



Trustees' Annual Report for the period

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

Section A

Reference and administration details

Charity name

Sweet Peas Pre-School CIO

Other names charity is known by

Sweet Peas

Registered charity number (if any)

1172751

Charity's principal address

The Memorial Hall, Bedford Road, Wootton, Bedford

Postcode

MK43 9JB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nicola O'Halloran	Chair & Safeguarding		
2	Claire Buchanan	Manager		
3	Samantha Gadsden	Trustee		
4	Gita Parekh	Trustee		



Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Incorporated charity
Trustee selection methods (eg. appointed by, elected by)	Election by members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Sweet Peas Pre-School CIO is a registered childcare provider with OFSTED, the independent governing body within childcare. Sweet Peas is a member of the Pre-School Learning Alliance and has close links to Bedford Borough Council. We take advice from the Department of Education and follow the EYFS Statutory Framework.

Sweet Peas is a committee run Pre-School with an employed manager, deputy manager, finance / administrator, lead practitioner, and early years practitioners. The committee members are all volunteers with the exception of the manager. Pay for employees is agreed by the committee and is based on role, responsibility, performance, qualifications and minimum wage. The day to day running of the Pre-School is performed by the manager and deputy manager. Recruitment is jointly overseen by the management team and committee. Policies within the charity are approved by the committee.

Committee members are voted by the members at the Annual General Meeting although they can join at any time if the trustees are in agreement. We do not ask committee members to have any prior experience, just the willingness to want to help and support our charity. We offer free training through EduCare Early Years Alliance to support new trustees. All trustees must complete their safeguarding and prevent training as a minimum requirement. All committee members are subjected to our safer recruitment policy which includes statutory OFSTED requirements such as suitability, DBS certificates and references.

The minimum number of committee members is 3 and the maximum is 12.

Committee are responsible for overseeing risks faced by the Pre-School. The three main risks are: -

- **Reputation:** to ensure the success of Sweet Peas. Risk is managed through safeguarding policies; safer recruitment, staff, children and family's wellbeing policies are all up to date and enforced. To ensure all policies are up to date, relevant and implemented.
- **Finances:** to ensure Sweet Peas remains financially viable to remain open. Risks such as low intake of children, managing cash flow, managing spending, ensuring reserve funds are adequate and relevant. The committee meet once a month and always



discuss finances to ensure the above risk factors are assessed and resolutions can be made quickly should a risk arise.

- **Education:** to ensure Sweet Peas delivers the EYFS statutory framework. Regular reviews, training and development discussions can help to ensure the framework is being implemented within the setting alongside updating policies and learning objectives.

Through risk management by the committee, the committee are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised not all risks can be predicted or protected against, but the committee feel all reasonable risks have been adequately managed.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Sweet Peas is an inclusive Pre-School providing childcare for children aged 2-4 years old. Sweet Peas works for the public benefit, supporting the local community. Sweet Peas key objective is the early years education and development of young children. Sweet Peas achieves this by:-

- Promoting children's care and safety.
- Delivering the EYFS and learning through play
- Maintaining a working partnership with parents/carers
- Promoting health and wellbeing
- Providing a service to support children and their families.
- Enabling a safe and stimulating environment for children to thrive

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The main objective of Sweet Peas Pre-School CIO is to provide high quality childcare to the residents of Wootton and surrounding areas. Sweet Peas supports children and parents/carers in their child's early years development. Sweet Peas provides home from home childcare and accepts all forms of government funded pay such as, 2 years funded for both low-income families and the working parent/carer funding. 15 hours funded for 3-4-year-olds and the extended 30 hours for working families. Sweet Peas also supports a high number of SEND children each year, relying on small amounts of additional government funding to be able to offer the individual support for each child.

Sweet Peas is an inclusive setting and as such we accommodate a range of needs within the setting ensuring we are supporting all families within our community.

We take an active role in supporting low-income families by offering cultural capital experiences. Sweet Peas is an authorised signatory of the food bank and LOFFS offering food vouchers and support to our families. Our fees are set at a level to ensure the financial viability of the charity but to make our setting as accessible as possible to all families.



Sweet Peas objective is to continue to support the community, children and families by providing a safe, nurturing and educational environment for children aged 2-4 years. Our long-term objective is to have our own single use building where we can move away from being a pack away setting. This would allow us to increase the size of the setting and support more families.

Sweet Peas is a member of the local community and takes part in events such as the Parish Council Remembrance Day memorial parade. We held a very successful summer fete in June 2025 and invited the community to come and join us. We were lucky enough to be sponsored for our summer fete and provided a free magic show to the community.

Sweet Peas is an equal opportunity charity and is committed to a working environment free from any discrimination.

Sweet Peas is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Additional details of objectives and activities (Optional information)

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

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

The charity is heavily reliant on the help of volunteers and fundraising efforts. The committee is formed of amazing volunteers not only to assist in fundraising but also to support the pre-school in its overall functioning. Sweet Peas is very grateful to everyone who gives up their free time to ensure the charity can go from strength to strength.

We are a small setting and have no big investment plans. When we review our finances, we are always looking for opportunities to release funds for resources, however, with the current climate and lack of government funding this is increasingly more challenging.

We have had some wonderful donations from our amazing parents such as water trays, ride on bikes, books and craft materials. The local community are also very supportive, we often have people dropping off children's resources.



Section D

Summary of the main achievements of the charity during the year

Achievements and performance

Sweet Peas Pre-School CIO has provided a service to around 50 families this academic year:

We have remained with the same committee members, some of whose children have left the setting but they have chosen to remain on the committee. We are grateful for everyone's support and commitment.

Our biggest achievement this financial year has been the development of our new garden. Prior to our new garden, our outdoor space was limited to a gated concrete area. Whilst this provided a lovely space for the children, we were unable to put any permanent fixtures in this area. After the support of the Parish Council who has allowed us to develop a grassed area of land behind our building and a £10,000 grant from a local business, we now have a wonderful gated outdoor space. We have a slide, climbing frame, a road with a bridge, a reading hut and a much-needed staff room – which also doubles up as a space to do focused activities with small groups of children. We also have a sand pit and a herb garden. Sweet Peas contributed their own funds towards the garden project as well; this consisted of reserved money for the project and money from fundraising. The children have hugely benefitted from the garden and are enjoying risky play, imaginative play, and sensory experiences.

We continued fundraising with our popular 'movie nights' for the children, where they enjoy a movie, party food and games. We held a Halloween party with prizes for best dressed. We also had a wonderful Christmas raffle with some amazing, donated gifts from local charities.

At Christmas we had a lovely nativity and carol concert where parents came to watch. On the last day before we broke up, we held a Christmas party where Santa came to visit and gave all of the children a little gift.

We have continued to enjoy our leaver's school celebrations; this year Safari Stu hosted our leaver's party, followed by our very own graduation ceremony.

As a Pre-School and charity, we support the growth and development within the early years sector. We have had some Bedford College student placements join us and a work experience student from Wootton Upper School. The children have enjoyed their time with these students. We are very proud of our apprentice who has completed her Level 3 in Early Years Childcare. We hope to open the apprentice position up again within the coming year.

Section E

Financial review

Brief statement of the charity's policy on reserves

Sweet Peas Pre-School CIO has a sufficient Reserves Policy that is reviewed regularly and to ensure that it remains adequate (to cover such things as redundancies or closure, relocation costs, unforeseeable repairs). This is also in place to reserve money for future projects like a new building for Sweet Peas. The money will also ensure our charity is able to operate during periods of lower income.



As of 31st August 2024, Sweet Peas holds £49265.93 in its reserves account with a £7.50 monthly bank charge coming out.

Sweet Peas reserves policy has been reviewed and is continuing to be held between £45,000 and £50,000

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of income comes from funded childcare hours from the local government as follows: -

- 2 years funded – up to 15 hours a week – low-income families
- 2 year funding – up to 15 hours a week – working families – this increased to 30 hours.
- 3-4 year funded – up to 15 hours a week – term after child turns 3 years
- 3-4-year funding – an additional 15 hours per week (referred to as 30 hours funding) – for qualifying parents/carers.

This is supplemented by fee paying hours invoiced directly to the parents/carers.

Sweet Peas total income from funded hours amounted to £184,045.12.
Sweet Peas total income from fee invoicing amounted to £59,351.07.

Total from fundraising events amounted to £2326.97

Grant for Garden Project amounted to £10,000
Total spend for the Garden Project amounted to £50,069.03
Sweet Peas invested £40,069.03 into the Garden Project

Additional Funding associated with SEND amounted to £5939.59

There have been no other investments this year.

Section F

Other optional information

As a charity, the families of the children at Sweet Peas are assured that all income of the charity will be put straight back into the charity, ensuring excellent childcare is provided and the advancement of education is met through our ethos of child led play in a free flow setting.

Section G

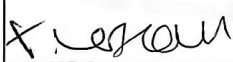
Declaration



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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Nicola O'Halloran	
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Position (eg Secretary, Chair, etc)

Chair	
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Date

22.04.2026

SWEET PEAS PRE SCHOOL CIO
Charity Number 1172751

Accounts & Independent Accountants Review
Year ended 31 August 2025

SWEET PEAS PRE SCHOOL CIO
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2025

INCOME	£	£	EXPENDITURE	£	£
Fees & Grants			Staff		
Fees	59,351.07		Wages	186,933.56	
Nursery Education Grant	184,045.12		Training	1,316.63	
Grants	10,030.00		Staff Uniform	1,795.38	
Additional Funding	5,939.59	259,365.78	Other	1,301.58	191,347.15
Staff Reimbursements			Premises		
Training Re-imbursement			Rent	6,223.87	
Staff Uniform	-	-	Equipment /Repair	4,500.80	10,724.67
Fundraising			Children's Resources		
Children's Uniform	300.30		Equipment	5,019.26	
General Fundraising	1,626.67		Gifts and Events	1,134.60	
Donations	400.00	2,326.97	Materials	-	6,153.86
Other			Consumables		
Interest			Food / Drink	4,139.61	
Miscellaneous	279.94	279.94	Hot Lunches	6,693.00	10,832.61
			Administration		
			General	578.40	
			Payroll admin costs	1,237.20	
			B.T./Internet	5,688.51	
			Auditor fees	720.00	
			Insurance	1,707.66	
			Parent reimbursements	19.50	
			Subs/Ofstead	1,296.75	
			Miscellaneous	1,838.62	13,086.64
			Fundraising		
			Cost incurred in fund raising	1,749.74	
			Cost of Uniform	346.99	
			Cost of Items Purchased		2,096.73
			Investment		
			Garden Project	50,069.03	50,069.03
			Surplus / (Deficit) Year to Date		(22,338.00)
Total		<u><u>261,972.69</u></u>	Total		<u><u>261,972.69</u></u>

Reconciliation of movement in funds

Opening funds as at 1 Sep 2024	152,544.05
Surplus / (Deficit)	(22,338.00)
Closing Funds as at 31 Aug 2024	<u><u>130,206.05</u></u>

Held as

Petty Cash	-
Bank	80,940.12
Reserves	49,265.93
TOTAL	<u><u>130,206.05</u></u>

SWEET PEAS PRE SCHOOL
Charity Number 1172751

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2025

RESPONSIBILITIES OF THE TRUSTEES

As a trustee of the charity I understand that the trustees are responsible for keeping proper accounting records as well as the detection of fraud and misstatement.

The trustees are also responsible for ensuring the Annual Report is in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Any relevant matters (none) that would effect the outcome of the review or financials have been raised with the External Reviewer.



Nicola O'Halloran (Chair of PreSchool Board of Trustees)

Date:

22.04.2026

INDEPENDENT EXAMINATION

I report in respect of my examination of the enclosed financials, carried out in accordance with the 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.

In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not in accordance with those records

I 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 figures to be reached.



Alex Chandler ACA
Sygma
Chartered Accountants

External reviewer

28th January 2026

Date

SWEET PEAS PRE SCHOOL CIO
Charity Number 1172751

Accounts & Independent Accountants Review
Year ended 31 August 2025

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Charity Number 1172751

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YEAR ENDED 31 AUGUST 2025

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