

WESTWOOD FARM COMMUNITY PRE-SCHOOL

England & Wales · Charity number 294802

Details

Other names WESTWOOD FARM PRE-SCHOOL PLAYGROUP ASSOCIATION

Status Registered

Legal form Other

Registered 1986-07-16

Register [View on the Charity Commission register](#)

Contact

Address 142 Cotswold Way
Tilehurst
Reading
RG31 6ST

Phone 07500114882

Email westwoodfarmpreschool@yahoo.co.uk

Website www.westwoodfarmpreschool.co.uk

Activities

Objects: 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.

Activities: Pre-School education, outdoor play area, lunch club

Classification

- **How:** Provides Services
- **What:** Education/training, Economic/community Development/employment
- **Who:** Children/young People, People With Disabilities

Geography

- Reading

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £130,460 | £113,737 | - | - |
| 2024-03-31 | £123,470 | £120,003 | - | - |
| 2023-03-31 | £118,310 | £130,523 | - | - |
| 2022-03-31 | £112,406 | £113,789 | - | - |
| 2021-03-31 | £135,744 | £114,117 | - | - |

Trustees

| Name | Role | Appointed |
|-------------------|------|------------|
| Abbie Rapley | | 2024-03-18 |
| Chris Hatton | | 2026-01-01 |
| Christian Dowling | | 2026-01-01 |
| Colin Talbot | | 2023-10-18 |
| Lucy Hatton | | 2026-01-01 |
| Nick Packham | | 2026-01-01 |
| Tina Green | | 2026-01-01 |
| Zoe Purnell | | 2026-01-01 |

WESTWOOD FARM COMMUNITY PRE-SCHOOL

England & Wales - Charity number 294802

Accounts

Westwood Farm Community Pre-School

Registered Charity 294802

Westwood Farm Community Centre, Downs Way, Tilehurst, Reading, RG31 6SL
www.WestwoodFarmPreSchool.co.uk

Chairperson's Report October 2025

Hi, I am Marie, the Chair of the Committee, I currently have no children at the pre school. No plans for any more either!!) My son has left the pre school and is now in Year 1 at Downsway this September and my daughter attended the pre-school and is now in year 5 at Downsway.

For those of you who have joined us tonight, let me give a little background to how the Preschool is run. The preschool staff team comprises of the most dedicated and hardest working group of wonderful ladies who are managed day-to-day by Clare and then the committee oversee this. The committee currently comprises of a group of former parents and current parents. A committee is a group of people who ensure that an organisation fulfils all its legal obligations and operates efficiently and according to their constitution. The committee is required to have a chair, a treasurer, a secretary and 5-12 committee members. 60% of the committee needs to have a child attending the Preschool for us to be in line with our constitution. As it stands, now that many of our committee's children left and started school this September or last, we will need to find several new parents to join to ensure we are in line with our constitution. As a governing body, we have a shared vision of what Westwood Farm Community Pre-School is about and what it hopes for and works towards. The committee is responsible for the overall management and organisation of the setting which includes such things as HR, payroll, monitoring accounts, purchasing, marketing, and fund-raising events. Over the last few years, the make-up of our committee has changed to all being working parents which means it isn't always possible to do the types of fundraising activities we have had in the past. I'd like to take this opportunity to say a huge thank you to the staff for their efforts with fundraising this year again, the mothers days gifts, mini concerts and summer fund raising bits to name a few were all so great and such a help to the pre school. The staff have always simply taken things on and got stuff done, mucking in with us, a lot of which has been in their own time. The staff always go over and above and this is just one way they show it. I'd also like to thank our volunteer committee who without which we would not be able to function as a preschool. And for all the hard work they have done this year supporting me and staff and myself with other important HR tasks.

The preschool has had another brilliant year and as always the staff have gone above and beyond with activities for the children to participate in. To name but a few we had the police, a nurse and the fire brigade come down to the preschool so the children could see the vehicles and workers and learn about their very important roles in our community. They made their amazing trip to Buckleberry farm and I am always amazed at how they take the whole cohort on these trips and what tremendous leaders they all are to the children at these events making them feel safe and secure to enjoy these new places. They even took lots of children on the bus to a pet shop to see the animals! Such a lovely idea for them and such an enriching experience. And finally they had the amazing zoo lab come in with their exotic

animals for the children to see and hold. For such a small preschool I just think that to do all these brilliant things is just incredible and I couldn't thank the staff more for their efforts with this. It is not small feet at all.

Some of our fantastic fund raising this year includes the Mothers shop, Fathers Day chocolate poem gifts, Christmas shop, raffles, games, sweet cones and our mini Xmas fayre. Over the year, Pre-school organised some exciting learning and enrichment activities for the children. Such as the wonderful all day trip to Beale park, visits from the emergency services for the children to investigate the vehicles and learn about their jobs, local walk to the shops to collect ingredients and make cakes, making biscuits for the elderly group that meets in the club and lovely nature walks in the park. This year staff also revamped the mud kitchen which was completely dismantled and made so much better for the children to enjoy, another huge undertaking.

Some info about admin changes this year to make you all aware of. The minimum wage increased again in April, quite a large percent, which is great for our staff, but has a huge impact on our Pre-school budget. Along with continued struggles with low numbers of children and now the fight against the government initiatives to support preschools and nurseries attached to schools and give preferential assistance financially to these settings, we are up against it at the moment and have been for a while. This is a huge reason why the committee needs as much current parental support as possible. This year we have gained a new member of staff, Catherine, who is an ex primary teacher and has been excellent with the children, we could not be more pleased to have her. We would also like to take this opportunity to congratulate Latasha Peters who has been doing her training with the preschool for some time now and has passed with flying colours! We had no doubt how well she would do and could not be happier that she has chosen to continue to work at and support the preschool. Another fantastic member of the team! We have had our wonderful finance manager drop down to one day a week as she explores other career opportunities. We are very sad to see Nicki less but are very pleased she did not leave and continues to support the preschool hugely with the very important role she plays. Staff hours continue to have to fluctuate every term due to numbers of children enrolled and they all continue to be so understanding of this and the constant changes to their income. We appreciate their loyalty and understanding in this always.

Unfortunately this will be my last meeting as chair. I have been chairperson for the preschool for about 2 years now and it has been an extremely fulfilling and lovely role to hold but it has come to a time where I must step down. My son left two years ago now, which feels like a long time, and I feel it is important that whoever runs the preschool committee is fully invested and closely attached to the running of it. I have learnt so much in my time in this role and the experience it has given in many aspects of HR and other areas are hugely valuable. I would like to take this opportunity to thank all the staff who I have worked with during this time. All your support and kindness has been so helpful and I could never have done this without such a great team doing all the hard stuff! A special thanks to Clare and Cheryl who have done so much to keep this preschool going with the committee and have helped me so much throughout the years. Clare is the most wonderful manager and person to work with and I am constantly bowled over by her efforts that always go above and beyond to make this setting so incredible. She has made the role of chairperson so much easier and I am so very grateful to her for doing so many things that she really didn't have to!

Cheryl is such a support to myself and Clare and all the staff and I think without her we would all be lost with the payroll and many other tricky aspects she is so good at. As a team leading this preschool we could not ask for better and I just know that you will only continue to make this setting even better and better as your drive and remarkable ideas and efforts push it further. I wish the preschool and all the staff the absolute best for the future and I am always here if they need me! (I'm sure they won't! They are far better than I am at all this!)

So we are in a bit of a pickle now. We are about to lose nearly the whole committee, leaving one possibly two current parents and one ex parent, our treasurer, on the team. Not only do we desperately need to add more parents to this but in particular we need a new chairperson and possibly a secretary. Unfortunately there is no way we are allowed to continue to keep the preschool open without a correct ratio committee and a chairperson. It is against the rules of the constitution of the preschool to continue without these things. We are a charity run organisation and must stick to the strict rules of the charity commission and that OFSTED hold us to. So with a heavy heart I must say clearly that if this is not rectified quickly the preschool will have to shut on a permanent basis. We are looking for dedicated individuals like yourselves to join our committee and help us achieve our goals. Positive change starts with passionate individuals coming together to work towards a common cause... your children! Your children need fun and education, families need childcare, if we don't have a committee unfortunately there will come a time when we will no longer be able to provide the service we do. The Early Years is so very important to life-long learning and therefore our committee plays a vital role in creating a lasting impact on the lives of the children in our Preschool family.

Being part of a committee can be both enjoyable and rewarding. Each trustee brings with them their own set of skills and ideas that can be used to enhance the group and therefore support and strengthen the Pre-school. In return, there are benefits to yourself in volunteering, making new friends, gaining opportunities to develop new skills in areas such as management, marketing and recruitment. Parental involvement is voluntary and mostly informal, but it is absolutely critical to our future – it is simple, without a committee of trustees, Westwood Farm community Preschool would not exist. Even if you can only manage to add your name in writing but not much physical help that is enough, we need enough parents signed on so then ex parents who want to continue to help can stay. If not we may have many of our current members leaving us and therefore have many spaces to fill. I want to thank all our committee leavers for all of their support over the last year and the years before that, we appreciate the time you have given to your role. Those that are leaving us; Laura, Dave, (Abbey?) a huge thank you for everything, to those staying; Colin, Richard, Tina another huge thank you and I hope you can continue your amazing work.

So, what does joining the committee look like? It's a small commitment, a 1-2 hour meeting 3-5 times a year, plus whatever jobs you volunteer to do, so it can be as time consuming as you make it! As I say you can be a committee member in name mostly and we will just keep you updated with all info so you are aware if ever needing to weigh in on a vote. It's a fun, informal atmosphere at the meetings (as you can see!) which are held here in the bar at the club and always online if you can't make it. You will have an opportunity in shaping and developing the Pre-school. If you are interested in joining the committee, but don't want to

put your name down right now then you can always speak to a member of the current committee or staff tonight, or alternatively you can email or call me for a chat about it. We have an extremely loving and dedicated team of staff who are warm and welcoming, it is a pleasure working with them all and I hope more of you will be able to join our committee to see this first hand too.

Thank you for listening, and I hope it has helped make things a little clearer as to how a Preschool is managed. Hopefully I haven't scared you off and that there are some new parents who would be interested in joining!

Marie Cope

Pre-school Chair

WESTWOOD FARM COMMUNITY PRESCHOOL

Charity Number:294802

ACCOUNTS FOR THE PERIOD

1 APRIL 2024 TO 31 MARCH 2025

INCOME & EXPENDITURE STATEMENT

| | 31-Mar-25 | 31-Mar-24 |
|-------------------------------------|--------------------------|--------------------------|
| | £ | £ |
| <u>INCOME</u> | | |
| WEST BERKS FUNDING | 105,310.96 | 95,502.18 |
| FUND RAISING EVENTS | 6,257.59 | 16,985.58 |
| FEES | 17,799.42 | 8,341.12 |
| UNIFORM SALES | 144.00 | 112.00 |
| OTHER INCOME | 608.50 | 2,220.50 |
| INTEREST | 339.48 | 308.38 |
| TOTAL INCOME BEFORE EXPENSES | <u>130,459.95</u> | <u>123,469.76</u> |
| <u>EXPENSES</u> | | |
| WAGES | 97,092.58 | 99,668.02 |
| ENTERTAINMENT/EVENTS | 44.07 | 40.52 |
| ARTS & CRAFTS | 367.08 | - |
| STATIONERY | 225.04 | 529.90 |
| RENT & SERVICES | 7,326.00 | 7,326.00 |
| CLEANING | 684.26 | 859.11 |
| TRAVEL & TRIPS | 523.00 | 827.50 |
| SUBSCRIPTIONS | 1,759.24 | 1,953.33 |
| EQUIPMENT & PLAYGROUND | 98.23 | 700.43 |
| IT | 320.80 | 315.20 |
| IT EQUIPMENT | 383.04 | 1,403.11 |
| TRAINING | 197.70 | 1,748.06 |
| FUNDRAISING | 336.71 | 479.93 |
| INSURANCE | 1,667.77 | 1,590.20 |
| REFRESHMENTS/SNACKS | 778.15 | 762.43 |
| PRINTING: UNIFORM/TSHIRTS | 627.73 | - |
| PUPIL PREMIUM EQUIPMENT | 342.60 | 870.08 |
| OTHER EXPENSES | 963.01 | 929.51 |
| TOTAL EXPENDITURE | <u>113,737.01</u> | <u>120,003.33</u> |
| NET INCOME FOR THE PERIOD | <u>16,722.94</u> | <u>3,466.43</u> |

WESTWOOD FARM COMMUNITY PRESCHOOL

BALANCE SHEET

as at 31 MARCH 2025

| | 31-Mar-25 | 31-Mar-24 |
|--|------------------|--------------------|
| | £ | £ |
| <u>ASSETS</u> | | |
| SAVINGS ACCOUNT BALANCE 31/3/25 | 30,771.97 | 30,432.48 |
| ORDINARY ACCOUNT BALANCE 31/3/25 | 32,848.72 | 31,147.55 |
| LESS OUTSTANDING WAGES | - | <u>(12,831.82)</u> |
| | <u>32,848.72</u> | 18,315.73 |
| TREASURERS ACCOUNT BALANCE 31 MARCH 2025 | 1,003.98 | 991.98 |
| FEES RECEIVED IN ADVANCE | - 2,520.29 | - 4,358.75 |
| | <u>62,104.38</u> | <u>45,381.44</u> |
| RETAINED SURPLUS AS AT 1 APRIL 2024 | 45,381.44 | 41,915.01 |
| LESS: NET DEFECIT IN PERIOD | 16,722.94 | 3,466.43 |
| RETAINED SURPLUS AS AT 31 MARCH 2025 | <u>62,104.38</u> | <u>45,381.44</u> |

Westwood Farm Community Pre-School
AGM 2024-25 – 16 September 2025
Treasurers Report
For the period to 31 March 2025

Hello all, my name is Richard Churchill, and I am the current treasurer for Westwood Farm Community Pre-School and a committee member. I became treasurer in February 2023 as the Pre School was making a deficit of £12k in the year to March 2023 and was looking at a deficit of over £10k in the year to March 2024. I made a personal donation of £5k in the year to March 2024 which with match funding of £5k resulted in a surplus of £3k but the underlying results were of a deficit. This prompted a cost reduction exercise.

The pre-school is a registered charity but its primary funding sources are the funding received from the local authority and fees received from parents. The donations and fundraising income received is usually less than 10% of the total revenue but remains crucial to the Pre-School. It is often around £5k/£6k a year. Including term donations from parents the fundraising received

The accounts for 31 March 2025 have been drafted and I will arrange for a contact to conduct an independent review prior to their filing, and I would like to thank Nicki for her hard work on this.

The Pre-School has been through a rollercoaster financially in the last few years. However I'm pleased to say that 2024/25 has been a good period with the previous cost cutting along with an increase in funding has brought a good surplus for the year which has replenished reserves and put the Pre School on a good secure financial footing. The surplus for 2024/25 is £16,722.94 making the overall surplus as at 31 March 2025 is £62,104.38. We have operated in recent years with a ring fenced £30k to cover a winding up scenario and therefore excluding this sum the surplus is now over £30k for normal operations. There was a deliberate effort to create this surplus as with the increase in wage costs for the current year it was feared the Pre School would operate at a deficit.

The current year is currently operating on a forecast break even basis despite the increase in wage costs for 2025/26 which is great. I attach the forecast for 2025/26 which demonstrates this.

I will be handing over to Tina once the various appointments have been completed

I wish the Pre School well for the future period and am pleased to be leaving it in good financial health

WESTWOOD FARM COMMUNITY PRE-SCHOOL

England & Wales - Charity number 294802

Accounts

Westwood Farm Community Pre-School

Registered Charity 294802

Westwood Farm Community Centre, Downs Way, Tilehurst, Reading, RG31 6SL
www.WestwoodFarmPreSchool.co.uk

Chairperson's Report October 2024

Hi, I am Marie, the Chair of the Committee, I currently have no children at the pre school. No plans for any more either!!) My son has just left and started school at Downsway this September and my daughter attended the pre-school and is now in year 4 at Downsway.

For those of you who have joined us tonight, let me give a little background to how the Preschool is run. The preschool staff team comprises of the most dedicated and hardest working group of wonderful ladies who are managed day-to-day by Clare and then the committee oversee this. The committee currently comprises of a group of former parents and one current parent. A committee is a group of people who ensure that an organisation fulfils all its legal obligations and operates efficiently and according to their constitution. The committee is required to have a chair, a treasurer, a secretary and 5-12 committee members. 60% of the committee needs to have a child attending the Preschool for us to be in line with our constitution. As it stands, now that many of our committee's children left and started school this September, we will need to find several new parents to join to ensure we are in line with our constitution. As a governing body, we have a shared vision of what Westwood Farm Community Pre-School is about and what it hopes for and works towards. The committee is responsible for the overall management and organisation of the setting which includes such things as HR, payroll, monitoring accounts, purchasing, marketing, and fund-raising events. Over the last few years, the make-up of our committee has changed to all being working parents which means it isn't always possible to do the types of fundraising activities we have had in the past. I'd like to take this opportunity to say a huge thank you to the staff for their efforts with fundraising this year again, especially the Xmas fair which was all their hard work and doing. They have always simply taken things on and got stuff done, mucking in with us, a lot of which has been in their own time. The staff always go over and above and this is just one way they show it. I'd also like to thank our volunteer committee who worked so hard at our summer fayre making it a great success, it was a real team effort and I appreciate it so much. And for all the hard work they have done this year supporting me and staff with cover and other important HR tasks.

This year we had a Christmas, Easter and Summer fayre at the end of each term inside the Pre-school. This was a lovely way to get families in and enjoying activities and games together with their children whilst raising valuable funds for Preschool. We also had an amazing Summer and Xmas raffle, huge thanks to the staff team led by Amanda for gathering the absolutely amazing prizes, we give the schools a run for their money! We also ran the Mothers shop, Fathers Day chocolate poem gifts, Christmas shop. Over the year, Pre-school organised some exciting learning and enrichment activities for the children. Such as the wonderful all day trip to Beale park, visits from the emergency services for the children to investigate the vehicles and learn about their jobs, local walk to the shops to

collect ingredients and make cakes, making biscuits for the elderly group that meets in the club and lovely nature walks in the park. This year staff also revamped the mud kitchen which was completely dismantled and made so much better for the children to enjoy, another huge undertaking.

The minimum wage increased again in April, by quite a large percent, which is great for our staff, but has a huge impact on our Pre-school budget. Along with very low numbers this September we have had to reduce everyone's hours quite considerably to ensure that we stayed financially viable. We said a very sad goodbye to Mrs Muir, our fantastic SENCO, who after many years has moved on to work here at the club, but luckily she is still returning for our charity events and cover. I would like to take this opportunity to acknowledge Mrs Muir's incredible hard work throughout the years. Mrs Muir was a wonderful practitioner and was loved by all the staff and children; we wish her all the best of luck in her new role and are very pleased she isn't going too far! Clare and Cheryl have now taken on the role as joint SENCO and we could not be more grateful for them stepping up to this big challenge. We know they will do the best job. We have also recruited Grace who is now helping with our lunch clubs and cover, so we welcome her to the team. Last year we have 2 trainee members of staff who are currently in education learning to be EY practitioners. Armani has now left us for full time employment but Latasha still continues with us and is such a great addition to the team. She does some wonderful work with the children and we are so pleased she is continuing her studies and placement with us this year. Finally we would like to say a huge good luck and well done to Steph who is going to start her Level 3 qualification this year, strengthening her place in the pre school as well as her own qualifications.

OFSTED decided to inspect our pre-school in July of the year. The inspection went as we thought it would, which is very well indeed. The report is available to read online and is a glowing review of our team and their hard work, resulting in a result of GOOD. I would like to take this time now to really thank the staff team for everything they did to achieve this result. Clare worked so very hard on all the preparation and paperwork, including some very difficult sequencing and curriculum work that she did lots of in her spare time. I know that Cheryl was a big support as our Deputy and the rest of the team were amazing. They were super prepared and super ready for it and I know this is no easy task and certainly a very daunting one! I just don't think there are the words to describe what a relief this result was to us all and that without this amazing team of staff we would have never got there. Thank you will never be enough but we all mean it so much.

With such low numbers this term and with very few on our waiting list for the Spring and Summer term, we will not be able to reinstate staff hours until the number of children increases.

So we are in a bit of a pickle now. We've got lots of people on our committee willing to help but are now ex parents. I can keep some of these people on, many hands make light work, if I gain the right ratio with more current parents joining too. We are a lovely team at the moment who is happy to share the load and so by joining you'd never be asked to do too much. We are looking for dedicated individuals like yourselves to join our committee and help us achieve our goals. Positive change starts with passionate individuals coming together to work towards a common cause... your children! Your children need the fun and education, families need childcare, if we don't have a committee unfortunately there will

come a time when we will no longer be able to provide the service we do. The Early Years is so very important to life-long learning and therefore our committee plays a vital role in creating a lasting impact on the lives of the children in our Preschool family.

Being part of a committee can be both enjoyable and rewarding. Each trustee brings with them their own set of skills and ideas that can be used to enhance the group and therefore support and strengthen the Pre-school. In return, there are benefits to yourself in volunteering, making new friends, gaining opportunities to develop new skills in areas such as management, marketing and recruitment. Parental involvement is voluntary and mostly informal, but it is absolutely critical to our future – it is simple, without a committee of trustees, Westwood Farm community Preschool would not exist. Even if you can only manage to add your name in writing but not much physical help that is enough, we need enough parents signed on so then ex parents who want to continue to help can stay. If not we may have many of our current members leaving us and therefore have many spaces to fill. I want to thank all our committee leavers for all of their support over the last year and the years before that, we appreciate the time you have given to your role. A special thanks to Liz, who is not here tonight, but has always been such a huge supporter of the preschool over the years and has stayed with the committee above and beyond. Thank you for all your help and support Liz, it won't be forgotten.

So, what does joining the committee look like? It's a small commitment, a 1-2 hour meeting 3-6 times a year, plus whatever jobs you volunteer to do, so it can be as time consuming as you make it! As I say you can be a committee member in name mostly and we will just keep you updated with all info so you are aware if ever needing to weigh in on a vote. It's a fun, informal atmosphere at the meetings (as you can see!) which are held here in the bar at the club and always online if you can't make it. You will have an opportunity in shaping and developing the Pre-school. If you are interested in joining the committee, but don't want to put your name down right now then you can always speak to a member of the current committee or staff tonight, or alternatively you can email or call me for a chat about it. We have an extremely loving and dedicated team of staff who are warm and welcoming, it is a pleasure working with them all and I hope more of you will be able to join our committee to see this first hand too.

Finally myself and Rich, our treasurer are both non parents and although we are ok to continue our roles for the moment we feel it would be more appropriate for such important roles to be held by current parents at the pre-school. Therefore if anyone would be interested in taking on either of these positions then please don't hesitate to contact us for more details.

Thank you for listening, and I hope it has helped make things a little clearer as to how a Preschool is managed. Hopefully I haven't scared you off and that there are some new parents who would be interested in joining!

Marie Cope

Pre-school Chair

Westwood Farm Community Pre-School

AGM 2023-24 – 30 September 2024

Treasurers Report

For the period to 31 March 2024

Hello all, my name is Richard Churchill, and I am the current treasurer for Westwood Farm Community

Pre-School and a committee member. I became treasurer during the last financial year in February

2023. I do not have any children at the pre school but have previously had Ben, Martha and Ruby all

attend the pre school over the last 10 years and my wife, Michelle was the chair before Jo who

preceded Marie.

The pre-school is a registered charity but its primary funding sources are the funding received from

the local authority and fees received from parents. The donations and fundraising income received is

usually less than 10% of the total revenue. However, in the year to 31 March 2024 I made a one off

donation of £5,000 which we were able to match fund with Microsoft and therefore received £10,000.

That is why in the accounts to 31 March 2024 fundraising activities total £16,985 compared with

£5,396 in the prior period.

The accounts for 31 March 2024 have been drafted and I will arrange for a contact to conduct an

independent review prior to their filing, and I would like to thank Nicki for her hard work on this.

The Pre-School has been through a rollercoaster financially in the last few years. In 2022/23 the pre

school had too great a staff cost for its child numbers and with the benefit of hindsight did not act

quickly enough on this. During the Spring and Summer of 2023 myself and Jo supported by the

committee reduced salary costs but in the year to 31 March 2023 the pre-school suffered a deficit for

the year of £12,213, the comparative period to these accounts. However as a result of reduced costs I

am pleased to say that in the year to 31 March 2024 the pre school has reported a surplus of £3,466.

This year includes the period 1 April 2023 to 31 August 2023 during which time staff costs were

proportionally high to child numbers and during that period the pre school operated at a deficit. So in

the period 1 September 2023 to 31 March 2024 (the last school year) the Pre School has operated at

a good surplus this is primarily a result of reduced costs which I and the committee are aware has

caused a lot of hard work to be done by our team at the nursery.

Furthermore I can see that in the period 1 April 2024 to 31 August 2024 (immediately after these

accounts) the Pre School operated at a healthy surplus of over £10,000. This means that as of now the

Pre School has a healthy retained surplus of £45,381 at 31 March 2024 which would be more like

£55,000 as of now.

In the prior year, 31 March 2023, our funding was £98,868 and wage costs £107,904. In the year to 31

March 2024 our funding decreased to £95,502 but wage costs decreased to £99,668. The majority of

the Pre-School's other costs are quite fixed and are usually between £18,000-£20,000 each year.

Accordingly it is the relationship between funding and wages which has the largest impact on the Pre

School

As at 31 March 2024 the Pre-School had a retained surplus of £45,381.

There was a recent (April 2024) increase in National Minimum Wage which the Pre School has

observed and awarded pay rises to all members of staff. However the current child numbers at Pre

School are low however there are a number on the waiting list for January. This means that I forecast

the Pre School is operating at a deficit currently. I estimate in the year to 31 March 2025 that the Pre

School will operate at a deficit of approximately £6,500. Whilst this is sustainable for the Pre School

given its current surplus it will require careful budgeting for future periods. Obviously should child

numbers change then as we have shown in the current year the Pre School can operate at a surplus.

Additionally there is new government and maybe a change in focus in terms of childcare provision

however funding levels are set at a local authority level. Therefore as a committee we will need to

continue to monitor child numbers and financial position and outlook.

As I said at the outset I do not have any children at the Pre-School and took up the treasurer role to

allow the Pre-School to have a functioning committee in accordance with its articles. If anyone is

interested in taking on the role then I am happy to stand down to allow this to happen but will continue

should no one wish to take on the role.

WESTWOOD FARM COMMUNITY PRESCHOOL

Charity Number:294802

ACCOUNTS FOR THE PERIOD

1 APRIL 2023 TO 31 MARCH 2024

| <u>INCOME & EXPENDITURE STATEMENT</u> | <u>31 -Mar-24</u> | <u>31 -Mar-23</u> |
|--|--------------------------|---------------------------|
| | <u>£</u> | <u>£</u> |
| <u>INCOME</u> | | |
| WEST BERKS FUNDING | 95,502.18 | 98,868.49 |
| FUND RAISING EVENTS | 16,985.58 | 5,396.03 |
| FEES | 8,341.12 | 12,676.35 |
| REGISTRATIONS | | - |
| UNIFORM SALES | 112.00 | 414.88 |
| OTHER INCOME | 2,220.50 | 915.14 |
| INTEREST | 308.38 | 38.88 |
| TOTAL INCOME BEFORE EXPENSES | <u>123,469.76</u> | <u>118,309.77</u> |
| <u>EXPENSES</u> | | |
| WAGES | 99,668.02 | 107,904.37 |
| ENTERTAINMENT/EVENTS | 40.52 | - |
| OFSTED/CRD CHECKS | - | - |
| STATIONERY | 529.90 | 1,126.12 |
| RENT & SERVICES | 7,326.00 | 7,326.00 |
| CLEANING | 859.11 | 857.75 |
| TRAVEL & TRIPS | 827.50 | 937.50 |
| SUBSCRIPTIONS | 1,953.33 | 1,701.34 |
| EQUIPMENT & PLAYGROUND | 700.43 | 2,202.83 |
| IT | 315.20 | 445.60 |
| IT EQUIPMENT | 1,403.11 | - |
| TRAINING | 1,748.06 | 1,577.00 |
| FUNDRAISING | 479.93 | 729.27 |
| INSURANCE | 1,590.20 | 1,543.75 |
| REFRESHMENTS/SNACKS | 762.43 | 852.99 |
| PRINTING: UNIFORM/TSHIRTS | - | 1,492.71 |
| PUPIL PREMIUM EQUIPMENT | 870.08 | 1,044.71 |
| OTHER EXPENSES | 929.51 | 780.92 |
| TOTAL EXPENDITURE | <u>120,003.33</u> | <u>130,522.86</u> |
| NET INCOME FOR THE PERIOD | <u>3,466.43</u> | <u>(12,213.09)</u> |

WESTWOOD FARM COMMUNITY PRESCHOOL

BALANCE SHEET

as at 31 MARCH 2024

| <u>ASSETS</u> | <u>31-Mar-24</u> | <u>31-Mar-23</u> |
|--|-------------------------|-------------------------|
| | <u>£</u> | <u>£</u> |
| SAVINGS ACCOUNT BALANCE 31/3/24 | 30,432.48 | 21,124.10 |
| ORDINARY ACCOUNT BALANCE 31/3/24 | 31,147.55 | 40,020.76 |
| LESS OUTSTANDING WAGES | <u>(12,831.82)</u> | <u>(20,221.83)</u> |
| | 18,315.73 | 19,798.93 |
| TREASURERS ACCOUNT BALANCE 31 MARCH 2024 | 991.98 | 991.98 |
| FEES RECEIVED IN ADVANCE | - 4,358.75 | - |
| | <u>45,381.44</u> | <u>41,915.01</u> |
| RETAINED SURPLUS AS AT 1 APRIL 2023 | 41,915.01 | 54,128.10 |
| LESS: NET DEFECIT IN PERIOD | 3,466.43 | (12,213.09) |
| RETAINED SURPLUS AS AT 31 MARCH 2024 | <u>45,381.44</u> | <u>41,915.01</u> |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
WESTWOOD FARM COMMUNITY PRE-SCHOOL

**On accounts for the year
ended**

| | | |
|---------------|--------------------------------|--------|
| 31 March 2024 | Charity no (if any) | 294802 |
|---------------|--------------------------------|--------|

Set out on pages

1 page showing income and expenditure and retained reserves, headed accounts for the period 1 April 2023 to 31 March 2024.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2024**.

**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 am qualified to undertake the examination by being a qualified member of ICAEW.

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: *Rick Behan*

Date: 21/01/25

Name: Rick Behan

**Relevant professional
qualification(s) or body**

ICAEW - 1176341

(if any):

Address:

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.

WESTWOOD FARM COMMUNITY PRE-SCHOOL

England & Wales - Charity number 294802

Accounts



Westwood Farm Community Pre-School

Registered Charity 294802

Westwood Farm Community Centre, Downs Way, Tilehurst, Reading, RG31 6SL
www.WestwoodFarmPreSchool.co.uk

Chairperson's Report October 2023

Hi, I am Jo, the Chair of Committee, I currently have no child at Pre-school, which makes the job a little harder at times, but have had both my boys pass through and my daughter will be joining in September 2025 so I look forward to becoming part of the parent family again!

For those of you who have joined us tonight, let me give a little background to how the Preschool is run. The preschool staff team comprises of the most dedicated and hardest working group of wonderful ladies who are managed day-to-day by Clare and then the committee over-see this. The committee currently comprises of a group of former parents and one current parent. A committee is a group of people who ensure that an organisation fulfils all its legal obligations and operates efficiently and according to their constitution. The committee is required to have a chair, a treasurer, a secretary and 5-12 committee members. 60% of the committee need to have a child attending the Pre-school for us to be in line with our constitution. As it stands, now that many of our committee's children left and started school this September, we will need to find several new parents to join to ensure we are in line with our constitution. As a governing body, we have a shared vision of what Westwood Farm Community Pre-School is about and what it hopes for and works towards. The committee is responsible for the overall management and organisation of the setting which includes such things as HR, payroll, monitoring accounts, purchasing, marketing, and fund-raising events. Over the last few years, the make-up of our committee has changed to all being working parents which means it isn't always possible to do the types of fundraising activities we have had in the past. I'd like to take this opportunity to say a huge thank you to the staff for their efforts with fundraising this year again, they have been truly amazing at picking up where the committee haven't been able to. They have simply taken things on and got stuff done, a lot of which has been in their own time. The staff always go over and above and this is just one way they show it.

We changed things up this year and had a Christmas, Easter and Summer fayre at the end of each term inside the Pre-school. This worked really well and they were a lovely way to get families in and enjoying activities and games together with their children whilst raising valuable funds for Pre-School. We also had the Halloween raffle, Pumpkin carving, the Christmas shop & raffle, personalised baubles, valentines jars, the Mother's Day & Father's day shop, an Easter raffle, summer raffle, the Year book and bag2school collections that all helped to raise extra funds for Pre-school.

Over the year, Pre-school organised some exciting learning and enrichment animal experiences for the children with hatching ducklings & stick insects, the visit from the alpacas and a trip to Four Kingdoms. These have been successful activities for the last few years now and have really become the Westwood Farm Community Pre-school way! The



children also got to enjoy the thrill of the emergency services vehicles that were kindly brought in by parents, this is just one of the ways that the staff make our pre-school setting one of the best around!

The minimum wage increased again in April which is great for our staff, but has a huge impact on our Pre-school budget. Along with very low numbers this September, sadly we had a very difficult summer going through a redundancy process. We not only lost two members of staff, but had to reduce everyone's hours quite considerably to ensure that we stayed financially viable. We said a very sad goodbye to Mrs Clarke who after 9 years has moved on to work as a TA in a local Primary school. Mrs Clarke was a wonderful practitioner and was loved by all the staff and children; we wish her all the best of luck in her new role. We also said a sad goodbye to Mrs Woodman who had been with us a year and half doing lunch club and some sessions. Mrs Woodman had a lovely calm nature with the children and will be missed at Pre-school.

With such low numbers this term and with very few on our waiting list for the Spring and Summer term, we will not be able to reinstate staff hours until the number of children increases. This process was both emotionally and mentally tiring for those of us involved and something that was an extremely difficult decision for committee but ultimately one that had to be made to save the pre-school and ensure it had a future. This was extremely hard on our staff and I want to take this opportunity to let them all know just how much we admired their devotion and commitment to Pre-school, their strength through a very difficult time was incredible to see. The way they all stuck together as a team has made them come out even stronger the other side. Staff always put the needs of Pre-school first; the children and their families are so very lucky to have you all.

As you are all aware after communication I sent out recently, this will be my last AGM in on committee as I am stepping down this year after four years in the post of chair. I won't say much more on this as I'll get emotional, but please read the letter that was sent out if you haven't already.

So I am therefore reaching out to you today with an exciting opportunity to make a meaningful impact in our community. We are looking for dedicated individuals like yourselves to join our committee and help us achieve our goals. Positive change starts with passionate individuals coming together to work towards a common cause... your children! Your children need the fun and education, families need childcare, if we don't have a committee unfortunately there will come a time when we will no longer be able to provide the service we do. The Early Years is so very important to life-long learning and therefore our committee plays a vital role in creating a lasting impact on the lives of the children in our Pre-school family.

Being part of committee can be both enjoyable and rewarding. Each trustee brings with them their own set of skills and ideas that can be used to enhance the group and therefore support and strengthen the Pre-school. In return, there are benefits to yourself in volunteering, making new friends, gaining opportunities to develop new skills in areas such as management, marketing and recruitment. Parental involvement is voluntary and mostly informal, but it is absolutely critical to our future – it is simple, without a committee



of trustees, Westwood Farm community Preschool would not exist. One way we, as parents, can support the staff and ultimately your children, is to provide them with a strong committee made up of parents who want to help the Pre-school. We have many of our current members leaving us and therefore have many spaces to fill. I want to thank all our committee leavers for all of their support over the last year and the years before that, we appreciate the time you have given to your role.

So, what does joining the committee look like? It's a small commitment, a 1-2hour meeting 3-6 times a year, plus whatever jobs you volunteer to do, so it can be as time consuming as you make it! It's a fun, informal atmosphere at the meetings which are held here in the bar at the club. You will have an opportunity in shaping and developing the Pre-school. If you are interested in joining the committee, but don't want to put your name down right now then you can always speak to a member of the current committee or staff tonight, or alternatively you can email or call me for a chat about it. We have an extremely loving and dedicated team of staff who are warm and welcoming, it is a pleasure working with them all and I hope more of you will be able to join our committee to see this first hand too. I for one will miss them all, but feel lucky enough to now call the staff my friends.

Thank you for listening, and I hope it has helped make things a little clearer as to how a Preschool is managed. Hopefully I haven't scared you off and that there are some new parents who would be interested in joining!

Jo Butcher

Pre-school Chair



Westwood Farm Community Pre-School

AGM 2022-23 – 18 October 2023

Treasurers Report

For the period to 31 March 2023

Hello all, my name is Richard Churchill, and I am the current treasurer for Westwood Farm Community Pre-School and a committee member. I became treasurer during the last year in February 2023. I do not have any children at the pre school but have previously had Ben, Martha and Ruby all attend the pre school over the last 8 years and my wife, Michelle was the chair before Jo.

The pre-school is a registered charity but its primary funding sources are the funding received from the local authority and fees received from parents. The donations and fundraising income received is less than 10% of the total revenue. However, this revenue is essential to allow the pre-school to continue.

The accounts for 31 March 2023 have been drafted and I will arrange for a contact to conduct an independent review prior to their filing, and I would like to thank Nicki for her hard work on this.

The Pre-School has gone through a difficult financial period as a result of ever-increasing costs primarily in the form of staff wages but with minimal increases in the funding received for each child.

In the year to March 2023 the pre-school suffered a deficit for the year of £12,213. This is primarily due to increased wage costs. These costs increased as a result of increases in the National Minimum Wage and also increasing staffing numbers to ensure the level of service delivery was maintained at a good standard despite a number of more challenging children.

In the prior year, 31 March 2022, our funding was £93,649 and wage costs £93,236. In the year to 31 March 2023 our funding increased to £98,868 but wage costs increased to £107,904. The difference being almost equivalent to the deficit suffered. The majority of the Pre-School's other costs are quite fixed and are usually between £20,000-£22,000 each year.

As at 31 March 2023 the Pre-School had a retained surplus of £41,915.

Additionally, against this backdrop of increased wage costs and a deficit for the year to 31 March 2023 it was also known the Pre-School had a reduced number of children from September 2023.

This left the committee with the difficult decision to reduce costs. Over the summer months the committee has worked with staff and the management of the Pre-School to reduce wage costs. This means that currently the pre-School is operating on a breakeven basis and will not sustain any further losses. The committee and management continue to



work to generate additional funds through advertising, grants and donations. There have been recent announcements of funding rate increases for future years and this along with hopefully adding more children to the Pre-School will allow the Pre-School to operate at a surplus in the future.

I would like to take this opportunity to thank Jo for her contribution as Chair for 4 years and in particular during the challenging period of 2023. As I said at the outset I do not have any children at the Pre-School and took up the treasurer role to allow the Pre-School to have a functioning committee in accordance with its articles. If anyone is interested in taking on the role then I am happy to stand down to allow this to happen but will continue should no one wish to take on the role.

WESTWOOD FARM COMMUNITY PRESCHOOL

Charity Number:294802

ACCOUNTS FOR THE PERIOD

1 APRIL 2022 TO 31 MARCH 2023

INCOME & EXPENDITURE STATEMENT

| | 31-Mar-23 | 31-Mar-22 |
|-------------------------------------|---------------------------|--------------------------|
| | £ | £ |
| <u>INCOME</u> | | |
| WEST BERKS FUNDING | 98,868.49 | 93,649.30 |
| FUND RAISING EVENTS | 5,396.03 | 4,465.13 |
| FEES | 12,676.35 | 13,677.05 |
| REGISTRATIONS | - | - |
| UNIFORM SALES | 414.88 | 306.11 |
| OTHER INCOME | 915.14 | 307.50 |
| INTEREST | 38.88 | 1.56 |
| TOTAL INCOME BEFORE EXPENSES | <u>118,309.77</u> | <u>112,406.65</u> |
| <u>EXPENSES</u> | | |
| WAGES | 107,904.37 | 93,236.98 |
| ENTERTAINMENT/EVENTS | - | 30.47 |
| OFSTED/CRD CHECKS | - | 108.10 |
| STATIONERY | 1,126.12 | 1,057.13 |
| RENT & SERVICES | 7,326.00 | 7,326.00 |
| CLEANING | 857.75 | 1,108.07 |
| TRAVEL & TRIPS | 937.50 | 282.25 |
| SUBSCRIPTIONS | 1,701.34 | 1,521.58 |
| EQUIPMENT & PLAYGROUND | 2,202.83 | 1,053.19 |
| IT | 445.60 | 536.13 |
| TRAINING | 1,577.00 | 880.11 |
| FUNDRAISING | 729.27 | 712.16 |
| INSURANCE | 1,543.75 | 1,511.58 |
| REFRESHMENTS/SNACKS | 852.99 | 661.40 |
| PRINTING: UNIFORM/TSHIRTS | 1,492.71 | 1,667.90 |
| PUPIL PREMIUM EQUIPMENT | 1,044.71 | 1,559.54 |
| OTHER EXPENSES | 780.92 | 536.44 |
| TOTAL EXPENDITURE | <u>130,522.86</u> | <u>113,789.03</u> |
| NET INCOME FOR THE PERIOD | <u>(12,213.09)</u> | <u>(1,382.38)</u> |

WESTWOOD FARM COMMUNITY PRESCHOOL

BALANCE SHEET

as at 31 MARCH 2023

| | 31-Mar-23 | 31-Mar-22 |
|--|-------------------------|-------------------------|
| | £ | £ |
| <u>ASSETS</u> | | |
| SAVINGS ACCOUNT BALANCE 31/3/23 | 21,124.10 | 16,085.22 |
| ORDINARY ACCOUNT BALANCE 31/3/23 | 40,020.76 | 45,782.81 |
| LESS OUTSTANDING WAGES | <u>(20,221.83)</u> | <u>(8,024.65)</u> |
| | 19,798.93 | 37,758.16 |
| | | |
| TREASURERS ACCOUNT BALANCE 31 MARCH 2023 | 991.98 | 284.72 |
| | <u>41,915.01</u> | <u>54,128.10</u> |
| | | |
| RETAINED SURPLUS AS AT 1 APRIL 2022 | 54,128.10 | 55,510.48 |
| LESS: NET DEFECIT IN PERIOD | (12,213.09) | (1,382.38) |
| | | |
| RETAINED SURPLUS AS AT 31 MARCH 2023 | <u>41,915.01</u> | <u>54,128.10</u> |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
WESTWOOD FARM COMMUNITY PRE-SCHOOL

**On accounts for the year
ended**

| | | |
|---------------|--------------------------------|--------|
| 31 March 2023 | Charity no (if any) | 294802 |
|---------------|--------------------------------|--------|

Set out on pages

1 page showing income and expenditure and retained reserves, headed accounts for the period 1 April 2022 to 31 March 2023.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2023**.

**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 am qualified to undertake the examination by being a qualified member of ICAEW.

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: *Rick Behan*

Date: 25/01/24

Name: Rick Behan

**Relevant professional
qualification(s) or body**

ICAEW - 1176341

(if any):

Address:

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.

WESTWOOD FARM COMMUNITY PRE-SCHOOL

England & Wales - Charity number 294802

Accounts



Westwood Farm Community Pre-School

Registered Charity 294802

Westwood Farm Community Centre, Downs Way, Tilehurst, Reading, RG31 6SL
www.WestwoodFarmPreSchool.co.uk

AGM 2021-2022

Treasurer Report October 2022

Hello, my name is Hayley and I am the treasurer for Westwood Farm Community Preschool and a committee member. I have been in this role since September 2017 when my son, Daniel joined and continued whilst my daughter attended. I am now stepping down as my daughter is now at school and we have found a new treasurer.

The preschool is a registered charity that relies on funding from the local authority as well as additional funding from elsewhere. This includes yourselves as paying parents, outside donors and annual fundraising events which are all essential for the running of the preschool.

The accounts have been completed for the year 2021-2022 and in summary,

The income for the preschool was £112,406.65. The expenditure was £113,789.03 which includes wages, rent, expenses, equipment, services, toys, staff training and uniform. These figures show a small year-end deficit of £1382.38.

The Autumn term sees low numbers of children and therefore low income for us, our reserves will help cover these shortfalls, the increase in staff wages this year and will be used to top up our savings account to ensure we have sufficient reserves.

Hayley Knight
Pre-school Treasurer

Chairperson's Report

October 2022

Hi, I am Jo, the Chair of Committee, my youngest son started in January, but I have been in the role it since July 2019.

For those of you who have joined us tonight, let me give a little background to how the Pre-school is run.

The preschool staff team comprises of the hardest working group of wonderful ladies who are managed day-to-day by Clare. Apart from Clare and the deputy manager Cheryl, all the staff are part time and work different sessions across



the week. The Pre-school is overseen by the committee, a group of current parents and a few former parents. A committee is a group of people who ensure that an organisation fulfils all its legal obligations and operates efficiently and according to their constitution. The committee is required to have a chair, a treasurer, a secretary and 5-12 committee members. 60% of the committee need to have a child attending the Pre-school for us to be in line with our constitution. As it stands, now that many of our committee's children left for school in July, we will need to find several new members to join to ensure we are in line with our constitution.

As a governing body, we have a shared vision of what Westwood Farm Community Pre-School is about and what its hopes for and works towards. The committee is responsible for the overall management and organisation of the setting which includes such things as HR, payroll, monitoring accounts, agreements on purchasing, marketing, and fund-raising events. Fundraising is always a challenge for us and the pre-school staff have had to take on more of a role since Covid, but we hope that this year, committee will be able to be more involved however the challenge lies in people working full time and simply not being around to help out.

The fundraising in the last academic year was quite successful, but the staff would really like to update lots of their resources this year so we will need to make sure we can raise as much as we can! We had the Halloween raffle, the Christmas shop & raffle, valentines jars, the Mother's Day, Father's day shop, Easter raffle, summer fayre and bag2school collections that all did well. A big thank you to Michelle for her efforts with the summer fayre and all the shopping trips. Thank you to all the staff and committee who were there for the summer fayre, it was a long day from start to finish which also turned cold and windy so we really appreciate everyone's commitment to the cause.

Like last year, and every year I have been part of, it has been another challenging year, the staff have had lots thrown at them, but they always manage to keep standing! With difficulties in securing funding, recruitment, Covid wiping the staff out and having to organise cover for staff, they kept working as a team and managing to sort through every hurdle. I would like to give them all a huge thank you for giving their absolute everything to Pre-school even when they have their own challenges in their family life too. I can talk on behalf of all of committee and parents and say that you do the most brilliant job and we all really appreciate every little thing that you do.

I want to thank Clare and Cheryl for being a wonderful support to me in my role as chair again this year, with messages and emails late in the evenings and usually on a Sunday night, but between you, you never fail to answer all my questions! I really appreciate your time, love and commitment to Pre-school, so thank you. A special mention also to Janie who has taken on the role of SENCO



and our new ELSA. We welcomed Julie to the team this year and she is settling in well to Pre-school life. We are in desperate need of some bank staff to take the pressure off our staff, but recruitment is very difficult in the Early years currently and new staff are extremely hard to find.

This year Cheryl organised some exciting learning and enrichment animal experiences for the children with hatching ducklings, butterflies, and stick insects and a very successful end of term trip to Four Kingdoms.

The outside area had a big change this summer with the removal of the large wooden climbing frame. Sadly, it had come to the end of its safe use with the children and had to be removed, the space has now been covered with artificial grass which was donated by a local company and has made the area much larger and more productive for the children. Michelle and her husband Rich kindly organised their builder to do the work and donated it as an end of an era gift to say thank you for caring for their children over the years. This was a very generous and kind gift and we say a big thank you.

Nicki our administrator has taken on new responsibilities again this year with regards to our book keeping and has taken to it brilliantly again! Nicki has been building her skills up with xero. For those who do not know, Xero is a time-saving tool to help make bookkeeping easier. From importing bank transactions to sending invoice reminders, Xero automatically handles tasks so that we can get our accounting done faster and more efficiently.

The minimum wage increased again in April which has had an impact on the Pre-school budget along with very low numbers this September. The staff absolutely deserve the increases to their pay, and we were pleased to award all staff with a payrise which has not happened for many years. This does however come with its challenges and although minimum wage was significantly increased, the funding from West berks did not change in light of the increase and therefore we had to change our opening hours to increase our income.

Being part of committee can be both enjoyable and rewarding. Each trustee brings with them their own set of skills and ideas that can be used to enhance the group and therefore support and strengthen the Pre-school. In return, there are benefits to yourself in volunteering, making new friends, gaining opportunities to develop new skills in areas such as management, marketing and recruitment.

What does joining the committee look like? It's a small commitment; a 1-2hour meeting in the evening 3 times a year, an AGM, some short catch-up fundraising meetings plus whatever jobs you volunteer to do, so it can be as time consuming as you make it! It's a fun, informal atmosphere at the meetings which will mainly be in the bar area of the club, however we can still utilise 'Zoom' for quick meetings. If you are interested in joining the committee, but



don't want to put your name down right now then you can always speak to a member of the current committee at drop off or pick up, or alternatively you can email or call me for a chat about it.

Although parental involvement is voluntary and mostly informal, it is absolutely critical to our future – it is simple, without a committee of trustees, Westwood Farm community Pre-school would not exist.

One way we, as parents, can support the staff and ultimately our children, is to provide them with a strong committee made up of parents who want to help the Pre-school. We have many of our current members leaving us and therefore have many spaces to fill. I want to thank all our committee leavers for all of their support over the last year and the years before that.

We have an extremely loving and dedicated team of staff who are warm and welcoming, it is a pleasure working with them all and I hope more of you will be able to join our committee to see this first hand too. Now I am on maternity leave and have had a child back at Pre-school, it has been really enjoyable getting back into Pre-school more.

Thank you for listening, and I hope it has helped make things a little clearer as to how a Pre-school is managed. Hopefully I haven't scared you off and that there are some new parents who would be interested in joining!

Jo Butcher
Pre-school Chair

WESTWOOD FARM COMMUNITY PRESCHOOL

Charity Number:294802

ACCOUNTS FOR THE PERIOD**1 APRIL 2021 TO 31 MARCH 2022**

| INCOME & EXPENDITURE STATEMENT | 31-Mar-22 | 31-Mar-21 |
|---|-------------------|-------------------|
| | £ | £ |
| INCOME | | |
| WEST BERKS FUNDING | 93,649.30 | 112,361.31 |
| FUND RAISING EVENTS | 4,465.13 | 3,771.93 |
| FEES | 13,677.05 | 17,238.25 |
| REGISTRATIONS | - | 420.00 |
| UNIFORM SALES | 306.11 | 325.00 |
| OTHER INCOME | 307.50 | 1,625.50 |
| INTEREST | 1.56 | 2.15 |
| TOTAL INCOME BEFORE EXPENSES | 112,406.65 | 135,744.14 |
| EXPENSES | | |
| WAGES | 93,236.98 | 95,438.04 |
| ENTERTAINMENT/EVENTS | 30.47 | 379.40 |
| OFSTED/CRD CHECKS | 108.10 | - |
| PHOTOS - refunds | - | 60.00 |
| STATIONERY | 1,057.13 | 164.47 |
| RENT & SERVICES | 7,326.00 | 6,409.00 |
| CLEANING | 1,108.07 | - |
| TRAVEL & TRIPS | 282.25 | - |
| SUBSCRIPTIONS | 1,521.58 | 962.66 |
| EQUIPMENT & PLAYGROUND | 1,053.19 | 4,324.96 |
| IT | 536.13 | 583.12 |
| TRAINING | 880.11 | 41.99 |
| FUNDRAISING | 712.16 | - |
| INSURANCE | 1,511.58 | 1,510.32 |
| REFRESHMENTS/SNACKS | 661.40 | 373.22 |
| PRINTING: UNIFORM/TSHIRTS | 1,667.90 | 1,464.49 |
| PUPIL PREMIUM EQUIPMENT | 1,559.54 | - |
| OTHER EXPENSES | 536.44 | 2,405.08 |
| TOTAL EXPENDITURE | 113,789.03 | 114,116.75 |
| NET INCOME FOR THE PERIOD | - 1,382.38 | 21,627.39 |

WESTWOOD FARM COMMUNITY PRESCHOOL**BALANCE SHEET****as at 31 MARCH 2022**

| | 31-Mar-21 | 31-Mar-21 |
|--|------------------|------------------|
| | £ | £ |
| ASSETS | | |
| SAVINGS ACCOUNT BALANCE 31/3/22 | 16,085.22 | 16,083.66 |
| ORDINARY ACCOUNT BALANCE 31/3/22 | 45,782.81 | |
| LESS OUTSTANDING PAYMENTS | (8,024.65) | |
| | 37,758.16 | 39,032.09 |
| TREASURERS ACCOUNT BALANCE 31 MARCH 2022 | 284.72 | 394.73 |
| | 54,128.10 | 55,510.48 |
| RETAINED SURPLUS AS AT 1 APRIL 2021 | 55,510.48 | 33,883.09 |
| ADD: NET SURPLUS IN PERIOD | - 1,382.38 | 21,627.39 |
| RETAINED SURPLUS AS AT 31 MARCH 2022 | 54,128.10 | 55,510.48 |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
WESTWOOD FARM COMMUNITY PRE-SCHOOL

On accounts for the year
ended

31 March 2022

Charity no
(if any)

294802

Set out on pages

1 page showing income and expenditure and retained reserves, headed accounts for the period 1 April 2021 to 31 March 2022.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 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 am qualified to undertake the examination by being a qualified member of ICAEW.

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: *Richard W R Churchill*

Date: 17/10/22

Name: Richard Churchill

Relevant professional
qualification(s) or body

ICAEW - 9069690

(if any):

Address:

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.

It was good to see that previous comments had been taken on board with timing differences and the use of the debit card account reflected in the financial information. Adjustments are made only at the year end for accruals concept.

WESTWOOD FARM COMMUNITY PRE-SCHOOL

England & Wales - Charity number 294802

Accounts



Westwood Farm Community Pre-School

Registered Charity 294802

Westwood Farm Community Centre, Downs Way, Tilehurst, Reading, RG31 6SL
www.WestwoodFarmPreSchool.co.uk

AGM 2020-2021

Treasurer Report September 2021

Hello, my name is Hayley Knight and I am the treasurer for Westwood Farm Community Preschool and a committee member. I have been in this role since September 2017 when my son, Daniel joined and continued whilst my daughter attended.

The preschool is a registered charity that relies on funding from the local authority as well as additional funding from elsewhere. This includes yourselves, outside donors and annual fundraising events which are all essential for the running of the preschool.

The accounts have been completed for the year 2020-2021 and in summary, The income for the preschool was £135,744.14. The expenditure was £114,116.75 which includes wages, expenses, equipment, services, toys, staff training and uniform. These figures show a year end surplus of £21,627.39. The reason for this is mainly due to staff leaving, a rent holiday and not paying for all the extras for wages such as meetings and extra hours worked due to closure during Covid. We were able to save on many expenses whilst the preschool was closed.

Chairperson's Report

September 2021

Hi, I am Jo, the Chair of Committee, I do not currently have a child at Pre-school which has made the job much harder at times, but my youngest will be joining in January so I look forward to becoming part of the parent family again! This is my second AGM as chair and I can honestly say there are still new things being thrown at me! We never thought we would have had another Covid year, but it turns out we did! At least we were a little more prepared for it this year, not that that made it any easier though!

Our AGM used to be around May, but due to Covid-19, Lockdown and following government guidance we decided last year to delay it until September, which we felt worked well with signing up new members, so we have kept it in September.



For those of you who have joined us tonight, let me give a little background to how the Pre-school is run.

The preschool staff team comprises of the hardest working group of wonderful ladies who are managed day-to-day by Clare. Apart from Clare and the deputy manager Cheryl, all the staff are part time and work different sessions across the week. The Pre-school is overseen by the committee, a group of current parents and a few former parents or parents with younger children yet to start Pre-school. A committee is a group of people who ensure that an organisation fulfils all its legal obligations and operates efficiently and according to their constitution. The committee is required to have a chair, a treasurer, a secretary and 5-12 committee members. 60% of the committee need to have a child attending the Pre-school for us to be in line with our constitution. As it stands, now that many of our committee's children left for school in July, we will need to find several new members to join to ensure we are in line with our constitution.

As a governing body, we have a shared vision of what Westwood Farm Community Pre-School is about and what its hopes for and works towards. The committee is responsible for the overall management and organisation of the setting which includes such things as HR, payroll, monitoring accounts, purchasing, marketing, and fund-raising events. Sadly, the last few years have made fundraising difficult and the committee haven't been able to do what they normally would with coming into the setting and running fayres etc due to Covid restrictions. We must say the biggest of thank yous to the staff for their efforts with fundraising this year though, they have been truly amazing. They have simply taken things on and got stuff done. A special mention to Janie for your hard work with Michelle to get the cookbooks done and Cheryl for your exceptional efforts with raffle prizes with support from Amanda! Janie also made some adorable Valentine's cookie jars which was a fab idea. There is also a member of staff who deserves a very special mention for her outstanding efforts in fundraising as Helen shaved her hair off to raise money for us in December, it was a frightening thing to do, but it raised lots and it really suited her!

The fundraising in the last academic year has been quite successful with all things considered, but we are going to need to step things up this year to ensure we are bringing in more income to Pre-school. We had the Halloween raffle, the Christmas shop & raffle, valentines jars, the Mother's Day, Father's day shop, Easter raffle, summer raffle and bag2school collections that all did well. A big thank you to Michelle for her super shopping skills.

As things were still a little different last academic year, the end of term was a little different to how it is normally celebrated. The staff made sure that the children still got the send off



they deserved with a disco party and their presentation of end of year presents and certificates. A big thank you to Jo for making all the leavers bags.

Like last year, it has been another challenging year, Pre-school and its staff have had lots thrown at them, but they always manage to keep standing! I would like to give the biggest shout out to them all for giving their absolute everything to Pre-school even when most were having challenges in their own family life too. I can talk on behalf of all of committee and parents and say that you do the most brilliant job and we all really appreciate every little thing that you do.

Clare has developed in so many ways as a manager over the last year or so and has been the glue to hold all the staff together. I know all the staff can't speak highly enough about her and feel very supported in their roles. I think Clare responded to the Covid situation brilliantly and has even surprised herself at times too! I want to thank Clare and Cheryl for being a wonderful support to me in my role as chair, with messages and emails in the evenings and usually on a Sunday night. I really appreciate your time, love and commitment to Pre-school, so thank you. Cheryl has been a wonderful support to Clare this year too and together you make a formidable team with your differing strengths. I know Jo has worked extremely hard to develop in her role as SENCO this year and Amanda has now completed a very successful first year after qualifying.

This year Cheryl organised some exciting learning and enrichment animal experiences for the children with hatching ducklings and the visit from the alpacas. We hope to make this a yearly thing now because children (and staff) adored it!

The staff have been updating the outside area this year which looks lovely. Janie and her husband have made some fantastic artificial grass seating and went to collect the soil for the new growing garden. Sarah H kindly donated her Wendy house which looks great, she painted it and had a good old tidy up in the garden when she delivered it too. Thank you to Sarah C too for your tip run, you really all pull together to make things work, so thank you.

A new Early Years Foundation Stage Framework was introduced this September so the staff have completed lots of training on this and are going to be working together to develop their practice to be in line with this. One of the major changes is less focus on paperwork and more on quality interactions with the children. Sarah C will be at the forefront of bringing this forward with the staff as she is quite the expert at this!

We have had a few staff changes this year. We have sadly said goodbye to Sue who was a member of our lunch club team. We were sad to see her leave, but understand the importance of spending more time with family. Adele had handed her notice in so that she could do childcare for her grandchildren but stayed on to help us out through till July as we



were really struggling to cover all the sessions, so thank you Adele, it was a huge help, and showed just how important Pre-school meant to you. We are however lucky to be keeping her on this year for lunch club. We welcomed Lauren and Eleanor temporarily to the team and what saviours they were! I really don't think we would have managed to stay open everyday if it wasn't for them. They were however, not the only ones who helped cover shifts. Due to shielding, isolation, illness etc there were multiple sessions every week that needed covering. Clare and Cheryl worked tirelessly to sort the cover and this meant many members of the team working many more hours than they would normally to ensure Pre-school could run smoothly. Thank you so much to all the staff that took on extra sessions even though we know it wasn't always what people wanted to do, but they did it for the good of Pre-school.

Nicki our administrator has taken on some new responsibilities this year with regards to our book keeping and has taken to it like a pro! Nicki is organised and keen to make things more efficient and effective which is great, thank you Nicki. This year we have subscribed to 'Xero' which is a business accounting software. Xero is a time-saving tool to help make bookkeeping easier. From importing bank transactions to sending invoice reminders, Xero automatically handles tasks so that we can get our accounting done faster and more efficiently.

The minimum wage increased again in April which has had an impact on the Pre-school budget along with very low numbers this September. Sadly, we have had to temporarily reduce the majority of staff's hours again to save some money whilst our private and funded income is so low. Staff will be reinstated as and when the need is there, and I would like to thank them all for being so understanding and putting Pre-school first as always. The children and their families are very lucky to have you all.

Advertising and increasing numbers is going to be a challenge this year, but it shall be a priority for committee along with fundraising. We will be updating some of the signage and be planning the best ways to advertise.

Being part of committee can be both enjoyable and rewarding. Each trustee brings with them their own set of skills and ideas that can be used to enhance the group and therefore support and strengthen the Pre-school. In return, there are benefits to yourself in volunteering, making new friends, gaining opportunities to develop new skills in areas such as management, marketing and recruitment.

Parental involvement is voluntary and mostly informal, but it is absolutely critical to our future – it is simple, without a committee of trustees, Westwood Farm community Pre-school would not exist.



One way we, as parents, can support the staff and ultimately your children, is to provide them with a strong committee made up of parents who want to help the Pre-school. We have many of our current members leaving us and therefore have many spaces to fill. I want to thank all our committee leavers for all of their support over the last year and the years before that.

What does joining the committee look like? It's a small commitment, a 1-2hour meeting once a month on the third Monday of the month, 9 months a year plus whatever jobs you volunteer to do, so it can be as time consuming as you make it! It's a fun, informal atmosphere at the meetings which we hope to get back into the bar at the club this year, and you will have an opportunity in shaping and developing the Pre-school. If you are interested in joining the committee, but don't want to put your name down right now then you can always speak to a member of the current committee at drop off or pick up, or alternatively you can email or call me for a chat about it.

We have an extremely loving and dedicated team of staff who are warm and welcoming, it is a pleasure working with them all and I hope more of you will be able to join our committee to see this first hand too. I also hope that I will be able to come into Pre-school more often now this year as restrictions have been lifted, it is so lovely seeing all the staff in action!

Thank you for listening, and I hope it has helped make things a little clearer as to how a Pre-school is managed. Hopefully I haven't scared you off and that there are some new parents who would be interested in joining!

Jo Butcher
Pre-school Chair

WESTWOOD FARM COMMUNITY PRESCHOOL

Charity Number:294802

ACCOUNTS FOR THE PERIOD**1 APRIL 2020 TO 31 MARCH 2021**

| INCOME & EXPENDITURE STATEMENT | 31-Mar-21 | 31-Mar-20 |
|---|-------------------|-------------------|
| | £ | £ |
| INCOME | | |
| WEST BERKS FUNDING | 112,361.31 | 110,130.42 |
| FUND RAISING EVENTS | 3,771.93 | 6,877.59 |
| FEES | 17,238.25 | 18,541.89 |
| REGISTRATIONS | 420.00 | 237.50 |
| UNIFORM SALES | 325.00 | 358.81 |
| OTHER INCOME | 1,625.50 | 1,067.39 |
| INTEREST | 2.15 | 4.00 |
| TOTAL INCOME BEFORE EXPENSES | 135,744.14 | 137,217.60 |
| EXPENSES | | |
| WAGES | 95,438.04 | 105,719.27 |
| TEMPORARY STAFF | - | - |
| ENTERTAINMENT/EVENTS | 379.40 | 1,169.57 |
| OFSTED/CRD CHECKS | - | 50.00 |
| PHOTOS - refunds | 60.00 | 7.84 |
| STATIONERY | 164.47 | 188.99 |
| RENT & SERVICES | 6,409.00 | 7,630.00 |
| TRAVEL & TRIPS | - | 715.00 |
| SUBSCRIPTIONS | 962.66 | 547.51 |
| EQUIPMENT & PLAYGROUND | 4,324.96 | 5,010.92 |
| IT | 583.12 | 2,162.66 |
| TRAINING | 41.99 | 1,035.00 |
| ADVERTISING | - | - |
| INSURANCE | 1,510.32 | 1,494.42 |
| REFRESHMENTS/SNACKS | 373.22 | 112.72 |
| PRINTING: UNIFORM/TSHIRTS | 1,464.49 | 2,421.35 |
| FUNDING ADJUSTMENTS | - | - |
| OTHER EXPENSES | 2,405.08 | 3,020.16 |
| TOTAL EXPENDITURE | 114,116.75 | 131,285.41 |
| NET INCOME FOR THE PERIOD | 21,627.39 | 5,932.19 |

WESTWOOD FARM COMMUNITY PRESCHOOL**BALANCE SHEET****as at 31 MARCH 2021**

| | 31-Mar-21 | 31-Mar-20 |
|--|------------------|------------------|
| | £ | £ |
| ASSETS | | |
| SAVINGS ACCOUNT BALANCE 31/3/21 | 16,083.66 | 8,039.74 |
| ORDINARY ACCOUNT BALANCE 31/3/21 | 55,647.50 | |
| LESS OUTSTANDING PAYMENTS | (16,615.41) | |
| | 39,032.09 | 25,843.35 |
| TREASURERS ACCOUNT BALANCE 31 MARCH 2021 | 394.73 | - |
| | 55,510.48 | 33,883.09 |
| RETAINED SURPLUS AS AT 1 APRIL 2020 | 33,883.09 | 27,950.90 |
| ADD: NET SURPLUS IN PERIOD | 21,627.39 | 5,932.19 |
| RETAINED SURPLUS AS AT 31 MARCH 2021 | 55,510.48 | 33,883.09 |



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
WESTWOOD FARM COMMUNITY PRE-SCHOOL

On accounts for the year
ended

31 March 2021

Charity no
(if any)

294802

Set out on pages

1 page showing income and expenditure and retained reserves, headed accounts for the period 1 April 2020 to 31 March 2021.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2021**.

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 am qualified to undertake the examination by being a qualified member of ICAEW.

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: *Richard W R Churchill*

Date: 31/01/2022

Name: Richard Churchill

Relevant professional
qualification(s) or body

ICAEW - 9069690

(if any):

Address:

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.

It was good to see that previous comments had been taken on board with timing differences and the use of the debit card account reflected in the financial information. A small amount of furlough income was received which has been netted off wages costs as opposed to being shown gross. I have concluded this to be trivial. Adjustments are made at year end for accruals concept.