

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.

## ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

### 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 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 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](http://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:

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**Mrs Rachel Crouch (Chair)**

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

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

	<b>Note</b>	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>Total 2024 £</b>	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>Total 2023 £</b>
<b>Income and endowments from:</b>							
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
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		-	254,305	254,305	-	208,613	208,613
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure on:</b>							
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
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure on Charitable activities		9,568	221,258	230,916	9,568	189,035	198,603
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>		(9,568)	32,957	23,389	(9,568)	19,578	10,010
<b>Reconciliation of funds:</b>							
Total funds brought forward		41,464	152,626	194,090	51,032	133,048	184,080
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		31,896	185,583	217,479	41,464	152,626	194,090
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**BALANCE SHEET  
AS AT 31 AUGUST 2024**

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



# 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.

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**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**

<b>2. Donations</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
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
	<hr/>	<hr/>
	2,849	4,147
	<hr/>	<hr/>
<b>3. Income from Charitable activities</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
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
	<hr/>	<hr/>
	248,221	203,159
	<hr/>	<hr/>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

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

**4. Expenditure on Charitable activities**

	<b>Restricted Fund £</b>	<b>Unrestricted Funds £</b>	<b>Total 2024 £</b>	<b>Restricted Fund £</b>	<b>Unrestricted Funds £</b>	<b>Total 2023 £</b>
<b>Direct expenditure on nursery school activities</b>						
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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	187,699	187,699	-	165,072	165,072
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	9,568	33,649	43,217	9,568	23,963	33,531
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

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

**5. Fixed Assets**

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

**6. Creditors**

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

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

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

**7. Staff costs**

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

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

	<b>31 Aug 2024</b>	<b>31 Aug 2023</b>
	<b>No.</b>	<b>No.</b>
Direct Staff	12	11
Administration	2	2
	<hr/>	<hr/>
	14	13
	<hr/>	<hr/>

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**

	<b><u>General</u></b>	<b><u>Restricted</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>
	<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Assets at 31 August 2024	185,583	31,896	217,479	194,090
	<hr/>	<hr/>	<hr/>	<hr/>

**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>
	£	£	£	£	£	£
<b>Restricted Funds</b>						
<b>Property-Improvement</b>	41,464	-	(9,568)	-	31,896	41,464
<b>Unrestricted Funds</b>						
<b>General Funds</b>	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.

## ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

### 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 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 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](http://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 £
<b>Income and endowments from:</b>							
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
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		-	254,305	254,305	-	208,613	208,613
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure on:</b>							
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
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure on Charitable activities		9,568	221,258	230,916	9,568	189,035	198,603
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>		(9,568)	32,957	23,389	(9,568)	19,578	10,010
<b>Reconciliation of funds:</b>							
Total funds brought forward		41,464	152,626	194,090	51,032	133,048	184,080
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		31,896	185,583	217,479	41,464	152,626	194,090
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

**BALANCE SHEET  
AS AT 31 AUGUST 2024**

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



# 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.

# ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY

## 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**

<b>2. Donations</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
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
	<hr/>	<hr/>
	2,849	4,147
	<hr/>	<hr/>
<b>3. Income from Charitable activities</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
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
	<hr/>	<hr/>
	248,221	203,159
	<hr/>	<hr/>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

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

**4. Expenditure on Charitable activities**

	<b>Restricted Fund £</b>	<b>Unrestricted Funds £</b>	<b>Total 2024 £</b>	<b>Restricted Fund £</b>	<b>Unrestricted Funds £</b>	<b>Total 2023 £</b>
<b>Direct expenditure on nursery school activities</b>						
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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	187,699	187,699	-	165,072	165,072
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	9,568	33,649	43,217	9,568	23,963	33,531
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

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

**5. Fixed Assets**

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

**6. Creditors**

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

**ST HUGH OF LINCOLN NURSERY SCHOOL, WITNEY**

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

**7. Staff costs**

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

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

	<b>31 Aug 2024</b>	<b>31 Aug 2023</b>
	<b>No.</b>	<b>No.</b>
Direct Staff	12	11
Administration	2	2
	<hr/>	<hr/>
	14	13
	<hr/>	<hr/>

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**

	<b><u>General</u></b>	<b><u>Restricted</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>
	<b><u>Funds</u></b>	<b><u>Funds</u></b>	<b><u>Total</u></b>	<b><u>Total</u></b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Assets at 31 August 2024	185,583	31,896	217,479	194,090
	<hr/>	<hr/>	<hr/>	<hr/>

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>
	£	£	£	£	£	£
<b>Restricted Funds</b>						
<b>Property- Improvement</b>	41,464	-	(9,568)	-	31,896	41,464
<b>Unrestricted Funds</b>						
<b>General Funds</b>	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