



www.oldnewtonunderfives.co.uk

Village Hall, Church Road Old Newton, IP14 4ED

Preschool: 07871858183 Registered Charity Number: 1194904 Email: oldnewtonunderfives@outlook.com

Annual Report & Accounts **for the year ended 31 March 2025**

Charity Name: Old Newton Under Fives CIO

Registered Charity Number: 1194904

Trustees' Annual Report

The Trustees present their report for the year ended 31st March 2025.

Trustees:

Chairperson	Hannah Rogers
Treasurer	Ferrari Hernandez-Pollard
Secretary	Amie Radley
Committee Member	Fay Newman
	Sarah Collins

Charity Correspondent: Old Newton Under Fives CIO, Old Newton Village Hall,
Church Road, Old Newton. Stowmarket, Suffolk. IP14 4ED

Bankers: National Westminster Bank plc

2 Tavern Street, Ipswich. IP1 3BD

Structure, Governance and Management

The Charity was created by a Constitution adopted in June 2021. The CIO process was completed on 1st September 2024, following our successful re-registration with Ofsted. It is administered by the Trustees who form a management committee. The Trustees are elected for a term of two years at the Annual General Meeting in accordance with the Constitution. The Annual General Meeting is usually held at the beginning of October each year. Up to three Trustees at any one time may be appointed by the Trustees themselves during the year, again, in accordance with the Constitution.

The previous Trustees all ceased to be officers of the Charity at the Annual General Meeting in October 2024, although some were reappointed.

Compliance Statement

There have been no changes to the terms of the Trustees' objectives during the year.

The Trustees continued to meet once a half term to discuss and take decisions on the running of the Pre-school including policy and administrative matters. Additional meetings or discussions were held where important matters arose and there was a degree of urgency.

The Charity has an annual schedule for reviewing its policies and procedures, with the manager reviewing a policy area each month. Policies that have then been reviewed and updated are shared and approved by committee at the meeting following this. Additional changes are also made throughout the year to account for changes in legislation.

The Charity's policy relating to the induction and training of Trustees is for the Chairperson to brief the Trustees on their rights and responsibilities. She did this at the first meeting of the new body of trustees away from the Annual General Meeting. She has also done this on the appointment of additional trustees. The Trustees will keep this under consideration, particularly if a non-professional trustee is not amongst their number. It is noted that the Early Years Alliance (EYA) provides training courses for Trustees/committee members.

The registered charity correspondent is Hannah Rogers. The day-to-day administration of the Charity is dealt with by the body of Trustees who form a management committee. It is the trustees/management committee who employ the staff to run the Pre-school. The employees of the Charity are currently:

Jenny Springfield – Manager

Jenny started in November 2021 as Manager. Jenny has 12 years experience working in childcare and education, predominantly with 4 to 5 year olds. Jenny has completed her BA Hons in Early Childhood Studies (level 6) and is a qualified teacher.

Sadie Wright– Deputy Manager

Sadie joined our team in September 2018 running the toddler group and then as bank staff before joining us as a play assistant in 2021. Sadie holds an NVQ level 4 in children's care, learning and development alongside many years experience working with children aged 0-5

Tamar Hainsworth - Deputy Manager

Tamar joined the setting in April 2022. Tamar has a Level 3 Diploma in Early Years Education and has many years experience working in childcare. She has also travelled to Nepal volunteering in schools and community groups.

Laura Andrews - Preschool Assistant

Laura joined the setting in May 2024. Laura has a level 3 diploma in Homebased Childcare and Education. She has 20 years experience as a childminder passionate about outdoor learning, art and special educational needs.

Erika Ridgewell - Preschool Assistant

Erika joined the setting April 2024. She has a degree in Early Childhood Studies and has a wide variety of life experiences. She is passionate about working with children and loves getting messy and having fun outdoors.

Cerys King - Apprentice Preschool Assistant

Cerys initially joined the setting as student in November 2023, and on completion of her level 2 Early Years Practitioner Diploma, became an apprentice at the setting working towards her level 3 qualification. Cerys also works part time in a café and enjoys baking.

All Trustees and members of staff have valid Criminal Records Bureau ("DBS") checks and are requested to be on the update service.

So far as the Trustees are aware there has been no conflict of interest between the Trustees and the Charity.

Risk Policy Statement

The Charity does not actively seek small cash donations e.g. in a collecting tin although it does undertake a programme of fundraising through structured events throughout the year.

The day to day management of the Pre-school is conducted by the Manager, the Assistant Manager, the Deputy Manager and the Preschool Assistants, and that of the Charity by the Trustees. The Trustees use the literature and guidance promoting best practice issued by the Suffolk County Council through the Suffolk Learning website. Additional literature and guidance is also sought from the Early Years Alliance and ACAS when required.

Potential areas of risk have been identified and the Trustees' policy in regard to each is stated as follows:

- Abuse of charity monies – there are two signatories to the Charity's bank accounts, with both being required to authorise a transaction e.g. signing cheques. The exception to this is internet banking, see below.
- Abuse/loss/theft of cash – the amount of cash held by Trustees and/or at Pre-school and unbanked cash is deliberately limited. The Treasurer regularly makes trips to the bank or post office and especially after a fundraising event. In addition cash of up to £500.00 is insured against loss in a Trustee or member of staff's home.
- Abuses of expenses – all expenses are signed off by the Chairperson and the Treasurer who also sign the expenses cheques. Where one of the signatories to the Charity's bank account is claiming expenses the expenses cheque and the expenses themselves will generally be signed/signed-off by the two non-claiming signatories. Where this is not possible, e.g. due to a signatories absence, then the Trustees as a whole are asked to sign off expenses at the next monthly trustee/committee meeting. This procedure is also used where the relative of a signatory to the Trustees' bank account is claiming expenses.
- Abuse of internet banking – the Charity's internet bank can be accessed by the Chair and Treasurer, and is set-up so that any transfers, payments or changes made to the account must be signed off by both parties. As a check and balance the Treasurer has to present a financial review at each meeting and is asked to circulate a copy of that review to the Trustees after the meeting.
- Miscalculations of wages – all timesheets are reviewed by the Manager and the Treasurer before being passed to the payroll provider for calculation.
- Appointment of staff – a sub-committee of two Trustees joined by the Manager, Assistant

Manager or Deputy Manager is used to interview and take the decision to appoint staff. Where existing staff are re-appointed e.g. on the renewal of a fixed term contract the decision is taken by the Trustees at a monthly meeting.

Objectives and Activities

The Charity has the following charitable objects:

THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS AND BY:

- A. OFFERING APPROPRIATE PLAY, EDUCATION AND CARE FACILITIES, FAMILY LEARNING AND EXTENDED HOURS GROUPS, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN

THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITY.

- B. ENCOURAGING THE STUDY OF THE NEEDS OF SUCH CHILDREN AND THEIR FAMILIES AND PROMOTING PUBLIC INTEREST IN AND RECOGNITION OF SUCH NEEDS IN THE LOCAL AREAS.

The aim of the Charity continues to be to provide the above. In furtherance of its aim in the year the Trustees adopted the following ethos statement to guide the Trustees and staff in providing its Pre-school:

Providing nurture and support to children and their families to reach their full potential.

We aim to:

- provide a safe, secure, and fun environment in which the children feel happy, contented, able to take risks and try new experiences.
- provide a stimulating environment that supports positive and meaningful experiences using a wide range of resources so that children have the opportunity to fulfil their potential.
- Safeguard and promote the welfare of children, young people and adults at all times and expect everybody within our setting to share this commitment.
- respect all children as individuals.
- forge a strong partnership with parents and carers and welcome them into the setting to share our learning.
- promote healthy living.
- act as good role models, emphasising respect, kindness, and equality.
- celebrate the children's achievements.
- embedded in our local community.

The Trustees' aims in the 2025/2026 financial year will follow those of previous years.

Public Benefit

The Trustees are aware of the public benefit requirement under the Charities Act 2006. The Charity Commission guidance has been considered and complied with by the Trustees' in fulfilling the aims of the Charity's constitution. It is recommended that any new body of Trustees continues to consider the Charity Commission guidance.

The main activity undertaken for the public benefit is the running of a Pre-school (from the age of two). This is open to the children under school age and their parents and carers in the village of Old Newton and the surrounding area. Although there is a charge for the Pre-school they are kept comparatively low for the local area. The Preschool charges £15.95 for 3 and 4 year olds per session, and £17.05 for 2 year olds per session. Pre-school lunch club is charged at £2.50 per session. The Trustees monitor the session prices charged by other local groups and nurseries. Prices were increased for the academic year starting September 2021.

From the age of three, all children currently become state funded for 15 hours a week term time, making the Pre-school open to all regardless of financial circumstance.

The Charity provides a valuable resource for children, their parents and carers in the village of Old Newton. In particular it helps establish from an early age the relationship groups that children will go through in formal education and at the same time bind the parents and carers together. On the educational side, the Pre-school adheres to the Early Years Foundation Stage Curriculum providing the children with their start in education in a friendly, well-resourced and intimate environment. When they are nearing school age it builds the important bridge to primary school through a close relationship with Old Newton Primary School, with teachers visiting the Pre-school, and staff supporting transition sessions at the school when needed. This helps promote the children's confidence and make their first days at school part of a gradual progression from Pre-school to school proper.

The Charity also provides a valuable source of employment in a rural area.

Financial Review

The Trustees' Accounts to 31st March 2025 are prepared on a receipts and payments basis. The Trustees' feel that this is appropriate for a charity the size of Old Newton Under Fives.

- Please see below for a breakdown of the accounts

Plans for the Future

The Trustees' policy is to maintain the Pre-school whilst there is demand in the village and the surrounding area from parents and carers and to provide the best care and pre-school education for children the Charity can.

Auditor and Independent Examiner

The Trustees are seeking to obtain an audit or independent examination of its accounts for the year ended 31st March 2025 but have not yet managed to get anyone to act on their behalf and complete this action due to a lack of services at this time. Once completed a meeting will be held to discuss the report and act on any recommendations.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the receipts and payments accounts basis and on the assumption that the Charity is an on-going concern unless it is inappropriate to presume that the Charity will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. They are also responsible for safeguarding the interests of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Insofar as the Trustees are aware:

- there is no relevant financial information of which the charity's Trustees are unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that they are aware of that information.

SIGNED ON BEHALF OF THE TRUSTEES



Signature:

Date: 07/01/2026

Position: Chairperson

INCOME AND EXPENDITURE ACCOUNT

	2024/25	2023/24
INCOME		
Suffolk County Council (EYEF)	£53,880.53	£0
Fees	£3,280.78	£0
Fundraising	£919.19	£0
Donations	£550	£0
Grants/locality awards	£1,461.38	£0
Other income	£32,846.59	£20,000
TOTAL:	£92,938.47	£20,000
EXPENDITURE		
Wages	£65,452.66	£0
Employers NI	£1,075.41	£0
Pensions	£1,232.37	£0
Premises	£8,706	£0
Maintenance	£440.24	£0
Telephone and Broadband	£45	£0
Purchases - Food (including	£368.05	£0

snack		
Insurance	£618.89	£0
Purchases - Materials/Resources	£1,098.26	£0
Stationery/Admin	£117.18	£0
Training/CPD	£227	£0
Marketing and Promotion	£0	£0
Petty Cash	£0	£0
Professional Fees e.g Ofsted, DBS	£425.70	£0
Subscriptions	£502.50	£0
Miscellaneous	£167.78	£0
Fundraising expenses	£233.07	£0
Purchases - EYPP	£458.06	£0
Purchases - SEND	£58.79	£0
TOTAL:	£81,226.86	£0

Bank balance 01/04/2024: £20,000

INCOME £92,767.17

EXPENDITURE £81,051.48

Bank Balance 31/03/2025: £31,715.69

HMRC:0 Invoices owing 0