions, including: Witney Feast, National Fitness Day, Oral Health Week, Harvest Festival, National Smile Day, Grandparents Day, United Nations Day, Armistice Day, World Nursery Rhyme week, St. Hugh's Day, Christmas, Burns Night, National Story Telling Week, Children's Mental Health Week, Safer Internet Day, St. George's Day, the Platinum Jubilee where we spent a lunchtime joining our neighbouring school – Our Lady of Lourdes – in a celebratory lunch.

Children's profiles using the assessment tool Evidence Me are now sent out weekly so that their learning and progress at nursery can be supported at home. Parents are asked to send in their observations and photographs from home so that a broader picture of each child's learning can be gathered, and we can plan activities based on interests from home. At the beginning of each term an observation of 'Practitioner's Knowledge' is sent home so the parents/carers understand the next step/learning outcome in the Development Matters Document that we use as a guide.

All observations and assessments sent home are checked by the manager to ensure a high quality of provision and teaching is upheld on the nursery floor. We continue to use manager - practitioner observations to evaluate practice, planning and to maintain high standards, to identify training needs along with supervision and appraisals to communicate with staff.

The nursery school has been involved in fund-raising activities so that our children gain an awareness of others in need. This has included collections of food for Witney food bank at Harvest Festival and we took part in the Samaritans Purse Shoebox Appeal.

In the summer of 2022, 21 of our children moved on to 5 different local primary schools. Their transition reports, completed by each child's key person, were sent to the Foundation Stage teachers and discussions took place about learning and development over the phone. Visits for transitions from a few schools have taken place.

This year during the corona virus pandemic, the nursery remained open, except for one week. Although only 2 children tested positive, key staff contracted COVID and the nursery closed while they isolated. Communication with all families continued through ParentMail and Facebook with stories, activities, and information to offer support where needed. Fees were credited for the week of closure.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

Achievements and performance (continued)

Risk assessments and policies for opening during the pandemic and now 'Living with Corona-virus' are carried out and reviewed regularly and government guidelines followed to ensure the health and safety of all individuals. Staff are briefed on all new routines and regulations and posters were displayed giving clear guidance on rules and recommendations. All policies regarding COVID and safeguarding are sent to staff and parents when changes have been made. We continue to sing a song whilst hands are being washed ensuring that the front, back and in between parts were reached and this will be a routine that will remain in the future. Resources and toys continue to be cleaned with antibacterial solution or soaked in sterilizing fluid overnight. Books and puzzles are rotated and quarantined for safety.

We continue to have children dropped off and collected from the door as this has worked well for the children, reducing the separation anxiety and children seem to settle quicker. In our questionnaire this was also an area that the parents had preferred and suggested keeping when COVID restrictions eased. Therefore, flexible drop off and collection have stayed in place and continue to work well.

With restrictions eased it has been a pleasure to welcome parents in for 'Stay and Play' sessions, and to invite in Police Officers, the Town Crier, and Martial Arts experts to spend time with the children. Prospective parents can now come when the nursery is open and have been invited to attend a New Parent's meeting to learn more about the nursery. In addition, we have been able to welcome back students studying Childcare and Health and Social Care, and students on work experience from local schools and colleges.

Another year providing high quality education and childcare during the pandemic has shown strength in our teamwork and a commitment to high standards. We look forward to next year and providing more wonderful experiences teaching the children who attend our nursery.

Financial Review

The academic and financial year ended 31 August 2022 was a year of transition as the direct impact of COVID ebbed, but as its longer term impact began to be felt. Staffing changes for example saw recruitment costs rise sharply in a year in which income and hourly staffing were down. The nursery's excellent management and processes helped limit the financial impact of the year's challenges.

We were very grateful for the donations we received, totalling £1,476. These donations enable us to buy additional equipment for the children use.

Fee income for the year rose but did not fully off-set the sharp decline in income from Early Years and other grants. The net effect saw the nursery's total income return to near 2020 levels.

Staff and educational materials costs were well managed as income reduced. Maintenance cost increases and recruitment (already mentioned) account for the bulk of the £3,000 rise in other administrative costs for the year.

The out-turn was similar to the previous year, with the nursery making a small deficit of under £5,000 (or 2.75% comparable with the 2.5% reduction in days caused by a week's closure to COVID). The deficit in 2021 was £3,500.

Our unrestricted reserves at the end of August 2022 totalled £133,048, of which £128,229 were free reserves. This compares with unrestricted reserves of £128,142 and free reserves of £122,098 at the end of August 2021. Our restricted reserve comprises the unamortised value of the nursery school building extension, which was funded by our nursery school founder, Mr Christopher Flynn in 2008. The extension is being depreciated over a period of 20 years, over which term the fund will be amortised in equal proportions. Our policy has been to continue to grow our free reserves each year by an amount at least equivalent to the depreciation on the building extension, in order to ensure our ability to fund any necessary further building work in the future, following the natural wear and tear on the property. The trustees will keep this policy under review in the coming financial years to ensure that it is still appropriate.

The trustees consider that the nursery school is a going concern, and our report is prepared accordingly.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

Structure, Governance and Management

St Hugh of Lincoln Nursery School is constituted as a Charitable Incorporated Organisation; registered as such in January 2016, having previously been run as a part of the Birmingham Diocesan Trust.

Trustees are appointed by a resolution passed at a properly convened meeting of the Trustees of the Charity. In selecting individuals for appointment as charity trustees, the Trustees of the Charity ensure that prospective trustees know of and accept the object of the Charity and pay regard to the skills, knowledge and experience needed for effective administration of the Charity. The Trustees ensure that they take notice of instructions given by the Catholic Archbishop or his representative in making the arrangements for any such appointment.

The Trustees meet four to six times a year to review progress and planned activities as well as finances, health and safety, property and diocesan matters where these arise. In addition, the Nursery School Manager will call upon any of the Trustees for advice or expertise in their area where additional support is needed. There are also one or two separate meetings of the finance committee to review and discuss nursery school fees and staff remuneration. Recommendations are brought from these meetings to the whole body of Trustees for approval.

Trustees

Mrs Rachel Crouch	Chair
Fr Patrick Broun	Parish Priest
Mr Liam Durkin	Health and Safety Officer
Mr Matthew Lee	Hon. Treasurer
Mrs Sophie Smith	Secretary

Contact Details

Address:	Curbridge Road Witney Oxfordshire OX28 5JZ
Website:	www.sthughoflincolnnursery.co.uk

REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022

Trustees' Responsibility Statement

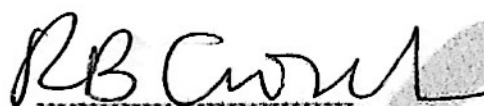
The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008, and the provisions of the trust deed requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the income resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of Trustees on 17/5/23 2023 and signed on its behalf by:



Mrs Rachel Crouch (Chair)

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2022**

	Note	Restricted Funds £	Unrestricted Funds £	Total 2022 £	Restricted Funds £	Unrestricted Funds £	Total 2021 £
Income and endowments from:							
Donations	2	-	1,476	1,476	-	1,165	1,165
Charitable activities	3	-	162,753	162,753	-	169,140	169,140
Investments – bank interest		-	328	328	-	330	330
		-	164,557	164,557	-	170,635	170,635
Expenditure on:							
Charitable activities	4						
Direct expenditure		-	135,717	135,717	-	143,557	143,557
Management and admin		9,568	23,934	33,502	9,568	21,015	30,583
Total expenditure on Charitable activities		9,568	159,651	169,219	9,568	164,572	174,140
Net movement in funds		(9,568)	4,906	(4,662)	(9,568)	6,063	(3,505)
Reconciliation of funds:							
Total funds brought forward		60,600	128,142	188,742	70,168	122,079	192,247
Total funds carried forward		51,032	133,048	184,080	60,600	128,742	188,742

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**BALANCE SHEET
AS AT 31 AUGUST 2022**

		31 Aug 2022		31 Aug 2021	
	Note	£	£	£	£
Fixed assets					
Tangible assets	5	55,851		66,644	
			55,851		66,644
Current assets					
Debtors		50		270	
Prepayments and accrued income		3,924		2,345	
Cash at bank and in hand		152,299		124,034	
		156,273		126,649	
Creditors					
Creditors		2,010		1,122	
Accrued expenses		25,308		2,545	
PAYE and NI liability		726		884	
		28,044		4,551	
Net current assets			128,229		122,098
			184,080		188,742
The funds of the Charity:					
Unrestricted funds		133,048		128,142	
Restricted fund – building extension		51,032		60,600	
Total Charity funds			184,080		188,742

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the Charitable Settlement, which is a public benefit entity under FRS 102, 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) (Update Bulletin 2)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis preparing the accounts.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants and donations subject to the specific wishes of the donor are credited to relevant restricted funds.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

Building extension	20 years straight line
Outside play area improvements	5-10 years straight line
Office equipment, furniture and fittings	3 years straight line

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party. It is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent and depreciation charges allocated on the portion of the asset's use.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022

1 ACCOUNTING POLICIES (CONTINUED)

Expenditure and irrecoverable VAT (continued)

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event. It is probable that a transfer of economic benefit will be required in settlement and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Reserves policy

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. This level of reserves has been maintained throughout the period.

Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

2. Donations	Total 2022 £	Total 2021 £
The Friends of St Hugh of Lincoln Nursery School	1,010	492
Leaver's donations	-	32
Amazon smile	41	-
Bags2school	90	-
Heart	-	478
Other	335	163
	1,476	1,165
 3. Income from Charitable activities	 Total 2022 £	 Total 2021 £
Nursery school fees	34,082	21,669
Early Years and Other Government Grants	121,356	147,112
Other fees, commissions and claims	7,315	359
	162,753	169,140

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

4. Expenditure on Charitable activities

	Restricted Fund £	Unrestricted Funds £	Total 2022 £	Restricted Fund £	Unrestricted Funds £	Total 2021 £
Direct expenditure on nursery school activities						
Wages, employers National Insurance and Pension	-	127,034	127,034	-	132,846	132,846
Equipment and Educational Materials	-	7,885	7,885	-	10,084	10,084
Consumables	-	244	244	-	293	293
Training	-	554	554	-	334	334
	-	135,717	135,717	-	143,557	143,557
Repairs, maintenance and Cleaning	-	9,047	9,047	-	7,023	7,023
Insurance	-	2,081	2,081	-	2,052	2,052
Recruitment advertising	-	689	689	-	98	98
Leasing and equipment	-	1,373	1,373	-	1,606	1,606
Rates and services	-	3,910	3,910	-	3,499	3,499
Telephone and internet	-	572	572	-	706	706
Printing, postage and stationery	-	989	989	-	831	831
Entertainment - staff	-	231	231	-	335	335
Travel	-	5	5	-	11	11
Professional fees	-	1,652	1,652	-	1,826	1,826
Bank charges	-	93	93	-	84	84
Depreciation	9,568	2,950	12,518	9,568	2,609	12,177
Bad debts	-	-	-	-	1	1
Sundry	-	342	342	-	315	315
Donations	-	-	-	-	19	19
	9,568	23,934	33,502	9,568	21,015	30,583

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022

5. Fixed Assets

	Plant and Equipment £	Property Improvements £	Total £
Cost			
At 1 September 2021	22,933	224,387	247,320
Additions	1,725	-	1,725
At 31 August 2022	24,658	224,387	249,045
Depreciation			
At 1 September 2021	20,535	160,141	180,676
Charge for year	1,604	10,914	12,518
At 31 August 2022	22,139	171,055	193,194
Net book value			
At 31 August 2022	2,519	53,332	55,851
At 31 August 2021	2,398	64,246	66,644

6. Creditors

	31 Aug 2022 £	31 Aug 2021 £
Creditors	2,010	1,112
Accruals	25,308	2,545
PAYE/ NI Liabilities	726	884
	28,044	4,551

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022**

7. Staff costs

	31 Aug 2022	31 Aug 2021
	£	£
Wages and salaries	121,237	127,394
Social security costs	3,200	2,403
Other pension costs	2,597	3,049
	127,034	132,846

The average monthly number of persons employed by the CIO during the period was as follows:

	31 Aug 2022	30 Aug 2021
	No.	No.
Direct Staff	11	11
Administration	2	2
	13	13

The were no higher paid employees

They had no key management personnel.

There were no Trustee expenses during the year.

8. Related Party Transactions

There were no known related party transactions during the year.

9. Analysis of Net Assets Between Funds

	<u>General</u>	<u>Restricted</u>	<u>2022</u>	<u>2021</u>
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
Fixed Assets	4,819	51,032	55,851	66,644
Current assets	156,273	-	156,273	126,649
Current liabilities	(28,044)	-	(28,044)	(4,551)
Net Assets at 31 August 2022	133,048	51,032	184,080	188,742

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2022

10. Movements in Funds

	<u>B/Forward</u>	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>Transfers</u>	<u>At 31</u> <u>August</u> <u>2022</u>	<u>At 31</u> <u>August</u> <u>2021</u>
	£	£	£	£	£	£
Restricted Funds						
Property-Improvement	60,600	-	(9,568)	-	51,032	60,660
Unrestricted Funds						
General Funds	128,142	164,557	(159,651)	-	133,048	128,142
	_____	_____	_____	_____	_____	_____
	188,742	164,557	(169,219)	-	184,080	188,742
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/ MEMBERS OF
ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 August 2022, which are set out on pages 7 to 15.

Responsibilities and basis of report

As the Charity 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 your Charity's accounts as carried out under Section 145 of the Act 2011 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 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 Charity 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 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.



**Andrew Rodzynski FCA
Wenn Townsend
Gosditch House
5 Gosditch Street
Cirencester
Gloucestershire
GL7 2AG**

Date: 17 May 2023

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

England & Wales - Charity number 1165088

Accounts

Registered Charity No. 1165088

Ofsted Registration No. EY501227

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2021

The Trustees present their annual report together with the financial statements for the year ended 31 August 2021. The accounts have been prepared in accordance with the accounting policies to the accounts and comply with the Charity's Constitution the Charities Act 2011 and the "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)"

Objects and activities

The objectives of St Hugh of Lincoln Nursery School are to provide the necessary facilities for the daily care, recreation and education of children by the provision of a nursery school within the Catholic parish of Witney in the county of Oxfordshire, and to advance the education and training of the persons involved in the provision of such care, education and recreational facilities; in each case only insofar as such objects are not contrary to the advancement of the Christian religion in accordance with the tenets and creed of the Roman Catholic Church.

St Hugh of Lincoln Nursery School aims to ensure high standards of management, teaching and learning to raise outcomes for all children attending the nursery school in numerous ways including:

- Stimulating and motivating children to learn through curiosity, imagination and concentration;
- Making accurate judgements to identify next steps appropriately for all children;
- Improving on the quality of curriculum and routines to enhance literacy skills for all children;
- Enhancing children's learning in a natural environment, and improving personal, social and health development;
- Letting children know their views are important and their voices are heard;
- Improving communication and language outcomes;
- Narrowing the gap between groups of children;
- Giving additional support to individual children where there is a need;
- Developing an enabling environment for children with English as an Additional language.

We have a clear action plan in place, with measurable success criteria, which is updated and further developed by the Nursery School Manager on an ongoing basis. We use this to assess our progress in attaining our desired outcomes, and ensure we continue to improve on our high level of care and early-years education for all children attending the nursery school.

The Trustees have referred to the guidance contained in the Charity Commission's guidance on public benefit when codifying the Charity's aims and objectives, and continue to do so when carrying out duties to which the guidance relates.

Achievements and performance

The main achievement of the nursery school during the last year has been to provide a high standard of education, support, and care for each of the 62 children who have attended throughout the pandemic under the leadership of the new manager. This has included 10 children with English as an additional language, including 6 Polish, 1 Tibetan, 2 Portuguese and 1 Vietnamese, 7 children with special educational needs, 6 children on Early Years Pupil Premium, 5 children receiving two-year-old funding and 3 vulnerable children.

We use observations and assessments to identify the progress of individual children and have put plans into place to ensure that all individuals develop and make progress.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

Achievements and performance (continued)

Training for staff as always, has been high on the agenda and has included Generalist Safeguarding, Level 2: Awareness of child abuse and neglect 2020, PREVENT, Food Hygiene, Staff wellbeing and reflection, Gastrostomies, feeding +/- medication administration seizure and epilepsy and how to read a seizure plan, Autism Speech and Language, partnership meeting with the local SENCo's, managing your Early Years Inspection Level 2 and the Briefing: Getting to know the revised EYFS.

The training has helped to keep the nursery school up to date with current legislation and practices in the early years, ensuring children are protected and safe and given the best opportunities in early life and practitioners are prepared for the new EYFS reforms that are changing in September 2021.

Activities, planning and routines have been continually updated following information received on current, best practice. We continue to use the Letters & Sounds programme to prepare children for phonic work at primary school a 'Rhyme of the month' to enhance the understanding of rhythm in words and language and to run along side 'The sound of the Week'.

To enhance British Values we now have a 'Good Choice' focus. Where children are identified and praised for good behaviour, empathy, and overall exceptional behaviour.

We continue to hold a close relationship with the Care Home next door to the nursery. As restrictions have hindered our weekly visits to spend time sharing activities and experiences with the residents, we have over the year overcome these challenges and held 'Over the Fence' and Zoom 'Sing – a longs' with the residents. We have made cards and gifts for the care home residents, and they have kindly bought us mathematical resources to use in the garden.

Working with the advice of the area Special Educational Needs Inclusion Teacher, we have developed and implemented plans to help the children with Special Educational Needs and Disabilities, including those with Global Development Delay, sensory, physical and emotional impairments and those with Autism. We continue to regularly work with Speech and Language Therapists to support our children with their communication and have received advice from the Occupational Therapist, Physiotherapists and other Early Years Support Workers. Our Special Educational Needs Coordinator role has been shared with the Manager, who previously held the role, and the newly appointed Deputy manager who is taking her place. The staff continue to make and use resources advised by other professionals to ensure progress for SEN children is maintained. Outside visits have been very restricted and we are using our professional judgement in helping children requiring additional support and are very pleased that we have Educational and Health Care Plans in place for 2 children who are leaving us to go to primary school. These would usually be completed with the assistance of other professionals.

We have received the Disability Access Fund for four children and have been working with the families to ensure they are supported, and the children are able to reach their full potential and have had access to all the experiences and activities we have provided.

Some of the funding we have received for children who are in receipt of Early Years Pupil Premium, disability access fund and Inclusion funding have been used to provide 1:1 support for children requiring additional aids, training for staff to assist children with individual needs, purchasing resources and activities to extend learning and development and also provided experiences such as Crocodiles of The World visiting and our Living Eggs project. We have used some of the funding for families with financial difficulties to purchase school uniforms for nursery and their new schools. All children in receipt of 2 year funding or EYPP have received payments through the Winter/Summer grant scheme to help with those in financial difficulties through all the school holidays. The nursery has purchased food vouchers and the council has reimbursed the nursery.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

Achievements and performance (continued)

Children continue to be involved in making decisions during our everyday practice though voting at Café time and for deciding on the theme for the summer house in the garden. The children's views on life at the nursery are sought in our annual questionnaire and are shared in staff meetings so that we can act on any of their concerns or ideas. In March 2021, 72% of our families returned the annual questionnaire and 58% of children gave their views, which is an increase on last year. This enables us to continue to ensure the nursery maintains the high standards we promote and that the children are happy and progressing well.

Children's profiles using Evidence Me have been sent to parents 6 times over the year, so that their learning and progress at nursery can be regularly reviewed at home. We changed the observation tool provider and parents have commented on the improved quality of the assessments and staff have shared that they prefer the new method. Parents are asked to send in their observations and photographs from home so that a broader picture of each child's learning can be gathered and we can plan activities based on interests from home. The new platform has been noted to be easier for parents to send their own observations into.

We continue to use peer-to-peer observations, manager observations and in depth WAGOLLS (What a Good One Looks Like) strategies as a staff to evaluate practice, planning and maintain high standards, including written, tracking and video observation methods.

The nursery school has been involved in fund-raising activities so that our children gain an awareness of others in need. This has included collections of food for Witney food bank through our Harvest Festival and took part in the Samaritans Purse Shoebox Appeal (sending around 11 shoeboxes filled with gifts to children around the world).

In the summer of 2021, 34 of our children moved on to 8 different primary schools in the area and 1 in Ireland. Their reports were sent to the Foundation Stage teachers and discussions took place regarding learning and development over the phone and social distanced visits for transitions from a few schools have taken place.

This year during the Corona virus pandemic, the nursery remained open throughout to care for all children, except of one week where we closed due to a positive case of COVID - 19 in the nursery, only 1 child was infected, however the whole nursery group, children and staff needed to isolate for 10 days. The staff made sure that all families had contact from their child's keyperson and the manager by phone during that time. Communication with all families continued through ParentMail and Facebook with daily stories, activities and information shared offering support where needed. Fees were credited for the week we had to close due to self-isolation due to a positive case.

Risk assessments and policies for opening during the pandemic are carried out and reviewed regularly and government guidelines followed to ensure the health and safety of all individuals. Staff were briefed on all new routines and regulations and posters were displayed giving clear guidance on rules and recommendations. All policies have been sent to parents when changes have been made.

The routine to reduce the spread of infection including using two metre markers on the entrance path, dropping children at the front door of the nursery (rather than parents coming in) and using the emergency driveway as an exit so that a circular system for arrival and departure has been continued. No individuals other than staff and children could enter the building until April 2021. After this time the nursery allowed specialist professionals and students to enter with risk assessments and procedures put in place. On arrival and departure all adults and children washed their hands to prevent contamination from outside of the building.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

Achievements and performance (continued)

This year due to not having to keep in smaller 'Bubbles' the nursery has worked as a whole bubble and the children have benefited greatly from being able to resume their free play and access different areas of the nursery with their peers at their will.

All Resources for the children have been kept to a minimum to prevent the spread of germs, soft furnishing, dress-up clothes and dolls clothes and other soft materials as recommended by the government guidelines have still been restricted and removed.

Batches of playdough were made for small groups of supervised children then discarded after use. Water play was reintroduced in April 2021, book bags for our nursery library system in June 2021 which the children really enjoyed and helped to prepare the older children for Primary school routines. All resources and toys used each day zone were sprayed and cleaned with antibacterial solution or soaked in sterilizing fluid overnight. Books and puzzles have been rotated and quarantined for safety.

We continue to sing a song whilst hands are being washed ensuring that the front, back and in between parts were reached and this will be a routine that will remain in the future.

Flexible drop off and collection times to reduce congestion and minimise contact between families has worked well and this is a change that we shall keep as children seem to settle a lot quicker than when parents could enter the nursery. We are planning to have increased stay and play sessions for parents to have access to the inside of the setting when we return in September.

All children, staff and parents adapted extremely well to the new routines and safety measures we put into place, we update them regularly of the changes to the COVID – 19 policy. Staff worked hard to maintain the highest possible standards of cleanliness and hygiene.

The children have adapted their way of life and they learn new routines very quickly. In April 2021 we reduced the age of intake from 2.5 years to 2 years in line with other Early Years providers in the area.

After holding the role of Deputy manager for 14 years, Claire Hemsley became nursery manager this year. The Trustees are very grateful to her for leading the nursery team during the pandemic, and to the whole team who have worked so well together in challenging circumstances, adapting the daily running of the nursery extremely well.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

Financial Review

The academic and financial year ended 31st August 2021 was another exceptionally challenging one for the nursery school as it was the second year affected by the covid pandemic. The details of how we responded are detailed above in the Achievements and Performance section of this report. Following the only confirmed covid case in the nursery, it was closed for a week and fees for that period were refunded. The nursery's excellent management and procedures contributed significantly to limiting the financial impact of covid this year.

We were very grateful for the donations we received, totalling £1,165. These donations enable us to buy additional equipment for use by the children attending the nursery school.

Fee income for the year was stable versus the previous financial year, while our income from Early Years and other grants continued to grow: up more than £6,000 on last year. This meant the Nursery's total income exceeded 2019 levels, reaching a level last seen in 2015.

Staff costs were £133k in the financial year under review, an increase on 2019/20 when lockdown and other one-off factors reduced staff hours. The cost of materials rose within other direct expenditure, again because the nursery returned to normal activity levels after the limitations that affected the previous financial year.

Maintenance costs, modest replacement costs of capital equipment, and the other administrative costs of running the nursery were all comparable with recent years.

The net effect was that the nursery made a small deficit of about £3,500 (or 2%, slightly less than the 2.5% reduction in days caused by a week's closure). This compares with a surplus of nearly £5,500 the year before, when cost factors were more favourable.

Our unrestricted reserves at the end of August 2021 totalled £128,142, of which £122,098 were free reserves. This compares with unrestricted reserves of £122,079 and free reserves of £116,093 at the end of August 2020. Our restricted reserve comprises the unamortised value of the nursery school building extension, which was funded by our nursery school founder, Mr Christopher Flynn in 2008. The extension is being depreciated over a period of 20 years, over which term the fund will be amortised in equal proportions. Our policy has been to continue to grow our free reserves each year by an amount at least equivalent to the depreciation on the building extension, in order to ensure our ability to fund any necessary further building work in the future, following the natural wear and tear on the property. The trustees will keep this policy under review in the coming financial years to ensure that it is still appropriate.

The trustees consider that the nursery school is a going concern, and our report is prepared accordingly.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

Structure, Governance and Management

St Hugh of Lincoln Nursery School is constituted as a Charitable Incorporated Organisation; registered as such in January 2016, having previously been run as a part of the Birmingham Diocesan Trust.

Trustees are appointed by a resolution passed at a properly convened meeting of the Trustees of the Charity. In selecting individuals for appointment as charity trustees, the Trustees of the Charity ensure that prospective trustees know of and accept the object of the Charity and pay regard to the skills, knowledge and experience needed for effective administration of the Charity. The Trustees ensure that they take notice of instructions given by the Catholic Archbishop of his representative in making the arrangements for any such appointment.

The Trustees meet four to six times a year to review progress and planned activities as well as finances, health and safety, property and diocesan matters where these arise. In addition, the Nursery School Manager will call upon any of the Trustees for advice or expertise in their area where additional support is needed. There are also one or two separate meetings of the finance committee to review and discuss nursery school fees and staff remuneration. Recommendations are brought from these meetings to the whole body of Trustees for approval.

Trustees

Mrs Rachel Crouch	Chair
Mrs Anne Tester	Hon. Treasurer (resigned April 2021)
Fr Patrick Broun	Parish Priest
Mrs Sophie Smith	Secretary
Mr Liam Durkin	Health and Safety Officer
Mr Matthew Lee	Hon. Treasurer

Contact Details

Address:	Curbridge Road Witney Oxfordshire OX28 5JZ
Website:	www.sthughoflincolnnursery.co.uk

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Trustees' Responsibility Statement

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008, and the provisions of the trust deed requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of Trustees on and signed on its behalf by:



Mrs Rachel Crouch (Chair)

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2021**

	Note	Restricted Funds £	Unrestricted Funds £	Total 2021 £	Restricted Funds £	Unrestricted Funds £	Total 2020 £
Income and endowments from:							
Donations	2	-	1,165	1,165	-	1,752	1,752
Charitable activities	3	-	169,140	169,140	-	161,537	161,537
Investments – bank interest		-	330	330	-	438	438
		-	170,635	170,635	-	163,727	163,727
Expenditure on:							
Charitable activities	4						
Direct expenditure		-	143,557	143,557	-	129,381	129,381
Management and admin		9,568	21,015	30,583	9,569	19,298	28,867
Total expenditure on Charitable activities		9,568	164,572	174,140	9,569	148,679	158,248
Net movement in funds		(9,568)	6,063	(3,505)	(9,569)	15,048	5,479
Reconciliation of funds:							
Total funds brought forward		70,168	122,079	192,247	79,737	107,031	186,768
Total funds carried forward		60,600	128,142	188,742	70,168	122,079	192,247

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**BALANCE SHEET
AS AT 31 AUGUST 2021**

		31 Aug 2021		31 Aug 2020	
	Note	£	£	£	£
Fixed assets					
Tangible assets	5	66,644		76,154	
		<u> </u>	66,644	<u> </u>	76,154
Current assets					
Debtors		270		89	
Prepayments and accrued income		2,345		3,321	
Cash at bank and in hand		124,034		114,565	
		<u> </u>		<u> </u>	
		126,649		117,975	
Creditors					
Creditors		1,122		327	
Accrued expenses		2,545		374	
PAYE and NI liability		884		1,181	
		<u> </u>		<u> </u>	
		4,551		1,882	
Net current assets			122,098		116,093
			<u> </u>		<u> </u>
			188,742		192,247
			<u> </u>		<u> </u>
The funds of the Charity:					
Unrestricted funds		128,142		122,079	
Restricted fund – building extension		60,600		70,168	
		<u> </u>		<u> </u>	
Total Charity funds			188,742		192,247
			<u> </u>		<u> </u>

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the Charitable Settlement, which is a public benefit entity under FRS 102, 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) (Update Bulletin 2)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis preparing the accounts.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Grants and donations subject to the specific wishes of the donor are credited to relevant restricted funds.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

Building extension	20 years straight line
Outside play area improvements	5-10 years straight line
Office equipment, furniture and fittings	3 years straight line

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Accounting Policies (continued)

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party. It is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income and those incurred in trading activities that raise funds.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event. It is probable that a transfer of economic benefit will be required in settlement and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

Accounting Policies (continued)

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Reserves policy

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. This level of reserves has been maintained throughout the period.

Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

2. Donations	Total 2021 £	Total 2020 £
The Friends of St Hugh of Lincoln Nursery School	492	1,038
Leaver's donations	32	25
Waitrose	-	315
Care UK	-	200
Heart	478	-
Other	163	174
	1,165	1,752

3. Income from Charitable activities	Total 2021 £	Total 2020 £
Nursery school fees	21,669	20,720
Early Years and Other Government Grants	147,112	140,641
Other fees, commissions and claims	359	176
	169,140	161,537

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021

4. Expenditure on Charitable activities

	Restricted Fund £	Unrestricted Funds £	Total 2021 £	Restricted Fund £	Unrestricted Funds £	Total 2020 £
Direct expenditure on nursery school activities						
Wages, employers National Insurance and Pension	-	132,846	132,846	-	123,771	123,771
Equipment and Educational Materials	-	10,084	10,084	-	4,842	4,842
Consumables	-	293	293	-	311	311
Training	-	334	334	-	457	457
	-	143,557	143,557	-	129,381	129,381
Repairs, maintenance and Cleaning	-	7,023	7,023	-	6,560	6,560
Insurance	-	2,052	2,052	-	1,917	1,917
Recruitment advertising	-	98	98	-	918	918
Leasing and equipment	-	1,606	1,606	-	1,357	1,357
Rates and services	-	3,499	3,499	-	3,060	3,060
Telephone and internet	-	706	706	-	668	668
Printing,Postage and Stationery	-	831	831	-	981	981
Entertainment - staff	-	335	335	-	370	370
Travel	-	11	11	-	62	62
Professional fees	-	1,826	1,826	-	1,019	1,019
Bank charges	-	84	84	-	60	60
Depreciation	9,568	2,609	12,177	9,569	2,150	11,719
Bad debts	-	1	1	-	-	-
Sundry	-	315	315	-	176	176
Donations	-	19	19	-	-	-
	9,568	21,015	30,583	9,569	19,298	28,867

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

5. Fixed Assets

	Plant and Equipment £	Property Improvements £	Total £
Cost			
At 1 September 2020	20,266	224,387	244,653
Additions	2,667	-	2,667
At 31 August 2021	22,933	224,387	247,320
Depreciation			
At 1 September 2020	19,738	148,761	168,499
Charge for year	797	11,380	12,177
At 31 August 2021	20,535	160,141	180,676
Net book value			
At 31 August 2021	2,398	64,246	66,644
At 31 August 2020	528	75,626	76,154

6. Creditors

	31 Aug 2021 £	31 Aug 2020 £
Creditors	1,112	327
Accrued expenses	2,545	374
PAYE/ NI Liabilities	884	1,181
	4,551	1,882

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

7. Staff costs

	31 Aug 2021	31 Aug 2020
	£	£
Wages and salaries	127,394	118,877
Social security costs	2,403	2,403
Other pension costs	3,049	2,491
	132,846	123,771

The average monthly number of persons employed by the CIO during the period was as follows:

	31 Aug 2021	30 Aug 2020
	No.	No.
Direct Staff	11	11
Administration	2	2
	13	13

The were no higher paid employees

They had no key management personnel.

There were no Trustee expenses during the year.

8. Related Party Transactions

There were no known related party transactions during the year.

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

**NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 AUGUST 2021**

9. Analysis of Net Assets Between Funds

	<u>General Funds</u> £	<u>Restricted Funds</u> £	<u>2021 Total Funds</u> £	<u>2020 Total Funds</u> £
Fixed Assets	6,044	60,600	66,644	76,154
Current assets	126,649	-	126,649	117,975
Current liabilities	(4,551)	-	(4,551)	(1,882)
Net Assets at 31 August 2021	128,142	60,600	188,742	192,247

10. Movements in Funds

	<u>B/Forward</u> £	<u>Incoming Resources</u> £	<u>Outgoing Resources</u> £	<u>Transfers</u> £	<u>At 31 August 2021</u> £	<u>At 31 August 2020</u> £
Restricted Funds						
Property-Improvement	70,168	-	(9,568)	-	60,600	70,168
Unrestricted Funds						
General Funds	122,079	170,635	(164,572)	-	128,142	122,079
	192,247	170,635	(174,140)	-	188,742	192,247

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES/ MEMBERS OF
ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31st August 2021, which are set out on pages 8 to 17.

Responsibilities and basis of report

As the Charity 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 your Charity's accounts as carried out under Section 145 of the Act 2011 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 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 Charity 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 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.



Andrew Rodzynski FCA
Wenn Townsend
Gosditch House
5 Gosditch Street
Cirencester
Gloucestershire
GL7 2AG

Date: 16th May 2022

ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

England & Wales - Charity number 1165088

Accounts



St Hugh of Lincoln Nursery School, Witney

Report and Financial Statements

for the year ended 31st August 2020

Registered Charity No. 1165088

Ofsted Registration No. EY501227

St Hugh of Lincoln Nursery School, Witney
Report of the Trustees
for the year ended 31st August 2020

The trustees of St Hugh of Lincoln Nursery School, Witney present their annual report and accounts for the year ended 31 August 2020, and confirm that they comply with the requirements of the Charities Act 2011, our governing document, the Charities Statement of Recommended Practice (SORP), the Financial Reporting Standard for Smaller Entities (FRSSE), and UK Generally Accepted Accounting Practice.

Objectives and activities

The objectives of St Hugh of Lincoln Nursery School are to provide the necessary facilities for the daily care, recreation and education of children by the provision of a nursery school within the Catholic parish of Witney in the county of Oxfordshire, and to advance the education and training of the persons involved in the provision of such care, education and recreational facilities; in each case only insofar as such objects are not contrary to the advancement of the Christian religion in accordance with the tenets and creed of the Roman Catholic Church.

St Hugh of Lincoln Nursery School aims to ensure high standards of management, teaching and learning to raise outcomes for all children attending the nursery school in numerous ways including:

- Stimulating and motivating children to learn through curiosity, imagination and concentration;
- Making accurate judgements to identify next steps appropriately for all children;
- Improving on the quality of curriculum and routines to enhance literacy skills for all children;
- Enhancing children's learning in a natural environment, and improving personal, social and health development;
- Letting children know their views are important and their voices are heard;
- Improving communication and language outcomes;
- Narrowing the gap between groups of children;
- Giving additional support to individual children where there is a need;
- Developing an enabling environment for children with English as an Additional Language.

We have a clear action plan in place, with measurable success criteria, which is updated and further developed by the Nursery School Manager on an ongoing basis. We use this to assess our progress in attaining our desired outcomes, and ensure we continue to improve on our high level of care and early-years education for all children attending the nursery school.

The trustees have referred to the guidance contained in the Charity Commission's guidance on public benefit when codifying the charity's aims and objectives, and continue to do so when carrying out duties to which the guidance relates.

Achievements and performance

The main achievement of the nursery school during the last year has been to provide a high standard of education, support and care for each of the 63 children who have attended. This has included 10 children with English as an additional language, including 6 Polish, 1 Tibetan, 2 Portuguese and 1 Vietnamese, 7 children with special educational needs, 6 children on Early Years Pupil Premium, 5 children receiving two-year-old funding and 3 vulnerable children.

We continue to use the tracking system to identify the progress of individual children and have put plans into place to ensure that all individuals develop and make progress.

Training for staff has been high on the agenda and has included Designated Lead and Generalist Safeguarding, Safer Recruitment, Self-Regulation, Getting to Know the Ofsted Early Years Handbook, Inclusion, Equality and Diversity, Phase 1 phonics, Music Development Matters in the Early Years, Think

St Hugh of Lincoln Nursery School, Witney
Report of the Trustees (continued)
for the year ended 31st August 2020

Achievements and performance (continued)

Family (Covid – 19 package) and Awareness of Child Abuse and Neglect (Covid – 19 package). The training has helped to keep the nursery school up to date with current legislation and practices in the early years, ensuring children are protected and safe and given the best opportunities in early life.

Activities and routines have been continually updated following information received on current, best practice. We continue to use the Letters & Sounds programme to prepare children for phonic work at primary school and have introduced a 'Rhyme of the month' to enhance the understanding of rhythm in words and language.

Forest School continues each week in the wild area of the primary school field next door. Studies have shown how children's personal, social, and emotional development is improved by learning independently in the natural environment.

We have formed a close relationship with the Care Home next door to the nursery school and have taken the children on weekly visits to spend time sharing activities and experiences with the residents. Unfortunately, due to the coronavirus our visits were suspended in March 2020, but we hope to resume the visits once it is safe to do so.

We have also strengthened our partnership with Our Lady of Lourdes Primary School, joining them for lunch on a number of occasions and our aim is to develop this partnership further.

Working with the area Special Educational Needs Inclusion Teacher, we have developed and implemented plans to help the children with Special Educational Needs and Disabilities, including those with Global Development Delay. We regularly work with Speech and Language Therapists to support our children with their communication and have received advice from the Occupational Therapist and other Early Years Support Workers. Our Special Educational Needs Coordinator and the staff continue to make, and use resources advised by other professionals to ensure progress for SEN children is maintained.

We have received the Disability Access Fund for two children and have been working with the families to ensure they are supported and the children are able to reach their full potential.

Children continue to be involved in making decisions during our everyday practice through voting at Café time and by deciding on the theme for the summer house in the garden. The children's views on life at the nursery school are sought in our annual questionnaire and are shared in staff meetings so that we can act on any of their concerns or ideas. In 2020, 61% of our families returned the annual questionnaire and 46% of children gave their views. This enables us to ensure the nursery school maintains the high standards we promote and that the children are happy and progressing well.

Children's profiles continue to be sent to parents 6 times per year, so that their learning and progress at nursery school can be regularly reviewed at home. Parents are asked to send in their observations and photographs from home so that a broader picture of each child's learning can be gathered. Our home visits have been very successful in helping the nursery school staff accurately find the starting points for each child's learning.

We continue to use peer-to-peer observations to evaluate practice and maintain high standards, including written and video observation methods.

St Hugh of Lincoln Nursery School, Witney
Report of the Trustees (continued)
for the year ended 31st August 2020

Achievements and performance (continued)

The nursery school has been involved in several fund-raising activities so that our children gain an awareness of others in need. This has included raising funds for Millers Grange Care Home, next door. The Care Home was most grateful for our contribution and used the funds to provide special experiences for the residents including trips out and inviting special guests into the home.

We have also donated food and supplies to the Witney Food Bank through our Harvest Festival and took part in the Samaritans Purse Shoebox Appeal (sending around 20 shoeboxes filled with gifts to children around the world).

Our Friends Committee arranged for the nursery school to be sponsored by the Waitrose Community Matters scheme and we were pleased to receive a cheque for £315 to purchase a picnic table for our children to use in the garden.

In the summer of 2020, 38 of our children moved on to 9 different primary schools in the area. Their reports were sent to the Foundation Stage teachers and discussions took place regarding learning and development over the phone (visits from Foundation Stage Teachers were suspended this year due to Covid 19).

This year during the coronavirus crisis, the nursery remained open throughout the pandemic to care for the children of Key Workers and vulnerable children. Communication with all families continued through Parentmail and phone calls, offering support where needed. The nursery school opened to all of the older children on June 1st and to the younger children on June 15th and we were pleased that 74% of our children returned.

Risk assessments were carried out and government guidelines followed to ensure the health and safety of all individuals. Staff members were briefed on all new routines and regulations and posters were displayed giving clear guidance on rules and recommendations.

The routine was amended to reduce the spread of infection including using two metre markers on the entrance path, dropping children at the front door of the nursery school (rather than parents coming in) and using the new driveway as an exit so that a circular system for arrival and departure was followed. No individuals other than staff and children were allowed to enter the building. On arrival all staff and children washed their hands to prevent contamination from outside of the building.

We divided the nursery school into zones both inside and outside, allocating one particular zone as the 'home zone' for each key person and their group of key children. After washing their hands, children would immediately go to their home zone to be greeted and have 'Welcome Time' with their key person. The daily routine then proceeded with the key person and children remaining in their key group (with a maximum of 8 children) throughout the day, moving from zone to zone rather like circuit training in the gym. In this way the groups were not mixing and had more chance of keeping a safe distance from one another.

All Resources for the children were minimised to prevent the spread of germs, removing all soft furnishing, dress-up clothes and dolls clothes and other soft materials, as recommended by the government guidelines. Each key person carefully selected the reduced amount of resources for their zone displaying them attractively to entice and encourage children to play.

St Hugh of Lincoln Nursery School, Witney
Report of the Trustees (continued)
for the year ended 31st August 2020

Achievements and performance (continued)

Individual batches of playdough were made for individual children then discarded after each use. Water play was provided in individual trays rather than in the large communal water tray. All resources and toys used in each zone were sprayed and cleaned with antibacterial solution by the key person, before groups moved on to the next zone, therefore minimising the possibility of cross contamination between groups.

Each key group was assigned a particular toilet and sink to use throughout the term, and this was identified by a photograph of their key person being displayed on the toilet and sink. We learned a new song to sing whilst hands were being washed ensuring that the front, back and in between parts were reached and washing continued for an extended period of time.

To support the parents during this difficult time no fees were charged for term 5. Parents then had the option not to have their children return in term 6, in which case no fees were charged. Younger children were only charged from June 15th – the date we invited them to start (2 weeks later than the older children).

Flexible drop off and collection times were offered to reduce congestion and minimise contact between families.

All children, staff and parents adapted extremely well to the new routine and to the safety measures we put into place. Staff worked hard to maintain the highest possible standards of cleanliness and worked well together swapping zones and negotiating where groups would be located to minimise contact.

Children followed the rules and learned very quickly to stay in their allocated zone with their key person. We found that the children remained calm and relaxed and new friendships were made within their key group. In fact, some of the measures we put into place worked so well that we will be considering maintaining them at the start of the new academic year (whether or not the threat of the coronavirus remains).

At the end of the academic year we said a sad final farewell to our Manager, Louise Barrie. During her successful 10 years of leading the team, Louise introduced measures to ensure continued development of staff and children, and the nursery school Ofsted rating improved from “Good” to “Outstanding”. We are tremendously grateful to have had the benefit of her exceptional skill, and will miss her very much. The good news was that our longstanding Deputy Manager Claire Hemsley was appointed as the new Nursery School Manager, starting on the 1st September 2020.

St Hugh of Lincoln Nursery School, Witney
Report of the Trustees (continued)
for the year ended 31st August 2020

Financial Review

The academic and financial year ended 31st August 2020 was universally an extraordinary one, and the experience of the nursery school was no exception. The details of how we responded to the Covid-19 pandemic by changing the way we operated can be found in the Achievements and Performance section of this report. Financially we were fortunate to benefit from the government's generous schemes to support Early Years education, and we received the full amount of funding that we would have done had all the registered children attended for their intended sessions during the lockdown period. We also were credited with the full value of our annual rates bill, saving us some expenditure.

We were very grateful for the donations we received, totalling £1,753. Of this, £1,038 was raised by The Friends of St Hugh of Lincoln Nursery School. These donations enable us to buy additional equipment for use by the children attending the nursery school.

As stated above, we did not charge families fees for term five, and fewer children attended over a shorter period of time in term six. This naturally had an effect on our fee income for the year, which was already 30% lower than in the previous financial year as there were 10% fewer children registered than previously, and of the sessions attended, more were eligible for government funding. As a result, whilst our fee income reduced by £10.3K, our income from Early Years and other grants was higher than last year by £3.7K.

Staff costs were lower in the financial year under review, in spite of the pay increases in April 2019 and April 2020 of (average) 6% and 3% respectively, because during lockdown there was no call for overtime to be worked, and because in her last four terms of service, our manager reduced her hours to work effectively four days per week. Other direct expenditure on nursery school activities was lower than in the previous financial year, partly because of the reduced need during lockdown, and partly because the outsourced music sessions ceased. Maintenance costs were lower than in the 2018-19 financial year, as the additional expenditure on arranging the new driveway was completed in the earlier year. Recruitment costs saw a steep increase, as we needed to advertise for a new manager, deputy manager and practitioner. The necessary acquisition of a new photocopier resulted in an increase in leasing costs, and in spite of the rates holiday, our service charges increased in the year because of the increased cost of utilities on-charged to us by Our Lady of Lourdes School. Although staff training continued in the year ended 31 August 2020, nothing was quite as costly as the paediatric first aid course taken by all staff in the 2018-19 financial year, so this expenditure line was lower.

Overall we achieved a surplus of £5,479 for the year, which will be retained in our funds for future maintenance and running of the nursery school.

Our unrestricted reserves at the end of August 2020 totalled £122,079, of which £116,094 were free reserves. This compares with unrestricted reserves of £107,031 and free reserves of £101,366 at the end of August 2019. Our restricted reserve comprises the unamortised value of the nursery school building extension, which was funded by our nursery school founder, Mr Christopher Flynn in 2008. The extension is being depreciated over a period of 20 years, over which term the fund will be amortised in equal proportions. Our policy has been to continue to grow our free reserves each year by an amount at least equivalent to the depreciation on the building extension, in order to ensure our ability to fund any necessary further building work in the future, following the natural wear and tear on the property. At the end of August 2020 our unrestricted reserves exceeded this level by £880 and we will be reviewing our policy in the coming financial year to ascertain whether it is still appropriate.

The trustees consider that the nursery school is a going concern, and our report is prepared accordingly.

St Hugh of Lincoln Nursery School, Witney
Report of the Trustees
for the year ended 31st August 2020 (continued)

Structure, Governance and Management

St Hugh of Lincoln Nursery School is constituted as a Charitable Incorporated Organisation; registered as such in January 2016, having previously been run as a part of the Birmingham Diocesan Trust.

Trustees are appointed by a resolution passed at a properly convened meeting of the trustees of the charity. In selecting individuals for appointment as charity trustees, the trustees of the charity ensure that prospective trustees know of and accept the object of the charity, and pay regard to the skills, knowledge and experience needed for effective administration of the CIO. The trustees ensure that they take notice of instructions given by the Catholic Archbishop of Birmingham for the appointment of the parish priest of Witney as a trustee, and they shall consult with the Archbishop or his representative in making the arrangements for any such appointment.

The trustees meet four to six times a year, to review progress and planned activities as well as finances, health and safety, property and diocesan matters where these arise. In addition the Nursery School Manager will call upon any of the trustees for advice or expertise in their area where additional support is needed. There are also one or two separate meetings of the finance committee to review and discuss nursery school fees and staff remuneration. Recommendations are brought from these meetings to the whole body of trustees for approval.

Trustees

Mrs Rachel Crouch	Chair
Mrs Anne Tester	Hon. Treasurer
Fr Patrick Broun	Parish Priest
Mrs Sophie Smith	Secretary
Mr Liam Durkin	Health and Safety Officer
Mrs Sarah Hubbard	(resigned 27 March 2020)
Mr Matthew Lee	(appointed 27 January 2020)

Contact Details

Address: Curbridge Road
Witney
Oxfordshire
OX28 5JZ

Website: www.sthughoflincolnnursery.co.uk

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

Signed on behalf of the charity's trustees

Rachel Crouch (Chair)
19th April 2021

St Hugh of Lincoln Nursery School, Witney
Statement of Financial Activities
For the year ended 31st August 2020

		Restricted Fund £	Unrestricted Funds £	Total 2020 £	Restricted Funds £	Unrestricted Funds £	Total 2019 £
	Note						
Income and endowments from:							
Donations	2	-	1,752	1,752	-	1,242	1,242
Charitable activities	3	-	161,537	161,537	-	168,083	168,083
Investments – bank interest		-	438	438	-	92	92
		-	163,727	163,727	-	169,417	169,417
Expenditure on:							
Charitable activities	4						
Direct expenditure		-	129,381	129,381	-	137,875	137,875
Management and admin		9,569	19,298	28,867	9,568	19,531	29,099
Total expenditure on Charitable activities		9,569	148,679	158,248	9,568	157,406	166,974
Net movement in funds		(9,569)	15,048	5,479	(9,568)	12,011	2,443
Reconciliation of funds:							
Total funds brought forward		79,737	107,031	186,768	89,305	95,020	184,325
Total funds carried forward		70,168	122,079	192,247	79,737	107,031	186,768

St Hugh of Lincoln Nursery School, Witney
Balance Sheet
As at 31st August 2020

			31 Aug 2020		31 Aug 2019	
	Note	£		£	£	£
Fixed assets						
Tangible assets	5	76,154			85,402	
		<u> </u>		76,154	<u> </u>	85,402
Current assets						
Debtors		89			-	
Prepayments and accrued income		3,321			2,291	
Cash at bank and in hand		114,565			101,907	
		<u> </u>			<u> </u>	
		117,975			104,198	
Creditors						
Amounts falling due within one year		327			1,908	
Accrued expenses	6	374			-	
PAYE and NI liability		1,181			924	
		<u> </u>			<u> </u>	
		1,882			2,832	
Net current assets			116,093			101,366
Net assets			<u><u>192,247</u></u>			<u><u>186,768</u></u>
The funds of the charity:						
Unrestricted funds		122,079			107,031	
Restricted fund – building extension		70,168			79,737	
		<u> </u>			<u> </u>	
Total charity funds			<u><u>192,247</u></u>			<u><u>186,768</u></u>

Anne Tester (Trustee)

St Hugh of Lincoln Nursery School, Witney
Notes to the accounts for the year ended 31st August 2020

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of preparation

The financial statements have been prepared under the historic cost convention, in accordance with the Charities Statement of Recommended Practice (SORP), the Financial Reporting Standard for Smaller Entities (FRSSE), and UK Generally Accepted Accounting Practice.

The charity constitutes a public benefit.

The trustees consider that there are no material uncertainties about the nursery school's ability to continue as a going concern.

Income

Income is included when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Donated items and services

Donated goods are recognised as income when the charity has control over the item.
Donated services arise in the form of work performed voluntarily by one or more trustees. This is not quantified in our accounts.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is generally upon notification of the interest paid or payable by the bank.

Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.
Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work. Our restricted fund comprises the unamortised value of the nursery school building extension.

Tangible fixed assets

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives as follows:

Building extension	20 years	straight line
Outside play area improvements	5 – 10 years	straight line
Office equipment, furniture and fittings	3 years	straight line

St Hugh of Lincoln Nursery School, Witney
Notes to the accounts for the year ended 31st August 2020 (continued)

2. Donations	Total 2020	Total 2019
	£	£
The Friends of St Hugh of Lincoln Nursery School	1,038	865
Leavers' donations	25	260
Waitrose	315	-
Care UK	200	-
Other	174	117
	1,752	1,242

3. Income from Charitable activities	Total 2020	Total 2019
	£	£
Nursery School fees	20,720	31,039
Early Years and Other Government Grants	140,641	136,907
Other fees, commissions and claims	176	137
	161,537	168,083

4. Expenditure on Charitable activities

	Restricted Fund	Unrestricted Funds	Total 2020	Restricted Fund	Unrestricted Funds	Total 2019
	£	£	£	£	£	£
Direct expenditure on nursery school activities						
Wages and Employers' National Insurance	-	123,771	123,771	-	127,428	127,428
Equipment and Educational Materials	-	4,842	4,842	-	8,252	8,252
Consumables	-	311	311	-	903	903
Training	-	457	457	-	1,292	1,292
	-	129,381	129,381	-	137,875	137,875
Management and Administration of the Charity						
Repairs, maintenance and cleaning	-	6,560	6,560	-	7,801	7,801
Insurance	-	1,917	1,917	-	1,807	1,807
Recruitment advertising	-	918	918	-	278	278
Leasing and equipment	-	1,357	1,357	-	978	978
Rates and services	-	3,060	3,060	-	2,887	2,887
Telephone and internet	-	668	668	-	681	681
Printing, postage and stationery	-	981	981	-	913	913
Entertainment – staff	-	370	370	-	338	338
Travel	-	62	62	-	164	164
Professional fees	-	1,019	1,019	-	1,264	1,264
Bank charges	-	60	60	-	65	65
Depreciation	9,569	2,150	11,719	9,568	1,830	11,398
Bad debts	-	-	-	-	102	102
Sundry	-	176	176	-	378	378
Donations	-	-	-	-	45	45
	9,569	19,298	28,867	9,568	19,531	29,099

St Hugh of Lincoln Nursery School, Witney
Notes to the accounts for the year ended 31st August 2020 (continued)

5. Fixed Assets

	Plant and Equipment £	Property Improvements £	Total £
COST			
At 1 st September 2019	19,850	222,332	242,182
Additions	416	2,055	2,471
At 31 st August 2020	<u>20,266</u>	<u>224,387</u>	<u>244,653</u>
DEPRECIATION			
At 1 st September 2019	19,436	137,344	156,780
Charge for year	302	11,417	11,719
At 31 st August 2020	<u>19,738</u>	<u>148,761</u>	<u>168,499</u>
NET BOOK VALUE			
At 31 st August 2020	<u>528</u>	<u>75,626</u>	<u>76,154</u>
At 31 st August 2019	<u>414</u>	<u>84,988</u>	<u>85,402</u>

6. Accrued Expenses

	31 Aug 2020 £	31 Aug 2019 £
Accrued expenses	374	-
	<u>374</u>	<u>-</u>

Independent Examiner's Report to the trustees/members of St Hugh of Lincoln Nursery School, Witney

I report on the accounts for the year ended 31st August 2020 which are set out on pages 7 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Catherine Wilson FCMA
48 Burford Road
Witney
Oxfordshire
OX28 6DJ

14th February 2021