



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## 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>

		<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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>They are looking forward to their Christmas Play on Monday 9th December, and lots of other fun events in the New Year.</p> <p>A little fact to finish on. In preschool we have had:</p> <p>9 Ollies; 8 Harrys; 7 Ellies; 6 Archies; 5 Billys; 4 Alfies; 3 Poppys; 2 Emilys; and 1 James!</p> <p>.</p>
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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

Review of the charity's financial position at the end of the period	Para 1.21	<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>
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	£90,000
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	Some of the reserves will be used to fund a building project for a new building on the church site for preschool use.

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**

	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	Laura Guze			Committee/AGM
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## 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

#### 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

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

# ST. JAMES CHURCH PRESCHOOL CIO

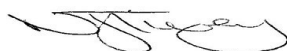
## INCOME & EXPENDITURE FOR 01ST SEPTEMBER 2023 TO 31ST AUGUST 2024

	2024	2023
<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