

# ST JAMES CHURCH PRE-SCHOOL CIO

England & Wales · Charity number 1183349

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2019-05-10

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

## Contact

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**Address** St. James Church  
Kingfisher Drive  
Woodley  
Reading  
RG5 3LH

**Phone** 01189662568

**Email** [jamespreschool@outlook.com](mailto:jamespreschool@outlook.com)

**Website** [www.st-james-preschool.com](http://www.st-james-preschool.com)

## Activities

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**Objects:** THE CHARITY WORKS FOR THE PUBLIC BENEFIT HAVING AS ITS OBJECTS THE DEVELOPMENT AND EDUCATION OF CHILDREN AND YOUNG PEOPLE IN PARTICULAR BY:(1) PROMOTING THEIR CARE AND SAFETY;(2) PROMOTING THEIR EDUCATION AND PROMOTING PARENTAL INVOLVEMENT;(3) PROMOTING THEIR HEALTH AND WELLBEING;(4) PROVIDING SERVICES TO SUPPORT THEM AND THEIR FAMILIES AND CARERS;(5) PROVIDING SERVICES TO INDIVIDUALS HOLDING MEMBERSHIP OF THE CIO; AND(6) FURTHERING THE AIMS OF THE PRE-SCHOOL LEARNING ALLIANCE.

**Activities:** We are a preschool operating in the Wokingham Borough area. We provide childcare and education for 2 - 5 year olds following the Early Years Foundation Stage curriculum as outlined by the DofE. We operate out of the St.James Church Centre, Southlake, Woodley. We are run by a voluntary committee and funded via the early years free entitlement.

## Classification

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- **How:** Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Wokingham

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-08-31	£137,554	£110,907	-	-
2023-08-31	£108,724	£100,051	-	-
2022-08-31	£59,213	£34,718	-	-
2021-08-31	£0	£0	-	-
2020-08-31	£0	£0	-	-

## Trustees

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Name	Role	Appointed
Hilary Reed		2020-11-26
Jamie Chandler		2025-08-20
Laura Joy Guze		2021-12-02
Mary Iris Holmes		2020-11-26
Nicola Jane Tivey		2019-05-10
Robert Wiesinger		2026-02-10

**ST JAMES CHURCH PRE-SCHOOL CIO**

England & Wales - Charity number 1183349

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# Accounts

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## Trustees' Annual Report for the period

**From: Period start date – 01<sup>st</sup> September 2023 To Period end date – 31<sup>st</sup> August 2024**

**Charity name: St James Church Preschool CIO**

**Charity registration number: 1183349**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	As an early years provider we aim to enhance the education and development of pre-school children from 2-5 years of age. We follow the Early Years Foundation Stage Curriculum. We are members of the Early Years Alliance and use their model constitution.
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	By <ul style="list-style-type: none"><li>• Offering appropriate play, education and care facilities, in accordance with Early Years Foundation Curriculum</li><li>• Providing funded places as laid down by the DFE</li><li>• Providing private spaces for unfunded children</li><li>• Employing appropriately trained and qualified staff in Early Years education</li><li>• Ensuring the individual needs of all our children are met</li><li>• Partnering with the parents and carers of the children</li><li>• Having the necessary policies and procedures in place to run a happy and healthy setting for all involved</li><li>• Being an Ofsted Registered setting</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have due regard for the guidance issued by the Charity Commission and confirm that we meet this guidance for public benefit.

### 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	We value the contribution made by our volunteers and trustees. Without them it would not be possible to run our pre-school.
Other		We value the support of St James Church, Southlake. Charity no 1128770.

## 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><b>Manager's Report from the 2024 AGM:</b></p> <p>Our Manager stated that this was her 18th year in pre-school and her 15th AGM report. Over the years there have been many highlights, however the past year has been one of the busiest and most memorable.</p> <p>Many visitors were made welcome, including the local vets, paramedics, a bus company, digger drivers, a road safety officer who brought his own puppet, and not forgetting some nice Fire Officers.</p> <p>We have cared for and had visits from some wildlife and animals this year. These included stick insects, (that may be in a parent's home), frog spawn, (that hatched and grew into a vast number of tiny frogs), Taco the tortoise, some beautiful butterflies, (whose timing for their first flight was over half term), some African land snails that have tripled in numbers (currently awaiting collection by Berkshire Reptiles). We had visits from 3 alpacas (that ate almost every carrot in Woodley), a couple of dogs from the local vets, a runaway dog that we took back to the vets, and a less welcome visitor. Roland the rat, was seen in the garden, but dodged a bullet when the pest control came recently.</p> <p>We have supported a number of charities and causes this year, both local and National. These include Children in Need, Red Nose Day, Elf Day, JAC, World Book Day, and Woodley Food Bank. Most recently they sent 33 boxes to the Samaritans Purse Christmas shoe box appeal.</p>

We have enjoyed a few trips out, including to the local lake and playground, during different seasons, feeding the ducks and looking for Terry the turtle! We ended the school term with a trip to Dinton Pastures with parents. Best of all, they had a trip round the block in a bus that came for a visit.

As the Chair has mentioned we received the phone call from OFSTED one warm Wednesday morning at 11.25am. The Inspectors appeared at 8.15 the following morning. The visit although stressful went well. The inspector really loved our work and we were proud of how all the staff handled themselves. The children also were amazing. We were pleased with our result – GOOD.

In June, we held our 50th birthday party, and welcomed approximately 130 people, including the Mayor of Woodley. Some people had not been back in for 30 years, and some aspects of our room had not changed in that time. The conversations and response we got were incredible and so encouraging.

The Manager invited the meeting attendees to look around the preschool room, or on Tapestry, to see how they fill their days with so much for all the children they care for. The Manager has an incredibly supportive staff in preschool. We thanked them all for their hard work and dedication, and with the passion for pre-school.

The Manager also thanked the Chair, and the committee for their commitment and desire to maintain Preschool as one of the best preschools in the area. She also thanked the parents for letting them care for and nurture their children in their first steps in education.

They are looking forward to their Christmas Play on Monday 9th December, and lots of other fun events in the New Year.

A little fact to finish on. In preschool we have had:

9 Ollies; 8 Harrys; 7 Ellies; 6 Archies; 5 Billys; 4 Alfies; 3 Poppys; 2 Emilys; and 1 James!

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		<p><b>Chairperson’s Report from the 2024 AGM:</b></p> <p>Since the 1st April 2022 St James Church Preschool has been operating as a CIO (Charitable Incorporate Organisation). This is our third AGM since the transfer from Church took place.</p> <p>In the last year, we have seen Kelly Cooke join our staff team, but sadly, Ellie Hurley decided to leave us at the beginning of this term. Thankfully, our core team has remained the same under the management of Elaine.</p> <p>We also, said a sad goodbye to Penny, but we trust that Zoe will be able to step into this role.</p> <p>Some meeting attendees may have been aware of plans for a purpose-built unit for preschool, on the land that is currently our garden. This proposal is now being led by the church and will be a joint venture with them. A significant amount of fundraising will be required.</p> <p>We had an OFSTED inspection in June 2024, and Elaine will give more details. We had anticipated a visit, but Nicola was away when they came. The inspection was ably handled by Elaine and the team.</p> <p>Nicola thanked all the staff, who work hard throughout the sessions and often prepare for the children’s learning journey at home, in their own time.</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	No specific objectives have been set
Performance of fundraising activities against objectives set	Para 1.41	No specific fundraising targets have been set
Investment performance against objectives	Para 1.41	N/A
Other		N/A

## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p><b>Treasurer's report from the AGM:</b></p> <p>The annual financial year for the CIO will be 1st September to 31st August.</p> <p>We now have two full years of financial information since the formation of the CIO. Previously we have had to prepare accounts for church for the period 1st January to 31st December. We had £60,000 in reserves in the old church preschool account which has been transferred to our new bank account. Some of this is for potential redundancy costs and the ability to run without income for 3 months. The balance will be used towards the building project.</p> <p>As we celebrated our 50<sup>th</sup> anniversary we did have a £1500 spend for this special event.</p> <p>Adjustments at the bottom of the accounts are for items not paid at the end of the period or income received in advance for the Autumn Term and the reversal of the same at the beginning of the year.</p> <p>The wage increases are higher than previous years due to minimum wage increasing substantially. Our hourly wages pay rates are usually ahead of minimum wage. The increase of the minimum wage level is having an impact on our overhead wage cost. However, due to the comfortable and prudent position we are in, this is not a concern.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The charity has sufficient reserves to cover 3 months/approximately a term of expenses plus enough to cover staff redundancies.</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>£90,000</p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p>N/A</p>
<p>Details of fund materially in deficit</p>	<p>Para 1.24</p>	<p>N/A</p>
<p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Para 1.23</p>	<p>Some of the reserves will be used to fund a building project for a new building on the church site for preschool use.</p>

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Our main source of income is the nursery education funding we receive from our local government for the free delivery of early years education.</p> <p>We have had a small amount of monies from fundraising activities this year. We are finding it harder to organise fundraising events due to the time commitment required from our volunteers.</p> <p>Some income was from the invoicing of fees for children/hours not covered by the free entitlement.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	<ul style="list-style-type: none"> <li>• Any changes the Government might make to free funding of education for 2–5-year-olds.</li> <li>• The attraction of children from the area who qualify for the free entitlement of who are able to pay privately for sessions. However, we do have a long, well established reputation in the area.</li> <li>• The recruitment of staff and trustees with the necessary skills to manage the organisation.</li> </ul>
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
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	Application/Interest submitted at AGM. Elected by members of the CIO at the AGM. Mid-term appointments can be made following recommendation by existing committee members

### 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	Trustees are elected and appointed at the AGM. They are primarily members of the CIO which according to the constitution can be parents of carers of the children attending the pre-school. We also have representatives from the Church body due to the strong connections with the church since the pre-school was originally established as a church play group, 50 years ago.  All trustees will complete DBS checks and then EY2 for Ofsted suitability checks.  All staff and trustees are required to read the policy and procedures handbook
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The pre-school is overseen by the committee of volunteer trustees in collaboration with the Manager, who has overall day to day responsibility.  The pre-school requires the committee members to have the necessary skills and capabilities to manage, the finances, the HR and legal compliance.  The pre-school also has membership with EYA (the Early Years Alliance) for further support.
Relationship with any related parties	Para 1.51	St James Church, Southlake. Use of part of the building. This relationship is 50 + years long. Some of the charities trustees are also members of the church congregation. We value the support of the church.
Other		N/A

## Reference and Administrative details

Charity name	St James Church Preschool CIO
Other name the charity uses	St James Preschool
Registered charity number	1183349
Charity's principal address	St James Church Centre Southlake Kingfisher Drive Woodley Reading Berkshire RG5 3LH

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Nicola Tivey	Chairperson		Committee/AGM
2	Hilary Reed	Treasurer		Committee/AGM
3	Mary Holmes			Committee/AGM
4	Laura Guze			Committee/AGM
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

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

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Nicola Tivey	
<b>Position (eg Secretary, Chair, etc)</b>	Chairperson	
<b>Date</b>	23 <sup>rd</sup> November 2025	

## ST. JAMES CHURCH PRESCHOOL CIO

### INCOME & EXPENDITURE FOR 01ST SEPTEMBER 2023 TO 31ST AUGUST 2024

	<b>2024</b>	<b>2023</b>
<b>INCOME</b>		
Fees Received	£ 32,554.50	£ 18,380.00
Free Entitlement Funding from WBC	£ 103,632.22	£ 88,739.80
Lunch		£ 120.00
Registration Fee/Deposits	£ 248.00	£ 65.00
Fundraising	£ 209.25	£ 8.85
Interest on Deposit	£ 910.13	£ 264.76
Donation		
Other		£ 1,144.42
	<b>£ 137,554.10 Total</b>	<b>£ 108,722.83 Total</b>
<b>EXPENDITURE</b>		
Wages, Social Security and Pension	-£ 94,431.61	-£ 80,982.10
Equipment and Provisions	-£ 1,387.99	-£ 2,265.70
Pupil Premium re lunch costs		-£ 21.00
Rent	-£ 8,013.49	-£ 6,586.07
Printing, Postage & Stationery	-£ 250.38	-£ 232.02
Training Costs	-£ 31.60	-£ 3,267.00
Payroll Costs	-£ 667.80	-£ 678.84
Mobile Phone	-£ 155.44	-£ 519.00
Cleaning	-£ 712.25	-£ 1,044.00
Fundraising Expenses	-£ 108.00	-£ 103.24
EYA Insurance and Membership	-£ 884.18	-£ 843.89
Ofsted Registration	-£ 48.00	-£ 35.00
Data Protection	-£ 35.00	
Uniform	-£ 29.28	-£ 261.00
Staff/Committee Gifts and Related Payments	-£ 744.96	-£ 552.98
New Equipment	-£ 601.52	-£ 1,052.62
Health & Safety		-£ 38.55
IT Expenses and Subscriptions	-£ 662.22	
Special Events	-£ 1,522.47	
Other	-£ 621.37	-£ 1,567.72
	<b>-£ 110,907.56 Total</b>	<b>-£ 100,050.73 Total</b>
Surplus/Deficit of Income over Expenditure	£ 26,646.54	£ 8,672.10
Reserves Bought Forward (Capital Injection)	£ 93,166.34	£ 84,494.24
	<b>£ 119,812.88 Closing Balance</b>	<b>£ 93,166.34 Closing Balance</b>
Represented By:		
Petty Cash	£ 80.00	
Bank Current Account	£ 28,314.97	£ 32,270.59
Bank Deposit Account	£ 91,805.88	£ 60,895.75
Pension Creditor	-£ 387.97	
	<b>£ 119,812.88</b>	<b>£ 93,166.34</b>
<b>Adjustment in Real Terms</b>		
Surplus for the Year	£ 26,646.54	£ 8,672.10
WBC Payment in Advance Adjustments	£ 3,115.60	-£ 2,545.07
Rent Accrual - Adjustments	£ 1,203.19	£ 54.34
Paycoll Accrual - Adjustments	£ 7.20	£ 39.84
Adjusted Surplus	<b>£ 30,972.53</b>	<b>£ 6,221.21</b>

Approved By Trustees

Date Approved



Monday 11th November 2024

I have examined the accounts of St James Church Preschool CIO with the books and records supplied to me and from explanations received and to the best of my information and belief, the said accounts show a true and fair view of the accounts for the year 01<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024.

Signed: 

Print Name: LORNA J. BRAGG

Date: 9<sup>th</sup> November 2024

**ST JAMES CHURCH PRE-SCHOOL CIO**

England & Wales - Charity number 1183349

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# Accounts

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## Trustees' Annual Report for the period

**From: Period start date – 01<sup>st</sup> September 2023 To Period end date – 31<sup>st</sup> August 2024**

**Charity name:**

**Charity registration number:**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	As an early years provider we aim to enhance the education and development of pre-school children from 2-5 years of age. We follow the Early Years Foundation Stage Curriculum. We are members of the Early Years Alliance and use their model constitution.
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	By <ul style="list-style-type: none"> <li>• Offering appropriate play, education and care facilities, in accordance with Early Years Foundation Curriculum</li> <li>• Providing funded places as laid down by the DFE</li> <li>• Providing private spaces for unfunded children</li> <li>• Employing appropriately trained and qualified staff in Early Years education</li> <li>• Ensuring the individual needs of all our children are met</li> <li>• Partnering with the parents and carers of the children</li> <li>• Having the necessary policies and procedures in place to run a happy and healthy setting for all involved</li> <li>• Being an Ofsted Registered setting</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have due regard for the guidance issued by the Charity Commission and confirm that we meet this guidance for public benefit.

### 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	We value the contribution made by our volunteers and trustees. Without them it would not be possible to run our pre-school.
Other		

## 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>Manager's Report from the 2023 AGM:</p> <p>All our days are very busy, we welcomed teachers chats and visits, in before the summer and said goodbye to around 15 children, many of them had stayed with us for 2 years.</p> <p>Staff changes happen like normal at preschool hopefully now settled... and we especially welcomed new staff members, including a work experience student.</p> <p>We welcomed a Fireman visit, a digger visit, and Cliff and his coach!</p> <p>Staff have continued to use tapestry for observations and end of term reports.... with some lovely replies from parents and schools on receipt. We received some amazing letters of thanks and outstanding comments from leavers and love that so many of our leavers want to stay in touch. Each child was given a poster with start and end photo, which went down so well. They also received a beaker with their name on as a keepsake. We said goodbye to the butterflies and stick insects; the snails are still going strong!</p> <p>We keep up to date with parents on Tapestry daily and weekly newsletters. We have enjoyed the use of our garden, with our own allotment, peas, tomatoes, chard, lettuce and 12 potatoes.</p> <p>Lots of enquiries still ongoing on a daily basis. All children settled well, we welcomed children from many cultures and countries including India, Bulgaria, Brazil and China. All staff keep up with new key children, areas, targets and lots of</p>

	<p>children's own work. Staff each have an area that we enhance as the week and day goes on. This past term we have had Alpacas in that was great fun.</p> <p>We continue to be involved with other agencies, namely Wokingham children's services, local Safeguarding unit and other local pre-schools. We complete our normal audits including a recent safeguarding one. We have 2yr feedback to Wokingham via a zoom meeting. And this week a Designated safeguarding network meeting. 2 of our staff have started there nvq3 qualification.</p> <p>Our wildlife is still rampant in our garden with toads, frogs, newts, snails and lots of worms. Our Snails continue to grow, having produced 200 babies, went to Berks Reptiles, other preschools, parents, and we kept a few. Our Tortoise is growing slowly too.</p> <p>We continue to be active on social media and are also now on Instagram.</p> <p>Sadly, few children leaving to go to school nurseries at Christmas, we wish them well.... but need to reiterate that children do not need to go to a school nursery to be offered a place there, we have to do the same curriculum, luckily, we do it on a smaller more personal way.</p> <p>Christmas is coming so nativities have started as have Xmas activities. Party to come. Pantomime tickets sold to 39 people.</p> <p>I would like to thank all my staff for all the work they do, and especially all the extra hours they put in, to make each day (well most) a pleasure to work. We would like to thank our administrator, Treasurer and Chairperson for all they do in support of preschool, and we especially thank all the parents here tonight for lettering us have the great pleasure in taking care of your children and giving them a first step in their education. We know many of you don't see our room so please come and see what preschool offers, speak to staff and see what your child has on their boards.</p> <p>Chairperson's Report from the 2023 AGM:</p> <p>Since the 1<sup>st</sup> of April 2022 St James Church Preschool has been operating as a CIO so</p>
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		<p>this is now our second AGM since the transfer from Church took place.</p> <p>For those of you hear last year you will now that we have been in discussions with church about having our own purpose-built unit on the lad where the garden currently is. This is still in discussion with the church, and I have been asked to put together an initial idea for presentation to the PCC. The costs for this will be significant especially due to the rise in inflation. It would be really useful if there are any family members that have any expertise in building, planning, legal or raising finance.</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	No specific objectives have been set
Performance of fundraising activities against objectives set	Para 1.41	No specific fundraising targets have been set
Investment performance against objectives	Para 1.41	N/A
Other		N/A

## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>Treasurer's report from the AGM:</p> <p>The annual financial year for the CIO will be 1st September to 31st August. Previously we have had to prepare accounts for church for the period 1st January to 31st December. So last year's figures for 2022 are only for 5 months, from 1st April to 31st August. We had £60,000 in reserves in the old church preschool account which has been transferred to our new bank account. Some of this is for potential redundancy costs and the ability to run without income for 3 months. The balance will be used towards the building project.</p> <p>Adjustments at the bottom of the accounts are for items not paid at the end of the period or income received in advance for the Autumn Term and the reversal of the same at the beginning of the year.</p> <p>The wage increases are higher than previous years due to minimum wage increasing substantially. Our hourly rates are usually ahead of minimum wage, but the last increase took our lower hourly rates below this and had to be adjusted accordingly.</p> <p>Question asked by Richard whether the increase in minimum wage causes concern in the preschool's accounts for the future. The Treasurer advised we will need to review fees in the future as they are not in line with funding fees, but that our bank account is in a comfortable position.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The charity has sufficient reserves to cover 3 months/approximately a term of expenses plus enough to cover staff redundancies.</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>£40,000</p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p>N/A</p>
<p>Details of fund materially in deficit</p>	<p>Para 1.24</p>	<p>N/A</p>
<p>Explanation of any uncertainties about the charity continuing as a going concern</p>	<p>Para 1.23</p>	<p>At this time, we are uncertain what the impact of the extension of the free entitlement to include 2-year-olds will have on the income of the pre-school. Or the future increases in the National Minimum Wage. As we use a church building, we are lucky enough to have a subsidised rent.</p>

### 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>Our main source of income is the nursery education funding we receive from our local council for the free delivery of early years education.</p> <p>We had a limited source of fundraised income during this period.</p> <p>Some income was from the invoicing of fees for children/hours not covered by the free entitlement.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	<ul style="list-style-type: none"> <li>• Any changes the Government might make to free funding of education for 2–5-year-olds.</li> <li>• The attraction of children from the area who qualify for the free entitlement of who are able to pay privately for sessions. However, we do have a long, well established reputation in the area.</li> <li>• The recruitment of staff and trustees with the necessary skills to manage the organisation.</li> </ul>
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
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	Application/Interest submitted at AGM. Elected by members of the CIO at the AGM. Mid-term appointments can be made following recommendation by existing committee members

### 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	Trustees are elected and appointed at the AGM. They are primarily members of the CIO which according to the constitution can be parents of carers of the children attending the pre-school. We also have representatives from the Church body due to the strong connections with the church since the pre-school was originally established as a church play group, 50 years ago.  All trustees will complete DBS checks and then EY2 for Ofsted suitability checks.  All staff and trustees are required to read the policy and procedures handbook
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The pre-school is overseen by the committee of volunteer trustees in collaboration with the Manager, who has overall day to day responsibility.  The pre-school requires he committee members to have the necessary skills and capabilities to manage, the finances, the HR and legal compliance.  The pre-school also has membership with EYA (the Early Years Alliance) for further support.
Relationship with any related parties	Para 1.51	St James Church, Southlake. Use of part of the building.
Other		N/A

## Reference and Administrative details

Charity name	St James Church Preschool CIO
Other name the charity uses	St James Preschool
Registered charity number	1183349
Charity's principal address	St James Church Centre Southlake Kingfisher Drive Woodley Reading Berkshire RG5 3LH

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Nicola Tivey	Chaiperson		Committee/AGM
2	Hilary Reed	Treasurer		Committee/AGM
3	Mary Holmes			Committee/AGM
4	Jamie Chandler			Committee/AGM
5	Penny Foreman	Secretary		Committee/AGM
6	Laura Guze			Committee/AGM
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

<b>Director name</b>		

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

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Nicola Tivey	
<b>Position (eg Secretary, Chair, etc)</b>	Chairperson	
<b>Date</b>	10 <sup>th</sup> September 2024	

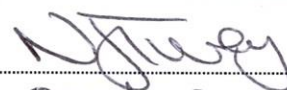
## ST. JAMES CHURCH PRESCHOOL CIO

### INCOME & EXPENDITURE FOR 01ST SEPTEMBER 2022 TO 31ST AUGUST 2023

	<u>2023</u>	<u>2022</u>
<b>INCOME</b>		
Fees Received	£ 18,380.00	£ 4,968.00
Free Entitlement Funding from WBC	£ 88,739.80	£ 53,041.01
Lunch	£ 120.00	£ 276.00
Registration Fee	£ 65.00	£ 75.00
Fundraising	£ 8.85	£ 846.00
Interest on Deposit	£ 264.76	£ 5.10
Donation		£ 2.00
Other	£ 1,144.42	
	<b>£ 108,722.83 Total</b>	<b>£ 59,213.11</b>
<b>EXPENDITURE</b>		
Wages, Social Security and Pension	-£ 80,982.10	-£ 28,393.82
Equipment and Provisions	-£ 2,265.70	-£ 2,626.26
Pupil Premium re lunch costs	-£ 21.00	-£ 136.00
Rent	-£ 6,586.07	-£ 1,168.51
Stationery	-£ 232.02	-£ 20.38
Training Costs	-£ 3,267.00	-£ 840.00
Payroll Costs	-£ 678.84	-£ 284.28
Mobile Phone	-£ 519.00	-£ 45.00
Cleaning	-£ 1,044.00	-£ 96.00
Fundraising Expenses	-£ 103.24	-£ 34.00
EYA Insurance and Membership	-£ 843.89	-£ 819.72
Ofsted Registration	-£ 35.00	
Data Protection		
Uniform	-£ 261.00	-£ 342.06
Staff/Committee Gifts and Related Payments	-£ 552.98	-£ 402.04
New Equipment	-£ 667.98	£ 489.20
Health & Safety	-£ 38.55	
Hardware	-£ 384.64	
Other	-£ 1,567.72	
	<b>-£ 100,050.73 Total</b>	<b>-£ 34,718.87</b>
Surplus/Deficit of Income over Expenditure	£ 8,672.10	£ 24,494.24
Reserves Bought Forward (Capital Injection)	£ 84,494.24	£ 60,000.00
	<b>£ 93,166.34 Closing Balance</b>	<b>£ 84,494.24</b>
Represented By:		
Bank Current Account	£ 32,270.59	£ 18,863.25
Bank Deposit Account	£ 60,895.75	£ 65,630.99
	<b>£ 93,166.34</b>	<b>£ 84,494.24</b>
<u>Adjustment in Real Terms</u>		
Surplus for the Year	£ 8,672.10	£ 24,494.24
WBC Payment in Advance Adjustments	-£ 2,545.07	-£ 20,156.74
Rent Accrual - Adjustments	£ 54.34	-£ 1,257.53
Payroll Accrual - Adjustments	£ 39.84	-£ 91.20
Adjusted Surplus	<b>£ 6,221.21</b>	<b>£ 2,988.77</b>

Approved By Trustees

Date Approved

  
 23rd August 2024

I have examined the accounts of St James Church Preschool CIO with the books and records supplied to me and from explanations received and to the best of my information and belief, the said accounts show a true and fair view of the accounts for the year 01<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023.

Signed: 

Print Name: LORNA BRAGG.

Date: 23<sup>rd</sup> August 2024

**ST JAMES CHURCH PRE-SCHOOL CIO**

England & Wales - Charity number 1183349

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# Accounts

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St James Church Centre  
Kingfisher Drive  
Woodley  
Reading  
RG5 3LH  
07305 399689

<https://www.st-james-preschool.com/>

**TRUSTEES ANNUAL REPORT FOR 01/09/2021 – 31/08/2022**

**ST JAMES CHURCH PRE-SCHOOL CIO – Reg # 1183349**

St. James Church Pre-School has been operating for over 40 years. Originally as a playgroup and more recently as an OFSTED registered Early Years Setting.

As previously reported the CIO was separated from St James Church as a new charity. The formal transfer took place on 1<sup>st</sup> April 2022, so this is our first formal operational report and accounts.

One of the many reasons we separated from the Church was so we could look into having our own building but still on the church land. We have started looking into this in a bit more detail; had a chat with an architect. Unfortunately, due to the rise in building costs it is likely that our original estimate will have increased by at least £100k. We are struggling to know which bit of the process to do first due to the many parties involved.

The annual financial year for the CIO will be 1st September to 31st August. Previously we have had to prepare accounts for church for the period 1st January to 31st December. So, the accounts presented to you this evening are from 1st April to 31st August. We had £60,000 in reserves in the old church preschool account which has been transferred to our new bank account. Some of this is for potential redundancy costs and the ability to run without income for 3 months. The balance will be used towards the building project. Adjustments at the bottom for items not paid at the end of the period or income received in advance for the Autumn Term. So, you can see we have made a small surplus.

As always, we like to take this opportunity to say thank you to all the staff, who work hard through the sessions and prepare your children's learning journey at home, often in their own time.

Nicola Tivey

Chairperson

17<sup>th</sup> November 2022

## ST. JAMES CHURCH PRESCHOOL CIO

### INCOME & EXPENDITURE FOR 01ST APRIL 2022 TO 31ST AUGUST 2022

	<u>2022</u>
<b><u>INCOME</u></b>	
Fees Received	£ 4,968.00
Free Entitlement Funding from WBC	£ 53,041.01
Lunch	£ 276.00
Registration Fee	£ 75.00
Fundraising	£ 846.00
Interest on Deposit	£ 5.10
Donation	£ 2.00

**Total**      **£ 59,213.11**

<b><u>EXPENDITURE</u></b>	
Wages, Social Security and Pension	-£ 28,393.82
Equipment and Provisions	-£ 2,626.26
Pupil Premium re lunch costs	-£ 136.00
Rent	-£ 1,168.51
Stationery	-£ 20.38
Training Costs	-£ 840.00
Payroll Costs	-£ 284.28
Mobile Phone	-£ 45.00
Cleaning	-£ 96.00
Fundraising Expenses	-£ 34.00
EYA Insurance and Membership	-£ 819.72
Ofsted Registration	
Data Protection	
Uniform	-£ 342.06
Staff/Committee Gifts and Related Payments	-£ 402.04
New Equipment	£ 489.20

**Total**      **-£ 34,718.87**

Surplus/Deficit of Income over Expenditure	£ 24,494.24
Reserves Bought Forward (Capital Injection)	£ 60,000.00
<b>Closing Balance</b>	<b>£ 84,494.24</b>

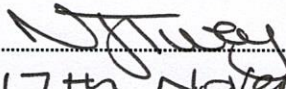
Represented By:	
Bank Current Account	£ 18,863.25
Bank Deposit Account	£ 65,630.99
	<u>£ 84,494.24</u>

#### Adjustment in Real Terms

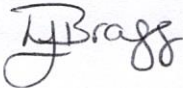
Surplus for the Year	£ 24,494.24
WBC Payment in Advance for Autumn Term 2022	-£ 20,156.74
Rent Accrual	-£ 1,257.53
Payroll Accrual	-£ 91.20
Adjusted Surplus	<u>£ 2,988.77</u>

Approved By Trustees

Date Approved

  
.....  
17th November 22

I have examined the accounts of St James Church Preschool CIO with the books and records supplied to me and from explanations received and to the best of my information and belief, the said accounts show a true and fair view of the accounts for the year 01<sup>st</sup> April 2022 to 31<sup>st</sup> August 2022.

Signed: 

Print Name: LORNA BRAGG

Date: 30<sup>th</sup> December 2022

**ST JAMES CHURCH PRE-SCHOOL CIO**

England & Wales - Charity number 1183349

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# Accounts

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St James Church Centre  
Kingfisher Drive  
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07305 399689

<https://www.st-james-preschool.com/>

## **TRUSTEES ANNUAL REPORT FOR 01/09/2020 - 31/08/2021**

### **ST JAMES CHURCH PRE-SCHOOL CIO – Reg # 1183349**

St. James Church Pre-School has been operating for over 40 years. Originally as a playgroup and more recently as an OFSTED registered Early Years Setting. During this time, it has operated as part of the organisation of St. James Church (Registered Charity # 1128770 - [THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SOUTHLAKE ST JAMES](#)).

During 2019, the process was started to separate the preschool from the organisation of the church and set it up as a new registered charity. The plan was for the operational side to begin from 01<sup>st</sup> August 2019.

Please refer to the report of 31/08/20 for the detail regarding the delay of transferring the preschool from the church charity to the new CIO.

As the operational side of preschool remains part of the church, there will be no accounts to file for this period. The financials are still reported within the accounts of the church under the charity # 1128770. The accounting period of which is 01<sup>st</sup> January to 31<sup>st</sup> December.

We can now report that we have had an OFSTED administration inspection and the new registration process has now completed. This was dated 8<sup>th</sup> February 2022. We are now in the process of completing the transfer agreement.

Nicola Tivey

Chairperson

07<sup>th</sup> March 2022

**ST JAMES CHURCH PRE-SCHOOL CIO**

England & Wales - Charity number 1183349

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# Accounts

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Kingfisher Drive  
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## **TRUSTEES ANNUAL REPORT FOR 10/05/2019 TO 31/08/2020**

### **ST JAMES CHURCH PRE-SCHOOL CIO – Reg # 1183349**

St. James Church Pre-School has been operating for over 40 years. Originally as a playgroup and more recently as an OFSTED registered Early Years Setting. During this time, it has operated as part of the organisation of St. James Church (Registered Charity # 1128770 - [THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SOUTHLAKE ST JAMES](#)).

During 2019, the process was started to separate the preschool from the organisation of the church and set it up as a new registered charity. The plan was for the operational side to begin from 01<sup>st</sup> August 2019.

Whilst the process of registering the charity itself was relatively straightforward, the legal process involved to segregate the operational side of the preschool from the church was more time consuming and complicated. The transfer documents were all ready for completion by the end of 2019. In the meantime, we had started the process of a new registration with OFSTED. Although the preschool was already OFSTED registered, we needed a new registration as the preschool would be a new legal entity as a CIO. This was also a very time-consuming process and we struggled with our communication with OFSTED. Then COVID happened and the application was just stalled.

We then had a situation where all the original trustees no longer had children in preschool, so we needed to find new trustees. OFSTED had also put a stop to all inspections which is a requirement of a new registration.

As the operational side of preschool remains part of the church, there will be no accounts to file for this period. The financials are still reported within the accounts of the church under the charity # 1128770.

New trustees have now been appointed and DBS status obtained. During the following months the staff and preschool just concentrated on getting through the COVID pandemic. We were able to remain operational within the Government guidelines and provided a safe environment for the children of our community during this time. We have now re-started the registration process with OFSTED.

Nicola Tivey

Chairperson