



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/02/2024** Period start date To **31/01/2025** Period end date

**Charity name: Elmtree Preschool**

**Charity registration number: 1200160**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The primary aim of Elmtree Preschool is to enhance the development and education of children, primarily those under statutory school age, by supporting parents in understanding and meeting their children's needs through community-based groups. Specifically, our objectives include:</p> <ol style="list-style-type: none"><li>1. Providing Comprehensive Services:<ul style="list-style-type: none"><li>o Offering appropriate play, education, and care facilities tailored to the developmental needs of young children.</li><li>o Facilitating family learning and extended hours groups that cater to the diverse schedules of families.</li></ul></li><li>2. Parental Involvement:<ul style="list-style-type: none"><li>o Ensuring parents have the opportunity to take responsibility for and actively participate in the activities of the preschool.</li><li>o Encouraging parental involvement in all aspects of the preschool's operations, recognising the crucial role families play in early childhood development.</li></ul></li><li>3. Inclusivity and Equal Opportunity:<ul style="list-style-type: none"><li>o Guaranteeing that all groups and activities are inclusive, offering equal opportunities for all children regardless of race, culture, religion, socioeconomic status, or ability.</li></ul></li><li>4. Advocacy and Awareness:<ul style="list-style-type: none"><li>o Promoting the study of the needs of young children and their families within the community.</li></ul></li></ol>

		<ul style="list-style-type: none"> <li>○ Raising public interest in and recognition of these needs, advocating for greater support and resources within the local area.</li> </ul> <p>5. Adherence to Educational Standards:</p> <ul style="list-style-type: none"> <li>○ Committing to the Statutory Framework for the Early Years Foundation Stage, ensuring that all educational practices meet or exceed the required standards for early childhood education.</li> </ul>
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	<p>Now in our second year of running Elmtree Preschool, our focus has been on growth and employing a team of Early Years Practitioners to support us to continue to provide an inclusive, enabling preschool environment, supporting the care and education of children aged 2-5 years.</p> <p><b>Affordable and Inclusive Services</b></p> <p>We are registered with Bristol Council to offer government-funded childcare hours, including being an approved setting to offer 'disadvantaged 2-year-old' places. We have ensured that our rates remain very affordable, inclusive of healthy snacks for all children, as well as free trips and enriching experiences. Our preschool adheres to the Early Years Foundation Stage and Birth to 5 Matters frameworks, providing high-quality education and care. Additionally, we have been able to offer free sessions to families in need outside of the standard funding entitlement, and have helped fund or source equipment and resources that benefit children and their families at home, particularly those with special educational needs.</p> <p><b>Community Engagement and Parental Involvement</b></p> <p>We are proud to be a multicultural and inclusive preschool. Throughout our first year, we kept salary outgoings to a minimum, thanks to our managers volunteering their time. This year we have been able to employ a small team, which has significantly improved what we can offer as a preschool, including high staff to child ratios and higher quality of day-to-day provision. We have a level 3 apprentice, who is mentored by one of our co-manager's, and we aim to continue to support our team's professional development. We have also had children from local secondary schools and colleges completing their work experience with us, which has been a great opportunity for them to observe first-hand the importance of early years education -</p>

		<p>where it all begins. Our families have played an active role in our preschool community, for example, coming in to read stories or supporting us with craft projects. We have held regular events such as stay and play sessions, parents' days, and family parties. We also invite parents to share their skills, occupations, or hobbies with the children. We have provided valuable support and advice to families by building trusting and supportive relationships with them. Additionally, we have established positive working relationships with relevant external agencies, which has enabled us to access essential information and resources. These resources are used within the preschool and are also available to families through referrals.</p> <p><b>Building Local Connections</b></p> <p>As mentioned above, we have established positive links with relevant external agencies, and with the local primary schools, after-school clubs, and other preschools and nurseries in the area, and have also linked up with secondary schools and colleges, to offer work placements for students. These connections have been instrumental in creating a supportive network for our children and their families.</p> <p><b>Conclusion</b></p> <p>Overall, it has been a great second year for Elmtree Preschool. We are now successfully building on the foundations and providing a nurturing, inclusive, and community-focused preschool that aligns with our charitable objectives and meets the needs of the families we serve.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p><b>Trustee Statement</b></p> <p>The trustees of Elmtree Preschool confirm that they have regard to the guidance issued by the Charity Commission on public benefit. In planning and carrying out the charity's activities, the trustees have ensured that all activities undertaken contribute directly to the advancement of the charity's objectives, as set out in its governing document, and that they are aimed at providing a clear public benefit.</p> <p>The trustees meet regularly to review the charity's activities, projects, and services to ensure that they meet the public benefit requirement. This includes ensuring that our services are accessible to all applicable members of the community, and that we operate in a manner that promotes inclusivity, equality, and community welfare.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<p>Elmtree Preschool was founded by Early Years Professionals, Rebecca Meacham and Caroline Marchant, in response to a need within the community, particularly after the pandemic and underfunding had forced the closure of many early years settings. For the first year, we operated entirely on a voluntary basis, dedicating our time and resources to building a safe, nurturing, and enriching environment for children and their families. While we now take a salary for part of the work we do as early years managers, we continue to serve as voluntary trustees of the charity. Our voluntary board of trustees is further strengthened by three other dedicated volunteers, who bring a wealth of experience in early years education and charity work.</p> <p>In addition to the trustees, we are fortunate to have the support of volunteers who help with morning sessions, fundraising events and with packing away at the end of each week.</p> <p>We also actively support the development of future professionals in the field by offering work placements and volunteering opportunities to students from our local secondary school. These opportunities not only contribute to their professional growth but also enrich the preschool with fresh perspectives and energy.</p> <p>The contributions of our volunteers have been invaluable in helping us fulfil our mission, and we are deeply grateful for their dedication and commitment to the preschool and the wider community.</p>
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>Throughout the year, Elmtree Preschool has made significant strides in enhancing the development and well-being of the children and families we serve. By providing a safe, nurturing, and inclusive environment, we have supported the early education and socialisation of young children, laying a strong foundation for their future learning and development.</p> <p>Our efforts to build trusting and supportive relationships with families have allowed us to offer tailored advice and assistance, addressing the unique needs of each family. This personalised support has been instrumental in helping families navigate challenges, particularly during a time when many were still feeling the effects of the pandemic.</p> <p>We have also fostered positive partnerships with external agencies, which has broadened our access to vital information and resources. These connections have enabled us to provide enriched learning experiences within the preschool and to refer families to additional services that enhance their well-being.</p> <p>In particular, our outreach to vulnerable families has highlighted our commitment to inclusivity and community support. Moreover, our collaborative efforts with parents have strengthened the sense of community within the preschool, empowering parents to take an active role in their children's early education. This has not only benefited the children but has also created a supportive network for families, contributing to the overall well-being of our community.</p> <p>Overall, Elmtree Preschool has successfully fulfilled its mission to provide affordable, high-quality early education while making a meaningful difference in the lives of the children and families we serve. Our work has not only supported individual families but has also contributed to the broader goal of fostering a resilient and inclusive community.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>As a newly established charity, we have reviewed our financial position at the end of the financial year to assess our financial health and sustainability. The charity has successfully managed its initial operating expenses, with income generated from Bristol City Council funded education grants, fees and donations, which has been used to support the objectives of the charity and also employ a small staff team.</p> <p>At the year-end, the charity's financial position is stable and sustainable, with <b>gross income of £79,056</b> and <b>year end net income of £26,788</b>. Which is <b>£18,444 more</b> than our first year, we hope to continue to build upon this to ensure Elmtree remains sustainable during the quieter Autumn terms. Elmtree Preschool does not yet hold any significant reserves, however the year end net income supports us as a 'buffer' for the following year. We anticipate that over the next financial year, we will begin to build up reserves to provide greater financial stability and security for future activities.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Elmtree Preschool reserves policy is to maintain sufficient unrestricted funds to ensure we can continue to meet our obligations and activities running as a not-for-profit preschool in the event of unexpected shortfalls in income or delays in funding.
Amount of reserves held	Para 1.22	Zero
Reasons for holding zero reserves	Para 1.22	<p>As a newly established charity, we do not currently hold significant reserves, as our focus has been on covering set up and operational costs and launching key services. However, we recognise the importance of building up reserves to safeguard Elmtree Preschool's financial health and ensure long-term sustainability. The reserves policy will be reviewed annually to ensure it remains appropriate to the charity's needs, taking into account factors such as cash flow, funding stability, and future expansion plans. It is Elmtree Preschool's intention to gradually build reserves over the coming years, targeting a reserve level equivalent to 3 months of operating costs, in order to cover any unforeseen financial challenges and provide financial security for ongoing projects and activities.</p>
Details of fund materially in deficit	Para 1.24	No funds are materially in deficit. One of our trustees and co-manager has carefully managed the charity's income and

		expenditure to ensure financial sustainability, and no activities have been undertaken that would result in deficits being incurred. Moving forward, we will continue to monitor financial performance closely.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Elmtree Preschool's trustees have assessed the charity's ability to continue as a going concern and are confident that Elmtree Preschool can meet its financial obligations in the foreseeable future. While the charity is in its early stages, with some dependence on external funding, the trustees have identified no material uncertainties that would cast doubt on the charity's ability to operate as a going concern. Funding streams, including Bristol City Council Education Funding grants and fees, are expected to continue, and cost-control measures are in place to ensure sustainability. Regular reviews of financial performance and cash flow will be conducted to address any potential risks promptly.

#### **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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		



## Structure, Governance and Management

Description of charity's trusts:		<p>The trustees of Elmtree Preschool have responsibilities and duties in managing the charity's resources and delivering its objectives. They are bound by:</p> <ul style="list-style-type: none"> <li>• Charity Law: Ensuring that the preschool operates solely for its stated charitable purposes, as outlined in its constitution.</li> <li>• The Constitution: Adhering to the rules and framework set out in the governing document.</li> <li>• Trustees' Legal Duties: Acting in the best interests of the charity, managing resources responsibly, and ensuring compliance with applicable laws and regulations.</li> <li>• Early Years Foundation Stage (EYFS): Ensuring the preschool operates in line with statutory requirements for early years education and care, promoting the welfare and development of children.</li> <li>• Ofsted Registration: Maintaining compliance with regulatory standards set by Ofsted to ensure the preschool delivers high-quality early years provision and meets inspection criteria.</li> </ul>
Type of governing document (trust deed, royal charter)	Para 1.25	As a CIO Elmtree Preschool's Constitution is the primary governing document. Elmtree Preschool uses the 'foundation model', as the charity's only voting members are its trustees.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Elmtree Preschool is a not-for-profit 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	<p>The appointment and selection of trustees for Elmtree Preschool is conducted in accordance with the provisions outlined in the charity's constitution. Trustees are appointed by standing the board of trustees, ensuring that they possess the necessary skills, experience, and commitment to fulfil their responsibilities.</p> <p>The constitution allows for the appointment of a minimum of five trustees, with appointments reviewed periodically to ensure the board remains effective and representative. Trustees are selected based on relevant expertise and experience in early years education and/or charity sector, finance, governance, as well as alignment with the charity's values and ethos. Induction and training are provided to new trustees to</p>

		help them understand their legal and operational duties, enabling them to contribute effectively to the charity's objectives. We are members of Early Years Alliance, who have a wide range of trustee training and resources available.
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### **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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### **Reference and Administrative details**

Charity name	Elmtree Preschool
Other name the charity uses	
Registered charity number	1200160
Charity's principal address (for this accounting period)	The Elmgrove Centre, Elmgrove Road, Redland Bristol BS6 6AH
<b>Change of address</b>	In September 2025 we moved to 19 Elmgrove Road, Redland, Bristol. BS6 6AJ (Based in Cotham Gardens Primary School)

**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	Rebecca Meacham			
2	Caroline Marchant			
3	Louise Minchin			
4	Birgit Smee			
5	Annette Miller			
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17				
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		

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

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	The trustees of Elmtree Preschool confirm that the charity does not hold any funds or assets as a custodian trustee on behalf of other charities or organisations.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

### 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

Not applicable. All required key personnel details have been disclosed.

## 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)	<i>Rebecca Meacham</i>	<i>Csm</i>
Full name(s)	Rebecca Meacham	Caroline Marchant
Position (eg Secretary, Chair, etc)	Trustee	Trustee
<u>Date</u>	20/11/2025	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Elmtree Preschool

No (if any)  
1200160

CC16a

## Receipts and payments accounts

For the period from	Period start date 01/02/2024	To	Period end date 31/01/2025
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bristol City Council FEEE	53,464	-	-	53,464	17,966
Fees	17,121	-	-	17,121	5,875
Fundraising	127	-	-	127	1,956
Starting Bank Balance	8,344	-	-	8,344	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>79,056</b>	<b>-</b>	<b>-</b>	<b>79,056</b>	<b>25,797</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>79,056</b>	<b>-</b>	<b>-</b>	<b>79,056</b>	<b>25,797</b>
<b>A3 Payments</b>					
Staffing	30,863	-	-	30,863	6,024
Trips/Extra Curricular	358	-	-	358	75
Materials/Resources	2,048	-	-	2,048	543
Rent/Lease	10,539	-	-	10,539	6,763
Utilities / Miscellaneous	1,508	-	-	1,508	56
Membership/Subscriptions	1,554	-	-	1,554	327
Website/Advertising	338	-	-	338	133
Repay to council (overestimate)	4,706	-	-	4,706	3,532
Team socials	354	-	-	354	-
<b>Sub total</b>	<b>52,268</b>	<b>-</b>	<b>-</b>	<b>52,268</b>	<b>17,453</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>52,268</b>	<b>-</b>	<b>-</b>	<b>52,268</b>	<b>17,453</b>
<b>Net of receipts/(payments)</b>	<b>26,788</b>	<b>-</b>	<b>-</b>	<b>26,788</b>	<b>8,344</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>26,788</b>	<b>-</b>	<b>-</b>	<b>26,788</b>	<b>8,344</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank balance year end	26,788	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	26,788	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	R.Meacham	REBECCA MEACHAM	20/11/2025	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

ELMTREE PRESCHOOL

On accounts for the year  
ended

JANUARY 2025

Charity no  
(if any)

1200160

Set out on pages

1-2

(remember: to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended 31/01/2025

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation  
of the accounts in accordance with the requirements of the Charities Act  
2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out  
under section 145 of the 2011 Act and in carrying out my examination, I  
have followed the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have  
come to my attention (other than that disclosed below \*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- accounting records were not kept in accordance with section 130 of  
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn in order to enable a  
proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Tamara Ballard

Date:

20/11/25

Name:

TAMARA BALLARD

Relevant professional  
qualification(s) or body  
(if any):

MEMBER OF THE LAW SOCIETY  
(A PRACTISING SOLICITOR)

Address:

1 FRIARY ROAD, BISHOPSTON  
BS7 8AF



**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.