



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/09/2019**
31/08/2021

Period start date **To**
Period end date

Charity name: Willow Bank Preschool

Charity registration number: 293012

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To Provide early years education to children 2 1/2 to 5 years to an excellent standard
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	Children from all backgrounds are able to access care across 5 days a week with access to lunch club on site, if desired. The environment created is safe, stimulating and caring, promoting learning through play.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees regard the provision as a public benefit in line with guidance issued by the charity chair

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

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	See attached minutes

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	The charity's financial position at the end of the period is very health
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held against unforeseen circumstances requiring the winding down of the charity and any associated costs or future replacement of the facilities
Amount of reserves held	Para 1.22	£155,059
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	PLA Pre School Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Parent 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	Elected at AGM by Preschool parents

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Willow Bank Preschool
Other name the charity uses	
Registered charity number	293012

Charity's principal address	Duffield Road Woodley Berkshire RG5 4RW

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	Jennifer Fox	Chairperson	October 2020	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

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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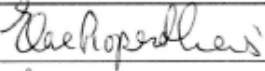
Other optional information

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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)		
Full name(s)	Treasurer	
Position (eg Secretary, Chair, etc)	ELAINE PROBERT-LEWIS	
Date	14/09/2021	

AGM MINUTES



Tuesday 6th October 2020

Via Zoom @ 8.00pm

1. Welcome

Attendees were:

Staff: Ketaki, Kay, Emma, Bianca, Diane

Committee: Jennifer, Elaine, Andy, Sophie, Emma, Hannalize, Wesley

Parents: Charlotte Shone, Gilli, Robyn Anderson, Nick Ledge, Anna,
Louise White, Robert Tait, Emma Hamilton

2. Committee Annual Update

Andy briefly outlined that the preschool is run as a registered charity, and responsibility for its overall management rests with the committee. As per our signed constitution, the committee must consist of a minimum of 5 people, up to a maximum of 12 and 3 of these must be elected officers, Chair, Treasurer and Secretary. A minimum of 60% of the members must have children in attendance at the preschool.

The committee is responsible for the smooth running of the Pre-School, dealing with issues, such as legislation, OFSTED, child protection, policies and procedures, staffing, wages, maintenance of the building and public relations to name but a few, along with, of course, the ever-important fundraising.

Andy thanked all staff who have led preschool and worked hard during this very difficult time during Covid. Andy announced this was last year he will be chairman.

Andy updated the meeting attendees with a few highlights from the year 2019/2020.

November and December 2019 were busy preparing for the fair after Christmas Nativity. This is always one of our main fundraising events of the year. Just over £800 was raised from the various stalls and raffle.

The committee had several events planned for Easter but before that could be done Covid hit. A huge thank you was given to Ketaki and her team for adapting very quickly and enabling the Pre-School to stay open for Key Worker children. Over the next few months guidance kept changing and the Pre-School kept adapting so we could welcome more children back. We were very pleased to welcome all new and returning children from September.

3. Managers Annual Update

Ketaki presented her report -

In the Moment Planning was explained to the meeting attendees. It was a new concept, and staff attended training in January 2020, and they are now practicing In the Moment Planning.

In the Moment Planning is child led, with staff picking up learning opportunities when they see it.

Letter is sent home for parents to input what child is doing at home

Meeting is then set up between preschool and parents to discuss whether learning is in line with what parent expects.

New EYFS coming from September 2021, changes made sits well with In the Moment Planning

Ketaki praised her loyal staff. Welcomed Vanessa and Bianca back from maternity leave. Praised current committee and said she felt supported by them.

Committee members standing down are Andy and Hannalize. Emma, Elaine, Sophie & Jennifer all staying on committee for another year.

There was investment moving to more natural toys, ie. Wooden, but due to cleaning ease they have had to return to plastic toys for now.

4. End of Year Accounts

Elaine took the attendees through the pre-school accounts spreadsheet and read out the report given by the pre-school's accountant. The report from the accountant read as follows:

- Session fees up from previous year
- Fundraising down due to Covid-19
- Salaries have remained constant
- Increase in cabin equipment partly due to investment in new coat racks etc in Sept but also additional spend on COVID compliance
- Repairs & Maintenance increased for same reasons
- Safety/Inspections/DBS less than last year but may be some items that need recoding when all queries resolved.

Cash funds includes a separate line for the cheques and cash received during lockdown that could not be banked. They are included in revenue for this year but having a separate line will give some clarity for next year.

This is an exceptional year and as funding for the children continued but opportunities to spend were limited, the profit is exceptionally high for the year. It is hoped that some of the planned spending will be soon able to go ahead, for example, replacing some of the very old play equipment and tables.

However, with the Preschool maintaining a good bank balance, there is no uncertainty in our future ability to run the preschool and provide all we need to for the wellbeing, engagement and development of the children.

5. Committee Election

Andy took the attendees through how the committee works and what the committee meetings consist of. New committee members are welcomed at any time.

Committee meets 5-6 times a year for 1-1.5 hours. Committee 's role is to look at fundraising opportunities, sourcing of prizes for the raffle and organisation of events.

It was approved by members of the meeting for the following people to take on the following committee roles -

- Treasurer - Elaine Propert-Lewis
- Secretary - Robyn Anderson
- Chair - Jennifer Fox
- Safeguarder - Emma Starling
- Committee Members - Charlotte Shone
Louise White
Emma Hamilton
Sophie Bungey

6. AOB

Next Committee meeting will be arranged by new committee soon.

Willow Bank Pre-school
Registered Charity No. 293012

Receipts and Payments Accounts for 01/09/19 - 31/08/20

	2019-20	2018-19
	£	£
<u>Receipts</u>		
Session Fees	153,098	125,743
Lunch Club	2,198	978
Administration Fees	260	510
Fruit/Snack Money	800	1,171
Fundraising Income (NET)	1,203	2,518
Salary subsidies/tax refunds	-	197
Bank Interest	39	45
Total Receipts	157,597	131,163
<u>Payments</u>		
Salaries/PAYE	100,269	101,566
Training	820	1,087
Professional Fees	983	1,058
Cabin Consumables	1,171	2,150
Cabin Equipment	4,889	1,491
Water Rates	370	424
Insurance/PLA	1,583	2,144
Electricity	1,560	1,560
Ground Rent	694	925
Repairs & Maintenance	4,176	1,597
Registrations/Subscriptions	781	189
Safety/inspections/DBS	135	1,594
Telephone/Broadband/SMS	779	759
Website/Advertising	778	350
Printing/postage/photocopying	471	468
Bank Charges	215	253
Miscellaneous expenses	44	115
Total Payments	119,717	117,730
Net Receipts/(Payments)	37,880	13,433
Cash funds last year end	117,178	103,745
Cash funds this year end	155,059	117,178

Signature: _____

B. O. Shape

(Independent Examiner)

06/09/2020

Signature: _____

(Chairperson)

Date: _____

Signature: _____

(Treasurer)

Date: _____



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Willow Bank Pre-School

On accounts for the year
ended

31 August 2020

Charity no
(if any)

293012

Set out on pages

(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 31/08 / 2020.

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

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:

Gisela Sharpe

Date:

06/09/2021

Name:

Gisela Sharpe FCCA

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

Association of Chartered Certified Accountants

Address:	16 Lincoln Gardens
	Twyford
	Reading RG10 9HU

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.