



Trustees' Annual Report for the period

| | | | | | | | |
|------|-------------------|-------|------|----|-----------------|-------|------|
| From | Period start date | | | To | Period end date | | |
| | 01 | April | 2023 | | 31 | March | 2024 |

Section A Reference and administration details

| | |
|------------------------------------|--------------------------------|
| Charity name | Mortimer Playgroup Association |
| Other names charity is known by | Mortimer Pre-School |
| Registered charity number (if any) | 287072 |
| Charity's principal address | St John's Hall |
| | 22 West End Road |
| | Mortimer Common |
| Postcode | RG7 3TF |

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 | Mari Fleming | Chair (from Dec 21) | From November 2021 | Members |
| 2 | | Secretary (from Oct 22) | From Oct 2021 | Members |
| 3 | Nicki Retallic | Treasurer (from Oct 21) | From Oct 2021 | Members |
| 4 | Clare Johnstone | | From Oct 2021 | Members |
| 5 | Claire Jones | | From November 22 | Members |
| 6 | Jade Hall | Secretary from November 2023 | From March 23 | Members |
| 7 | Klara Hicks | Chair (until Dec 21) | From Nov 2019 | Members |
| 8 | Tessa Rowse | | From Nov 2023 | Members |
| 9 | Sarah Fulbrook | | From Nov 2023 | Members |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

Jennifer Hudson (Pre-School Manager)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution (Pre-school Learning Alliance Model Pre-school Constitution 2011)

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

The majority of trustees are elected by members annually, at the Annual General Meeting.

In exceptional circumstances, some trustees may be co-opted onto the trustees' committee (eg for specific professional expertise or specialist knowledge), and this is done through nomination and election by the existing trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

A complete set of policies and procedures is available covering all governance issues related to the Pre-School.

The Pre-School continues to develop close links with other charities in the village including St Johns Hall and the MVP. Further to this, we have strong relations with Mortimer St John's Infant School.

The Pre-School has also resumed it's support of other local charities including supporting the Loddon Valley Lions (with their Father Christmas trail and leaflet deliveries). '

Summary of the objects of the charity set out in its governing document

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.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Mortimer Pre-School provides early years education for children aged from 2 to 5 years old from the local community. The aim is to provide high-quality childcare and education that is accessible and affordable for the families in the local community, and encourage families to take an active role in their children's education.

The children attending the pre-school came from a variety of socio-economic, ethnic and cultural backgrounds and all children and their families are treated as equal members of the group. Children join us at different ages and stages of development and some children have specific additional needs, either through disability, medical conditions or developmental delay. The activities and resources provided during the teaching sessions are always adapted and augmented to ensure that all children are included and able to participate as fully as they aspire to.

The pre-school staff continue to work in association with other education, healthcare and social care professionals to provide support, advice and guidance for all families as and when required.

The pre-school is an active member of the local community, supporting local events and encouraging its member families to be involved in a range of community events and organisations. During this period the Pre-School Committee have supported other charities such as the Loddon Valley Father Christmas collection, community book sales and coffee mornings as well as stay and play sessions for children and their families to socialise together. Engaging with families (outside of Key Person contacts), and supporting families social interaction with other families remains a key focus of our Pre-School.

During this reporting period, all the trustees read the guidance on public benefit issued by the Charity Commission. Decisions made by the trustees were in accordance with this and with the setting's constitution, and in line with the pre-school's stated aims, which had previously been demonstrated as meeting the public benefit requirements.

All trustees are now required to read the public benefit guidance as part of their induction when they join the committee.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

During the reporting period, we have supported 40 children and their families. Following an increase in our sessions versus the previous financial year we continue to open 9-3 Monday – Friday and our sessions continue to be in high demand.

We are especially proud of the continued positive feedback we receive from families, the joy children seem to have being in setting and the consequent progress the children continue to make. .

Family involvement is strongly encouraged at Pre-School – as we know that working with families we can best support each child's individual needs. We also believe in a small community those relationships families forge with others can be huge support community book and coffee mornings and stay and play events (including the Pop Up Play village) specifically focussed on creating opportunities for our Pre-School families to get to know one another have consequently been an important part of our calendar.

The pre-school operates in St John's Hall, which is also managed as a charitable organisation. The trustees of both groups continue to collaborated to make improvements to the fabric of the building.

In this financial year we have continued investment in our garden area, specifically with regards to planting and growing. The children love exploring and playing in this more open environment and have more opportunity for growing and nurturing their own plans. We have also continued to invest in activities and classes provided by specialised external suppliers (eg PE) and have introduced music classes with KinderMusic.

Section E

Financial review

Brief statement of the charity's policy on reserves

A reserves policy has been in place since 16th May 2017 and is regularly reviewed (latest review April 2024)

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In this financial period our funding rate increased by 10% bolstering our income. This was spent on additional staffing hours (zero hours child-facing contract and an administration role to enable qualified teaching staff to focus their time child-facing).

In the same period NMW and +10% inflation has led to a significant increase in our expenditure. Whilst we maintain our Quality Supplement rate based on the experience and qualifications of our staff team, our salaries remain at NMW rates.

To continue to ensure we meet the staffing ratios we believe are necessary in a single room, mixed-age environment to best support all children in our care, we know we will need to increase our invoiced rates in the period 2024-2025. The challenge associated with this is the increased availability of funded hours and the decline in the ratio of invoiced:funded hours. In this reporting period we saw a decline of c. 25% in invoiced sessions vs funded sessions (partly due to increased extended hour funding claims and fewer invoiced 2 year olds). A consumables cost to cover play and craft / catering costs of £1 per session (3 hours per session) has been introduced to help cover some of these deficits. Families on government supported funding / EYPP are exempt from these costs.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

| | |
|--------------|--|
| | |
| Mari Fleming | |
| Chair | |
| | |

| FUNDRAISING ACCOUNT | | | | | |
|----------------------|------------|------------|-------------|------------|----------------|
| | March 2021 | March 2022 | March 2023 | March 2024 | YOY difference |
| Income | | £4,636.48 | £1,786.57 | £3,976.90 | £2,190.33 |
| Fundraising | | £1,636.48 | £1,786.57 | £801.90 | -£984.67 |
| Grants | | £3,000.00 | | £3,175.00 | £3,175.00 |
| Other | | £0.00 | | | |
| Expenditure | | £5,649.09 | £2,896.65 | £3,589.62 | £692.97 |
| PE | | £1,560.00 | £1,584.00 | £2,040.00 | £456.00 |
| Garden | | £2,869.66 | | | £0.00 |
| Other | | £1,219.43 | £1,312.65 | £139.62 | -£1,173.03 |
| Farm | | | | 390 | £390.00 |
| KinderMusic | | | | 1020 | £1,020.00 |
| Difference | | -£1,012.61 | -£1,110.08 | £387.28 | |
| Opening Bank Balance | £1,454.98 | £4,875.52 | £3,862.91 | £2,752.83 | |
| Closing Bank Balance | £4,875.52 | £3,862.91 | £2,752.83 | £3,140.11 | |
| Difference | £3,420.54 | -£1,012.61 | -£1,110.08 | £387.28 | |
| Total Profit / Loss | | -£1,012.61 | -£1,110.08 | £387.28 | |
| BANK BALANCE | | | | | |
| Total Profit / Loss | | -£1,927.01 | -£10,901.47 | -£450.49 | |
| BANK BALANCE | | | | | |
| Cash | | | | | |
| Business Account | £54,127.88 | £53,559.35 | £41,178.40 | £40,340.63 | |
| Reserves Account | £53,125.74 | £53,131.07 | £53,364.77 | £54,081.82 | |
| Fundraising Account | £4,875.52 | £3,862.91 | £2,752.83 | £3,140.11 | |

RE: Year End - finance@mortimer: xMortimer Pre-School - Admissio: x

https://mail.google.com/mail/u/0/login#inbox/fjjDXstffLJHjnChztSkjnSsxTlqXZPRfNFqmtzTlgjGSqsKLULCqhWhQNKcgjhwWmQ/n/?compose=SxifkdhtqRVb...

End now Out of Office Settings

Active

Google

Compose

Mail

Chat

Meet

HR97

Invoicing Corresp...174

Jenny66

Learning Journals1

New Site

Octopus1

Other29

Other settings2

Pay Slips127

Pensions49

Planning2

Setting Stuff

St John's hall

Suppliers296

Tax Free Childcare2

Training12

Web Site Info2

Website22

West Berkshire203

Parent Deccs Autu...8

Parent Deccs Autu...8

Parent Deccs Sprin...5

Parent Deccs Sum...4

RE: Year EndExternalInbox

Debbie Langley

To me

Hi Liz

Firstly, many apologies for delay, hope that you are well & enjoyed the summer break, shame the weather has now turned & autumn has arrived with a vengeance.

I have reviewed the accounts for year 2023-24, I can confirm that I believe them to be materially true & fair.

I would just add that the YOY difference header needs updating to 2023-24 & to include the differences for the Fundraising Account. Nice to see healthy bank balances & the deficit of last year has not continued therefore keeping sufficient reserves for a few years.

Hope that meets your requirements & apologies once again.

Kind regards,

Debbie Langley MAAT

Debbie Langley Limited

0118 933 1462

0778 598 5983

Debbie Langley Ltd

Accounting Services

Xero advisor certified

Registered address 4, Spring Lane, Mortimer, Reading, RG7 3RT.
Company number 08095321 Registered in England & Wales.

This communication and the information contained in it are confidential and may be legally privileged. The content is intended solely for the use of the individual or entity to whom it is addressed and others authorised to receive it. If you are not the intended recipient, it is hereby brought to your notice that any disclosure, copying, distribution, or dissemination, or alternatively the taking of any action in reliance on it, is strictly prohibited and may constitute grounds for action, either civil or criminal.

Committee stuff for tonight