



## **Managers Annual Report for the July 2023 – December 2024. (Lindsay joined in October 2024)**

**Charity Name:** The Greenwood Pre-school

**Registered charity number:** 1204101

**Charity's address:** c/o

Winnersh Primary School

Greenwood Grove

Winnersh

Berkshire

RG41 5LH

**Names of the charity trustees as at 18.9.25:**

Karen Davies

Atika Sharma

Kathryn Owers

Claire Cittern-Jones

Lindsay Kemp

Emilie Hurst

It has been lovely to join Greenwood in October 2024 and be part of the team.

I feel the pre-school really has a positive feel in the community, and this is something I wish to extend on, staff are rallying ideas together to promote us that bit more, with leaflets and new Facebook promotional page.

### **Staffing**

I joined Greenwood in October 2024. In December staff member Kamla left her position here due to struggles with the time commitments.

I am fully flexible on staff wanting to further their professional development.

I have sent options for this via email as and when it becomes available.

Nicole Eckert returned to Greenwood 3 days a week from her maternity leave in October 2024. She is now restarting (continuing from where she left off) doing her Level 5 apprenticeship.

I have an open-door policy where staff can come and speak to me as and when they need to. We also carry out termly supervision with all staff.

### **Attendance**

Attendance of children has been good by September 2024, some days being at capacity with numbers.

The new starters settled in well and built friendships

Most of our children are hoping to move on to Winnersh Primary School and the rest on to Wheatfield Primary School and some other local schools.

All staff have continued to work extremely hard to ensure they have developed good relationships with their key children's families. We have kept parents up to date by sending out regular emails as necessary. Tapestry has continued being a great communication allowing us to share the children's activities and learning daily. On the shed is a notice board where parents can sign up to stay and plays, to have the opportunity to see how their children are developing during sessions and what they get up to.

### **Garden**

The garden continues to be the main attraction at Greenwood. If I am right the new climbing frame was installed in January 2024. Many resources have also been sourced by staff or parents, building those valuable learning experiences.

### **Inside**

The more natural and open-ended resources continue to be popular in the setting and giving the children more opportunities to use their imagination. We continue to improve the setup of the Pre-school, with the aim to make the setting open ended and homely. The children can access the resources they would like to use and if they can't see or reach them, they know they can ask an adult to help them. There is the option to set up a quiet calming space for those children with any needs. With resources purchased, calmer lighting, black out tent, pillows.

### **Transition**

We have been working closely with the Primary schools to ensure that the children are prepared to move up and we are giving the school staff as much information as possible to prepare them for the intake. We have also been working with parents to help them prepare the children for big school.

### **Provisions**

We are continuing to ensure that we are meeting all the children's needs. We have delivered speech and language support for those that need it as well as other provisions such as Attention Autism and Sensory Circuits. The biggest provision has been time – giving those children with anxiety, lots of adult attention whilst also developing their independence.

### **Trips and Experience**

We have "Music with Heather" in to provide music sessions at the setting fortnightly, which the parents make a voluntary donation to cover the cost. This has been a huge success.

In November, we held a sponsored bounce and fun morning where the children learnt about firework safety and had a go at holding a real sparkler. This was also a fundraising opportunity for Greenwood.

We held our traditional Christmas Party in December. The staff did an amazing job organising games and "Music with Heather" came to do a movement session in line with theme. We were visited by Father Christmas who met all the children and gave them gifts of a Greenwood Teddy.

We had the photographer visit for Christmas; we made 10% of her total cost of sales.

**Structure, governance and management**

The committee has remained stable over the year. With 2 more members joining in Winter 2024, myself and Emily Hurst.

**Type of governing document:** Constitution of a Charitable Incorporated Organisation (CIO) whose only voting members are its charity trustees.

**Trustee selection methods:** Manager and Committee

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

Signed on behalf of the charity's trustees:

A handwritten signature in black ink that reads "KDavies". The letters are slightly slanted and connected, with a cursive style.

**KAREN DAVIES**

**23/09/25**

**THE GREENWOOD PRESCHOOL**  
**Charity Number 1204101**

**1. Receipts and Payments Account**

**26July23 - 31Dec24**

**Income Receipts**

Trading Activities	
WBC Fees Received	214,064.42
Greenwood Fees Received	23,652.25
Fundraising	4,154.82
Gift Aid	265.26
Milk Reimbursement	467.99
Uniform Sales	560.00
Other Income	120.00
Investment Income	
Interest Earned	887.39

<b>TOTAL RECEIPTS</b>	<b>£</b>	<b>244,172.13</b>
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**Cost of Sales**

Uniform Purchased	1,424.62
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**Expenditures**

Building Costs/Maintenance	14,454.70
Cost to Fundraising events	221.87
Supplies	5,601.51
Electricity	3,948.61
Rent/Rates	1,193.86
Insurances	5,199.60
Phone Costs	1,696.19
Staff Wages and Employers Pension	173,150.23
Other Wages	6,144.82
Printing, Postage and Stationery	982.48
Training	890.40
Trips and Booked Activities	471.14
Gifts/Staff Entertaining	1,919.11
Other Expenditure	1,451.44
Subscriptions	1,479.17
Food/Milk	1,205.26

<b>TOTAL PAYMENTS</b>	<b>£</b>	<b>221,435.01</b>
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<b>Profit / Loss</b>	<b>£</b>	<b>22,737.12</b>
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**2. Statement of Assets and Liabilities at 31 December 2024**

**2024**

**Monetary Assets**

Current Account as of 31Dec24	9,377.40
Savings Account as of 31Dec24	60,031.64
Petty Cash as of 31Dec24	47.11
Old Charity Account as of 31Dec24	966.26

<b>Total Assets</b>	<b>£</b>	<b>70,422.41</b>
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## Independent examiner's report to the trustees of The Greenwood Preschool.

I ~~N~~ JACOMBS-WINTER report on the accounts of The Greenwood Preschool for the year ended 31 December 2024, which are set out on pages 1 to 2.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: NICOLA JACOMBS-WINTER 

Address: 54 REYNARDS CLOSE

WINNERSH, NO KINGHAM, RG41 5NU

Date: 26/8/2025.