

# Trustees' Annual Report for the period

**From** Period start date 01 Sept 2021 **To** Period end date 31 Aug 2022

## Section A Reference and administration details

**Charity name** Willow Bank Preschool

**Other names charity is known by**

**Registered charity number (if any)** 293012

**Charity's principal address** Duffield Road

Woodley

Berkshire

**Postcode** 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	Matthew Williamson	Chair	October 2022	
2	Ho Ka Barnes	Treasurer	October 2022	
3	Alice Williamson	Secretary	October 2022	
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17				
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20				

### 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)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	PLA Pre School Constitution
How the charity is constituted (eg. trust, association, company)	Parent Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM by Preschool parents

### 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.

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## Section C Objectives and activities

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

To provide early years education to children from 2 1/2 to 5 years to an excellent standard.

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.

**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)**

**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**

See attached AGM minutes (October 2022).

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Reserves are held against unforeseen circumstances requiring the winding down of the charity and any associated costs or future replacement of the facilities.

**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.

## 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)**

*Idy Barnes*

**Full name(s)**

*Ho Ika Barnes*

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

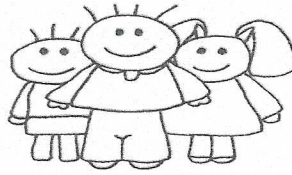
*Treasurer*

**Date**

*29/6/2023*



# Willow Bank Pre-School Annual General Meeting Minutes



Tuesday 18th October 2022  
At Willow Bank Pre-School, 8pm

## 1. Welcome

The Manager of the Pre-School, Ketaki, welcomed all those in attendance, and offered apologies on behalf of staff members Helen and Bianca who were unable to attend.

## 2. Managers Annual Update

Ketaki spoke about 'in the moment planning'. This has been implemented so the staff can ensure that the child's interests are taken into consideration, and the focus is on what they enjoy rather than constraining them to learn something they're not interested in.

Ketaki also spoke about the Famly app which is interactive, a great way to keep parents and carers updated, and the message feature makes it easy for parents and carers to get in touch.

Ketaki advised all in attendance that all pre-school staff undergo termly supervision, and all staff are pediatric first aid trained. All staff will soon be doing autism awareness training. Ketaki advised that the children enjoy learning outdoors, and Emma is currently working on an outdoor learning qualification.

Ketaki thanked all staff, and all the committee members who were standing down - Katie Lank, Sophie Bungey, Emma Starling, Elaine Propert-Lewis, Carissa Trice, and Charlotte Shone.

## 3. Committee Annual Update

Chairperson, Katie Lank, spoke about the role of the committee within the pre-school - including meeting every 6 weeks, advising on staff pay, policies and procedures, and fundraising. She talked about how the committee and staff all worked together through ever changing Covid rules to keep everyone safe. She spoke about the different fundraising events that had been held, and thanked all staff and committee members for their hard work.

#### 4. End of Year Accounts

Treasurer, Elaine Propert-Lewis, took the attendees through the pre-school accounts and reported that despite Covid and the impact that had on fundraising etc, the accounts are all looking very healthy. Going forward, a new bank account should be opened soon. There is new software which the accountant is using and has made the process easier and quicker. Elaine will work with the new treasurer to ensure the transition goes smoothly.

#### 5. Ketaki's Departure

Katie announced to all those in attendance that Ketaki will be leaving her position as manager of the pre-school at the end of term in December. The staff and committee had been told before the meeting. Everyone in attendance expressed their sadness at the news, as Ketaki is so fantastic at her job, but all wished her the very best of luck for her future endeavors.

#### 6. New Committee Election

For the first time in many years, every single member of the committee was stepping down. None in the committee had children attending pre-school, and it's imperative that at least 60% of committee members have children attending pre-school.

The new Willow Bank Pre-School Committee are as follows -

Chair - Matthew Williamson

Treasurer - Idy Cheung

Secretary - Alice Williamson

Designated Safety Lead - Becky Wells

Committee members - Luke Kinder and Vicky Hall.

All new roles were proposed by Katie Lank and all seconded by Elaine Propert-Lewis.

#### 7. The date of the next committee meeting

Will be decided by the new committee in the next week.



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 2022

Charity no  
(if any) 293012

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2022**.

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

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:

*G. O. Sharpe*

Date: 23/06/2023

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.**

**Willow Bank Pre-school**  
Registered Charity No. 293012

**Receipts and Payments Accounts for 01/09/21 - 31/08/22**

	2021-22	2020-21
	£	£
<b>Receipts</b>		
Session Fees - Funded	139,944	142,856
Session Fees - Additional	16,809	8,540
Lunch Club	341	656
Registration Fees	359	380
Fruit/Snack Money	599	921
Fundraising Income (NET)	1,258	1,829
Salary Subsidies/tax refunds	-	575
Interest Received	49	43
<b>Total Receipts</b>	<b>159,358</b>	<b>155,800</b>
<b>Payments</b>		
Salaries/PAYE	113,967	112,964
Training	1,232	561
Professional Fees	1,628	624
Cabin Consumables	3,106	1,170
Cabin Equipment	8,905	23,774
Water Rates	-	163
Insurance/PLA	4,896	-
Electricity	1,689	1,560
Ground Rent	694	694
Repairs & Maintenance	9,792	6,681
Registrations/Subscriptions	152	135
Safety/inspections/DBS	132	109
Telephone/Broadband/SMS	947	818
Website/Advertising/Software	731	2,382
Printing/postage/photocopying	324	825
Bank Charges	342	284
Miscellaneous expenses	544	2,771
<b>Total Payments</b>	<b>149,080</b>	<b>155,514</b>
<b>Net Receipts/(Payments)</b>	<b>10,278</b>	<b>285</b>
<b>Cash funds last year end</b>	<b>155,344</b>	<b>155,059</b>
<b>Cash funds this year end</b>	<b>165,622.06</b>	<b>155,344</b>

Signature: *Dr. O. S. Loya*  
(Independent Examiner)

Signature: *Ch. Poole*  
(Chairperson)

Date: \_\_\_\_\_

Signature: *Idly Barnes*  
(Treasurer)

Date: 29/10/2023

Reconciliation of cash flow with closing bank/cash balances

	Community account true balance (Note 1)	Business Account	Cash	Totals
Opening cash balances as at 01/09/2021	£154,381.97	£856.45	£125.75	£155,344.17
Income minus expenditure for Sept 21 - Aug 22				£10,277.89
Closing balance				£165,622.06

	Community account true balance (see Note 2 below)	Business Account	Cash	Totals
Closing cash balances as at 31/08/2022	£164,743.02	£856.57	£22.47	£165,622.06

Note 1		Note 2	
Opening bank account balance Community A/c 01/09/21	£190,372.49	Closing bank account balance Community A/c 31/08/22	£206,382.56
Late deposit (unbanked receipts)	£4,979.50		
Less late payments: Cheque No 102875	£10.08	Less late payments:	
		Rounding	£0.01
Total late payments	£0.00	Total late payments	£0.01
Deduct advance fee payment	£40,990.02	Deduct advance fee payment	£41,639.53
	£154,381.97		£164,743.02

Signature: G.O. Shop  
(Independent Examiner)

Signature: Elbale  
(Chairperson)

Signature: Joly Barns  
(Treasurer)

Date: 29/6/2023