

LECHLADE LITTLE LEARNERS

England & Wales · Charity number 275208

Details

Other names	LECHLADE PLAYGROUP
Status	Registered
Legal form	Other
Registered	1978-03-08
Register	View on the Charity Commission register

Contact

Address	Lechlade Little Learners Wharf Lane Lechlade GL7 3AU
Phone	01367253653
Email	lechladelittlelearners@eygloucestershire.co.uk
Website	http://www.lechladelittlelearners.co.uk/

Activities

Objects: THE AIMS OF THE PRE-SCHOOL ARE TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN PRIMARILY 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;(C) INSTIGATING AND ADHERING TO AND FURTHERING THE AIMS AND OBJECTS OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: Lechlade Little Learners aim is to develop a child's feeling of security, independence, self-worth and confidence in a stimulating environment where children can take pleasure in learning. Children participate in a range of structured educational activities that promote the early learning goals for children's learning as recommended by the qualifications and curriculum authority.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** LECHDALE
- Gloucestershire
- Oxfordshire
- Wiltshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£92,343	£81,164	-	-
2024-03-31	£66,224	£68,884	-	-
2023-03-31	£59,140	£87,141	-	-
2022-03-31	£76,551	£75,353	-	-
2021-03-31	£81,049	£77,772	-	-

Trustees

Name	Role	Appointed
Claire Stowe	Chair	2021-05-26
Hazel Adamson		2025-05-19
Judith Hurt		2022-09-15
Rachel Binns		2023-11-11
Susan Howell		2025-01-27

LECHLADE LITTLE LEARNERS

England & Wales - Charity number 275208

Accounts



Trustees' Annual Report for the period

From:01.04.2024 **Period start date To:** 31.03.2025 **Period end date**

Charity name: Lechlade Little Learners

Charity registration number: 275208

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Lechlade Little Learners is an early years preschool setting providing quality early years education for children between the ages of 2 and 4.
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	Lechlade Little Learners aim to develop a child's feeling of security, independence, self-worth and confidence in a stimulating environment where they can foster a love of learning. We provide the crucial first steps in children's learning and development. We follow the Early Years Foundation stage statutory guidance and are registered with OFSTED.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We can confirm that the charity is only for public benefit.

Additional information (optional)

	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	All trustees of the charity are volunteers. They give up their own time for meetings as well as fundraising for the charity. Fundraising has included a golden ticket fundraiser, raffle and jumble sale.
Other		

Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>In February 2025 we had OFSTED inspecting the setting. We received their highest achievement of outstanding which is a huge testament to the staff and their hard work.</p> <p>We have continued to welcome many children through our doors providing them with high quality early education and a loving and caring setting for them to be able to play and explore.</p> <p>We have had successful fundraising events which enable us to buy resources and continue to improve the setting for the benefit of children.</p> <p>We received some funding from the local Lions charity which enabled us to buy a communication tool kit which has and will continue to benefit children with their communication and language and being able to highlight where children need some additional support.</p>
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Additional information (optional)

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	
<p>Other</p>		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>Finances are in a much better place than this time 2 years ago but we continue to be as frugal as possible.</p> <p>We have just increased the fees to £8 per hour as of April and have introduced extra charges for early and late drops offs. We are also increasing awareness and understanding around our voluntary Consumables Charge which is a vital income.</p> <p>We ended 24/25 with a plus balance of £11048.56</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>Reserves are held in case of the charity closing. Reserves are to cover redundancies and building/land renovation prior to handing back the land. We increased our reserve account to £20000 this year.</p>
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p>£20000</p>
<p>Reasons for holding zero reserves</p>	<p>Para 1.22</p>	<p>n/a</p>
<p>Details of fund materially in</p>	<p>Para 1.24</p>	<p>n/a</p>

deficit		
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

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	The majority of our income comes for the government childcare funding. We also have a small amount of private fees, fundraising and small grants.
Investment policy and objectives including any social investment policy adopted	Para 1.46	For 25/26 we will be investing in the setting to make it a more inclusive setting.
A description of the principal risks facing the charity	Para 1.46	Risks facing the charity: <ul style="list-style-type: none"> • If the preschool was to lose its outstanding rating there could be an impact on funding • Increases in staffing costs due to minimum wage increases • Loss of income due to fewer children's • Sudden and lengthy closure due to unforeseen circumstances.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Preschool learning alliance constitution 2011
How is the charity constituted?	Para 1.25	Association
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	Trustees are members of the association. They are appointed at the AGM by members and form a committee. The committee appoint the officers who oversee the operational management of the preschool.

Additional information (optional)

Policies and procedures adopted for the induction and training of trustees	Para 1.51	n/a
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is a member of the Early Years Alliance (formally the Preschool Learning Alliance). The EYA provides information, advice and training to childcare providers and campaigns to influence

		early years policy and practice.
Relationship with any related parties	Para 1.51	No
Other		

Reference and Administrative details

Charity name	Lechlade Little Learners
Other name the charity uses	
Registered charity number	275208
Charity's principal address	Wharf Lane, Lechlade, GL7 3AU

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	Claire Stowe	Chair		
2	Susan Howell	Secretary		
3	Judith Hurt	Treasurer		
4	Rachel Binns			
5	Hazel Adamson	Nominated Person		

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	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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

Signature(s)

	
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Full name(s)

Claire Stowe	
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**Position (eg
Secretary, Chair, etc)**

Chair	
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Date

29/02/2026



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lechlade Little Learners

275268

Receipts and payments accounts

CC16a

For the period from	1/4/2024	To	31/03/2025
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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 £
A1 Receipts					
Nursery Grant	67,116	-	-	67,116	49,007
Childrens fees	7,670	-	-	7,670	10,288
Consumable	1,210	-	-	1,210	440
Grant	5,320	-	-	5,320	3,180
Fundraising	1,810	-	-	1,810	2,835
Donations	960	-	-	960	224
Interest	245	-	-	245	152
Other receipts	8,012	-	-	8,013	98
Sub total (Gross income for AR)	92,343	-	-	92,344	66,224
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	92,343	-	-	92,344	66,224
A3 Payments					
Employment costs	71,613	-	-	71,614	61,099
Training & Travel		-	-		673
Premises	3,574	-	-	3,574	1,947
Equipment & assets	227	-	-	227	
Insurance	1,662	-	-	1,662	1,202
Administration	1,137	-	-	1,137	1,573
Resources	1,061	-	-	1,061	426
Consumables	1,238	-	-	1,238	778
Payroll		-	-		468
Fundraising	61	-	-	61	170
Other	591	-	-	591	548
Sub total	81,164	-	-	81,165	68,884
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	81,164	-	-	81,165	68,884
Net of receipts/(payments)	11,179	-	-	11,179	2,660
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,708	-	-	21,708	24,368
Cash funds this year end	32,887	-	-	32,887	21,708

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 £
B1 Cash funds		9,649	-	-
		15,223	-	-
		8,015	-	-
	Total cash funds	32,887	-	-
(agree balances with receipts and payments account(s))		OK	OK	OK


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Claire Stowe	27.01.2025

(if any):

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Address:

NORTH COTTAGE SNOWSWICK LAKE
BUSCOT FARINGDON OXON SN7 8DJ

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

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Summary

Overall it has been a good year for Little Learners. There have been challenges and stresses which we have faced and overcome, but we are still here, we are still happy and we are officially 'Outstanding' which is a tremendous achievement!

Team

In May last year, Kimmi handed in her notice following a job offer closer to home. This was not wholly unforeseen and we of course wished her well in her new role. With Harriet's maternity leave also starting in October, we found ourselves recruiting for not one, but two new staff members, and were overwhelmed by such a positive response – Hazel and I were almost spoilt for choice in terms of number and quality of candidates. Beth and Laura both started in the Autumn term and I must say, they seem like a perfect fit. Together with Libby, the team feels cohesive, friendly and supportive – a welcome change after frequent turbulence in previous years. But, most importantly, Hazel seems happier and less stressed with this new team surrounding her. My hope is that, going forward with so many capable hands on deck, she will be able to work from home as and when she needs to.

Finances

Finances are in a much better place than this time 2 years ago but we continue to be as frugal as possible. Hazel has done a great job securing grants yet again and always takes opportunities to save pennies wherever she can. We have just increased the fees to £8 per hour as of April and have introduced extra charges for early and late drop offs. We are also increasing awareness and understanding around our voluntary Consumables Charge which is a vital income. For the 9th year running, we were able to offer all staff pay rises in line with the 6.7% rise in national minimum wage, now £12.21. Summer holidays will be tough with holiday pay for 4 members of staff plus Harriet on Maternity Pay. Hazel will look at juggling everyone's hours in the Autumn term once Harriet is back.

Committee

In November last year we were finally able to release Becky from her years of service to Little Learners as Susan Hicks kindly joined us and took on the Secretary role. Although we are small, we are a mighty committee and I thank everyone for their consistent, reliable presence at meetings and willingness to help at the drop of a hat. I can not convey how reassuring it is have them all on board – Judy our diligent accountant, Rachel our wise wordsmith, Susan our parental perspective and Hazel the Little Learners Matriarch. As always, we need to try and recruit again in September to keep the committee fresh and rejuvenating so that opportunities to step up or down are possible.

FOLLies

FOLLies have had mixed success this year with fundraising. The school fete raised £147, a litter pick in July raised £97, Smartie tubes in October £70, the Xmas Raffle and Fayre held at The Riverside £1,148 and cake sale in April £122, making a total of £1,584. Some of the smaller events were poorly supported by families which was disappointing, and frustratingly the money raised at Christmas was ineligible for the £4£ donation from Becky. Elna is sadly leaving Lechlade so we need to appoint a new member to take over her position and take charge going forward.

Setting

The setting has undoubtedly had it's highs and lows this year. The high was being awarded Outstanding by Ofsted following a very successful inspection in February. Hazel and her team shone in every category and the committee could not be more thrilled or more proud of them. The low has been the outdoor surface which has been a big issue this last year. Soon after the last AGM, we began to notice considerable black carbon residue rubbing off onto children's shoes, clothes, skin, toys and furniture. We contacted Bonded Surfacing to complain but were essentially fobbed off for over a year, which included time waiting for test on the rubber mulch to be performed, yet we are doubtful these tests ever took place. Finally in April this year they came back to apply a layer of resin over the top which they claimed would seal rubber mulch. However afterwards the surface was rock hard and presented a serious health and safety hazard for our children. The committee pulled together quickly and sent a strongly worded letter to Bonded Surfacing which thankfully did the trick. Within a week they returned again and installed a complete new layer of rubber mulch over everything. The sponginess and vibrant colours have been restored, but we shall wait and see how it performs in terms of carbon rub off. Over all the setting is in great shape and looking wonderful. As planned, what was Hazel's old office has been turned into a little sleep room for the younger children and Hazel now works in the kitchen which she says she prefers. We hope we can continue to invest in the setting this year to make further improvements which will benefit the team and the children.

Conclusion

In conclusion, I would like to thank the committee for volunteering their time, energy and expertise again this year; the staff team for their unwavering hard work and exceptional standard of care they provide to the children; and to Hazel, an extra big thank you and congratulations for everything she has done and achieved this year. She is always one, if not two steps ahead of all of us and is quite simply, an outstanding Manager. I am so relieved and also thrilled that we are standing so tall in this very challenging sector. Little Learners is an asset and a treasure and I am proud to be part of it.

Treasurers Report AGM 19th May 2025

The Accounts for 23/24 have now been accredited and the 24/25 accounts will be sent off in due course.

Thanks to Hazel for sorting this out with Steve. Spreadsheet 1 shows the figures for the last 5 years.

I am happy to report that we have for 24/25 ended up with an amazing plus balance of £11048.56. This has been partly due to the increased funding for 2-year-olds, an extra grant for a special needs child and the maternity pay for Harriet although we still need to pay her for the next 6 months. It helps that we now get grant funding paid monthly instead of termly.

Spreadsheet 2 shows the projected figures and the actuals for 24/25. The wage increase is due to paying maternity pay which we claw back. It is good to see that payments for consumables have increased and almost covers what was paid out. Fees are up on the projected figure but less than 23/24. It was agreed at our last meeting to increase the hourly rate to £8 and a charge if children are dropped off before 9am.

I have found a difference in the premises expenses for 23/24 which includes Electric, Internet, rates, and water. The accountant has a figure of £1947.00 but from my entries I have £3084.90 so need to address this. I think we need to review what we pay for electric and see if we can get a better deal.

Going forward Hazel and I will again do projected figures, but we know wages will go up due to the increase in minimum wage and the hourly funding has not increased very much. As yet we do not have definite child numbers for September so this will have an impact on the grant funding and fees.

Lechlade Little Learners AGM

Manager report 2025

What a year we have had, from staff changes to our Ofsted outstanding result, we have been very busy ensuring Little Learners is the best it can possibly be. Back in summer 2024 we said a sad goodbye to Kimmi, our longstanding deputy manager after 10 years of service. Harriet stepped up into the role and we employed two new members to the team, Laura and Beth. With Harriet then having her beautiful baby girl in November Laura stepped into the role of deputy. This was a lot of change for such a small team, but they have all been showing amazing resilience and commitment to the setting and have continued to give the children the best possible care and early education. For Libby this year has been a huge change, and she has remained a wonderful constant for all the children and families during the change. I am very proud of her for everything she has done this year. We have grown as a staff team over the last 8 months, and I am so proud of the team we have created and believe the children are extremely lucky to have such amazing role models in their life.

February brought Ofsted to our door, this can be a very daunting time, with a new staff team in place and staff who had never been part of the process there were nerves from us all. As a manager I couldn't be more proud of how well the team just got on during the day, they showed what a day in the life at Little Learners is like and how hard they work to provide a challenging and inclusive curriculum in a safe environment. In the report the inspector said 'All children thrive at this group, achieving exceptionally well in their learning and development. They all have excellent relationships with the staff, who show genuine warmth and kindness to them. Children are settled, happy and very confident.' After a lovely day we were informed that the inspector was grading us with an Outstanding result. This is not an easy achievement but is a testament to the team and reinforces what we already knew that they are outstanding.

We have had another busy year of fundraising with a successful Christmas fair hosted by The Riverside pub, a litter pick, toy tombola and a cake sale. Our fundraising amount was around £1500. This amount helps to ensure we can keep the preschool running and provide the children with resources to enrich their education. We have also received some donations from local people which are always extremely appreciated.

We currently have 21 children on our books, many of which do 30 hours a week with us. We have 15 children for September including 10 returning children and 5 new children. With the increase in children over the last year financially we are looking healthier. For the year 2024-2025 we made a profit of £11,000. Although this is a huge amount some of this money was a maternity pay advance payment which will help to support maternity pay during the financial year 2025-2026. We have received many additional grants this year which have helped us to support our SEND children and ensure provide an inclusive environment for all children.

2024-2025 has been a year of change and development but Little Learners has continued to be a wonderful thriving preschool loved by so many people. We are proud to be able to serve the community of Lechlade and provide quality early education for so many children. I hope that this next year will see more growth and development and Little Learners will continue to thrive.

Thank you as always for the committee and their hard work and dedication to the setting and the fundraising team for all your hard work and ideas to keep the money coming in.

Thank you also to the staff team, Harriet, Libby, Laura and Beth who work hard and go above and beyond for the children and setting. Without a committed staff team Little Learners wouldn't be the outstanding setting it is today.

LECHLADE LITTLE LEARNERS

England & Wales - Charity number 275208

Accounts



Trustees' Annual Report for the period

From 01.04.2023 Period start date To 31.03.2024 Period end date

Charity name: Lechlade Little Learners

Charity registration number: 275208

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Lechlade Little Learners is an early years preschool setting providing quality early years education, offering school hours care to children between 2 and 4 years.
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	We aim to develop a child's feeling of security, independence, self-worth and confidence in a stimulating environment where they can foster a love of learning. We provide the crucial first step in children's learning and educational journey. We follow the Early Years Foundation Stage Statutory guidance and are registered with CEFED.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm that the charity is only 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	All trustees of the charity are volunteers. They give their time up for meetings as well as fundraising. Fundraising activities include sponsored events, raffles, Christmas fayre and a little pick.
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>Lechlade Little Learners is a parent governed preschool, staffed by early years professionals with the aim to develop a child's feeling of security, independence, self-worth and confidence in a stimulating environment where they can foster a love of learning. We provide the crucial first step in children's learning and educational journey.</p> <p>Lechlade Little Learners want children to be exposed to new activities, environments and experiences, from social skills and creative expression to exploring the world around them. We build on the strengths and interests of each child, helping build a solid foundation on which they can develop their futures. We want children to be actively involved and motivated in their learning and creative in their own thinking.</p> <p>Lechlade Little Learners aims to develop a child's feeling of security, independence, self-worth and confidence in a stimulating environment where children can take pleasure in learning. During each session, we operate a free flow approach, which allows the children to be in control of what they would like to play with and where they would like to play. Staff setup provocations to interest and entice the children and allow their curiosity and imagination to run free. The children are also able to self-select toys and resources throughout the session. Both our indoor and outdoor areas help to support children in the seven areas of learning and development of the Early Years Foundation Stage. We always ensure the seven areas of learning and development are covered with the resources on offer and use our own knowledge of the children to develop learning experiences throughout the day.</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	Annual income from childcare was £59000 this was an increase on the previous year. Although there was an increase in the childcare employment costs rose as well as due to the increase in national living wage and high needs children. Our financial position has been a worry, although we made a loss it could have been worse if it wasn't for some amazing fundraising and receipt of grants.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Trustees aim to hold a minimum of £15000 in reserves. Reserves are held to cover terminal obligations if the preschool were to close permanently.
Amount of reserves held	Para 1.22	£15000
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	With another loss this financial year therefore as a charity we need to keep a close eye on finances to avoid closure of the setting.

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	Government early years funding, private fees, fundraising.
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	Risks facing the charity: <ul style="list-style-type: none"> • If the preschool were to lose its 'good' ofsted rating there would be an impact to funding eligibility. • Increase in staffing costs due to minimum wage increase and funding increase not matching. • Loss of income due to fewer children attending preschool. • Sudden and lengthy closure of preschool due to unforeseen circumstances.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution
How is the charity constituted?	Para 1.25	Association
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	Trustees are all members of the association. They are appointed at the AGM by the members and form a committee. The committee appoints the Officers (who oversee the operational management of the preschool).

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	The charity is a member of the Early Years Alliance, which provides information, advice and training to childcare providers and campaigns to influence early years policy and practice.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Lechlade Little Learners
Other name the charity uses	
Registered charity number	275208
Charity's principal address	Wharf Lane, Lechlade, GL7 3AU

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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)

Hazel Adamson - Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Summary

It's been a very challenging year, both for the setting and for the committee, but we are still here to tell the tale, thanks to an enormous amount of effort and dedication from all the Little Learners team, especially Hazel.

Team

There have been no changes to the staff team since this time last year - they are small but mighty. They have a high number of children with additional needs at the setting and this has been both stressful and emotionally exhausting for them all. However they never give up, instead they just give their all and I couldn't be more impressed.

The committee organised some informal catch ups with all the staff last month. It was a lovely opportunity to us to get to know one another better and find out more about their day-to-day work. We hope to repeat this every year.

Libby seems very happy. She is motivated to process her skills and keen to restart her apprenticeship in September. She is very grateful for all the support and encouragement she receives from the rest of her team.

Having now achieved her Level 3, Harriet appears to be a very confident and capable presence within the setting. We wish her all the best for her 3rd baby at the end of this year and hope she returns after her maternity leave. Hazel is currently advertising the maternity cover role.

Despite another external job application this year, Kim remains on as Deputy Manager and we are very grateful to still have her. She is always calm under pressure and I hope that this year she can step up further and take on some additional managerial tasks to help share the load with Hazel.

Hazel has been a force of positivity this year when the rest of us have struggled to see the light. And that positivity has paid dividends, literally. She has secured £2.5k from local grants and considerably reduced our outgoings by switching various providers. Her determination to keep LL open for the good of our community is so admirable. I am immensely grateful for another year of relentless hard work and the constant juggling of staff dynamics, office admin, complex children and a needy committee!

We were able to offer all staff pay rises for the 8th year running. As ever, we wish we could have offered more, but we did our best in light of our financial situation. Due to a 9.8% rise in the Nat. Min Wage, monthly wages will be considerably more this year but we are making provisions to increase our income to compensate.

Committee

In September 2023 we launched our dedicated fundraising team FOLLies - Friends of Little Learners. There are currently 4 members: me, Katherine, Sinead and Elna who is in charge. Since September 2023 FOLLies have been brainstorming, organising and running fundraiser events for the LL families and for the wider community. They have had mixed success, but overall a very healthy year with over £2.4k raised, mostly thanks to a very successful Christmas Fair in the Pavilion which we plan to repeat this year.

This leaves the committee to focus on the 'nuts and bolts' of the setting without having to share any potentially delicate issues with current parents. Hazel and I need to re-visit the constitution as a matter of priority now to reflect our new makeup.

Judy has been keeping a very close eye on the accounts on all year and I am so grateful for her all her time and dedication she has put in this year.

Becky has kindly remained on as Secretary for another year. We are so grateful to still have her experience and wisdom with us, but hopefully we will be able to recruit a new Secretary this year and finally relieve her. I would like to put out a new call for members in September.

Rachel has been a fantastic addition to the committee and has brought a huge wealth of creative ideas and practical solutions to many of the issues we have had over the last year. She and her husband have dedicated a lot of time to various projects – we are so grateful for this and expertise.

Setting

Finances have been a very real concern this year and it has been touch-and-go as to whether we can remain viable for another year. But we vowed not to give up until we tried everything. At the end of 2023 Hazel and I approached Mr Soutar about the possibility of merging with the school. Although it was a positive meeting, the board decided against the idea due to their own financial worries. So we put together a letter/flyer to send out to the local community asking them to help support us through this nationwide early years crisis. However we are still undecided as to whether this is the right course of action. We will discuss this further tonight.

Thanks to fundraising and some very generous grants secured by Hazel, projections are looking more positive. If finances allow, it would be wonderful to help facilitate a mini-makeover of Hazel's old office into a sleep room for the younger children and potentially create a new, dedicated work space for her.

Closing

I would like to extend my sincerest thanks and appreciation to all the committee for all their time and support this last year. It's been really tough but we made it, thanks to a strong will to survive and a lot of heart. It has never been more true that without you, there would be no LL, so thank you. A huge well done to one and all. I really hope we can build on this positive momentum and be in a stronger, more stable position next year.

Lechlade Little Learners AGM

Manager report

Lechlade Little Learners continues to provide high quality childcare and learning for the children of Lechlade and surrounding areas. We have again seen low numbers during this year but are serving children from a variety of backgrounds and with varying needs. We know how crucial affordable and accessible childcare is for many, and we pride ourselves on being able to give our families this. This alongside low numbers have brought some financial concern. The government continues to implement funded hours for more children but at a financial cost to early years settings, and with the increase in minimum wage we are really having to tighten our purse strings. Making the books balance continues to be a worry and something we are very conscious of. As a setting we don't want to be another statistic in the ongoing decline of preschools and early years settings.

We had some successful fundraising events this year, particularly the Christmas fair and raffle. This was well received by all and was for all the community as well as our own families. The raffle was amazing and raised a significant amount of money and we cannot thank the local businesses enough for their generous donations. We have also been given several grants retrospectively for beautiful

garden upgrade. I hope that we can continue with the successful fundraising, and I know that the FOLLies team have been working hard planning new events and raising more funds for our preschool.

Our little staff team of 4 have been working hard over the last year and continue to give the children all the support and care they need. We have supported a few children in their transition to school and other children who have relocated to other areas. We pride ourselves on the support we give those families and children during transition time and know that we give them the best start to their next chapter. Alongside working two of the staff have been studying and back in January Harriet passed her level 3 course. Massive congratulations to Harriet, I know it's been hard work and a long process. This has helped ease some of the pressure on myself and Kim knowing we have another qualified staff member.

We currently have 18 children on the books with 6 of those children going to school in September. We have some children already on our waiting list for September and with the new government funding in place I can see our numbers increasing more.

We have been working very closely with the Gloucestershire County Council early years inclusion team to ensure that as a setting we are as inclusive as we can be and can offer a safe space for all children. Our advisor is very impressed with the inclusivity of the setting and has directed us to areas of training that will only support the children and staff more.

My hope for the next 12 months is that we can get Little Learners back to a more comfortable financial place and to see more children come through our doors. We have another difficult year ahead of us with some changes in staffing, but we will make it through as we always do. We are only small, but we are a mighty setting, and we are such an integral part to the local area.

Thank you to everyone who has supported me and the team over the last year and for keeping such a good eye on things.

Treasurers Report for AGM 23rd May 2024

The set of accounts you have before you are for the past 4 years. The April 2023 to March 2024 is yet to be accredited by our independent accountant but will be sent off in due course. They are to be filled by 31st January 2025. I thought it would be good to review the figures for the previous 3 years as a comparison.

It was a tough year but as you can see, we have managed to reduce the deficit to £6085.64 as opposed to £9118.13 for the previous year. If we (mainly due to Hazel's efforts!) had not managed to access some grants and the amazing fundraising again mainly from the Christmas Fair it would have been much worse, a deficit of £12477.00.

We have also looked at how we could reduce costs on essentials. So far, we have changed provider for the Internet, and Family App which will save us quite a bit and Hazel has taken over the payroll so another great saving.

Wages as predicted went up due to the new minimum wage and Harriet now on a higher rate and only wish we had been able to give Hazel and Kimmi a more substantial increase. The insurance also increased.

Going forward things are looking much brighter. Although wages will go up, with the new incentive from the government to fund 2-year-olds paying £7.15 an hour this will help. Hazel has had a good uptake on places for 2-year-olds.

Although not compulsory we need to look at the consumable charge and invoice out to the parents especially to those that are funded. We need to make it clear to parents how vital this is. We may also need to put up the fees to £8 an hour for non-funded children.

Hazel and I have also looked at the projected figures for 24/25. This does not include fundraising or any other grants we may be able to obtain so hopefully we will be able to really get back on track by the end of 2025. Our figures almost match and some of it is guess work but we are looking at only a small overspend.

Bank Accounts 23/5/24

Current	£23,220.54
Contingency	£15,000.13
Saver	£878.40
Total	£39,099.07



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lechlade Little Learners

No (if any)

Receipts and payments accounts

CC16a

For the period from 01/04/2023 To 31/03/2024

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 £
A1 Receipts					
Nursery grants	49,007	-	-	49,007	45,078
Children's fees	10,288	-	-	10,288	11,497
Consumable charge	440	-	-	440	-
Grant	3,180	-	-	3,180	800
Fundraising	2,835	-	-	2,835	312
Donations	224	-	-	224	1,184
Interest	152	-	-	152	44
Other receipts	98	-	-	98	225
Sub total (Gross income for AR)	66,224	-	-	66,224	59,140
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	66,224	-	-	66,224	59,140
A3 Payments					
Employment costs	61,099	-	-	61,099	59,081
Training & Travel costs	673	-	-	673	1,528
Premises	1,947	-	-	1,947	449
Subscriptions	-	-	-	-	-
Insurance	1,202	-	-	1,202	1,091
Administration	1,573	-	-	1,573	1,901
Refreshments	426	-	-	426	-
Consumables	778	-	-	778	2,582
Payroll fees	468	-	-	468	479
Fundraising costs	170	-	-	170	-
Other	548	-	-	548	672
Sub total	68,884	-	-	68,884	67,783
A4 Asset and investment purchases, (see table)					
	-	-	-	-	19,358
Sub total	-	-	-	-	19,358
Total payments	68,884	-	-	68,884	87,141
Net of receipts/(payments)	2,660	-	-	2,660	28,001
A5 Transfers between funds					52,369
A6 Cash funds last year end					24,368
Cash funds this year end	21,708	-	-	21,708	24,368

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 £
B1 Cash funds	Barclays Current Account	5,828	-	-
	Barclays Active Saver	879	-	-
	Barclays contingency fund	15,001	-	-
	Total cash funds	21,708	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
LECHLADE LITTLE LEARNERS

On accounts for the year ended

31st MARCH 2024

Charity no (if any)

275 208

Set out on pages

1 to 3.

(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

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:

S R Hatcher

Date:

20/1/2025

Name:

S R HATCHER

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

F. C. A.

Address:

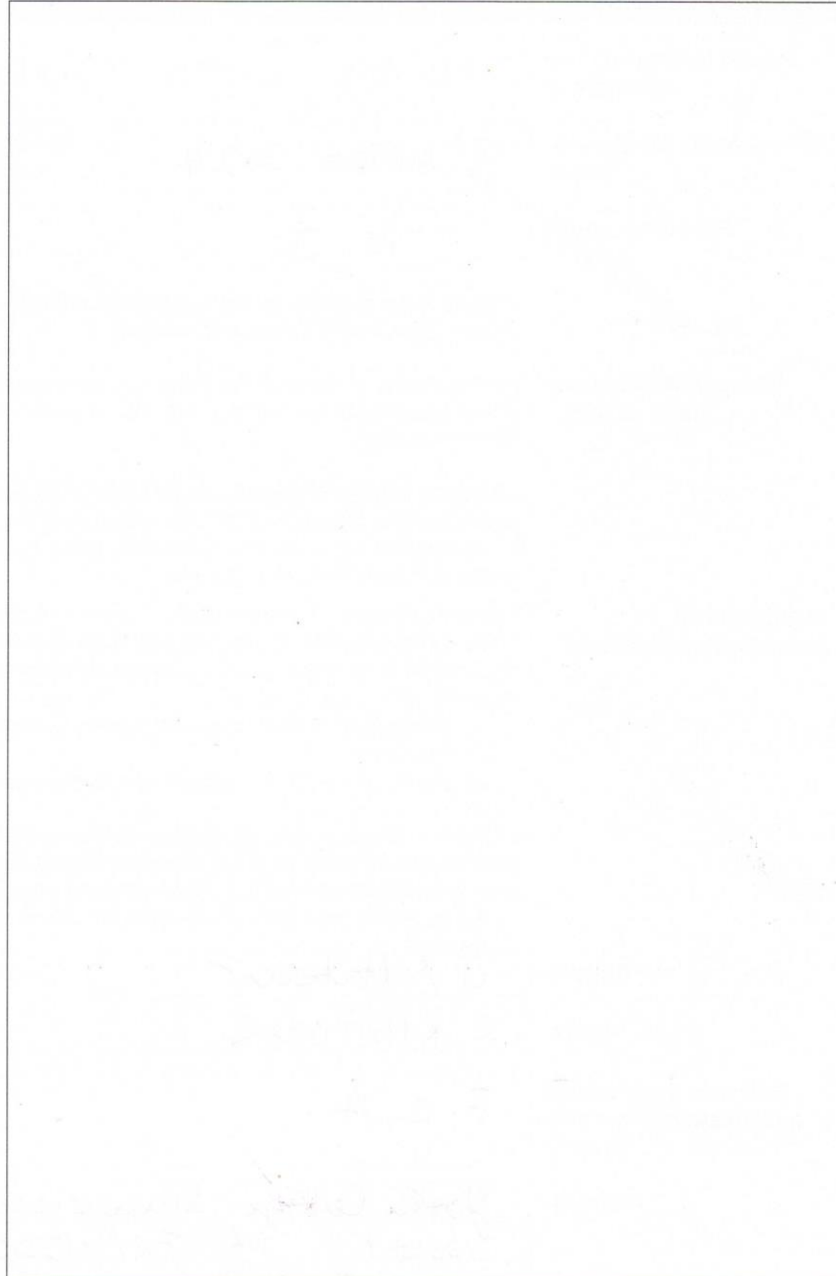
North Cottage Smeeth Lane
Boscot NR FARINGDON OXON
SN 7 8AP

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.



LECHLADE LITTLE LEARNERS

England & Wales - Charity number 275208

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

LECLADE LITTLE LEARNERS 275 208

Receipts and payments accounts

CC16a

For the period
from

1/4/22

To

31/3/23

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Nursery grants	45,078	-	-	45,078	54,529
Children's fees	11,497	-	-	11,497	15,818
Milk refund	-	-	-	-	-
Grant	800	-	-	800	4,386
Fundraising	312	-	-	312	1,324
Donations	1,184	-	-	1,184	354
Interest	44	-	-	44	5
Other receipts	225	-	-	225	135
Sub total (Gross income for AR)	59,140	-	-	59,140	76,551
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	59,140	-	-	59,140	76,551
A3 Payments					
Employment costs	59,081	-	-	59,081	63,013
Training & Travel costs	1,528	-	-	1,528	150
Premises	449	-	-	449	4,293
Subscriptions	-	-	-	-	158
Insurance	1,091	-	-	1,091	1,393
Administration	1,901	-	-	1,901	1,493
Refreshments	-	-	-	-	16
Consumables	2,582	-	-	2,582	3,960
Payroll fees	479	-	-	479	385
Fundraising costs	-	-	-	-	20
Other	672	-	-	672	472
Sub total	67,783	-	-	67,783	75,353
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	19,358	-	-	19,358	804
Sub total	19,358	-	-	19,358	804
Total payments	87,141	-	-	87,141	76,157
Net of receipts/(payments)	- 28,001	-	-	- 28,001	394
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	52,369	-	-	52,369	51,975
Cash funds this year end	24,368	-	-	24,368	52,369

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Barclays Current Account	1,827	-	-
	Barclays Active Saver	6,942	-	-
	Barclays contingency fund	15,599	-	-

Total cash funds

24,368

-

-

(agree balances with receipts and payments account (s))

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

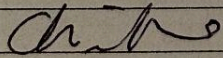
Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval



CLAIRE STOWE

30.1.24



Section A Independent Examiner's Report

Report to the trustees/ members of LECHLADE LITTLE LEARNERS

On accounts for the year ended 31/3/23 Charity no (if any) 275208

Set out on pages

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

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: [Signature] Date: 30/1/24

Name: STACEY CLIFFORD BROWN

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

Address: 115 PERRINSFIELD
LECHLADE
GL7 3SE

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.

A large, empty rectangular box with a thin black border, intended for the user to provide details of items to be disclosed. The box is currently blank, with a faint diagonal line and a small smudge visible inside.

Meeting No:	52 (2023 AGM)
Date:	Thursday, 18 th May 2023
Time:	7.30pm
Location:	Lechlade Little Learners

Attendees	Initials	Role	Attendees	Initials	Role
Hazel Adamson	HA	Manager	Elna Griffiths	EG	Member
Claire Stowe	CS	Chair	Becky Musson	BM	Secretary
Judy Hurt	JH	Treasurer			

Item	Regular Minutes	
	<p><u>Bank total 18.05.2023</u></p> <p>Current account £14280.95 Contingency fund £15,599 Active Saver £1941.77 Total £31,821.72</p>	
	18/05 - 21 children on roll.	

For review next time					
No: [Meeting Number:Acti on Number]	Discussion / Action	Status (Open/ Closed/ Carried forward)	Owner	Date Raised	Action Due
40.4	<p>Fundraising</p> <ul style="list-style-type: none"> - Hamper raffle: plan for end of summer term leavers party.. - Future ideas: Quiz, Wine and cheese tasting, Auction of promises, balloon trail, nearly new sale in spring after Feb half term, sponsored nature walk / treasure hunt easter hols, jumble sale - Agreed one event per term 	Open	All	May 2021	Ongoing
46.3	<p>Bank signatories</p> <p>Need to remove Becky and Stacey and add Claire and Judy. <i>14/07 Bank didn't process signatory change and so Hazel re-sent. 15/09 Hazel sent the letter and now has to call and confirm she is who she is! 17/11 – Still not resolved although Barclays said new</i></p>	Open	BM	May 2022	April 2023

	<p>signatories have been set up. Judy will contact Barclays to try and resolve.</p> <p>26/01/23 Becky to call Barclays to try and resolve.</p> <p>23/03 – Claire and Judy added 😊 Becky to contact Barclays to get her and Stacey removed</p> <p>18/05 – Becky to check if she can still log in.</p>				
47.9	<p>Payroll</p> <p>Manager to teach deputy manager how to do payroll in case she is off sick. 15/09 – carried over 17/11 – carried over. 26/01 – carried over. 23/03 – carried over 18/05 – carried over</p>	Open	HA	July 2022	May 2023
47.13	<p>Ofsted – Change of Nominated Person</p> <p>Hazel needs to update DBS and can then complete the process. 23/03 – In progress with Hazel. 18/05 - Continuing</p>	Open	HA	July 2022	April 2023
47.14	<p>Future Committee</p> <p>Need new members and consider our options for the constitution in next meeting. 15/09 – Options: Re-write constitution to remove need for parents, but still need trustees. Become a CIO. Join with school. As a first step, Hazel to speak with Fairford Manager and start to create a business plan / compelling story. 17/11 – Hazel to contact Fairford. 26/01 – Agreed not to approach Mr Souter. Agreed that we should update the constitution to enable us to broaden pool of potential committee candidates. Aim for combination of stable members and rolling parents. Claire will try and progress. 23/03 – Discussed change of constitution. Proposal of 4 core Trustees Chair, Treasurer, Manager and Secretary who meet 6 times a year. Then have more parents as members (similar to FOSLS) who attend 3 times a year, and focus of these meetings would be fundraising, social events and voting on key spending. This FOALS group would have less responsibility. Promote this group and start promoting in September. Hazel to check if DBS etc is needed for fundraisers. Consider timing of meetings to be easily accessible for parents to join.</p> <p>Claire and Hazel to draft a proposal for review at AGM.</p> <p>18/05 – Hazel is working on the new constitution but still assessing members vs trustees.</p>	Open	CS / HA	July 2022	July 2023
49.01	<p>Courses</p> <p>EY leadership course free which Hazel is doing</p> <p>SENCO free qualification for Hazel and Kimmi</p> <p>Level 3 for Harriet – should complete early 2023</p> <p>18/05 – Harriett and Libby continuing their qualifications.</p>	Open	HA	Nov 2022	Ongoing
52.01	<p>Fees</p> <p>Agreed to start increase from September 2023. £7 per hour. Hazel to communicate.</p>	Decision			
52.02	<p>FOLLies</p> <p>Setting up and advertising after half term and hoping people will join. Elna will bridge FOLLies and committee</p>	Open	HA / EG / CS	May 2023	June 2023
52.03	<p>Committee Changes</p> <p>Lizzie unfortunately stepped down from the committee for personal reasons.</p>	Info only			

No other committee changes				
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Closed Actions					
No: [Meeting Number: Action Number]	Action	Status (Closed)	Owner	Date Raised	Closed date
42.7	Electricity Meter <i>18/05 – Rebate received</i>	Closed	HA	Oct 2021	Feb 2023
47.12b	EYFS Plan a short session for September so committee are familiar with EYFS and mandatory requirements. <i>18/05 – Closing, agreed to close</i>	Closed	HA	July 2022	May 2023
51.01	Pay rises Statutory increase is 9.7% to minimum wage to £10.42 Claire and Judy to clarify what each persons pay rise should be. <i>18/05 – Completed and closed</i>	Closed	CS / JH	March 2023	April 2023
51.02	Recruitment Additional staff member is really required and so Hazel will advertise in next couple of days. Needs to be someone qualified. <i>18/05 – On hold until further notice</i>	Closed	HA	March 2023	April 2023
50.01	Savings account Claire to investigate if we can get better interest rate 23/03 – Claire found an account we could earn about £500pa and so agreed would be worth moving the contingency fund to a higher interest account. Claire will get more details. Need to ensure dual signatory. <i>18/05 – On hold until clearer on finance position</i>	Closed	CS	July 2023	Ongoing

Attendance at Previous Meetings
(To be completed as a tracker of people in attendance when key decisions made).

Name	Date	Date	Date	Date	Date	Date
Claire Stowe <small>Chair since 26/05/22</small>	14/07/22	15/09/22	17/11/22	26/01/23	23/03/23	18/05/23
Hazel Adamson	14/07/22	15/09/22	17/11/22	26/01/23	23/03/23	18/05/23
Becky Musson <small>Secretary since 26/05/22</small>	14/07/22	15/09/22	17/11/22	26/01/23	23/03/23	18/05/23
Lizzie Davey	14/07/22	15/09/22	-	26/01/23	23/03/23	Left committee

Judy Hurt Treasurer since 26/05/22	14/07/22	15/09/22	17/11/22	-	23/03/23	18/05/23
Elna Griffiths	14/07/22	15/09/22	-	26/01/23	23/03/23	18/05/23

Summary

This year has gone by so fast. There have been lots of changes – both to the team and the setting – but things are feeling settled now and the space is working well, which is a real pleasure to see and credit to all the team.

Team

It was a rocky start to the year, with 2 long term employees leaving in quick succession. After some ongoing difficulties, Kim decided to hand in her resignation. It was a huge shock to everyone but the team pulled through admirably and I am pleased to hear she is very happy in her new role. Shortly afterwards, Jo decided to move on to new ventures too. We were incredibly lucky to have had two such experienced and caring team members for so long and their unwavering commitment to the setting was so appreciated by both staff and families.

Over the summer we advertised for a new team member and were lucky enough to recruit Libby. She is energetic and friendly and has slotted into the team brilliantly. She is currently doing her Level 2 apprenticeship and we hope this will be the first of many happy years for her at Little Learners.

Harriet is such an asset to Little Learners. She is always happy, level-headed and dependable – a very well-loved member of the team. Despite frustrating delays with her Level 3 qualification, she is due to complete very soon which will help ratios in the setting enormously.

Kimmi is an absolute rock. She remains a constant source of support and strength for Hazel and seems to have a never-ending supply of energy and ideas. She is always smiling, even through the tough times, and we are so lucky to have her as our Deputy Manager.

Hazel has shown incredible strength this year as Manager. Yet again, she has faced some really gritty situations – emotional staff departures, low numbers and difficult ratios, caring for challenging children and supporting families in need. But she has dealt with all these superbly. Her calm, professional and diligent approach is so impressive and we as the committee, couldn't be prouder or more grateful for everything she does. Thank you so much.

Hazel and I have regular catch ups and I have so enjoyed getting to know her better. She does so much for Little Learners behind the scenes. Her love for the children and dedication to the staff and setting blows me away. I genuinely don't know what we would do without her.

The committee was happy to offer all staff pay increases for the 7th year running in recognition of all their hard work and we hope it goes some way in helping towards the frightening increases in cost of living. We are very mindful that this continues to be a real challenge to everyone, and although we try our hardest to keep fees as low as possible, we may have to consider another increase for September.

On behalf of all the committee, a massive thank you to all the staff for all the bottoms wiped, plasters applied, snacks prepared, floors mopped, paintbrushes washed, games played, stories read and hugs given. You are the reason Little Learners is the safe, creative, happy and loving preschool which it is.

Committee

It has been a huge honour to step up into the Chair role since last May, especially as they were such big shoes to fill! Becky, you did such an amazing job for so long and I really want to thank you for all your help and support which you have given me this year as I learn the ropes. I am also very aware that you had hoped to be gone by now, but instead you are still here being our wonderful Secretary! This is very much on mind and we will try and release you as soon as possible.

Judy has effortlessly slotted into the Treasury role and we are so grateful for all the wisdom and experience which she brings to the committee. It has been great working with her and I look forward to many more years together I hope.

Elna has been a stoic member of the committee for the last year. She is full of ideas, is a wise sounding board and always offers to help when help is needed. We are so grateful to have you on board!

Lizzie has been a loyal member for over 2 years now and has provided incredible support to me and the committee. It is with great sadness that we must lose her when she moves to Oxford this summer. She will be sorely missed.

Recruiting new committee members continues to be a real struggle despite our many efforts of advertising this year. We explored the possibility of converting to a Charitable Incorporated Organisation, or approaching Mr Soutar in view of merging with the school, but after much debate, it was decided best to continue as we are. However, we are planning to change our constitution so that we are not committed to having so many parents on the committee, and instead, encourage parents to join a separate fundraising team called FOLLies. I am really excited about this and hope that by being less daunting and admin-based, it will become a fun and effective enterprise.

Projects

Last May we bit the bullet and invested over £13k to re-surface the outdoor garden with bonded rubber mulch. Although this was a scary amount to be spending, it has proved money well spent. The garden is now child-friendly all year round and it even withstood the hottest summer (40 degrees) and coldest winter (-11 degrees) on record! Together with the new deck and doors, the children can free-flow between indoors and outdoors and has helped staff watch over the children more easily as they engage in different activities.

We had a successful summer of fund-raising, most notably £340 between the Jubilee and school fetes, which Becky then kindly doubled through her £4£ work scheme. Since then it has been slow, mainly due to not wanting to add extra financial pressures on our families. However, we cannot afford to put fund-raising projects on hold anymore, so this year we need to get re-invigorated.

The Lions very kindly donated a food bank which is located outside our gates and has provided so many families with much-needed help over the last year. We are so grateful to all our donors who support Little Learners.

Closing remarks

This year more than ever, I am so aware and grateful to everyone in the Little Learners family, especially to you, the committee members. We live in such a busy world and we all have to juggle so much. It's a big ask for you to give up your time, your evenings, your energy and your brain

space. So thank you. You and what you do are so appreciated. Here's to keeping Little Learners happy and thriving for another year, whatever the universe throws at us!

AGM 18 th May 2023

This year has certainly been the year for change and development. The setting has seen a large transformation with the new decking, doors, and the garden refurbishment. This has been at a significant cost to the setting but an amazing asset for the future. All the families past and present have been very positive about the changes and have told us how much of an asset we are to the local area. We continue to improve the look and feel of the setting even in small ways with redecorating, adding new resources and looking at ways we can improve the provision especially with an ever-changing cohort of children. Another large change we have seen has been with staffing. After losing two long standing staff members to pastures new we were lucky to recruit one of our parents as a new practitioner. Libby has settled into the setting well; she is working hard on her level two apprenticeship which we have been very fortunate to receive funding for. Libby brings new life to the setting; she is willing to learn and has really become part of the Little Learner family. Harriet is continuing with her level 3 after some issues with the provider we have found her a new more proactive provider who are working hard with her to get the qualification. We are hopeful that it won't be too much longer before she is qualified. Harriet continues to be a great team member, with a passion for the children and enjoyment of her job.

I have to say a huge thank you to Kim for the last year and every year since being here. She is one in a million who we are so privileged to have as part of Little Learners. Kim stepped up in May when I had some time off and is always there to take the slack when things get tough. She has completed the Department for Education SENCO course which gives her more knowledge of the role of the SENCO and enables her to support me more in the role.

I myself have also been able to complete the SENCO course which has given me more knowledge and confidence in the role of a SENCO. Me and Kim we both extremely lucky to have been able to do the course due to the numbers and them restricting how many people from a setting did it. I am also working my way through a National Professional Qualification in Early Years Leadership and hope to complete that next year.

Our numbers have been significantly lower this year which has impacted on us financially. It has though given us time to settle Libby into the setting and give all the children in our setting the best care and education. We are seeing that since covid children are needing much more support with their play and independence, they are also needing a lot of personal, social, and emotional development. Having less children has allowed us to really focus on those areas and hopefully give the children the best time during their early years.

As a team we have been tested over this last year and continue to be tested with the ever-changing world and way of life. We are seeing more safeguarding issues as well as children with SEND. We are proud of the setting we have created and the reputation we have in the local community. We are trusted with people's most precious beings, and we try to provide the best care, education and support we can. We pride ourselves on building strong relationships with families and being people, they can confide in and trust. Our families have so many positive things to say about us and the staff and I couldn't be prouder of everyone for their continued hard work and dedication to Little Learners.

Being the manager at Little Learners is so much more than a job. Even when times are tough, I love my job and the children within the setting. Every year I have the immense privilege of meeting new families and being a part of their lives. Watching the children change and develop during their time in the setting is exciting and gives me an overwhelming feeling of pride. There will always be bumps in the road and challenges but as a team we will work through them and overcome anything that is thrown at us. We do what we do for the children, and they are the reason we continue to come to work everyday and have passion for our job.

Thank you again for all the work the committee has done and continues to do. I hugely appreciate everything you have done and continue to do. I know the last year has brought some difficulties but you have always been a huge support and sounding board for me.

Treasurers Report for AGM 18th May 2023

The set of accounts you have before you are for the last 3 years. The April 2022 to March 2023 is yet to be accredited by our independent accountant but will be sent off in due course. They are due to be filed by 31st January 2024. I thought it would be good to review the figures for the past 3 years as a comparison.

Unfortunately, the figures for last year after taking off the cost of the new outside surface, decking and French doors, leaves a deficit of £9118.13 which means that our income is not covering expenditure. This is mainly due to low children numbers which means less nursery grants and fees. We are down £17357.00 from the previous year.

We received £700.00 from the Lions and an electric refund of £3024.00 so if we hadn't had these the situation would have been even worse.

Extra expenditure for the year was staff training and the family app has increased but other than that most costs have stayed about the same. In fact, some have gone down.

The wages for the coming year will increase due to the rise in minimum hourly rate. I know we put the fees up last September but may have too again.

Going forward we need to review figures for the coming year as we cannot sustain the same loss this year.

We had planned to invest £15000.00 into a bond for a year to gain a better return than the bank for a year but may not be possible if the expenditure keeps outstripping the income.

LECHLADE LITTLE LEARNERS

England & Wales - Charity number 275208

Accounts

Meeting No:	46 – 2021/2022
Date:	Thursday, 05 May 2022
Time:	7.30pm
Location:	Little Learners

Attendees	Initials	Role	Attendees	Initials	Role
Hazel Adamson	HA	Manager	Lizzie Davey	LD	Parent
Becky Musson	BM	Chair	Rob Gale	RG	Parent/Fundraising
Stacey Aggrey	SA	Treasurer	Elna Griffiths	EG	Parent/Safeguarding
Claire Stowe	CS	Secretary	Imogen Bray	IB	Parent/Fundraising
Judy Hurt	JH	New Treasurer			

Item	Minute - AGM	Actions (these are repeated in the next section under 'New Actions')
1.	Welcome	
2.	Chair's Report [Chair read their report.]	
3.	Manager's Report [Manager read their report.]	
4.	Treasurer's Report [Treasurer read their report.]	

5.	<p>AOB</p> <p>Membership and role changes Becky is stepping down from Chair role, Claire is taking on the position. Becky will take on Secretary role until Christmas when she plans to leave altogether. Stacey is stepping down from Treasurer role, Judy is taking on the role. Lizzie is happy to stay on for another year. New member Elna has taken on Safeguarding. New members Rob and Imogen are sharing Fund-raising.</p> <p>Future committee meetings Going forward the committee agreed to meet once a term, online or in person, depending on what suits everyone at the time.</p> <p>Fees The committee agreed on increasing the fees from £4.70 to £5 per hour from September, which would help to cover the increases in staff pay. Hazel will communicate this to parents.</p> <p>Bank total Current account £1,103 Contingency fund £15,565 Active Saver £35,701 Total £52,369</p> <p>Chez has paid all outstanding fees.</p>	HA
	<p>Date of Next Meetings <u>Thurs 19th May 2022, 8pm (Jubilee fund-raising catch-up, online)</u> <u>Tuesday 5th July 2022, 7.30pm (online)</u></p>	

Carried Forward and New Actions for review next time					
No: [Meeting Number:Action Number]	Action	Status (Open/ Closed/ Carried forward)	Owner	Date Raised	Action Date

45.1	<p>Garden/building refresh</p> <p>Claire has had one quote to lay bonded rubber mulch from Rhino Play (£16,411 + vat) and is waiting on a second quote from Bonded Surfacing. Will share with committee when asap. Still hoping to action over Summer hols, if not before.</p> <p>Andy's quote to paint the outside is £1-1.5k, depending on colour choice. Imogen to research a second quote from painter contract.</p>	Open	CS, BM, IB	March 2022	July 2022
45.2	<p>Spare key for gate</p> <p>Elna offered to take gate key to Carterton locksmith.</p>	Open	EG	March 2022	July 2022
40.4	<p>Fundraising</p> <ul style="list-style-type: none"> - Hamper raffle: plan for end of summer term leavers party. - Virtual balloon race is live, starts 30th May - Kushi curry night agreed: £5 rebate per head, Rob to organise date and ticket sales. Contact number who Stacey has been dealing with at Kushi is 07702 829869. - Hungarian night – next winter? - Jubilee party in Lechlade (see separate action) 	Open	All	May 2021	Ongoing
42.7	<p>Electricity Meter</p> <p>Hazel chasing rebate.</p>	Cary forward	HA	Oct 2021	July 2022

44.2	<p>Jubilee Sunday 5th June (12pm onwards)</p> <p>Lucky book dip: Instead of a lucky dip giving away cheap plastic, committee decided to collect second hand books to wrap up instead. £1 entitles child to choose mystery book gift (and a fe sweets?). Books wrapped in rainbow colours/age specific. Hazel to put out call for donations. Imogen to ask about sweets from Fab Partywear.</p> <p>Flags for kids: Instead of. balloons, decided to do flags with Union Jack and LL logo printed on. Claire to research.</p> <p>Poster/old photos: Children to make big 50 poster for table. Hazel to sort a collage of old photos.</p> <p>'Guess the weight of the Magnum': for the grownups! Adding cheese and biscuits to the prize to make weight more tricky to guess! Claire to sort.</p>	Open	ALL	Feb 2022	May 2022
46.1	<p>Staff Uniform</p> <p>Propose to get new tops/coats for staff to wear to improve recognition when out and about with kids in Lechlade and also create a more professional and united look within the setting. Staff have mixed feelings about this, so Rob is going to put together some options of different tops/fleeces/coats which will hopefully appeal to all.</p> <p>Stacey recommended her friend Jenny's company: The logo Works.</p> <p>www.logo-works.co.uk Accounts@thelogoworks.co.uk</p>	Open	RG	May 2022	July 2022
46.2	<p>TAR</p> <p>Becky to submit TAR and inform relevant authorities about change in Committee structure</p>	Open	BM	May 2022	July 2022
46.3	<p>Bank signatories</p> <p>Need to remove Becky and Stacey and add Claire and Judy.</p>	Open	SA, BM, CS, JH		
46.4	<p>Gmail</p> <p>Look into reinstating old committee gmail account for future online meetings via Google instead of Teams, and also potentially moving all LL doc from Dropbox over to Google Docs.</p>	Open	BM	May 2022	July 2022

Closed Actions

No: [Meeting Number: Action Number]	Action	Status (Closed)	Owner	Date Raised	Closed date
17.7	Fundraising Policy and Strategy DONE	Closed	ALL	Feb 2022	May 2022
36.4	Building survey Hazel organised PATS test via school – DONE	Closed	BM	Sept 2020	May 2022
40.1	Committee recruitment Role changes all agreed and 3 new members recruited.	Closed	HA	May 2021	May 2022
40.3	New bifold door and decking These were installed over Easter hols and have been a huge success. Claire to chase invoice from The Cotswold Kiwi.	Closed	CS	May 2021	May 2022
42.6	BT refund Refunded to Hazel, Hazel to deposit in bank.	Closed	HA	Oct 2021	May 2022
44.1	Advertising for new children in September Hazel has done several show arounds recently so hopeful for some more new starters in Sep.	Closed	BM, CS, HA	Feb 2022	May 2022

Attendance at Previous Meetings

(To be completed as a tracker of people in attendance when key decisions made).

Name	Date	Date	Date	Date	Date	Date
Stacey Aggrey	Internet issues	14/10/21		10/02/22	10/03/22	05/005/22
Becky Musson	14/07/2021	14/10/21	02/12/21	10/02/22	10/03/22	26/05/21
Hazel Adamson	14/07/2021	14/10/21	02/12/21	10/02/22	10/03/22	05/005/22
Claire Stowe	14/07/2021	14/10/21	02/12/21	10/02/22	10/03/22	05/005/22
Lizzie Davey	Internet issues	14/10/21		10/02/22	10/03/22	05/005/22
Judy Hurt	14/07/2021	14/10/21	02/12/21	10/02/22	10/03/22	
Elna Griffiths						05/005/22
Rob Gale						05/005/22

Imogen Bray						05/005/22
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Lechlade Little Learners AGM – Chair Report 2022

5th May 2022

Summary

Little Learners have had another great year and it has been lovely to be able to visit the setting again and see first-hand how happy all the children are.

Team

Through another difficult year, all the staff have shown their true commitment to Little Learners keeping the doors fully open. Covid-19 has not made life easy for anyone and they have done an amazing job juggling their own personal challenges with the needs of Little Learners.

Apart from Emma Stallard leaving us early in the school year, we have had another stable year in terms of staffing.

Hazel has, as always, been a wonderful manager this year. There is so much she does in the background that we as a committee don't see. Now we are able to, we have started having monthly catch up's which provide me, as chair, much more insight to the setting and all the amazing work she and the team are doing. I really enjoy the meetings and have agreed with Hazel that these should continue. Hazel continues to have never-ending energy to keep improving Little Learners and supporting the staff. Thank you so much for every small and big thing you do for Little Learners – we would be lost without you.

Kimmi continues to be an invaluable deputy for Hazel and I know she brings and implements lots of ideas which help to keep Little Learners a setting that the children love.

Jo, Kim and Harriet as always bring their energy, knowledge and professionalism to Little Learners – they all provide a fun, friendly and comfortable space for the children.

It is so important that we continue to support our staff with their personal development. We welcomed the opportunity to pay for Harriett's level 3 qualification which she is close to completing and we wish her all the best for the final steps.

The committee was grateful to be in a position to offer all staff pay increases for the sixth year running, recognising all their hard work and hopefully going some way towards meeting increasing cost of living.

A big thank-you to you all on the staff team for your hard work, dedication, enthusiasm and ideas. You are all essential to the success of Little Learners and the committee appreciates your ongoing commitment and expertise.

Committee

Most importantly in this section, I really wanted to take the time to say a massive thank you to Stacey for her unwavering commitment and all the time and ideas she has donated to Little Learners over the last 8 years. Stacey has kept us on track through some really difficult times, both financial, regulatory and the pandemic and she has been essential to bringing Little Learners to the stable and thriving setting that it is now. I have really enjoyed being on the committee with you and honestly I'm not sure there are enough words to convey the contribution you have made!

Stacey really wanted to leave the committee after so long and so it is with great pleasure that we welcome our new treasurer, Judy. It is lovely to have someone new onboard and we look forward to working with her.

Apart from Stacey moving on, it is great to be able to say that Claire, Lizzie and myself are staying for now. In addition to Judy, it is also wonderful to announce that we have 3 other new members joining us, Rob, Imogen and Elna. It has been a challenge over the last few years to get new members and so we are pleased to have recruited you and look forward to working with and getting to know you. I hope that we can continue the trend and see more parents coming on board this time next year, allowing people to roll off as their children move on to primary school.

I guess it is also now that I should confirm that I will step down from being the Committee Chair after 5 years and I am delighted to hand over the role to Claire who has already brought so much energy and drive for improvements to the committee.

I will remain on the committee for a little while and am happy to take on the secretary role until Christmas, when it would then be great to hand it over to someone else.

Projects

The biggest project this year has been the new garden doors and decking. Even though they have only just been installed, I can see that they are already a massive success. Claire has been working really hard to design the rest of the outdoor space and find a company to complete the work and I am really excited to see this come to reality during the summer holidays hopefully.

Following on from our new logo last year, as part of our ongoing marketing, we would also like to provide new staff uniform polo shirts and coats to the team. We hope this will enhance and advertise our presence in the community.

We seemed to do limited, although successful, fundraising this year as a committee due to Covid but next year we should make the most of the lifting restrictions to try and replenish some of the money we are investing.

Closing Remarks

As this is my last Chair report, I wanted to say how much I have really appreciated my time on the committee. It has given me unique opportunities to get to know other parents. I have also enjoyed working with and learning so much from Hazel and previously Sally as Managers – I am really in awe of what you achieve every day. Finally it is of course very much a team effort but I am proud to have been a small part of Little Learners 51 years contribution to the Lechlade community.

Lechlade Little Learners – Manager Report **AGM 5th May 2022**

This year has been another crazy year with us still navigating our way through the pandemic and the impacts that we continue to see from this. We have fared well with regards to covid and have been lucky that we have only had limited cases. Unfortunately it has impacted on the staff team and at

times it has been extremely stressful trying to balance the needs of the setting and ensuring the safety of all. The staff team have worked hard to keep the setting open and not let the staffing issues affect the children and the quality of education and care they have received.

Our numbers are a little lower than we would like this school year but with the issues relating to covid it has ensured we have been able to remain open for all children without any impact on their care. We are hoping that the future will bring more children in but we are seeing an impact from covid on the number of new children we are getting. There is a lot of anxiety and changes to people's circumstance which seems to be affecting our future numbers but we continue to advertise and make ourselves known in the community and in time I'm sure things will improve.

Last year we celebrated a big birthday but have postponed the celebrations to this year due to covid. Alongside the birthday we did a sponsored walk through the whole of October which saw us cover miles and miles. The children and staff loved getting out and about exploring different parts of Lechlade, and the local community seemed to enjoy seeing the children. We continue to take the children out and about for walks, visits to the park and going to different toddler groups. We also enjoy trips to the local coffee shops and the garden centre.

We continue to make improvements to the setting with our most recent one being the new doors and decking. It was a large expense but even within the last two weeks it's made such an impact on our daily running. All the families have commented on how lovely it is and how much of a difference it has made. The children were very excited when they first saw it telling us how big the room was now and that they like that they can see much more. It has really made the room and garden feel like one.

We have been very generously gifted items for the garden this year including the climbing frame and playhouse. These have given the children more opportunities for play and continue to be hugely popular.

Fundraising has been very successful this school year with the sponsored walk bringing in more than £500 and our most recent cake sale being very popular. We hope to continue raising funds so we can improve the garden more giving us an all year round surface that the children and staff can enjoy for years to come. We have the Queens Jubilee weekend to look forward to with all the celebrations and we hope we can organise various other fundraisers to both boost our funds and also showcase our setting.

I want to thank you committee for their constant support and for all the time and effort they have and continue to put into the setting. I know that as a volunteer it can be difficult to dedicate so much time to things but your hard work and commitment really doesn't go unnoticed and is appreciated by all.

Treasurers Report for 31/03/2022 AGM – 05/05/22

The set of accounts before you have been are yet to be accredited by our independent but will be sent off in due course. They are due to be filed by 31 January 2023.

The result for the year was a profit of £394 which given the continuing impact of COVID 19 and the challenges this has brought with staff shortages and reduction in children is a brilliant achievement! Our total income for the year was down £4,498 compared to the previous year, however the 2020/21 included the £10,000 grant from the council. We are hopeful our 2022/23 numbers will be slightly higher than the last which are still suffering slightly due to anxious parents with covid

Included in the income for the year was a donation of £250 from Lechlade & Fairford Lions for the food bank which we are very grateful for.

Following no fundraising at all in the 2020/21 year due COVID, we are pleased to report £1,324 of fundraising income this year. This was predominantly the sponsored walk. We are very grateful for the generous donation of £500 from RWE. We hope the fundraising for 2022/23 will continue to grow further.

Please see below for a summary of the fundraising income for the year:

Love kids photography	114.55
RWE	500
Cake sale	161
Sponsored walk	548.53
	1324.08

The aim of the Charity is to not make a profit and to re-invest all monies received into the building, equipment and staff. We have ensured that was actioned again this year and were able to pay £900 deposit towards the new doors and decking project which was completed in April 2022.

Our staff costs have increased due to no furlough income this year which was offset last year, as well as being able to award our hard working staff a healthy pay rise each. A further pay rise has just been announced in April 2022 which will result in a rise in our children fees in September 2022 which I'm sure all parents will agree is very worthwhile, we are still competitively priced against our competitors.

Premises expenses have more than halved this year, this is primarily due to nearly £3,000 spent on new fencing last year as well as the large charges we have paid BT which have now ceased.

Administration fees have doubled, however this includes the new Family App which I understand is very worth the money in terms of ease of administration from the manager's point of view, as well as the benefits for the parents.

We are quietly confident for the next year and all hope Lechlade Little Learners will continue to grow and go from strength to strength.



Section A

Independent Examiner's Report

Report to the trustees/ members of

LECHLADE LITTLE LEARNERS

On accounts for the year ended

31st MARCH 2022

Charity no (if any)

275208

Set out on pages

1 - 2 (remember to include the page numbers of additional sheets)

Responsibilities and basis of report

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

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: SK Hatcher

Date: 13/1/2022

Name: SR HATCHER

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

F.C.A.

Address: NORTH COTTAGE BUSCOT
NR FARINGDON OXON SN7 8DP

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lechlade Little Learners

275208

CC16a

Receipts and payments accounts

For the period from	Period start date 1/4/2021	To	Period end date 31/3/2022
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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 £
A1 Receipts					
Nursery grants	54,529	-	-	54,529	55,346
Children's fees	15,818	-	-	15,818	7,537
Milk refund	-	-	-	-	-
Grant	4,386	-	-	4,386	16,134
Fundraising	1,324	-	-	1,324	-
Donations	354	-	-	354	2,000
Interest	5	-	-	5	32
Other receipts	135	-	-	135	-
Sub total(Gross income for AR)	76,551	-	-	76,551	81,049
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	76,551	-	-	76,551	81,049
A3 Payments					
Employment costs	63,013	-	-	63,013	60,749
Training & Travel costs	150	-	-	150	1,495
Premises	4,293	-	-	4,293	9,003
Subscriptions	158	-	-	158	50
Insurance	1,393	-	-	1,393	1,295
Administration	1,493	-	-	1,493	773
Refreshments	16	-	-	16	42
Consumables	3,960	-	-	3,960	3,479
Payroll fees	385	-	-	385	420
Fundraising costs	20	-	-	20	20
Other	472	-	-	472	446
	75,353	-	-	75,353	77,772
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	804	-	-	804	2,774
Sub total	804	-	-	804	2,774
Total payments	76,157	-	-	76,157	80,546
Net of receipts/(payments)	394	-	-	394	503
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	51,975	-	-	51,975	51,472
Cash funds this year end	52,369	-	-	52,369	51,975

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 £
B1 Cash funds	Barclays Current Account	1,103	-	-
	Barclays Active Saver	35,701	-	-

Barclays contingency fund	15,565	-	-
Total cash funds	52,369	-	-

(agree balances with receipts and payments account(s))

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
Details			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			
Details			
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			
Details			
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			
Details			
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

LECHLADE LITTLE LEARNERS

England & Wales - Charity number 275208

Accounts

Meeting No:	40 – 2020/2021
Date:	Wednesday, 26 May 2021
Time:	7.30pm
Location:	Remote via Teams

Attendees	Initials	Role	Attendees	Initials	Role
Hazel Adamson	HA	Manager	Catherine Calvin	CC	Secretary
Becky Musson	BM	Chair	Claire Stowe	CS	Parent
Charlotte Turner-Smith	CTS	Parent	Lizzie Davey	LD	Parent
Stacey Aggrey	SA	Treasurer			

Item	Minute - AGM	Actions (these are repeated in the next section under 'New Actions')
1.	Welcome	
2.	Chair's Report [Chair read their report.]	
3.	Manager's Report [Manager read their report.]	
4.	Treasurer's Report [Treasurer read their report.]	
5.	<p>AOB</p> <p>Membership Every member (except for Catherine who is leaving as secretary at this AGM) has agreed to stay on the committee for another year. Claire has volunteered to take up the role of secretary.</p> <p>Future committee meetings Going forward the committee agreed that continuing remote meetings was very convenient for childcare reasons, but that a few in person meetings a year would be beneficial. The first meeting of 2021/22 will take place in a pub.</p> <p>Fees The committee agreed on increasing the fees from £4.70 to £5 per hour from September, which would help to cover the increases in staff pay. Hazel will communicate this to parents.</p> <p>Google presence Claire noticed that LL's google profile is very outdated, and so Hazel will look at updating photos etc.</p>	<p>HA</p> <p>HA</p>

Date of Next Meeting (AGM)
Wednesday 14th July 2021, 7.30pm

Carried Forward and New Actions for review next time					
No: [Meeting Number:Action Number]	Action	Status (Open/ Closed/ Carried forward)	Owner	Date Raised	Action Date
17.7	<p>Fundraising Policy and Strategy</p> <p>All policy were signed off bar one that Charlotte had reviewed re. accident reports. Hazel will update this and sign it off. The next time the policies should be reviewed is Sept 2021.</p>	Carry forward	HA		Sept – Oct 2021
26.19	<p>New committee members / DBS checks</p> <p>Charlotte and Claire completed their DBS checks and will pass on their details to Hazel. Lizzie will meet her signatory in half term. All new members to sign up for the renewal service.</p>	Carry forward	CTS, CS, LD	Sept-2018	July 2021
32.9	<p>Documentation for committee re. staff roles</p> <p>Becky has created a handover document for everyone to read and feedback on.</p>	Carry forward	BM	Sept 2019	July 2021
36.3	<p>Replacement canopy</p> <p>The original quote was for £3384 +VAT for replacement of new rails, sheet and fixings. New wind-in canopies were also considered. Hazel now feels that the canopy could be improved with a clean, and priority should be given to repainting the wooden frame of the shelter. Claire offered to look into the colour and supply of paint. Committee members felt this could be done by parent volunteers and so Hazel will ask parents via the Family app.</p>	Carry forward	HA, CS, All	Sept 2020	Summer 2021
36.4	<p>Building survey</p> <ul style="list-style-type: none"> - Claire’s partner who is a builder inspected the outside of the building and said it looked structurally sound for a few years. - Stacey will arrange for her contact at work to conduct an electrics survey. 	Carry forward	SA	Sept 2020	July 2021
37.1	<p>Holiday calculation spreadsheet</p> <p>Stacey to look at the holiday calculation spreadsheet in the next 6 weeks.</p>	Carry forward	SA	Nov 2020	August 2021
40.1	<p>Committee recruitment</p> <p>Put the flyer out to try to recruit new parent members:</p> <ul style="list-style-type: none"> - Physical leaflet for new families - A4 poster on the gate - Using the Family app to advertise 	Open	HA	May 2021	July 2021
40.2	<p>Update Ofsted</p>	Open	BM	May 2021	

	Becky will contact Ofsted to let them know about the committee members for the coming year.				
40.3	<p>New projects</p> <p>Hazel proposed installing a bi-fold door at the front entrance to open up the space and connect indoors with outdoors, and, adding decking to cover the poorly drained grass area. The committee liked the idea. Claire will ask her partner to provide a quote to give an idea of how much to fundraise.</p> <p>The canopy is 11 years old and so it will need replacing eventually before it starts to leak, but the committee agreed that the priority was a new door and decking.</p>	Open	CS	May 2021	Sept 2021
40.4	<p>Fundraising ideas</p> <p>Think about fundraising and everyone to bring ideas to the next meeting</p>	Open	All	May 2021	July 2021
40.5	<p>LL at the school fete</p> <p>The school fete is happening on Friday 16th July). LL has had a presence before to raise money, although many members felt that they would not be able to make childcare arrangements. Claire will contact Hazel if she can.</p>	Open	CS	May 2021	July 2021
40.6	<p>Fee increase</p> <p>Hazel to communicate the fee increase to £5 to parents.</p>	Open	HA	May 2021	July 2021
40.7	<p>New logo</p> <p>Claire to forward the new logo to Becky for including in letter headers etc.</p>	Open	CS	May 2021	July 2021
40.8	<p>Google</p> <p>Hazel will look at updating LLs profile on search engines, by adding recent photos, the new logo etc.</p>	Open	HA	May 2021	July 2021

Closed Actions					
No: [Meeting Number: Action Number]	Action	Status (Closed)	Owner	Date Raised	Closed date
34.1	<p>Continued improvements</p> <p>Profit from 2019-20 was partly spent on replacing tables and chairs, and the new signage. The wendy house was removed and improvements continue to be made to the garden. The intention is purchasing a dishwasher (£300-£400) has been put on hold.</p>	Closed	HA, BM	July 2020	May 2021
38.1	<p>Expenses claim for First Aid Training</p> <p>Hazel claimed back £60 x 3 staff members from the Council.</p>	Closed	HA	Jan 2021	May 2021
38.2	<p>Staff salaries</p>	Closed	SA, BM	Jan 2021	May 2021

	Becky wrote letters that were sent to staff members notifying them of their pay increases and these were saved on the Dropbox.				
38.3	LL website The website was updated by Charlotte, Claire and Lizzie.	Closed	HA, CTS, LD, CS	Jan 2021	May 2021
39.1	New LL logo The new logo is completed and up on the new signage and website.	Closed	CS	March 2021	May 2021
39.2	Advertisement for new members and secretary With Catherine stepping down it is an opportunity to advertise for new committee members including a secretary. Lizzie and Claire created a new flyer.	Closed	LD, CS	March	May 2021

Attendance at Previous Meetings

(To be completed as a tracker of people in attendance when key decisions made).

Name	Date	Date	Date	Date	Date	Date
Stacey Aggrey	06/07/20	23/09/20	11/11/20	20/01/21		26/05/21
Becky Musson	06/07/20	23/09/20	11/11/20	20/01/21	17/03/21	26/05/21
Catherine Calvin	06/07/20	23/09/20	11/11/20	20/01/21	17/03/21	26/05/21
Hazel Adamson	06/07/20	23/09/20	11/11/20	20/01/21	17/03/21	26/05/21
Charlotte Turner-Smith			11/11/20	20/01/21	17/03/21	26/05/21
Claire Stowe					17/03/21	26/05/21
Lizzie Davey					17/03/21	26/05/21

Chair Report May 2021

Summary

Little Learners has provided a constant support to many Lechlade families during the past difficult year. Whilst all the schools have been closed, Little Learners and other early year's settings have remained open throughout. Hazel and the team have done an amazing job to continue providing a safe environment and this invaluable service.

Team

Through another difficult year, all the staff have shown their true commitment to Little Learners keeping little learners open. Covid-19 has not made life easy for anyone and they have done an amazing job juggling their own personal challenges with the needs of Little Learners.

We are very lucky that our team has remained stable this year with no changes. I am really pleased that we continue to support individual's development where they would like it. It was also really important to the committee that we ensure all staff did not see an impact to their salary during what was already a worrying time...I am very proud that we were able to achieve this throughout the year. The committee was grateful to

be in a position to offer all staff pay increases for the fifth year running, recognising all their hard work.

Hazel continues to amaze me – her motivation, drive, passion, patience and commitment to Little Learners are unrivalled. Hazel seems to have never-ending energy to continue improving Little Learners and supporting the staff. Thank you so much – I think we are very lucky to have you.

Kimmi continues to really own her role as deputy and provides a great support to Hazel and the team. We wish her all the best for her studies.

Jo, Kim, Harriett and Emma are wonderful as always, bringing consistently high levels of childcare, teaching and fun to the children who attend Little Learners.

A big thank-you to you all on the staff team for your hard work, dedication, enthusiasm and fun. You are all essential to the success of Little Learners and the committee appreciates your ongoing commitment and expertise.

Finance

It seems that we have managed to strike the perfect balance this year in terms of making a small profit whilst investing in the setting throughout the year. Stacey commits a lot of time to Little learners and as always, I would like to really thank her for her continued dedication and agreeing to remain on the committee – they will be really difficult shoes to fill when the time comes.

Committee

This year we have been really pleased to welcome three new members to our committee, Charlotte, Claire and Lizzy. It is really great to have you on board and you have already done so much for us – thank you.

We do need to continue to try and recruit a couple more people as many hands make light work as they say and I also think it protects our committee and importantly Little Learners future.

We need to say a really big thank you to Catherine who will leave the committee after this meeting. Catherine has been a great help especially with taking on the Secretary role and also keeping the garden project moving. It has really been a pleasure having you on the committee and getting to know you and we will miss you. Thank you so much.

Projects

The re-branding has been so successful – the new logo is really beautiful and seeing the leaves going onto the new fence is really making Little Learners look incredibly smart I think. And I also checked out the new website last night – this also looks really great and creates a lovely first impression. Thank you so much to Claire and Hazel for the wonderful design work and organizing all the printing – it's a big success for us I think.

One of our most significant financial projects this year has been the fence. I think everyone agrees it really looks great and I for one am very happy not to have to discuss painting the old one ever again!

Since we put down the new grass, Hazel and the team have also done lots of work in the garden and it is obviously really enjoyed by all the children.

This year we did no fundraising on purpose and so looking ahead to next year, I think we need to decide on our projects and then start to do some more events.

Closing Remarks

It would seem this is my 4th year as chair now and I really enjoy being part of the Little Learners family. It feels like we are caretaking an incredibly important part of Lechlade life. Little Learners has been around for over 20 years I think and it is a testament to all the managers, staff & committee members that it is stronger than ever now. We have a really well respected and loved pre-school that parents are keen to send their children to and that the children all love attending.

Lechlade Little Learners – Manager Report
May 2021

Where to start when it comes to this year, it's been a roller coaster of a year full of various emotions. The covid pandemic has brought about change, some difficulties and a lot of uncertainty but has also shown just how resilient the children and staff are. We have been extremely fortunate to have remained open throughout the pandemic without a single case within the setting. Some of this I'm sure is luck but I believe that the procedures that we have put in place have ensured that we have remained covid secure.

In July 2020 we said goodbye to many children to school in a different way. It was hard to not be able to properly say goodbye or help the children settle into school as we normally would but we made the best of the situation. At the start of September 2020 we had 23 children on the books this slowly increased and we now have 28 child registered with us. It's been an extremely busy year with many of the children doing 30hours a week.

As well as being busy with the children we have had staff off due to personal issues and this has pushed the staff team at times. I have always supported all the staff to ensure that their mental health and wellbeing is ok. I want the staff to know that they are valued and important and have done various things throughout the year to support this including flowers, cakes and appreciation books. Staff wellbeing is extremely important because without our little team the setting wouldn't be what it is today.

Over the year we have made various improvements to the setting including purchasing new furniture (tables and chairs) and also having the new fence fitted. We have also had a new logo created by the wonderful Claire Stowe and me and the staff team couldn't be happier with it. The logo really encompasses who and what we are as a setting. We have has so many compliments on the logo and I am extremely proud of it.

There have been so many positives this year even in such uncertain times and we have really adapted well. The children come in everyday with smiles on their faces and eager to learn. They are inquisitive and curious and want to know everything. They have embraced the garden and outdoor play and we now spend the majority of our time outside no matter the weather.

In September we introduced Famly which has really changed things for the better. All registers are produced on the app and children are signed in and out each day through that. We also upload to children's journals through Famly and it has been really well received by all the parents. I feel that we really have good

communication with the families now and that it's not just us and them we are all one big family/ team who are there to support the children in their development.

I would be lying if I had said this year had been easy and that everything has been smooth sailing. It's been difficult with staff being off and the number of children we have had on top of the constant worry and fear of covid. I honestly wouldn't have got through the year without Kimmi. She has always been there as a sounding board and someone I can just vent to. I am proud of the deputy she has become, she is strong, experienced and not afraid to take on responsibility.

I love Little Learners and everything it has become. There has been change but I believe it has been for the better and it has improved the setting and enhance the experience for the children and families. There are still areas that need developing more and that's the beauty of this job things change, new challenges arise and we as well as the children can develop. September will bring new change with the EYFS and we are ready for this, we have a very strong experienced team and I know that they will adapt, understand and change their practice accordingly.

Treasurers Report for 31/03/2021 AGM May 2021

The set of accounts before you have been are yet to be accredited by our independent but will be sent off in due course. They are due to be filed by 31 January 2022.

The result for the year was a profit of £503 which given the impact of COVID 19 is a brilliant achievement! As expected we suffered restricted numbers due to concerned parents not wanting their children to attend. This meant fees were down from £21,266 to £7,537. Luckily for us Gloucestershire Council kept our funding at the same level and we were also able to claim the £10,000 government grant. This meant our total income for the year stood at £81,409, down £5,000 from the prior year.

In this incredibly challenging year that is an achievement, especially when for a second year, we didn't increase fees or complete any fundraising in the entire year. In order to ensure we do not make a loss going forwards, as well as covering the pay rises we have just awarded to the well deserving staff, we will be looking to increase fees from September 2021.

Included in the income for the year was a donation of £2,000 from CHEQ for our new sensory garden which we are very grateful for.

The aim of the Charity is to not make a profit and to re-invest all monies received into the building, equipment and staff. We have ensured that was actioned again this year and were able to replace the very run-down fence, a cost of nearly £3,000. The fence was chosen as will require very little, to no maintenance going forwards.

Our staff costs have increased £5,000 due to having a child who requires 1 to 1 care. We also wanted to make sure our staff members weren't financially impacted due to the COVID 19 pandemic so kept their pay consistent throughout.

We are quietly confident for the next year and all hope Lechlade Little Learners will continue to grow and go from strength to strength.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lechlade Little Learners

275208

CC16a

Receipts and payments accounts

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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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 £
A1 Receipts					
Nursery grants	55,346	-	-	55,346	57,257
Children's fees	7,537	-	-	7,537	21,266
Milk refund	-	-	-	-	107
Grant	16,134	-	-	16,134	-
Fundraising	-	-	-	-	805
Donations	2,000	-	-	2,000	2,712
Interest	32	-	-	32	82
Other receipts	-	-	-	-	3,811
Sub total (Gross income for AR)	81,049	-	-	81,049	86,040
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	81,049	-	-	81,049	86,040
A3 Payments					
Employment costs	60,749	-	-	60,749	55,481
Training & Tavel costs	1,495	-	-	1,495	1,555
Premises	9,003	-	-	9,003	8,698
Subscriptions	50	-	-	50	256
Insurance	1,295	-	-	1,295	-
Administration	773	-	-	773	603
Refreshments	42	-	-	42	328
Consumables	3,479	-	-	3,479	2,812
Payroll fees	420	-	-	420	359
Fundraising costs	20	-	-	20	10
Other	446	-	-	446	1,537
	77,772	-	-	77,772	71,638
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	2,774	-	-	2,774	1,489
Sub total	2,774	-	-	2,774	1,489
Total payments	80,546	-	-	80,546	73,127
Net of receipts/(payments)	503	-	-	503	12,913
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	51,472	-	-	51,472	38,559
Cash funds this year end	51,975	-	-	51,975	51,472

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 £
B1 Cash funds	Barclays Current Account	8,715	-	-
	Barclays Active Saver	27,697	-	-
	Barclays contingency fund	15,563	-	-
	Total cash funds	51,975	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
LECHLADE LITTLE LEARNERS

On accounts for the year
ended

31st MARCH 2021

Charity no
(if any)

275208

Set out on pages

1 and 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 DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

SK [Signature]

Date:

20/01/2022

Name:

STEPHEN HATCHER

Relevant professional
qualification(s) or body

F. C. A.

(if any):

--

Address:

NORTH COTTAGE SNOWICK LANE
BUSCOT NR FARINGTON OXON
SN7 8DP.

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

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