

COLD ASH PRE-SCHOOL

England & Wales - Charity number 1174604

Details

Status Registered

Legal form CIO

Registered 2017-09-12

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

Contact

Address Cold Ash Pre-school
Hermitage Road
Cold Ash
Thatcham
RG18 9JH

Phone 07780664454

Email admin@coldashpreschool.org.uk

Website <https://www.coldashpreschool.org.uk/>

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

Activities: Early Years Education

Classification

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

Geography

- West Berkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£151,969	£131,464	-	-
2024-08-31	£169,732	£126,136	-	-
2023-08-31	£117,869	£121,573	-	-
2022-08-31	£96,654	£92,865	-	-
2021-08-31	£139,122	£91,148	-	-
2020-08-31	£110,762	£100,860	-	-

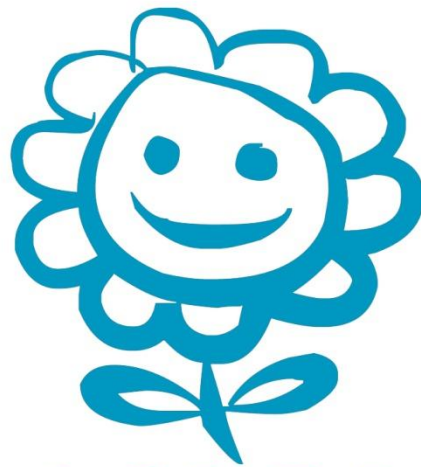
Trustees

Name	Role	Appointed
Robert Steven Allum	Chair	2023-09-25
Bethany Grace Cooper		2024-09-16
Chloe Caroline Franklin		2025-11-03
Eloise Jayne Pilbrow		2024-09-16
Jarrold-Bryan James Price		2024-03-11
Richard Lloyd Hanks		2022-09-26
Sarah Louise Townsend		2025-11-03
Tracey Elaine Bell		2023-09-25

COLD ASH PRE-SCHOOL

England & Wales - Charity number 1174604

Accounts



Gold Ash
Pre-school
growing big ideas

Trustees Annual Report
2024-25 Committee Year

Annual General Meeting: 13 October 2025

Introduction and Chair's Report

This academic year has been another busy one for CAPs building on what was a transitional year for 23/24 it has been a stable year for us.

The Trustees have all worked together throughout the year and the committee has been an excellent team, working closely with all of the staff at CAPS.

Staffing was a lot more stable than the previous year and we have been able to keep a good level of bank staff, which has been called upon less than the previous academic year. Towards the end of the summer term Amy went off on maternity leave and welcomed a new baby. Alongside this two of our own committee members also welcomed new children to their families and we wish them all the best. The decision was taken to recruit again with Amy being on maternity leave but this has proven challenging. We have had a few applicants but have been so far unable to fill the position. This position will again be advertised and we hope to welcome a new member of staff soon to help expand the team and allow us to grow further and offer further opportunities for families who are wishing to enrol at the Preschool whilst also growing the number of 2 year olds we can accept.

We have had another very exciting year at CAPs. We were again invited to view the St Marks Christmas performance and was enjoyed by all. Our own Christmas performance was well supported again with the children performing amazingly and our raffle having another good variety of prizes. The programmes that were produced went down well and provided a keepsake for families. We also put on a number of other fundraising events including a Mother's day and Fathers day event alongside the sponsored bounce. We were again in a position to be able to provide the Farms2Ewe experience for the children. It is an event that the children all get excited for and one that the Pre-school has been able to fund as a thank you to all the support for the rest of the academic year. The biggest change this year was the securing of our new classroom, which was built during the summer term and was opened this September. This was achieved through funding from West Berkshire Council and I will be hosting a visit from them in November to show them what we have built. The new classroom project could not of been completed if not for the support from the staff, Cold Ash Pre-school committee and the Acland Hall committee all of whom supported this endeavour and I have no doubt has further secured Cold Ash Pre-schools future and ability to provide a fantastic environment for both children and staff.

In March 2025 we had our latest Ofsted inspection. The staff all pulled together amazingly and we achieved a 'Good' rating. This was the last inspection under the old criteria and we will be building on

this going forward in preparation for the next inspection. I met with the inspector after completion and the feedback I received was extremely positive.

Caitlin and all the staff have worked extremely hard to create a plan for this academic year. They all attended an inset day at the beginning of term to ensure that they hit the ground running. A parent information evening was held and was very well attended allowing parents to talk with staff and key workers with the information being sent out to all parents to view. I have no doubt that all the children attending this year will again thrive under this staff.

Staff training as always has been a priority and we will always endeavour to provide training when and where we can as this not only benefits and develops staff members it also benefits the setting and the children. Lisa started her Level 2 qualification and is working through the final stages of that with nothing but positive feedback received. We have also agreed for Caitlin to enrol on a Level 5 qualification, which she will be enrolling on this year.

A year that has shown marked development from the previous and has set a foundation for a strong future. It couldn't have been done without the support of parents and committee members but more importantly without the efforts of all staff members. Thank you.

Robert Allum, Chair, Cold Ash Pre-school Management Committee

Finance & Funding

Fund Balances

Account	Balance 31/08/25	Balance 31/08/24
Main	£97,270	£80,497
Fundraising	£13,006	£9,275
Deposit	£60,000	£60,000
Cash	£19	£19

Income/Spend Summary

	Budgeted	Actual
Income	£113,289	£151,969
Expenditure	£140,849	£131,464
Net	-27,560	£20,505

Treasurer's report

Overall, we have had a very busy but successful year at CAPs. We have been careful with our spending, recognising the change in which the government now funds children's places at pre-schools, and the impact we might have seen on numbers in setting because of the lower age (from 9 months) parents can now receive funding for, and also to make sure we are well prepared for anything that comes our way, such as the higher than forecast 9.8% National Living Wage increase that took effect on 1st April 2025. We have also seen some changes to changes to the staff team due to maternity leave. The staff have worked well as a team, and this was highlighted in our recent OFSTED report. As a result, we were able to offer staff bonuses this summer in recognition of their efforts over the past year and increased their pay for the year ahead.

Although our overall fundraising income from events has been lower this year, we were successful in gaining external funding for our new outdoor classroom through the Good Exchange and Greenham Trust. This has enabled us to 'kit out' the classroom too. This classroom will support us in future-proofing ourselves, should we choose to enrol 2-year-olds in the future.

Cold Ash Pre-school has a healthy reserve which needs to be carefully protected when budgeting for the year ahead. It is important that we prepare for this to ensure the Pre-school can continue to run in the future. It is still unknown what the effect will be on our pre-school with the introduction of the 2-year-old childcare funding (and younger) and how this will impact our intake going forward. So, although our funds look healthy at present, we need to remain mindful of how quickly this can change and take care to safeguard our budget for contingencies.

Fundraising: Events, Donations & Matched Funding

Over the last year, we held several fundraising events and activities including our Christmas Raffle, Easter Event, Sponsored Bounce and we created many beautiful things for Mother's Day and Father's Day. The Christmas Carol and Raffle event was particularly successful with the children singing a great collection of songs, a beautifully produced programme that received generous donations from attendees, and of course an amazing collection of prizes donated from many different companies.

Our records show that our Fundraising income totalled £13,182 this year. As mentioned previously, a large proportion of this has been through grants for our new classroom. We continue to be generously supported by parents, staff, members of the local community and local businesses with donations and services provided. We are very grateful for all the support received over the past year.

In addition, we have received a steady flow of donations via our online donation platforms:

- Easy Fundraising
- West Berkshire Lottery

A huge thank you to everyone who has generously donated to our fundraising and volunteer requests, the support is always gratefully received and monies are spent carefully.

Children

In the academic year 2024-25, we had 41 children enrolled at Cold Ash Pre-school. We said goodbye to 21 this Summer who left us to start school. Of these, the majority went to Cold Ash St. Marks and the rest to other local schools. There are 45 children enrolled for the academic year 2025-26.

Governance & Leadership

We had 7 parents on the committee this year. We met every 4-6 weeks as necessary.

We worked extremely hard on a number of aspects including the banking and reserves, our Safeguarding audit, updating and adding to our policies and procedures, ensuring staff were looked after and supported and ensuring our facilities were maintained and updated where necessary.

Marketing & PR

We have been very active on our Facebook page this year; this is a public page where we have enjoyed sharing what we've been up to at CAPs with the wider community and prospective parents. We've also had lots of activity in our private parents' group (CAPs Members), which is a welcome form of communication for parents. Our leader has aimed to post weekly updates with pictures of what the children and staff have been doing in setting that week. After receiving feedback about our Facebook page and not everyone having access to the site the staff have also adopted Microsoft Sway as a way of keeping parents updated. Our white board provides updates and again has been out everyday so far this term.

The website is also under constant review. We will also shortly be sending out a full list of dates of events to parents to give them as much notice as possible to allow them to make arrangements if they wish to attend. We know how much of a struggle it can be to rearrange commitments at a weeks notice.

Parent Partnership

We have a good relationship with parents and this is shown by how well supported all of our events throughout the year are.

We have continued throughout the year to remind parents of our 'open door' policy. We have encouraged parents to call or email our staff anytime to arrange a meeting or phone call if they have any queries or concerns regarding their children or the pre-school. Rob (Chair) or Tracey (Vice-Chair) have also been available throughout the year to help parents if they have any questions or concerns.

We have continued to utilise Tapestry this year and this has been received positively. There is definitely more that we can do with this system and we will be adopting more options from it such as the ability to take the register this year and will aim to expand it's utilisation even further. Not only for parents to see their child's learning journey but also help with the children's move into Reception as many local schools use Tapestry. All staff (not just key workers) are able to contribute to the children's learning journeys. We are also encouraging parents to upload to Tapestry. This will enable the staff to engage with the children more and enhance their learning. In such a small setting we have the advantage of all the setting staff getting to know all the children extremely well and sharing in their growth and development.

Human Resources

This year we have welcomed new bank staff to the Pre-school. Recruitment has been a struggle and this is being seen across the industry so it is not isolated to Cold Ash Pre-school. We continue the recruitment drive to expand our staffing levels.

Operations & Administration

We have fundraised throughout the course of the year and have been spending this throughout the year on supplies for the Pre-school. We will now build for the future utilising the facilities put in place this academic year and will aim to grow Cold Ash Pre-school further.

We would also like to say a big thank you to everyone who has supported Cold Ash Pre-school this year.

Staff:

Caitlin Dagleish (Leader)	Amy Chambers	Gemma Allum
Natalie Williams (Deputy Leader)	Helen Barnes	Olinka Hanks
Clare Wormald (Business Manager)	Lisa Wyatt	
Carol Terry	Donna Fordham	

Committee 2024-2025:

Robert Allum (Chair)	Jarrold Price	Richard Hanks
Tracey Bell (Vice-Chair/Treasurer)	Eloise Pilbrow	
Beth Cooper (Secretary)	Carlie Kowalski	

Cold Ash Pre School
Accounts For the year ended 31 August 2025

	2025	2024
Receipts		
Main activities	137,691	165,650
Fundraising activities	13,184	2,932
Uniform	701	674
Interest	393	477
Gift Aid	0	0
Total receipts	151,969	169,732
Payments		
Main activities	131,464	126,136
Fund raising activities	0	0
Total payments	131,464	126,136
Net surplus for year	20,505	43,596
Opening balance		
Current account	80,497	47,580
Fund raising account	9,275	8,596
Deposit account	60,000	50,000
Cash book	19	19
Net (deficit)/surplus/ for year	20,505	43,596
	170,296	149,791
Closing balance		
Current account	97,270	80,497
Fund raising account	13,006	9,275
Deposit account	60,000	60,000
Cash book	19	19
	170,296	149,791
	0	



Section A

Independent Examiner's Report

Report to the trustees

Cold Ash Pre-Scool

On accounts for the year
ended

31 August 2025

Charity no
(if any)

1174604

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2025

Responsibilities and
basis of report

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

I report in respect of my examination of 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

15.4.26

Name:

Emma Thomas

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

ICAEW

Address:

EJ Business Consultants Ltd

2 Toomers Wharf, Newbury, RG14 1DY

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Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

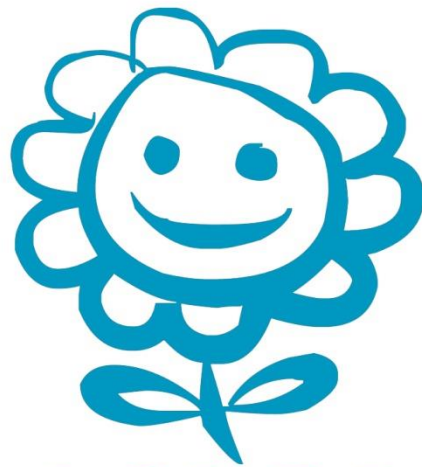
Give here brief details of any items that the examiner wishes to disclose.

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COLD ASH PRE-SCHOOL

England & Wales - Charity number 1174604

Accounts



Gold Ash
Pre-school
growing big ideas

Trustees Annual Report
2023-24 Committee Year

Annual General Meeting: 16th September 2024

Introduction and Chair's Report

This academic year has been a very busy one for CAPs and one that can best be described as a 'transitional' year.

The Trustees have all worked together throughout the year and the committee has been an excellent team, working closely with all of the staff at CAPs.

Staffing has been a challenge at times with us relying heavily on bank staff and on volunteers at points through the academic year. At the end of the Autumn term, we said goodbye to Lucy our Pre-school Leader. After running a recruitment campaign, we promoted Caitlin, an existing member of staff to the position. Towards the end of the summer term, we said goodbye to Kelly as well. Due to the staffing issues encountered at times we have taken the decision to hire Donna on a permanent basis who will be working with us three days a week and we have also taken on our new Bank Staff member Lisa on a fixed term contract for the year working two days a week whilst also completing her Level 2 qualification with our support. We wish both our former employees the best of luck in their new work challenges and they will always remain a key part of what has made CAPs such a brilliant Pre-school over the years. We also welcome our two new staff members and we are excited to have them and look forward to working with them going forward.

We have had a very exciting year at CAPs. The children made the most of the late autumn sunshine by having regular visits to the WAG being guided by one of our children's parents and Cold Ash local resident, which all of the children enjoyed. We were also invited to attend a performance of the St Marks Primary School Christmas Nativity which was again enjoyed by all who attended. In the last week of term before Christmas, the children put on a Christmas performance for the parents with all the children singing Christmas songs. Alongside this we held our annual fundraising Christmas Raffle. The spring term was hampered by the weather with outside excursions limited but we did hold an Easter event for all the children to partake in. In the summer term we welcomed Farms2Ewe, the ice cream van and sports day. All were attended well by the parents of our children and again showcased how well supported we are by the parents. The last week of the school year was marked by the Leavers ceremony. The fact that it was the hottest day of the year did not take away from the emotion and enjoyment. The children came out in their graduation caps and received their certificates. A wonderful yet emotional video montage was created by our own committee member Shelley and it went down amazingly well with all the parents and was the perfect ending to the Leavers ceremony marking the children's time with CAPs.

The children also had the pleasure of visits from Muddy Pig Pottery, another one of our amazing committee members, numerous times throughout the year when they made really lovely keepsakes.

Caitlin and all the staff have worked extremely hard to create a plan for this academic year. They all attended an inset day at the beginning of term to ensure that they hit the ground running and the information about what the children will be learning was sent to parents. I have no doubt that all the children attending this year will thrive under this staff team.

A Teaching and Learning review by an Early Years Specialist was booked and actioned in the winter term. The 'mockstead' gave all the staff an idea of what to expect when Ofsted come calling. It also gave the staff and the committee points to work on in preparation for an Ofsted inspection to ensure we do everything we can to make it run smoothly. These have been implemented already with some things such as the 'Meet the Team' board you see each morning at drop off and the communication box. We will continue to prepare for Ofsted and be ready for this when it happens and make sure that we give the staff all the necessary support to feel ready for the inspection.

Staff training as always has been a priority. Since becoming Leader Caitlin has enrolled and been undertaking a leadership course. She has been taking her learning and putting it in to practice each day. Lisa who has joined us this year will be enrolled on a Level 2 scholarship that will be finalised in the next month and an enrolment date provisionally set as October 3rd. The committee will be funding the additional costs to help with her learning and development. All staff are encouraged to come to the committee if they wish to conduct further training to help expand their learning to not only benefit CAP's but themselves as well.

A year that at times was challenging, yet one that pulled everyone together. Thank you to all the staff and trustees.

Robert Allum, Chair, Cold Ash Pre-school Management Committee

Finance & Funding

Fund Balances

Account	Balance 31/08/24	Balance 31/08/23
Main	£80,497	£47,579
Fundraising	£9,275	£8,596
Deposit	£60,000	£50,000
Cash	£19	£19

Income/Spend Summary

	Budgeted	Actual
Income	£149,972	£169,732
Expenditure	£128,111	£126,136
Net	£21,861	£43,596

Treasurer's report

Overall, we have had a very busy but successful year at CAPs. We have been careful with our spending to make sure we are well prepared for anything that comes our way, such as the 9.8% National Living Wage increase that took effect on 1st April 2024 and various changes to the staff team that have occurred this year. The staff worked well as a team to cover a period in which we were short staffed and during the year the committee took time to gather feedback from the staff. From this, we were able to offer staff bonuses this summer in recognition of their efforts over the past year and increased their pay for the year ahead. The committee also introduced Long Service Awards to recognise staff who have worked at the pre-school for 10+ years.

Due to the cost of living rising, it was deemed wise to increase our reserves to ensure that we have enough budget for unexpected bills, emergencies or other short-term deficits. Therefore, we added an additional £10,000 to our reserves, bringing our total to £60,000. This means that when looking at the figures in the table above, our actual expenditure for the past year is £126,136 and £10,000 added to our reserves.

Cold Ash Pre-school has a healthy set of funds which need to be carefully protected when budgeting for the year ahead. As experienced this year, unexpected expenditure can arise at any moment. It is important that we prepare for this to ensure the Pre-school can continue to run in the future. It is still unknown to us what the effect will be on our pre-school with the introduction of the 2-year-old childcare funding and how this will impact our intake. So, although our funds look healthy at present, we need to remain mindful of how quickly this can change and take care to safeguard our budget for contingencies.

Fundraising: Events, Donations & Matched Funding

Over the last year, we held several fundraising events and activities including our Christmas Raffle, Christmas Baubles, Easter Event, Sponsored Bounce, Bags2School and we created many beautiful things through Muddy Pig Pottery. The Christmas Carol and Raffle event was particularly successful with the children singing a great collection of songs, a beautifully produced programme which received generous donations from attendees and of course an amazing collection of prizes donated from many different companies - overall a good team effort to create such a successful event raising £1542!

Our records show that our Fundraising income totalled £2,932 this year, however an additional £572 has since been paid into the bank from the last Bags2School collection, Sponsored Bounce, and Easter event. Therefore, our Fundraising income for the past year was £3,504. We have been generously supported by parents, staff, members of the local community and local businesses with donations and services provided. Most of our fundraising income is generated through the very supportive CAPS families and friends. We are very grateful for all the support received over the past year.

In addition, we have received a steady flow of donations via our online donation platforms:

- Easy Fundraising
- West Berkshire Lottery

A huge thank you to everyone who has generously donated to our fundraising and volunteer requests, the support is always gratefully received and monies are spent carefully.

Children

In the academic year 2023-24, we had 43 children enrolled at Cold Ash Pre-school. We said goodbye to 32 this Summer who left us to start school. Of these, the majority went to Cold Ash St. Marks and the rest to other local schools. There are 41 children enrolled for the academic year 2024-25.

Governance & Leadership

We had 10 parents on the committee this year. We met every 4-6 weeks as necessary.

We worked extremely hard on a number of aspects including the banking and reserves, our Safeguarding audit, updating and adding to our policies and procedures, ensuring staff were looked after and supported and ensuring our facilities were maintained and updated where necessary.

Marketing & PR

We have been very active on our Facebook page this year; this is a public page where we have enjoyed sharing what we've been up to at CAPs with the wider community and prospective parents. We've also had lots of activity in our private parents' group (CAPs Members) which is a welcome form of communication for parents. Our leader has aimed to post weekly updates with pictures of what the children and staff have been doing in setting that week. This hasn't always been done and many parents have fed back that this year they felt a bit out of the loop with what their children are doing in setting. This will be a top priority this year ensuring that all parents receive weekly updates to ensure they feel a part of the CAPs family. Our white board provides updates and again has been out everyday so far this term. We will do better with our communication to parents.

We have sent newsletters through the year to communicate with parents and keep them up to date with reminders and information. The website is also under constant review. We will also shortly be sending out a full list of dates of events to parents to give them as much notice as possible to allow them to make arrangements if they wish to attend. We know how much of a struggle it can be to rearrange commitments at a week's notice.

Parent Partnership

We have a good relationship with parents but again due to the transition between leaders and other staff members we have not been able to conduct the usual parent survey. This is something that will be reintroduced this year with the aim of getting feedback during the year and also at the end of the year. We will also bring back the stay and play sessions and continue to ask for parent/carer volunteers with the parent/carer skills audit form sent out with all enrolment forms.

We have continued throughout the year to remind parents of our 'open door' policy. We have encouraged parents to call or email our staff anytime to arrange a meeting or phone call if they have any queries or concerns regarding their children or the pre-school. Rob (Chair) or Tracey (Vice-Chair) have also been available throughout the year to help parents if they have any questions or concerns. We have continued to utilise Tapestry this year and this has been received positively. There is definitely more that we can do with this system and we will be looking into other ways to get the maximum out of it. Not only for parents to see their child's learning journey but also help with the children's move into Reception as many local schools use Tapestry. All staff (not just key workers) are able to contribute to the children's learning journeys. In such a small setting we have the advantage of all the setting staff getting to know all the children extremely well and sharing in their growth and development.

Human Resources

This year we have welcomed Lisa and Gemma as bank staff, and they have quickly become valued members of the team. We were fortunate to have Emily work with us as a Bank Worker, however she has moved on to a permanent position elsewhere and we all wish her well. We are currently in the process of enrolling a new bank staff member and will continue to have a bank staff position advertised due to the limitations of days available of our current bank staff.

As previously mentioned, we have promoted from within for the Pre-school Leader position and have added Donna as a new permanent member of staff. We also have Lisa taking a fixed term contract for the 2024-2025 academic year.

All staff members are encouraged to explore further training opportunities and the committee will support this in any way possible.

The Pre-school continue to boast a staff team with lots of knowledge, skills and experience and we are grateful for all the work that Helen our SENCO (Special Education Needs Coordinator) and Amy our ELSA (Emotional Literacy Support Assistant) both undertake throughout the year and of course the care and commitment the whole staff team provide to all the children.

We will be changing the job title of our staff from Pre-school Assistant to Pre-school Practitioner and will also be changing the job title of Clare our administrator to Business Manager.

Operations & Administration

We have fundraised throughout the course of the year and have been spending this throughout the year on supplies for the Pre-school. We are also looking to the future and before the end of term gained permission to move some of our current storage buildings around and erect a new outdoor classroom area. This is not only to help current children but to help secure the future of CAPs with us being able to take on younger children. We have applied for further funding from the government for this and await a site visit from them to talk through our plans. This date will be scheduled in the coming weeks. We also held a parent morning asking parents to come and help maintain some of the outdoor area and this was well attended by the committee.

A review of reserves and current political, social and financial climate was undertaken and as mentioned in the Treasurer's report section an additional £10,000 was moved across to our financial reserves account.

We would also like to say a big thank you to everyone who has supported Cold Ash Pre-school this year.

Staff:

Caitlin Dagleish (Leader)	Amy Chambers	Gemma Allum
Natalie Williams (Deputy Leader)	Helen Barnes	Kelly Eeles
Clare Wormald (Business Manager)	Lisa Wyatt	Lucy Sandel
Carol Terry	Donna Fordham	Emily Jezzard

Committee 2023-2024:

Robert Allum (Chair)	Shannon Pike	Sarah Stroud
Tracey Bell (Vice-Chair)	Clare Hook	Jarrold Price
Shelley Nardini (Treasurer)	Samantha Marshall	Richard Hanks
Sophie Callaway (Secretary)		

Cold Ash Pre School
Accounts For the year ended 31 August 2024

	2024	2023
Receipts		
Main activities	165,650	110,493
Fundraising activities	2,932	6,076
Uniform	674	620
Interest	477	389
Gift Aid	0	291
Total receipts	169,732	117,869
Payments		
Main activities	126,136	121,573
Fund raising activities	0	0
Total payments	126,136	121,573
Net surplus for year	43,596	-3,704
Opening balance		
Current account	47,580	52,421
Fund raising account	8,596	7,458
Deposit account	50,000	50,000
Cash book	19	20
Net (deficit)/surplus/ for year	43,596	-3,704
	149,791	106,195
Closing balance		
Current account	80,497	47,580
Fund raising account	9,275	8,596
Deposit account	60,000	50,000
Cash book	19	19
	149,791	106,195



Section A

Independent Examiner's Report

Report to the trustees

Cold Ash Pre-School

**On accounts for the year
ended**

31 August 2024

**Charity no
(if any)**

1174604

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024

**Responsibilities and
basis of report**

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

I report in respect of my examination of 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

09/06/2025

Name:

Emma Thomas

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

ICAEW

Address:

EJ Business Consultants Ltd

2 Toomers Wharf, Newbury, RG14 1DY

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Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

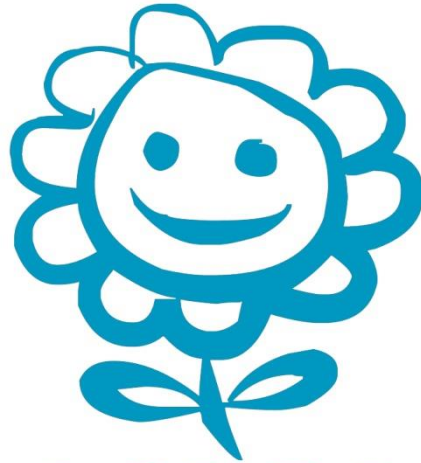
Give here brief details of any items that the examiner wishes to disclose.

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COLD ASH PRE-SCHOOL

England & Wales - Charity number 1174604

Accounts



Gold Ash
Pre-school
growing big ideas

Annual Report
2022-23 Committee Year

AGM 25th September 2023

Introduction and Chair's Report

This academic year has been a very busy one for CAPS as everything tried to go back to 'normal' after the previous years of Covid lockdowns etc.

The Trustees have all worked together throughout the year and the committee has been an excellent team, working closely with all of the staff at CAPS.

Staffing has been very stable, which is essential for the effective running of a pre-school. We were lucky to have recruited Caitlin, first as bank staff and this year as a full-time member of staff on a fixed term contract. We have also increased Kelly's hours to almost full-time, also on a fixed term contract. This is to reflect the fact that CAPS has more children on roll than ever! Another thing to be celebrated!

Last year CAPS was a very exciting place to be.....The Corn Exchange came in each week of the year to deliver their 'Tots Create Sessions'. They were really varied, covered art, dance, drama and many more areas. The children really enjoyed them and looked forward to their visit. We also had a number of visits from the local community, a local Vicar and many more. The children had their first Christmas Carol Concert in St Mark's Church which was a huge success. The church was full of parents and the children all performed brilliantly. The annual Christmas party was great fun and something the children will remember forever. CAPS also had a number of walks to explore the local area and really enjoyed a morning of fun playing in the snow on the field! The summer term saw a visit from Farms2Ewe which was very exciting. I'm not sure who was more excited, the goats or the children! We finished off the year with a lovely Teddy Bear's Picnic which was a great family event and then Sports Day which again was brilliant. All the children participated and they all did so well. The last day of term was marked by a really lovely Leavers' Ceremony for the parents and children that were moving onto school – it was a perfect ending to their time at CAPS.

The children also had the pleasure of visits from Muddy Pig Pottery numerous times throughout the year where they made really lovely keepsakes.

Safety at CAPS has been greatly increased by having new gates installed by the main entrance. These are very secure and are made even more so with the addition of a padlock etc. The new parking signs have made pick up and drop off safer as the children and parents have clear visibility when walking across the car parks back to their cars.

The committee and Lucy have worked hard together to look at the planning etc at CAPS and put a detailed plan together which was shared with the committee in July and all resources given to all staff in a staff meeting in July too. Everything was left ready to go for September. Lucy, all the staff at CAPS and the committee will take this, or whichever route CAPS follows, forward this academic year.

A Teaching and Learning review by an Early Years Specialist has been provisionally booked for October 13th. This will give the new committee and all the staff a great overview on what an 'external' specialist identifies as the strengths and any areas to develop. The aim being that this would then be followed up with a 'mocksted' by the contact that Lucy has when the team feel ready for this.

Staff training has been a priority this year, to mention a few, Amy has developed her role as the ELSA, Kelly has done a number of training courses to further develop her knowledge to help children with specific learning needs. There have been many, many more! The committee have also agreed to fund Amy to become a fully qualified Forest Schools practitioner and trainer.

All in all, a really successful year! Thank you to all the staff and trustees.

Clare Beynon, Chair, Cold Ash Pre-school Management Committee

Finance & Funding

Fund Balances

Account	Balance 31/08/23	Balance 31/08/22
Main	£47,579	£52,421
Fundraising	£8,596	£7,458
Deposit	£50,000	£50,000
Cash	£14	£27

Income/Spend Summary

	Budgeted	Actual
Income	£100,283	£117,869
Expenditure	£112,963	£121,573
Net	(£12,680)	(£3,704)

Treasurer's report

Fundraising: Events, Donations & Matched Funding

Our fundraising income was up £1,754 on the previous year. We held a successful Christmas Raffle, Easter competitions, sponsored bounce, created many beautiful things through Muddy Pig Pottery and Bag2School events. We were also lucky enough to receive donations from both The Greenham Trust and The Eling Trust.

Fundraising income totalled £6,076 this year. We have been generously supported by parents, members of the local community and local businesses with donations, services provided, gifted equipment and matched funding. Most of our fundraising income is generated through the very supportive CAPS families and friends. We are very grateful for all the support received.

In addition, we have received a steady flow of donations via our online donation platforms:

- Easy Fundraising
- Amazon Smile
- West Berkshire Lottery

A huge thank you to everyone who has generously donated to our fundraising and volunteer requests, the support is always gratefully received and monies are spent carefully.

Children

In the academic year 2022-23, we had 42 children enrolled at Cold Ash Pre-school. We said goodbye to 20 this Summer who left us to start school. Of these, the majority went to Cold Ash St. Marks, a few to St Finian's and the rest to other local schools. There are 44 children enrolled for the academic year 2023-24.

Governance & Leadership

We had 8 parents on the committee this year. We met every 4-6 weeks as necessary.

We worked extremely hard on a number of aspects including the banking and reserves, our Safeguarding audit, updating and adding to our policies and procedures, ensuring staff were looked after and supported and ensuring our facilities were maintained and updated where necessary.

Marketing & PR

We have been very active on our Facebook page this year; this is a public page where we have enjoyed sharing what we've been up to at CAPS with the wider community and prospective parents. We've also had lots of activity in our private parents' group (CAPS Members) which is a welcome form of communication for parents. Our leader has posted weekly updates with pictures of what the children and staff have been doing in setting that week. Many parents have fed back that this is a great way of getting their children to talk to them about their time spent in setting. Our white board updates have also allowed parents to talk to their children about their days at the end of the session. Most families have been amazed at just how much the children get up to each day and the discussions that have then followed.

We have sent newsletters through the year to communicate with parents and keep them up to date with reminders and information. The website is also under constant review.

Parent Partnership

We have good relationship with parents reinforced through very positive feedback from the annual parent survey. We have invited parents for stay and play sessions and volunteer with events such as the farm visit. This really is a valuable experience for parents and we are very much looking forward to more parents and carers coming in to join us over the coming academic year.

We have continued throughout the year to remind parents of our 'open door' policy. We have encouraged parents to call or email our staff anytime to arrange a meeting or phone call if they have any queries or concerns regarding their children or the pre-school. In addition, we have posted on Facebook a 'weekly round up' each Friday describing what the children have been up to and sent out a newsletter at the end of each half term with all the latest news and events.

We introduced Tapestry this year (moving away from eyLog) and this has been received positively by parents and their child's learning journey is extended into Reception as many local schools use Tapestry. All staff (not just key workers) are able to contribute to the children's learning journeys. In such a small setting we have the advantage of all the setting staff getting to know all the children extremely well and sharing in their growth and development.

Human Resources

This year we have welcomed Caitlin as bank staff, and she is a very much valued member of the team.

Helen has undertaken additional training to become our SENCo (Special Educational Needs Coordinator) and her knowledge and training has been invaluable to us throughout the year. She has supported many families and continues to build on her knowledge and experience. Amy has also undertaken training to become an ELSA (Emotional Literacy Support Assistant). Amy has been working with many of the children throughout the year, planning and undertaking different sessions to help the children with their emotional development. Kelly has completed additional SEN training to enhance her work as 1-1.

We have undertaken various training sessions throughout the year, including safeguarding and first aid training. As Trustees, we encourage the staff to approach us with ideas of additional training which will help both the Pre-school and their own personal development. The Trustees have agreed to fund Amy through Level 3 Forest School Training and hope that she will be able to undertake this soon.

Operations & Administration

We fundraised for new gates and other new security features as well as playground markings all of which have been very positively received. In addition we erected a new sandpit cover, had new tarmac laid between the hall and the garden, as well buying other exciting resources for the children.

A review of reserves meant we moved some of our cash balances to a new bank who were endorsed by The Charities Aid Foundation. This enables us to earn more interest on balances 'reserved' for specific purposes. We have also set up a PayPal account to make it easier for CAPS to receive donations.

WE WOULD LIKE TO SAY A BIG THANK YOU TO EVERYONE WHO HAS SUPPORTED COLD ASH PRE-SCHOOL THIS YEAR

Staff:

Amy Chambers
Caitlin Dalglish

Carol Terry
Clare Wormald
Helen Barnes

Kelly Eeles
Lucy Sandel
Natalie Williams

Committee 2022-2023:

Clare Beynon (Chair)
Clare Hook

Claire Crocker
Kate Thompson
Katy Birch

Kimberley Gavigan (Treasurer)
Richard Hanks
Shannon Pike

Cold Ash Pre School
Accounts For the year ended 31 August 2023

	2023	2022
Receipts		
Main activities	110,493	91,518
Fundraising activities	6,076	4,322
Uniform	620	484
Interest	389	137
Gift Aid	291	193
Total receipts	117,869	96,654
Payments		
Main activities	121,573	92,865
Fund raising activities	0	0
Total payments	121,573	92,865
Net surplus for year	-3,704	3,789
Opening balance		
Current account	52,421	85,550
Fund raising account	7,458	4,525
Deposit account	50,000	16,015
Cash book	20	19
Net (deficit)/surplus/ for year	-3,704	3,789
	106,195	109,899
Closing balance		
Current account	47,580	52,421
Fund raising account	8,596	7,458
Deposit account	50,000	50,000
Cash book	19	20
	106,195	109,899



Section A

Independent Examiner's Report

Report to the trustees

Cold Ash Pre-School

On accounts for the year
ended

31 August 2023

Charity no
(if any)

1174604

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

Responsibilities and
basis of report

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

I report in respect of my examination of 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

08/02/2024

Name:

Gillian Down

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

ICAEW

Address:

EJBC Limited

2 Toomers Wharf, Newbury, RG14 1DY

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Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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COLD ASH PRE-SCHOOL

England & Wales - Charity number 1174604

Accounts



Gold Ash
Pre-school
growing big ideas

Annual Report
2021-22 Committee Year

AGM 26th September 2022

Introduction

This academic year has been really busy for CAPS despite seeing the return of Covid which seemed to really do the rounds in all schools over the Winter. We lost a few of our Trustees throughout the year due to various reasons but the staff have been amazing and we had a really fun packed year for the children.

The children had many visits throughout the year. Jodie from Moo Music ran regular singing, music and dance sessions. We also had visits from a midwife to learn about babies and West Berkshire Muslim Centre to learn about EID. Various animals visited the children including chickens, guinea pigs, tortoise and a petting zoo! The children watched caterpillars grow into butterflies and tadpoles grow into frogs! They also got busy making lots of delicious treats, including soups, smoothies and apple pie. We all celebrated a lot throughout the year, marking many occasions such as World Dinosaur Day, World Dance Day, Mother's and Father's Day and Valentine's Day etc. Natalie, our Deputy Leader has also continued Yoga with the children which they love.

Due to the lifting of most Covid restrictions throughout the year we were able to hold a few parties for the children. They had a bonfire party, mini sports day, a Christmas party, an end of term party and a graduation tea party for our leavers. We made sure that the children were getting involved in community life with their sunflowers display for Ukraine at the Thatcham Nature Discovery Centre and their Jubilee art and celebrations with Cold Ash village.

Our leader Lucy, who joined us in 2020/21 has been able to implement more of her ideas and initiatives after settling into the role. We now have 'focus' children to enable us to develop specific activities for all the children take part in but which will address individual developmental needs. Children are also taking home 'chatty bags' to encourage discussions and development at home.

We did unfortunately have a break in during the year but we were all amazed at the generous support and kind offers from the local community to protect our pre-school.

We ended the year in a record-breaking heatwave and the children had lots of fun with water play and plenty of ice lollies. More recently we have been paying our respects to Queen Elizabeth II and the children learned a lot during a visit to St. Marks Church to sign the book of condolence.

We have built on the support we have been able to offer to our children who have Special Educational Needs and Disabilities. We have been recommended by West Berkshire Council to a number of families due to our dedicated SENCO and experience helping all children thrive and develop.

Rebecca Bye who was Chair throughout part of the year has worked hard to put many documents and procedures into place to ensure the smooth transition of Committees from year to year. Many master documents ensure all committee members and staff can keep track and monitor important aspects of the regulatory and legal requirements of the Pre-School, including our Single Central Records. In turn, a well-informed Committee is better able to support and lead the pre-school staff.

Children

In the academic year, we had 40 children enrolled at Cold Ash Pre-school. We said goodbye to 23 in the Summer who left us to start school. Of these, the majority went to Cold Ash St.

Marks, a few to St Finian's and the rest to other local schools. There are 38 children enrolled this year.

Governance & Leadership

We had 7 parents on the committee this year, three of whom left part way through the year. We met every 4-6 weeks as necessary and held urgent 'extraordinary' meetings when needed.

Despite the movement in Trustees, we worked extremely hard on a number of aspects including the banking and reserves, our Safeguarding audit, updating and adding to our policies and procedures, ensuring staff were looked after and supported and ensuring our facilities were maintained and updated where necessary.

Finance & Funding

Fund Balances

Account	Balance 31/08/2 2	Balance 31/08/21
Main	£52,42 1	£85,550
Fundrais ing	£7,458	£4,525
Deposit	£50,00 0	£16,015
Cash	£27	£22

Income/Spend Summary

	Budgete d	Actual
Income	£102,096	£96,654
Spend	£92,944	£92,865
Net	£9,152	£3,789

We ended the year with a surplus of £3,789 against a budget of £9,152 (surplus). Our total income was £96,654 against budget of £102,096 and previous year income of £139,122. West Berkshire Council had their deficit funding plan in place which saw our hourly rates reduced from 2020/21. The drop against budget was mainly attributed to £19,113 of income relating to the Autumn 2022 term being received in August 2022, and therefore being accounted for in the previous financial year.

Other income included over £400 in bank compensation of after the Pre-School was a victim of fraud. All funds were recovered and we received compensation for the way our fraud was dealt with.

We were also able to apply for additional funding for a number of our children with special educational needs. We have dedicated SEN members of staff and have worked with our

families to ensure that we are supporting these children to the best of our ability. Some of this funding was for staff time to be spent with the children and some was spent on toys, books and equipment which was tailored to help the development of our children.

Our rent was higher than budgeted and the prior year due to a change in the invoicing from the Acland Hall who moved from invoicing in arrears to invoicing in advance. Staff costs were broadly in line with budget. We made the decision at the year end to award each staff member with a small bonus for their dedication and commitment throughout the year to 31 August 2022. We also had more staff joining the pension scheme this year.

Fundraising: Events, Donations & Matched Funding

Our fundraising income was up £1,872 on the previous year. One of our Trustees, Selina Hall, very kindly raised money for the Pre-School by running London Marathon. Selina raised over £1,000 for the Pre-School. We also had a successful Christmas raffle, raising just under £1,000 and in March 2022 we held our sponsored bounce. Many of the children proved they could do a lot more bounces in one minute than we expected and raised £1,283. Vodafone matched £350 of our fundraising for the sponsored bounce.

Fundraising income totalled £4,322 this year. We have been generously supported by parents, members of the local community and local businesses with donations, services provided, gifted equipment and matched funding.

In addition, we have received a steady flow of donations via our online donation platforms:

- Easy Fundraising
- Amazon Smile
- West Berkshire Lottery

A huge thank you to everyone who has generously donated to our fundraising and volunteer requests, the support is always gratefully received and monies are spent carefully.

Marketing & PR

We have been very active on our Facebook page this year; this is a public page where we have enjoyed sharing what we've been up to at CAPS with the wider community and prospective parents. We've also had lots of activity in our private parents' group (CAPS Members) which is a welcome form of communication for parents. Our leader has posted weekly updates with pictures of what the children and staff have been doing in setting that week. Many parents have fed back that this is a great way of getting their children to talk to them about their time spent in setting. Our white board updates each day have also allowed parents to talk to their children about their days at the end of the session. Most families have been amazed at just how much the children get up to each day and the discussions that have then followed.

We have also been working on sending out more newsletters through the year to communicate with parents and keep them up to date with reminders and information. The website is also under constant review but we feel that this is now an improved space for gaining information on the pre-school.

Parent Partnership

We have been working hard this year to build on communication and relationship building with parents which had proved difficult throughout the pandemic restrictions. We have been able to start to invite parents into sessions to stay and play and volunteer with events such as the

farm visit. This really is a valuable experience for parents and we are very much looking forward to more parents and carers coming in to join us over the coming academic year.

We have continued throughout the year to remind parents of our 'open door' policy. We have encouraged parents to call or email our staff anytime to arrange a meeting or phone call if they have any queries or concerns regarding their children or the pre-school. In addition, we have posted on Facebook a 'weekly round up' each Friday describing what the children have been up to and sent out a newsletter at the end of each half term with all the latest news and events. We have also been using a white board outside the gate each day summarising activities. This ensures that parents know what their children have been doing each day and has been a great conversation starter between parents and children about their experiences, aiding communication skills and emotional development.

We have continued to use Eylog for sharing 'wow' moments, milestones and news about children with their parents. All staff (not just key workers) contribute to the children's learning journeys. In such a small setting we have the advantage of all the setting staff getting to know all the children extremely well and sharing in their growth and development. With the start of the new academic year Eylog is no longer in use at the Pre-School and we have moved over to Tapestry which is being well received by parents and staff. Tapestry is used by many of our surrounding and catchment schools so should also assist with transitions to school for both staff and parents.

Human Resources

This year we have welcomed Amy and Kelly, both now very much valued and loved members of the team. Natalie was also promoted to Deputy Leader and has been doing a fantastic job of supporting Lucy our Pre-School Leader.

Helen has undertaken additional training to become our SENCo (Special Educational Needs Coordinator) and her knowledge and training has been invaluable to us throughout the year. She has supported many families and continues to build on her knowledge and experience. Amy has also undertaken training to become an ELSA (Emotional Literacy Support Assistant). Amy has been working with many of the children throughout the year, planning and undertaking different sessions to help the children with their emotional development.

We have undertaken various training sessions throughout the year, including our Safeguarding training which was attended by all staff and a Trustee representative. Lucy and Natalie attended the EPOP festival, all about Exploring the Power of Play. They have lots of great new ideas to bring to the Pre-School. As Trustees, we encourage the staff to approach us with ideas of additional training which will help both the Pre-School and their own personal development.

Operations & Administration

We erected a new shelter for the children's coats and bags. A massive thank you to CG Roofing for providing the labour and building our shelter. We were also donated a wooden tower and slide for the children which they love and have been practicing using the fireman's pole!

During the year we increased our enrolment deposit after we had a number of 'no shows'. This seems to be working well and parents are making a more informed decision when registering their child for a place. Our enrolment deposit is now in line with other local childcare settings.

A review of reserves meant we moved some of our cash balances to a new bank who were endorsed by The Charities Aid Foundation. This enables us to earn more interest on balances 'reserved' for specific purposes. We have also set up a PayPal account to make it easier for CAPS to receive donations.

WE WOULD LIKE TO SAY A BIG THANK YOU TO EVERYONE WHO HAS SUPPORTED COLD ASH PRE-SCHOOL THIS YEAR

Staff:

Amy Chambers
Carol Taylor

Clare Wormald
Helen Barnes
Kelly Eeles

Lucy Sandel
Natalie Williams

Committee:

Alice Dearden - Resigned
June 2022
Kimberley Gavigan

Louise Green
Rebecca Bye - Resigned
June 2022
Rosie Rogers

Selina Hall
Sophie Ingram - Resigned
January 2022

Cold Ash Pre School
Accounts For the year ended 31 August 2022

	2023	2022
Receipts		
Main activities	91,518	134,380
Fundraising activities	4,322	4,246
Uniform	484	496
Interest	137	0
Gift Aid	193	0
Total receipts	96,654	139,122
Payments		
Main activities	92,865	90,724
Fund raising activities	0	424
Total payments	92,865	91,148
Net surplus for year	3,789	47,974
Opening balance		
Current account	85,550	38,696
Fund raising account	4,525	3,405
Deposit account	16,015	16,013
Cash book	19	21
Net surplus/(deficit) for year	3,789	47,974
	109,899	106,110
Closing balance		
Current account	52,421	85,550
Fund raising account	7,458	4,525
Deposit account	50,000	16,015
Cash book	20	19
	109,899	106,110

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Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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Section A Independent Examiner's Report

Report to the trustees	Cold Ash Pre-School		
On accounts for the year ended	31 August 2022	Charity no (if any)	1044100 1174604
	Set out on pages 1-2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

Responsibilities and basis of report

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

I report in respect of my examination of 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:  **Date:** 14/03/2023

Name: Gillian Down

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

Address: EJBC Limited, 2 Toomers Wharf, Newbury, RG14 1DY

COLD ASH PRE-SCHOOL

England & Wales - Charity number 1174604

Accounts



Gold Ash
Pre-school
growing big ideas

Annual Report
2020-21 Committee Year

AGM 28th September 2021

Introduction

In a year that has so far seen 442* pre-schools and nurseries close due to financial struggles, national lockdowns #2 and #3, funding cuts being announced by local government (while central government are announcing funding increases!), and numerous staff leaving (mainly out of childcare altogether) CAPS has kept calm and carried on thanks to the hard work and commitment from staff and committee.

We have been extremely lucky on committee to have an accountant as Treasurer, an HR professional, a committed and proactive Secretary/Marketing ace, an experienced Fundraising lead and all trustees have worked very hard this year, facing various challenges with enthusiasm, humour when necessary and unwavering commitment.

Across the country, early years practitioners have felt undervalued and disrespected by government during lockdowns #2 and #3 – with over 100,000+** signatures on a parliament petition to request the closure of nurseries/pre-schools on safety grounds like all other education settings. Staff everywhere were shocked to learn they had to continue to work while not being prioritised for vaccines or even for testing in the early days. Despite any concerns they may have had personally, our brilliant staff have not once let our families down, and have continued throughout, to provide our children with outstanding care.

As a team, this year we have overcome some longstanding HR issues, worked on teamwork and communications (internal and externally), reviewed, and improved numerous operational processes and procedures, recruited new staff, vastly improved administration for ourselves and future committees, created new HR processes and documentation, refurbished large areas of the garden and smashed our fundraising target.

I have enjoyed my year as chair and would like to thank everyone for their support. I will be staying on the committee for 2021/22 and look forward to working with the new committee in whatever capacity members deem me suitable.



Rebecca Bye
Chair of Management Committee

Children

In the academic year, we had 37 children enrolled at Cold Ash Pre-school. We said goodbye to 25 in the Summer who left us to start school. Of these, the majority went to Cold Ash St Marks, a few to St Finians and the rest to other local schools. There are 38 children enrolled this year with a further 5 on the waiting list. And 12 already registered for 2022/23 academic year.

Governance & Leadership

We had 7 parents on the committee this year, three from the previous year and four newbies; each person taking on a specific role. We met every 4-6 weeks as necessary and held urgent 'extraordinary' meetings when needed. All of our meetings bar the last two were held via Zoom unfortunately, but we finally, in May, met in person for the first time!

Despite the obvious issues COVID restrictions caused, we've worked extremely hard together to review and update the admission process, overhaul the recruitment process, develop and put in place a staff handbook, create a simple and effective pay policy, re-introduce Dropbox to CAPS for ease of information sharing (and save re-inventing the wheel each year!) between staff and committee, review and update numerous policies and procedures in line with the latest legislation (including regularly updating COVID procedures as guidelines changed frequently), develop better working relationships between staff and committee, and are in the process of producing a fully comprehensive finance policy.

From our experience as new trustees, we have focused on ensuring that handovers to new trustees will be far more comprehensive in future years. We have also created an annual diary/timetable to ensure everyone knows who is responsible for what and when things are expected to happen.

Finance & Funding

During the year ended 31 August 2021 we saw our income from West Berkshire Council increase to £114,894 from £90,593 the previous year. This was despite a drop in the hourly rates we receive and losing our supplemental income for staff qualifications. This is due to being able to run the pre-school sessions as close to capacity as we could throughout the year and continued efforts to fill session spaces on an ad hoc basis. We were grateful to receive our full funding from West Berkshire Council and maintain setting staff despite many children not attending during lockdowns and a corresponding drop in parent income.

At the year-end we had received grant funding of £19,113 relating to the following Autumn term, therefore our adjusted surplus is £28,861.

A £3,000 sustainability grant helped us with the increased costs arising from the Covid pandemic. We purchased a new outside sink, PPE and cleaning materials.

We continue to work tirelessly on our fundraising campaigns and as seen, the support of parents, the local community and local companies has allowed us to more than double our forecast fundraising income. Fundraising income paid for books and toys for the children as well as educational events and ongoing training for our staff.

Our staff costs have fluctuated throughout the year as we have had some staff moving on after the lockdowns to follow pastures new as well as a member of staff on Furlough. This in turn meant we saw an increase in our legal costs due to administering the Furlough scheme and various checks necessary for new staff and committee members.

We have invested £1,408 in new assets throughout the year including new laptops, printers and mobile phones to ensure our staff can work efficiently and effectively.

<u>Fund Balances</u>		
Account	Balance 31/08/21	Balance 31/08/20
Main	£85,550	£38,696
Fundraising	£4,525	£3,405
Deposit	£16,015	£16,013
Cash	£22	£21

<u>Income/Spend Summary</u>		
	Budgete d	Actual
Income	£100,603	£139,122
Spend	£85,446	£91,148
Net	£15,158	£47,974

Fundraising: Events, Donations & Matched Funding

Fundraising was extremely successful this year with £4,525 raised. The Nativity DVD and Christmas Raffle both contributed significantly towards this. Other fundraising activities included:

- Incredi-bauble Challenge
- Bex Willis' Photos
- Sponsored Bounce
- Mini Marathon
- Ugly Duckling Pottery Painting
- Christmas Card Creations

We were also kindly gifted a substantial sum of cash by a CAPS family and managed to secure some matched funding from Vodafone.

In addition, we have received a steady flow of donations via our online donation platforms:

- EasyFundraising
- Amazon Smile
- West Berkshire Lottery

We've had building materials, play sand, a playhouse and furniture all donated for free by local businesses and individuals, and we were lucky enough to get physical support in building, repairing and maintaining our sheds, classroom, garden, playhouse and sandpit by kind people volunteering their time and muscle.

A huge thank you to everyone who has generously donated to our fundraising and volunteer requests, the support is always gratefully received and monies are spent carefully.

Marketing & PR

We have been very active on our Facebook page this year; this is a public page where we have enjoyed sharing what we've been up to at CAPS with the wider community and prospective parents.

We've also had lots of activity in our private parents' group (CAPS Members) which seemed to be a welcome form of communication for parents, especially during a time when COVID restrictions limited the opportunity for social interaction.

We also managed to secure a space in the local Parish Magazine which enabled us to keep our local community informed of all the latest news and events. Tucked away behind the village hall, many members of the community have commented that they didn't know or had forgotten that we were here so this has proven to be a very worthwhile PR exercise.

We have had a large sign made for the gate to ensure any visitors to The Acland Hall and/or recreation ground know where we are.

Our website was rather out of date at the beginning of the year, and while it is still work in progress, we have made some significant changes. Hopefully it is now clearer and more concise and better enables parents and prospective parents to find the information they need.

And today, hot off the press, thanks to the epic efforts of our marathon running Mum Selina, we have made the local news!!

Parent Partnership

With regards to communication and relationship building with parents, it has been a tricky year due to COVID restrictions.

We haven't been able to invite parents into sessions to stay and play; nor have we been able to hold any social events or in-setting fundraising events.

We have continued throughout the year to remind parents of our 'open door' policy. We have encouraged parents to call or email our staff anytime to arrange a meeting or phone call if they have any queries or concerns regarding their children or the pre-school. In addition, we have posted on Facebook a 'weekly round up' each Friday describing what the children have been up to and sent out a newsletter at the end of each half term with all the latest news and events.

We have continued to use EYLog for sharing 'wow' moments, milestones and news about children with their parents, with all staff (not just key workers) contributing to all children's learning journeys. In such a small setting we have the advantage of all the setting staff getting to know all the children extremely well and sharing in their growth and development.

Human Resources

It has been an extremely busy year for us with regards to staff.

We said a sad farewell to our longest serving member of staff, Theresa. She had been with CAPS for some 30 years as a pre-school assistant and was extremely well liked (most would say loved) by children, families, and colleagues alike.

Our leader, Zoe, took the leap and followed her lifelong dream with a big career change out of childcare. She had stepped up as leader at the start of the pandemic in March 2020 and did a brilliant job of leading the pre-school through the toughest of circumstances.

Kathryn and Clare, our part time pre-school assistants, both moved on from CAPS and out of childcare settings.

In addition, Lucy B, our deputy leader also moved onto pastures new... but she hasn't gone far and some of us will no doubt see her in the coming years at a local primary school. We've also kept her on as bank staff so don't be surprised if you still see her at CAPS, it's lovely to still have her around.

With all these changes we've been very busy recruiting. We've welcomed Lucy S as our new leader, she came from a local nursery as has many years experience in childcare. She immediately started making improvements to our garden and building stronger relationships between setting and committee. She has big aspirations for CAPS and is fully committed to continuing to provide outstanding care to our children.

Our new recruit, Natalie, joined us as a pre-school assistant from another local pre-school with a very similar ethos to ours and has settled in extremely well. So much so, that she has recently been promoted to deputy leader.

At the time of writing, we are in the process of recruiting a new, full time pre-school assistant whom we hope will join the team in October.

We have also recruited a team of four bank staff, all level 3 or above, whom we call upon as the need arises.

Alongside the recruitment we have introduced a staff handbook, reviewed and updated the setting staff job descriptions and assessed our staff training programme. We have signed up to Noodle Now, an online learning platform, that all staff can access as necessary.

Operations & Administration

We strengthened our relationships with The Acland Hall and Parish Council (our landlords) addressing several safeguarding issues together such as signage, health and safety matters and site security. In addition, we have secured the pre-school use of land behind the hall, and hope to develop the area this year.

Setting staff have been very busy working their way through our storage cupboards identifying any resources and equipment that are surplus to requirement and selling them where possible.

The new Early Years Foundation Stage Statutory Framework (EYFS) (which sets out what we are legally required to do as childcare providers) came into effect on 1st September, so setting staff have been busy studying the new document guidelines and implementing changes as necessary.

WE WOULD LIKE TO SAY A BIG THANK YOU TO EVERYONE WHO HAS SUPPORTED COLD ASH PRE-SCHOOL THIS YEAR

Staff:

Carol Taylor
Claire Choules
Emily Jezzard

Gemma Chandler
Helen Barnes
Kathryn O'Brien
Lucy Brocklesby

Lucy Sandel
Natalie Williams
Zoe Denness

Committee:

Emily Jezzard
Holly Meikle

Kimberley Gavigan
Laurette Clilverd
Louise Green

Meg Smith
Rebecca Bye

Businesses:

AMJ Carpentry & Construction
ApplePrint
Belvoir Newbury

Elite Garage Services Ltd
Garcia Carpentry & Building
Indigo Design
Rivar Sand & Gravel

TSB Newbury
Vodafone

Sooooo many lovely businesses and individuals that donated raffle prizes, money and time – please see our Facebook page for more details.

And, most importantly all the girls, boys, Mums, dads, carers and other family members at Cold Ash Pre-school

*source: <https://www.nurseryworld.co.uk/news/article/more-than-2-000-early-years-providers-lost-since-the-start-of-the-year>

**source: <https://petition.parliament.uk/petitions/566718>

Cold Ash Pre School**Accounts For the year ended 31 August 2021**

	2021	2020
Receipts		
Main activities	134,379.80	108,418.00
Fundraising activities	4,246.00	1,770.00
Uniform	496.00	572.00
Interest	0.00	2.00
Total receipts	139,121.80	110,762.00
Payments		
Main activities	90,723.85	100,825.57
Fund raising activities	424.00	34.00
Total payments	91,147.85	100,859.57
Net surplus for year	47,973.95	9,902.43
Opening balance		
Current account	38,696.37	26,863.57
Fund raising account	3,405.17	5,342.92
Deposit account	16,013.38	16,006.00
Cash book	20.98	20.98
Net surplus/(deficit) for year	47,973.95	9,902.43
	106,109.85	58,135.90
Closing balance		
Current account	85,550.12	38,696.37
Fund raising account	4,525.37	3,405.17
Deposit account	16,014.98	16,013.38
Cash book	19.38	20.98
	106,109.85	58,135.90



Section A

Independent Examiner's Report

Report to the trustees/
members of

Cold Ash Pre-School

On accounts for the year
ended

31 August 2021

Charity no
(if any)

~~1077160~~
1174604

Set out on pages

1-2

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021
As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of 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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed:

Date:

29/11/2021

Name:

Gillian Down

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

ICAEW

Address:

EJBC Limited

The Rectory. 1 Toomers Wharf

Newbury, RG14 1DY

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

