



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From 1st September 2023 Period start date to 31<sup>st</sup> August 2024**  
**Period end date**

**Charity name: Leaffield Pre-School**

**Charity registration number: 1177735**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The charity works for the public benefit having as its objectives the development and education of children and young people by:</p> <ul style="list-style-type: none"><li>• Promoting their care and safety</li><li>• Promoting their education and promoting parental involvement</li><li>• Promoting their health and well-being</li><li>• Providing services to support them and their families and carers</li><li>• Providing services to individuals holding membership of the CIO</li><li>• Furthering the aims of the pre-school learning alliance</li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The main activity of the charity is to deliver, within our fully inclusive setting for 2-5-year olds, the Early Years Foundation Stage. We do this by employing childcare practitioners who undertake daily planning of activities to meet the needs and interests of the children attending. We follow the guidance offered by the Pre-School Learning Alliance and Oxfordshire County Council.</p> <p>We provide high quality childcare for the residents of Leaffield and surrounding villages. As a charity we work to engage with the local community through attending and hosting local events.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>In setting our objectives and planning our activities the Trustees have considered the Charity Commission's public benefit guidance.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	There are a number of parent helpers/volunteers that have supported forest school and offsite trips this year.
Other		N/A

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The manager and deputy manager are now fully integrated into their roles and continue to develop all the time. The benefits of this stability is retention and loyalty from all the staff who also all continue to serve the setting in a professional manner.</p> <p>The management, supported by the trustees, continue to have strong rigor in place, as well as structured development plans for all staff that align with the vision of the Preschool.</p> <p>Financial processes have remained unchanged this year since the new cloud-based platform was introduced in the last academic year, and the Treasurer, Trustees, and Management all have tighter control on costs, with the viability of financials now available.</p> <p>The big development this year for the setting has been the addition of a stand-alone cabin within the outside gardens that offers numerous benefits to both staff, children, and parents. The manager now has a dedicated functional office area with windows, which is also used for small group learning such as phonics sessions. This space offers a space for private meetings, including for parents, and importantly a safe space that children can use as a break-out area as and when needed.</p>

		<p>Fundraising gets harder and harder with the committee having to diversify events to maximise much-needed income. A big 50<sup>th</sup> fete was run this year to celebrate the preschool turning 50 and raise some additional funds. The manager has been successful in grant applications that have supported several activities in preschool, and continues to seek out new opportunities for these.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
Investment performance against objectives	Para 1.41	N/A
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Charity closed the year with a small loss which was expected due to the purchase of the cabin but the closing balance of the current account during this period was reasonable at just under £3k, a similar position to last year.</p> <p>The charity has created and worked to a strict budget this year that everyone is bought into, with a strict focus on cost reduction and forward planning.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>A separate reserves account is in place, which includes 2 pools of money:</p> <p>1 – for the event of permanent closure (including rent and statutory redundancy)</p> <p>2 – for the event of a short-term closure (including rent, salaries, etc)</p> <p>In addition, a 10% buffer has been applied.</p>
Amount of reserves held	Para 1.22	Deposit Fundraising Account closing balance as per statement of 31st August 2023 £13403.13
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>The charity has three sources of income:</p> <ul style="list-style-type: none"> <li>• Funding from Oxfordshire County Council for children who are entitled to funded sessions.</li> <li>• Private fees from parents who children are not entitled to funded sessions.</li> <li>• Fundraising – from grants and events run by the preschool and committee such as sponsored walks, raffles, cake sales at the Christmas Concert and Sports Day.</li> </ul>
		N/A

Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The cost-of-living crisis continues to be a risk to the setting. We need to ensure that the setting is both a) affordable to parents/carers whilst b) managing costs tightly and maintaining its overall purpose.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Pre-school Learning Alliance  Model CIO Constitution for Childcare Providers
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>The charity trustees are appointed at the AGM of the CIO to serve for a term of two successive years and shall retire from office with effect from the conclusion of the second AGM following their appointment.</p> <p>The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed or as an additional charity trustee, provided that the limit specified is not exceeded (maximum of twelve trustees). Trustees may be reappointed.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>The charity trustees will make available to each new charity trustee, on or before his or her first appointment:</p> <p>(1) a copy of the constitution and any amendments made to it</p>
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		<p>(2) a copy of the CIO's latest trustees' annual report and statement of accounts</p> <p>(3) a copy of the roles and responsibilities of trustees as produced by the Charity Commission including public benefit requirements</p> <p>(4) a copy of all preschool policies including GDPR requirements</p> <p>All, Neglect and FGM. They also complete DBS Checks and OFSTED registration.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The Trustees and Committee determine the general policy of the preschool, lead the financial management of the charity, support the day-to-day management team and lead fundraising activities.</p> <p>The preschool is managed in its day-to-day activities by the Manager who reports to the Chair. The Manager is supported by a Deputy Manager. There are 3 additional Childcare Practitioners within their team.</p> <p>The Manager and Chair of Trustees oversee recruitment of Childcare Practitioners.</p> <p>Significant expenditure and major capital projects are referred to the Trustees and Committee for prior approval.</p>
Relationship with any related parties	Para 1.51	<p>Leaffield Primary School – most Pre-school leavers will attend Leaffield Primary School. We actively foster a good working relationship with Leaffield Primary School to enable smooth transitions for the children moving up to the school.</p>
Other		N/A

## Reference and Administrative details

Charity name	Leaffield Pre School
Other name the charity uses	N/A
Registered charity number	1177735
Charity's principal address	<p>Leaffield Pre School</p> <p>Play Group Room,</p> <p>Leaffield Village Hall,</p> <p>Lower End,</p> <p>Leaffield,</p> <p>OX29 9QJ</p>

**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	Louise Kenny	Chair	Oct 21 to present	Committee
2	Jo Rowles	Trustee/Treasurer	Oct 21 to present	Committee
3	Megan Fowler	Trustee	June 22 to present	Committee
4				
5				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
N/A		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
N/A		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

#### Name of chief executive or names of senior staff members (Optional information)

N/A
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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## Other optional information

N/A
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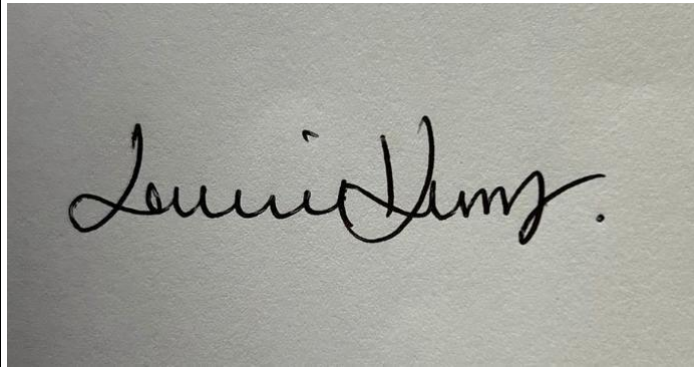


## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

A photograph of a handwritten signature in black ink on a light-colored, textured surface. The signature is cursive and appears to read 'Louise Kenny'.

Full name(s)

Louise Kenny

Position (eg  
Secretary, Chair,  
etc)

Chair

Date

11/06/2025

## Leaffield Pre School

### Summary of Receipts and Payments

#### Accounts for the year ending 31st August 2024

	<u>2023/24</u>			<u>2022/23</u>		
<b><u>Receipts</u></b>						
	<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>		<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>	
Private/Voucher Fees		27,379.02		-	27,543.46	
OCC funding		44,049.78		-	34,289.38	
RESTRICTED - OCC EYPP funding						
<i>ONLY</i>	12,941.50			7,165.48	-	
Just Giving		1,966.41		-	2,063.55	
Giving.com				-	247.95	
Golden giving				-	396.66	
Easy Fundraising		400.57		-	96.49	
Amazon Smile				-	145.72	
Sponsored walk				-	46.41	
Charities Trust		2,000.00		-	-	
OCC Priority Fund		1,000.00		-	-	
Christmas donations				-	-	
Groundwork Uk		1,720.00		-	-	
Other fundraising		2,627.50		-	533.47	
Easter Trail				-	36.77	
RESTRICTED Grant - Bartlett Taylor				-	-	
RESTRICTED Grant - Cabin project				3,250.00	-	
RESTRICTED Grant - Winter Grant	90.00			330.00	-	
RESTRICTED Grant - Forest School				-	-	
RESTRICTED Grant - New Floor				1,000.00	-	
Restricted Grant - Small and vital cooking	140.00			440.00	-	
Bank Interest		280.80		-	211.96	
Donation		6,829.13		-	2,764.00	
<b>Total income</b>	<b>13,171.50</b>	<b>88,253.21</b>	<b>101,424.71</b>	<b>12,185.48</b>	<b>68,375.82</b>	<b>80,561.30</b>

## Payments

	<u>Restricted</u>	<u>Unrestricted</u>		<u>Restricted</u>	<u>Unrestricted</u>	
RESTRICTED - OCC EYPP funding						
<u>ONLY</u>	1,968.45			7,165.48	-	
Restricted OCC PPE grant				-	-	
Restricted OCF S+V				-	-	
RESTRICTED Grant - Cabin project	13,841.56			-	-	
RESTRICTED Grant - Winter Grant	405.00			330.00	-	
RESTRICTED Grant - Forest School	8.00			220.42	-	
RESTRICTED Grant - New Floor	1,000.00				-	
Restricted Grant - Small and vital cooking	298.42			287.39	-	
Restricted OCC Garden				-	-	
Wages		59,564.55		-	47,448.77	
Training		407.67		-	440.60	
Pension		2,261.34		-	1,787.18	
Uniform				-	-	
HMRC		3,199.96		-	5,143.98	
Staff Gifts/Entertainment		470.68		-	455.00	
Memberships / Registrations / Subscriptions		890.62		-	320.40	
Rent		6,240.00		-	6,240.00	
Phone LL / Mob / BB		969.10		-	220.52	
Insurance		835.62		-	855.81	
Website costs				-	201.58	
Bank/Finance Charges				-	94.80	
Stationary, postage		308.71		-	454.87	
Advertising		1,163.18		-	311.18	
Cleaning/Other Groceries		494.05		-	406.28	
Computer/IT Equip/Office		1,062.00		-	4,181.86	
Activities		4,658.47		-	2,122.66	
Repairs and Maintenance				-	-	
Premesis Expenses		3,252.98		-	1,081.45	
Professional Fees		655.40		-	979.40	
Meals / Snacks		266.09				
Accountancy Fees		396.00				
Donation		88.92		-	15.10	
<b>Total payments</b>	<b>17,521.43</b>	<b>87,185.34</b>	<b>104,706.77</b>	<b>8,003.29</b>	<b>72,761.44</b>	<b>80,764.73</b>
<b>Annual surplus/deficit</b>		<b>- 3,282.06</b>			<b>- 203.43</b>	

**Receipts & Payments Summary**

Balance b/fwd @ 1st September 2023	29,943.75		30,147.18	
Add total receipts	101,424.71		80,561.30	
Deduct total payments	104,706.77		80,764.73	
Balance as at 31st August 2024		26,661.69		29,943.75

**Represented by**

Cash in hand	34.42		34.42	
Nat West current a/c	2,685.42		2,659.36	
Nat West fundraising a/c	10,538.72		14,037.92	
Nat West reserves a/c	13,403.13		13,212.05	
Total		26,661.69		29,943.75

Signed by \_\_\_\_\_

Date \_\_\_\_\_

Signed by \_\_\_\_\_

Date \_\_\_\_\_

## **LEAFIELD Pre School**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAFIELD Pre School**

I report on the accounts of the Charity for the year ended 31 August 2024 which are set out on pages 1 & 2.

#### **Respective responsibilities of trustees and examiner.**

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

It is my responsibility to:

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

#### **Basis of independent examiner's report.**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 which would be required in an audit and consequently I do not express an audit opinion on the accounts.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

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

Isabella Edwards - MAAT  
Shilton Accounting Services  
Honeystone Cottage  
Ladburn Lane  
Shilton  
OX18 4AJ  
02/12/2024

