

The Holy Epiphany Pre-School

Charity Number: 1165698

Trustees' Annual Report and Financial Statements for the Period

1 September 2024 to 31 August 2025

May 2026

The Holy Epiphany Pre-School
Trustees' Annual Report & Financial Statements
for the Financial Period from 1 September 2024 to 31 August 2025

Reference & Administration Details

Charity Details:

Name(s): The Holy Epiphany Pre-School

also: Epiphany Pre-School

Number: 1165698

Address: 45 Castle Lane West, Bournemouth, BH9 3JT

Names of the Charity Trustees who Manage the Charity

Name	Office	Appointed	Resigned
1. Alan Bright	Chair	23/02/2016	01/09/2025
2. Linda Knight		23/02/2016	
3. Christina Cashell	IT Consultant	01/05/2018	01/09/2025
4. Danielle Bright	Secretary	01/05/2018	01/09/2025
5. Roy Clayton	Chair	01/09/2025	
6. Alan Paul Knight	Treasurer	01/09/2025	

Names & Addresses of Advisors

Role	Name	Address
Independent Examiner	Mrs Jacqueline Featherstone BSc (Hons), ACA	3 Headswell Avenue Bournemouth BH10 6JU
Treasurer	Alan Paul Knight	51 Winston Road Bournemouth BH9 3EL

Structure, Governance & Management

Description of the Charity's Trusts

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Type of Governing Document:	Constitution
How the Charity is Constituted:	Charitable Incorporated Organisation
Trustee Selection Methods:	Trustees are selected by a process of recommendation. Appointed by a meeting of the Trustees after interview. 2 Trustees may be appointed by Holy Epiphany Church PCC

**How New Trustees are Inducted
and Trained:**

**New Trustees meet with the existing Trustees, Manager and
Deputy Manager to gain experience in procedures and day-to-day
running of the Pre-School.**

**Trustee resignation and taking-up
Employment with the charity:**

**Alan Bright, Danielle Bright and Christina Cashell all resigned.
Roy Clayton and Alan Paul Knight were appointed.**

**Staff employee benefits exceeding
£60,000 or more:**

None received.

**Total value of employee benefits
For highest paid member of staff:**

None received.

DBS checks:

**All trustees and employees have enhanced with barred lists
DBS checks.**

Additional Governance Issues:

The Epiphany Pre-school is subject to inspection and regulation by Ofsted.

It operates within the Hall and grounds of the Holy Epiphany Church and pays rent for days the facility is used. Although the pre-school is a separate entity the Trustees appreciate the importance of maintaining a good day-to-day working relationship with the Parochial Church Council and its representatives. There has to be good communication because of the interaction between the pre-school and the daily use of the church for other activities. The Trustees manage the situation with the following established procedures:

*The Manager is required to give advance notice of any special activities which might have an effect on church use, car parking etc.

*The Church advises the Manager if any event, e.g. funeral service, might conflict with the arrival or collection of children.

*The Church has a point of contact for the Manager to report any practical issues e.g. heating breakdown, plumbing or drainage problems, faulty door locks, etc.

*The Manager is encouraged to interact with the Church's representatives to ensure goodwill and avoid any misunderstanding.

*The Trustees have a minimum of 2 representatives on the Parochial Church Council to enable reporting, discussion and updating on the Pre-school's status and progress on a regular basis.

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Objects

The objects of the CIO are for the public benefit, through its ownership and control of the Epiphany Pre-school, the advancement of education and care for young children in the parish and wider locality of the Holy Epiphany Church, Bournemouth, and in furtherance of this object but not otherwise:

- (a) to provide a modern, safe and caring environment;
- (b) to promote learning in accordance with current, established good practice and trained staff;
- (c) to provide well-equipped facilities, both indoor and outdoor;
- (d) to encourage parental involvement;
- (e) to promote children's health and wellbeing;
- (f) to provide support for the whole family including parents and carers"

Statutory Declaration on Public Benefit

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Executive Summary

The Hall and grounds of the Holy Epiphany Church are an excellent facility with a large secure area designated for outside play. The security of the area has been improved with the replacement of a low wooden fence and gate, with a 7 foot high metal mesh fence and gate. A main priority has been to improve the amount and quality of equipment available to allow children to experience the best of learning through play outdoors together with the benefits for health and wellbeing.

We have a programme of gradual improvement and increase in the equipment available for inside learning and play.

Procedures ensure staff have training to deliver learning in accordance with good practice and the latest guidance. All trustees, staff and volunteers are subject to DBS checks managed through the DBS Update Service.

We aim to provide sessions without any top-up fees for all children whose parents qualify for Government 15/30 hour funding. Free sessions have been made available where families are struggling financially and are not eligible for Government funding. Subsidised support has been provided when children with special educational needs have required one to one supervision.

The works to improve our outside play have continued to benefit from the contribution made by volunteers. This has included ground maintenance, rubbish disposal, making/assembling and locating play equipment, storage and fencing repairs. The whole of our soft play area, by installing high quality artificial grass, continues to be very beneficial.

Activities, Achievements & Performance

Ofsted

We received an Ofsted inspection on the 20th September 2018. A summary of the report is shown below:

The quality and standards of the early years provision	Good
Effectiveness of leadership and management	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
Outcomes for children	Good

Summary of key findings for parents

The provision is good

- Children make good progress in their learning from the start. Staff work successfully with parents to monitor children's development and plan next steps for their learning.
- Children behave well and play kindly with one another. They learn to share, take turns and develop respect for the resources, such as helping to tidy away their own toys.
- Staff maintain safe and secure play areas for children, and help them to develop a good understanding of personal safety. For instance, children meet professionals to learn about safe road crossing and the dangers of fire.
- Staff develop their knowledge and skills well to improve outcomes for children. For example, they use ideas from training to extend learning experiences for children who choose to play outside. These include, a literacy shed, maths area, a mud kitchen and spaces to draw.

It is not yet outstanding because:

- On occasions in group activities, staff do not hear and include the voices of some quieter children to promote their communication and language skills further.
- Staff miss some opportunities to encourage older children to learn more about numbers and quantity, such as how to solve simple number problems.
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Generally

Our excellent, safe outside play and learning facility is thoroughly enjoyed by the children and staff and we continue to receive positive comments from parents. The church has supported us in all the improvements made and is pleased that the area remains a suitable space for church events when required. Our volunteers who have given generous amounts of time to the project, both with advice and practical help, remain actively involved with maintenance and ongoing minor improvements. The facility although complete, gives us the ability to develop to meet any changes that may be required in the future.

Attention to the quality of our outside play area has not been at the expense of our indoor facilities. The church continues to make minor improvements to the main hall whilst we have continued with a programme of gradual replacement of 'tired' furniture and play and learning equipment.

Improvements and alterations made previously to the toilet facilities have proved to be a great asset providing better privacy for the children whilst giving easier supervision and working space for the staff.

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The Trustees have a very good working relationship with the Pre-school staff and together we have established a strong and dedicated team providing a caring environment to a very high standard. Our manager has given strength to the leadership of the staff throughout this school year. She has also actively engaged with the Early Years team of the Local Authority to ensure that our standards of care and education meet the very best standards.

Financial Review

Statement of the Charity's Policy on Reserves

Our reserves are modest but carefully managed and targeted to provide the 'extras' which support our key objectives for the general benefit of the children and their families. Our first financial year was challenging as we were working to increase our intake of children over the extra 2 days per week. Progress has continued to show encouraging improvement with numbers of children increasing over all days of the working week.

Details of Any Funds Materially in Deficit

The Trustees declare that the charity had no funds which were materially in deficit at the date of the statement of assets & liabilities.

State of the Charity's Finances

Our most significant expenditure items are wages, rent, daily consumables and insurances essential to the safe and effective day-to-day running of the pre-school. We are heavily dependent on Government 15/30hour free childcare and this, together with parents' individual funding and top-ups.

There is no indication that the Government will be significantly increasing its funding in the foreseeable future which remains a concern throughout the Early Years' education sector. Overheads continue to rise together with increases in the National Living Wage and employer contributions to workplace pension schemes.

An apparent increase in funds at the end of the year, was due to a delay in receiving Early Years Funding from BCP Council in the previous year. This was not received until October 2024, which is within this reporting period.

Restricted Funds

We do not have any Restricted Funds.

Designated Funds

We do not have any Designated Funds.

Particulars of Any Outstanding Guarantee Given by the Charity

The Trustees declare that the charity has given no guarantee where potential liability is outstanding at the date of the statement of assets & liabilities.

Particulars of Any Outstanding Debt

The Trustees declare that the charity has no outstanding debts which are secured by an express charge on any of the assets of the charity at the date of the statement of assets & liabilities.

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Declaration

The Trustees declare that they have approved the above report and authorised that it be signed on their behalf.

Signature(s): _____

Full Name(s): Alan Paul Knight

Position(s): Trustee

Role(s): Treasurer

Date: 1st May 2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Holy Epiphany Pre-School

No (if any)
1165698

Receipts and payments accounts

CC16a

For the period from	Period start date 9/1/2024	To	Period end date 8/31/2025
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	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
EE Funding	108,010	-	-	108,010	62,432
Parental Direct Credits	15,253	-	-	15,253	8,491
Wages refund (cleaner)	1,294	-	-	1,294	
Fund Raising	175	-	-	175	
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	124,732	-	-	124,732	70,923
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	124,732	-	-	124,732	70,923
A3 Payments					
Wages	95,589	-	-	95,589	78,347
Rent	9,765	-	-	9,765	10,250
Staff development	649	-	-	649	210
Minor consumables	1,018	-	-	1,018	185
General play equipment	1,020	-	-	1,020	1,651
Office/Hygiene etc	441	-	-	441	1,116
Day Trips	495	-	-	495	-
Staff gifts	375	-	-	375	375
Insurances	569	-	-	569	678
PP Licence	169	-	-	169	131
Telephones/WiFi	1,064	-	-	1,064	635
	-	-	-	-	-
Sub total	111,154	-	-	111,154	93,578
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	111,154	-	-	111,154	93,578
Net of receipts/(payments)	13,578	-	-	13,578	- 22,655
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,476	-	-	17,476	-
Cash funds this year end	31,054	-	-	31,054	- 22,655



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Curent Account	31,054	-	-
	Petty Cash	-	-	-
		-	-	-
	Total cash funds	31,054	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Alan Paul Knight	5/1/2026	

Compatibility Report for HE PS 2024 Accounts.xls

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Minor loss of fidelity	No. of occurrences	Version
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		Excel 2007
		Excel 2010
		Excel 2013
		Excel 2016
		Excel 2019
		Excel 2021

Independent Examiner's Report to the Trustees of The Holy Epiphany Pre-School

I report to the trustees on my examination of the accounts of The Holy Epiphany Pre-School for the year ended 31st August 2025.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed 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.

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.



Mrs Jacqueline Featherstone BSc (Hons), ACA

3 Headswell Avenue
Bournemouth
BH10 6JU

Dated 20th March 2026