



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: Period start date – 01st September 2023 To Period end date – 31st 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">• Offering appropriate play, education and care facilities, in accordance with Early Years Foundation Curriculum• Providing funded places as laid down by the DFE• Providing private spaces for unfunded children• Employing appropriately trained and qualified staff in Early Years education• Ensuring the individual needs of all our children are met• Partnering with the parents and carers of the children• Having the necessary policies and procedures in place to run a happy and healthy setting for all involved• Being an Ofsted Registered setting |
| 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 |

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| 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> |

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| | | <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 1st 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:

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| 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

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| Review of the charity's financial position at the end of the period | Para 1.21 | <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> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The charity has sufficient reserves to cover 3 months/approximately a term of expenses plus enough to cover staff redundancies. |
| Amount of reserves held | Para 1.22 | £40,000 |
| 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 | 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. |

Additional information (optional)

You may choose to include further statements where relevant about:

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|---|-----------|---|
| 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"> • Any changes the Government might make to free funding of education for 2–5-year-olds. • 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. • The recruitment of staff and trustees with the necessary skills to manage the organisation. |
| Other | | N/A |

Structure, Governance and Management

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|---|-----------|--|
| 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 | <p>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.</p> <p>All trustees will complete DBS checks and then EY2 for Ofsted suitability checks.</p> <p>All staff and trustees are required to read the policy and procedures handbook</p> |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <p>The pre-school is overseen by the committee of volunteer trustees in collaboration with the Manager, who has overall day to day responsibility.</p> <p>The pre-school requires the committee members to have the necessary skills and capabilities to manage, the finances, the HR and legal compliance.</p> <p>The pre-school also has membership with EYA (the Early Years Alliance) for further support.</p> |
| Relationship with any related parties | Para 1.51 | <p>St James Church, Southlake. Use of part of the building.</p> |
| 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

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------|-----------------|-----------------------------------|---|
| 1 | Nicola Tivey | Chairperson | | 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 |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
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Funds held as custodian trustees on behalf of others

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| 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

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|-------------------------------------|---|--|
| Signature(s) |  | |
| Full name(s) | Nicola Tivey | |
| Position (eg Secretary, Chair, etc) | Chairperson | |
| Date | 10 th September 2024 | |

ST. JAMES CHURCH PRESCHOOL CIO

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

| | 2023 | 2022 |
|---|------------------------------------|---------------------|
| INCOME | | |
| 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 | |
| | £ 108,722.83 Total | £ 59,213.11 |
| EXPENDITURE | | |
| 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 | |
| | -£ 100,050.73 Total | -£ 34,718.87 |
| Surplus/Deficit of Income over Expenditure | £ 8,672.10 | £ 24,494.24 |
| Reserves Bought Forward (Capital Injection) | £ 84,494.24 | £ 60,000.00 |
| | £ 93,166.34 Closing Balance | £ 84,494.24 |
| Represented By: | | |
| Bank Current Account | £ 32,270.59 | £ 18,863.25 |
| Bank Deposit Account | £ 60,895.75 | £ 65,630.99 |
| | £ 93,166.34 | £ 84,494.24 |
| Adjustment in Real Terms | | |
| 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 | £ 6,221.21 | £ 2,988.77 |

Approved By Trustees

Date Approved

N. J. J. J.
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 01st September 2022 to 31st August 2023.

Signed:

A handwritten signature in dark ink, appearing to read 'L Bragg', written in a cursive style.

Print Name:

LORNA BRAGG.

Date:

23rd August 2024