



Annual

Report

September 2024 – August 2025

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AGM 14.10.25

9am on site at St Richard's Church

Agenda

- Welcome
- Apologies
- Approval of the Minutes for the AGM 4.11.24
- Manager's Report
- Independent Examiner's Report

Including approved accounts for Academic Year 2024 – 2025.

- Trustee's Report
- AOB
- Next Trustee's Meeting: 24.11.25 at 7.30pm
- Closing Prayer
- Refreshments



Minutes for the AGM 04.11.24
9am on site at St Richard's Church

Attendees: Debs Wignall; Kristy Bartlett; Debi Lagor; Hannah Mitchell;

Parents: Susanna & Fernando (Lucas' parents) and Raymond (Mary's dad)

Apologies: David Baggs; Hem Curren; Sarah Hill.

Minutes

- Welcome
 - Debs Welcomed the attendees.
 - Introduction from all
 - Apologies from Hem, Sarah & David
- Apologies
- Approval of the Minutes for the AGM 19.3.24
 - Debs explained that this is the 2nd AGM this year as previously the Preschool was aligned to the Church Accounting Period, (January to December) – we have now moved this to align better to the School academic year.
 - Now the Accounts and AGM will be academic year onwards.
 - No changes from floor
 - Minutes approved
- Manager's Report
 - Every year we must submit a number of documents to the Charity Commission including these minutes.
 - Kristy gave highlights of the Managers report.
 - Report Highlight was the Outstanding Ofsted report and how we maintain this.
 - Staff have been working well.
 - Kristy expressed thanks to the parents for placing trust in the staff and setting with their children.
 - As a manager very proud of the setting
 - Is there going to be a Christmas play – yes – a Christmas singalong Friday 20 December – open for activities – sing along and special visitor Plus some party food – Christmas Jumper / clothes optional.

- o Question was raised about Could / would this be recorded? Possibly – depends on the staffing for the day.
- Independent Examiner's Report
 - Approve accounts for Academic Year 2023 – 2024
 - o Edit – David needs to edit page 2 – 12-month academic year.
 - o Largest income from Grants from Hounslow
 - o Largest expense Salary & rent
 - o Currently holding reserves for a year £123k
 - o Kristy noted Staff do support the setting by buying items – And parents support by providing items too.
 - o Payments in line with last year – Funding is depending on the children and number attending.
 - o Minus the date change – approved.
 - o Noted Thanks to David Baggs for the Accounts
- Trustee's Report
 - o Debs reported that Ofsted reported Kristy as an Inspirational manager - Very thankful for the Staff and Trustees
 - o Ofsted quote – Outstanding setting – Outstanding staff Sense of community is valued and respected.
 - o Outstanding Ofsted report is very rare – it's great that Hanworth has this outstanding preschool and for all the children that can access this setting.
 - o Congratulations to the Team for such an amazing report.
 - o Debs asked if any of the parents would like to become trustees – Sarah is currently the only parent representative.
 - o We have moved to meetings at this time after drop off / evening according to need.
- AOB
 - o No AOB
- Next Meeting: 13.2.25 at 9.15am
- Closing Prayer
 - o Debs ended the meeting with Prayer.
- Refreshments

Pre-School Committee (Trustees) Annual Report

This report covers the period September 2024 to August 2025.

Setting and Operation

During the academic year, September 2024 to August 2025 the Pre-School Trustees have met five times including the AGM in November. I am thankful for the commitment of each of the other trustees, Debi Lagor, (secretary), and Hannah Mitchell. I am delighted that we are welcoming Stevie Bays, a Preschool parent as a trustee at this AGM. If you are reading this and wondering if you can get involved in this way, then please do get in touch, we have capacity for more trustees on the Pre-school Committee.

Kristy left the setting at the end of May for a new post, after almost 7 years. We are hugely thankful for Kristy's leadership during that time.

The manager oversees all day-to-day operations and management of the team including Safeguarding. As a CIO, (Charitable Incorporated Organisation), we also have a committee of volunteer trustees to oversee governance. Our annual reporting is uploaded to the Charity Commissions Website. As vicar of St Richard's Church, I am Chair of the Trustees and meet regularly with the manager for 1:1 supervision.

Team

Our Preschool Team might be small, but they have a big impact on the children they work with. It is always a delight to hear the excited voices, as children are dropped off for their sessions. This year brought more change as we prepared for Kristy to leave. For the final half term we appreciated Hem stepping into the Acting Manager role and Jade, our SENCO acting as Deputy. This ensured a positive end to the academic year. As the new year begins, we are delighted to welcome Sarah Merry, an experienced Early Years practitioner as our new Manager. It has also been wonderful to welcome new children too.

Finances

Financial arrangements for settings like ours are complex, with the amount of funding received variable from term to term, dependent on the numbers and ages of children, as well as their needs. We are thankful for the continued support of our Independent Examiner David Baggs A.C.A who works to support us and reports regularly to the trustees. The accounts are included in the papers for this AGM.

Key points:

- The result for the year is a deficit of £3,583 following a surplus of £5,277 for the previous year. This is largely due to a reduction in LBH grant funding by £6k.
- Other income was down £8k as the decline in parent subscriptions continues and the one off DfE grant lapsed. The DfE grant was to support training and equipment costs.
- Total expenditure reduced £5k on last year to £116k. Most overhead categories were broadly in line with last year. There was a small increase in hall rent and repairs and renewals reduced in line with the equipment grant mentioned above.
- The balance sheet shows the bank balances and reserves stand at broadly equivalent to 12 months operating costs which is a healthy balance.

Conclusion

I am thankful that St Richard's Preschool has had another successful year and look forward to the academic year ahead. Whether your child has just started with us or coming towards the end of their time at St Richard's Preschool I know that you will join with me in expressing our thanks to the staff team.

Revd. Preb. Debs Wignall (Committee Chair)



St Richards CE Preschool

Managers Report

AGM October 2025

I am writing this as we approach the halfway mark of the Autumn term. These first weeks that I have spent as the new Manager have shown me how dedicated and caring the Preschool staff are; they have welcomed me into the setting, and I have been so impressed by how efficient and thorough their procedures and ways of working are. Thank you also to the Church Committee who have been extremely supportive, especially Debs and Hannah who have ensured that the transition has been a smooth one.

The 24/25 academic year saw several staff changes, our SENDCO Jade started maternity leave in September 2024 and welcomed her new son Arthur into the world at the end of that month. During Jade's time away Kristy took over the SENDCO role. Jade returned to work in June and resumed her role. Kristy herself decided to move on to new challenges and, after managing the Preschool for 7 years, left in May of this year. I would like to thank Kristy for the work that she put in place to ensure that there has been a smooth handover. Hem stepped in as Manager and Jade as Deputy during the summer and ensured that the Preschool continued to run in a smooth and professional way. I would like to thank them both for the help that they given me during my first weeks in the job.

Working with young children ensures that every day is different, and you never know how the day will play out. We have days where children play in harmony, making up amazing tales using their super imagination, and then we have other days where nothing can be agreed on, and every child wants one specific toy. However as Early Years Educators we see all these as learning opportunities to grow and develop these amazing children who have been entrusted into our care. Nothing gives us greater joy than watching children grow, learn, and develop and we wish all the children who left us in July much happiness in their new schools and nurseries. We are so proud of the happy young people they have blossomed into.

We know that parents play such a large and important part in their child's life and alongside them the wonderful staff in the setting are always striving to give the children the best opportunities and experiences they can. Staff continually, in their own time, attend courses to get a deeper knowledge of child development as well as researching activities and sourcing resources so they can offer the children a wide range of opportunities to support their development and learning. Staff take time to get to know the children and know when they may be unwell, or have had a disagreement with another child, or just need a reassuring hug.

Staff continue to observe that children are showing a delay in their Personal, Social and Emotional Development (PSED). This ongoing observation is not just in our

setting but a national one. Whilst the implications of Covid have had an impact on this, we are now supporting the post Covid generation and need to be focussing on other reasons why this is happening. We increasingly see children not being able to engage with others or not looking after the resources in the setting. Every day we work with children to support them in this area with a heavy focus on encouraging children to interact and play with others as well as sharing, turn taking and building their resilience. Research shows that until children can understand and master these important skills they cannot move successfully onto the next stages of learning and development.

We see changes in the children as we move into the Spring term. As they become more confident and familiar with the setting, staff, and their peers it becomes a time of personal growth, and we watch them blossom into young people as they become ready for their next steps of school readiness. Staff focus mainly on ensuring children are able to communicate, with adults and peers and are able to be part of a group, share ideas and build on their knowledge and experiences. As all children start preschool with different starting points in their development and experiences, it is down to us as practitioners to ensure all children are exposed to lots of different experiences to fill their imagination to support them as they move on. This is done through activities, chatter boxes, group times and walks in our local nature reserve.

The summer term brings about further growth and a real focus on getting older children school ready. This year we had 18 children moving on to new schools, 8 children to Reception and 10 to nursery. We focus heavily on mark making, simple maths and lots of independence skills. Where possible, we also encourage parents to think about their child attending us for full days sessions so we can support their child to be ready for school all day and lunch times.

At the end of May we said goodbye to Kristy with a stay and play for children and their families. We also celebrated the end of the summer term with a picnic for all on the last day of term.

Moving on into the new academic year I am looking forward to spending time with both children and staff to observe and reflect on how to move the Preschool forward and make it even better. Coming into a setting that has recently achieved an Outstanding Ofsted Inspection is a very positive thing, however, it is important not to be complacent. Our next Inspection, whenever it may come, will be carried out under new Ofsted guidelines which will include a new 5-point grading scale, including the new 'exceptional' grade, disadvantaged and vulnerable children at the heart of reforms, with a focus on 'inclusion' in every inspection and an increased focus on professionals' well-being and workload through a more collaborative approach to inspection.

Staff continue to extend their professional development through courses, both online and in person and from visits from the Hounslow Early Years Team. All staff ensure they complete regular food safety training, safeguarding training and paediatric first aid. All of these staff commitments ensure children are given the highest quality care we can offer.

The year has seen changes with staffing but now we can move ahead and face the different challenges that the new academic year will bring. We are hoping that over the next few months our numbers will increase, we are certainly getting regular enquires from interested parents. The drop in the birth rate is a national challenge but with particular implications in London and the Southeast.

The most important acknowledgment that needs to be made is to the parents. Without them we wouldn't have the children in our care. But we also want to thank them for trusting us to look after the most precious thing to them and allowing us to share the joys of their children. Furthermore, I want to thank them for welcoming me into the Preschool and working with us to support their children and for being such wonderful people themselves.

Sarah Merry
Manager

St Richard's CE Preschool
Charity No. 1178927

Report & Accounts - 31 August 2025

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St Richard's CE Preschool

Charity No. 1178927

**Independent Examiners' Report to the Trustees of the St Richard's CE
Preschool for the Year ended 31 August 2025**

**Respective responsibilities
of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:
examine the accounts under section 145 of the Charities Act, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's
statement**

In connection with my examination, no matters has come to my attention to indicate that:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the Charities Act:
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met: or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 
Mr David Baggs A.C.A.

Date: 7th September 2025

11 Seymour Gardens, Hanworth, Middlesex, TW13 7PQ.

St Richard's CE Preschool

Charity No. 1178927

Detailed Income & Expenditure Account for the year ended 31 August 2025

	Year Ended 31 August 2025		Year Ended 31 August 2024	
	£	£	£	£
INCOME				
Contract & Grant Funding				
DfE Grants				5,750
London Borough Hounslow funding		111,734		117,424
		111,734		123,174
Other Fees & Income				
Subscriptions & other receipts	763		3,414	
Bank deposit interest	325		328	
		1,088		3,742
		112,822		126,916
EXPENDITURE				
Wages & salaries	91,734		93,057	
NEST pension contributions	2,821		2,791	
Printing, postage & stationery	22		36	
Materials and other resources	3,635		3,725	
Rent & other office costs	14,044		12,740	
Insurance	960		912	
OFSTED registration / DBS fees	298		50	
Computer equipment	27		930	
Staff training	641		166	
Uniforms	227		534	
Telephone	20		60	
Excursions	184		210	
Payroll management	1,176		1,086	
Travel & subsistence	18		370	
Website hosting fees	58		206	
Repairs & renewals	540		4,766	
		(116,405)		(121,639)
(Deficit) / Surplus of receipts over expenditure		(3,583)		5,277

St Richard's CE Preschool

Charity No. 1178927

Detailed Statement of Assets & Liabilities
for the year ended 31 August 2025

	31 August 2025	31 August 2024
	£	£
Current Assets		
Bank savings A/c	101,864	31,539
Bank current A/c	15,731	93,889
Cash balances to be banked	<u>1</u>	<u>6</u>
	117,596	125,434
Creditors: amounts falling due within one year		
SMP / PAYE / NIC's	(3,100)	1,475
Sundry accruals	<u>320</u>	<u></u>
	<u>120,376</u>	<u>123,959</u>
Unrestricted Income Reserves		
Balance b/fwd	123,959	118,682
(Deficit) / Surplus of receipts over expenditure	<u>(3,583)</u>	<u>5,277</u>
Balance c/fwd	<u>120,376</u>	<u>123,959</u>

Approval of the Accounts

The accounts have been approved by the trustees on

2025.



Revd Debs Wignall

Trustee

St Richard's CE Preschool
Charity No. 1178927

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2025.



Revd Debs Wignall

Trustee