



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 3<sup>rd</sup> September 2022  
**To** 31<sup>st</sup> August 2023

**Period start date**  
**Period end date**

**Charity name: St Andrew's Preschool Caversham**

**Charity registration number: 900218**

## Objectives and Activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | The aims of the Pre-School are to enhance the development and education of children under statutory school age. We support our parents and carers by: A) offering appropriate play, education and care facilities, family learning, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability: B) encouraging the study of the needs of such children and their families and promoting public interest and recognition of such needs in the local areas: C) instigating, adhering to and furthering the aims and objectives of the Early Years Alliance. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | St Andrew's Pre-School main objective is to continue to provide a safe and stimulating environment and to produce happy and confident children as they move on to the Foundation stage at school. This is achieved by:<br>1. The provision of appropriate Preschool play and educational facilities<br>2. Fundraising to support the objectives.<br>3. Close liaison with the Early Years 1 Professionals and Providers.<br>4. Support and guidance for families attending Pre-School.<br>5. Maintaining detailed records and observations for each child to ensure that they achieve their full potential.<br>6. Liaising with parents to discuss learning opportunities for their child and how to extend these at home.                    |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity  | Para 1.18          | The Committee consider the following when making decisions on matters such as financial reinvestment, admissions policies, and fee  |

|                              |  |  |
|------------------------------|--|--|
| Commission on public benefit |  | <p>reviews</p> <ul style="list-style-type: none"> <li>• To ensure we offer an inclusive and affordable childcare setting to all, with no restrictions of catchment, faith or personal background.</li> <li>• All financial investment improves the level of childcare on offer, increases chance of retaining qualified early years practitioners, or supports the learning and development needs of all children.</li> <li>• Any decisions to increase fees are only done to ensure the continued financial viability of our setting.</li> <li>• Provide a consistent approach to all families on any questions or concerns by publishing and circulating our policies.</li> </ul> <p>This is to ensure we can continue providing the public benefit of being an early years education setting.</p> |
|------------------------------|--|--|

### Additional information (optional)

You may choose to include further statements where relevant about:

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

## Achievements and Performance

|  | SORP reference |   |
|--|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to | Para 1.20      | <p>In 2022/23 there were a total of 33 children at St Andrew's Pre-School. Throughout the year the Pre-School supported both the children and their families as they started in the education system and transitioned 23 of the children on to local primary schools. The transition process includes involvement from the local schools,</p> |

|   |  |   |
|---|--|---|
| <p>the circumstances of its beneficiaries and any wider benefits to society as a whole.</p> |  | <p>with the feeder schools sending staff to Pre-School to meet the children, as well as discussing the development and progress of the children joining the school. As we move toward a more flexible model of children joining at key points within the year, we had 26 new starts in September 4 in January and 3 in April. This is driven by a couple of factors, one is not having a full intake for September, but the other is to make us more accessible to families with younger children who may be eligible as the year progresses. One of the criteria is the age of the child which we dropped from 2 years and 9 months to 2 years and 6 months during this academic year. This was driven by the needs of local families and the recognition that the Pre-school must adapt where possible to increase our chance of a full intake.</p> <p>The staff have worked closely with the Brighter Futures Early Years team to stay up to date with the local Childcare guidelines, including completing relevant training courses and attending conferences. In addition to staying up to date one of our new recruits this year completed her level 3 training with the support of management and the staff team.</p> <p>There was a heavy focus on recruitment in 2022/23, this included 2 fully qualified Practitioners, one trainee and a new Manager, ready to start in the 23/24 academic year. The trainee practitioner also completed her level 3 qualification during this year with the support of the staff.</p> <p>The addition of new staff allowed us to reopen our Thursday afternoon session as a full session after the February half term. We had previously suspended this session for a short time and run at reduced capacity due to staffing restrictions. We continue with successful practices implemented in previous years such as Home Visits, settling in sessions, the induction process and continue with the 'In The Moment' planning with a weekly theme. We continue to work with the Brighter Futures Early Years team to stay up to date with the local Childcare guidelines, including completing relevant training courses and attending conferences and offer staff ongoing training opportunities through the Early Years Alliance training website 'Educare'.</p> <p>We continued to constantly review our practice, regularly updating our RA and ensuring that we support and protect both our Pre-school families and our staff. To ensure the best care is provided to the children with additional needs the Staff team liaise as appropriate with Reading SLT (Speech and Language Team), the Brighter</p> |
|---|--|---|

|  |  |  |
|--|--|--|
|  |  | <p>Futures For Children advisory team and attend the SENCo Network sessions. An ongoing effort is made each year to improve both the level of care provided to the children and the business practices employed by the Pre-School. In order to ensure that these changes are relevant and support our community we invite regular and open feedback from staff, committee, families and any third parties with an interest in Pre-school. We use a number of methods of communication including email, Tapestry and a physical presence of staff and committee in the playground each day. In addition to this we have a formal parent survey which was issued at the end of the academic year. There were no actional points raised from the feedback and we will refine in coming years to ensure that we are capturing the relevant information.</p> <p>During 2022/2023 we raised £1,360 from fundraising. Funds were raised through the Autumn Fair in conjunction with the church, a Christmas raffle drawn at the Nativity Play, Mother's and Father's Day creative pieces, and multiple cake sales. In addition to the fundraising activities, we were able to offer special activities for the children and families often incorporating current or seasonal aspects such as an Easter Bonnet Parade, and a Coronation Party for King Charles. We are also exceptionally proud to have been able to take part in community research projects both relating to eating habits and relationships with food in young children. The first was a pilot/launch day for Ella's Kitchen 'Eat, play, love' project designed to encourage curiosity and interaction in children to what they are eating, specifically around fruit and vegetables. The second project was part of Reading University 'See and Eat' study where our families signed up to take part. A follow up is expected. Our final involvement with research is an ongoing partnership with Burford Research. We have enjoyed being able to play a wider part in our local community and hope to continue with similar opportunities in the coming year.</p> |
|--|--|--|

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

|                                     |           |  |
|-------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 |  |
| Performance of fundraising          |           |  |

|   |           |  |
|---|-----------|--|
| activities against objectives set         | Para 1.41 |  |
| Investment performance against objectives | Para 1.41 |  |
| Other                                     |           |  |

## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | The total cash balance at the end of the financial year was £94,064.<br>Total expenditure for the 2022/2023 financial year was £112,091 and income came to £114,821. Therefore, the surplus made by Pre-school amounted to £2,729.<br>Full details in the treasurer report detailed at the end of this document. |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | We hold reserve funds for the case of an emergency closure. The amount held is calculated using redundancy payment owed to current staff members and one full term of forecasted expenditure to enable a controlled shutdown and provide all families with sufficient notice.                                    |
| Amount of reserves held  | Para 1.22 | £71,577  |
| Reasons for holding zero reserves  | Para 1.22 |  |
| Details of fund materially in deficit  | Para 1.24 |  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 |  |

### Additional information (optional)

You may choose to include further statements where relevant about:

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

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>( <a href="#">trust deed</a> , <a href="#">royal charter</a> )  | Para 1.25 | 2011 Constitution adopted 8th May 2015   |
| How is the charity constituted?<br>(e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )  | Para 1.25 | Unincorporated charity   |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Committee members are nominated and seconded prior to election by parents at the AGM and following the Constitution regulations. Each family has one vote. Nominee with most votes appointed to role. Each year a minimum of 5 must be appointed and the 3 officer roles filled. All committee members must become trustees. |

### Additional information (optional)

You may choose to include further statements where relevant about:

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

### Reference and Administrative details

|                             |   |
|-----------------------------|---|
| Charity name                | St Andrew's Preschool Caversham   |
| Other name the charity uses |   |
| Registered charity number   | 900218  |
| Charity's principal address | St Andrew's Church Hall,<br>Albert Road,<br>Caversham,<br>Reading RG4 7AW |
|                             |   |

### 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  | Frances Loar    | Chair           | Nov 22 – Aug 23                   |   |
| 2  | Juliet Sleath   | Chair           | Sept 22- Nov 22                   |   |
| 3  | Heather Griffin | Treasurer       | Sept 22 – Nov 22                  |   |
| 4  | Jack Casserley  | Treasurer       | Nov 22 – Aug 23                   |   |
| 5  | Nick Cima       | Co-treasurer    |                                   |   |
| 6  | Honesty Sumner  | Secretary       |                                   |   |
| 7  | Rose Beattie    | Personnel       |                                   |   |
| 8  | Lynn Whipps     | Fundraising     | Nov 22 – Aug 23                   |   |
| 9  |                 |                 |                                   |   |
| 10 |                 |                 |                                   |   |
| 11 |                 |                 |                                   |   |
| 12 |                 |                 |                                   |   |
| 13 |                 |                 |                                   |   |
| 14 |                 |                 |                                   |   |
| 15 |                 |                 |                                   |   |
| 16 |                 |                 |                                   |   |
| 17 |                 |                 |                                   |   |
| 18 |                 |                 |                                   |   |
| 19 |                 |                 |                                   |   |
| 20 |                 |                 |                                   |   |

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## Funds held as custodian trustees on behalf of others

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

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

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

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

Hilary Coome - Manager

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information

|  |
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|  |
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## Declarations

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

Signed on behalf of the charity's trustees

**Signature(s)**

Frances Loar

Jack Casserley

**Full name(s)**

Frances Loar

Jack Casserley

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

Chair

Treasurer

**Date**

23/06/2024



**Treasurer's Report**  
**Annual General Meeting, 15<sup>th</sup> May 2024**  
**Financial Year 2022/2023 Accounts**

Annual accounts for the financial year ended 31<sup>st</sup> August 2023 have been completed. They have been approved by the Pre-school Committee and signed-off by an independent assessor, as required by the Charities Commission.

The total cash balance at the end of the financial year was £94,064. Approximately 39% of this amount was being held in our current account with Santander so that we had sufficient cash on hand for day-to-day operations. The remaining amount was held in a Nationwide savings account. In addition, we owed creditors (one holding fee, staff uniform and staff expenses) of £597 whilst debtors owed us £523 (gift aid).

An amount of £71,577 could not be touched as it is our reserves fund (essentially money to cover any predicted deficit and costs that would have to be paid in the event of an unforeseen closure – i.e. redundancy costs, rent, costs to remove equipment and other expenses). **Hence a more accurate picture of our surplus is £22,413 (on 31<sup>st</sup> August 2023).**

Total expenditure for the 2022/2023 financial year was £112,091 and income came to £114,821. Therefore, the **surplus** made by Pre-school amounted to **£2,729**.

When you take into account the Brighter Futures Early Years Entitlement funding advances for both Autumn 2022 and 2023, which were both paid early and in the previous financial year, the Pre-school made a surplus of **£3,809** during the financial year ended 31<sup>st</sup> August 2023 (see the table below).

|  |              |
|--|--------------|
| <b>Income</b> 1 <sup>st</sup> September 2022 – 31 <sup>st</sup> August 2023      | 114,821      |
| Autumn 2022 Brighter Futures payment (paid 2021/2022)                            | 18,253       |
| Autumn 2023 Brighter Futures payment (paid 2022/2023)                            | -17,902      |
| <b>Expenditure</b> 1 <sup>st</sup> September 2022 – 31 <sup>st</sup> August 2023 | -112,091     |
| <b>Surplus</b>   | <b>3,081</b> |

We budgeted for spend of £97,736 in 2022/2023. Therefore, the Pre-school's expenditure of £112,091 equates to an overspend of 15% of the budget (see table on page 4). Salaries and overtime were higher than budgeted as the staff team worked hard to cover vacancies throughout the year.

During 2022/2023, we raised £1,360 from fundraising (£1,924 raised with a spend of £564). The pre-school would like to thank everyone involved, especially Lynne, the Fundraising Coordinator for that year.

On the income side, we collected £75,087 from Brighter Futures and £29,640 in private fees. In addition, we received £523 from HMRC Gift Aid and raised £2,290 in

Voluntary Contributions (VCs) and we would like to thank the parents for their generous contributions.

Looking at the current financial year, we are on track to finish the year with a surplus. The pre-school is currently in a strong position, having a healthy cash balance and a good intake already planned for 2024/2025. However, costs continue to increase so the committee will work hard to achieve this year's surplus and set the pre-school up for financial success in the coming years too.

If you would like to know any further details about the income and expenditure, or for further details of our budget, please feel free to get in touch.

Jack Casserley  
Treasurer

# St Andrews Pre School Accounts

## Income and Expenditure Account

For the period 1st September 2022 to 31st August 2023

|                                       | Income            | Expenditure       | Net Income         |
|---------------------------------------|-------------------|-------------------|--------------------|
| Santander No.1 Current Account:       | £                 | £                 | (Expenditure)<br>£ |
| Rent                                  |                   | 17,214.81         | -17,214.81         |
| Staff & Training (excluding pensions) |                   | 83,010.00         | -83,010.00         |
| Pensions                              |                   | 2,026.07          | -2,026.07          |
| Milk                                  |                   | 193.26            | -193.26            |
| Consumables                           |                   | 1,513.37          | -1,513.37          |
| Deposit/Holding Fees                  |                   | 3,000.00          | -3,000.00          |
| Equipment                             |                   | 154.70            | -154.70            |
| Fundraising Expenses                  |                   | 563.60            | -563.60            |
| Grants                                |                   | 0.00              | 0.00               |
| Miscellaneous Purchases               |                   | 1,356.67          | -1,356.67          |
| Personnel                             |                   | 1,291.00          | -1,291.00          |
| Insurance/Subscriptions/Renewals      |                   | 1,768.01          | -1,768.01          |
| ETP (Early Years Provision - RBC)     | 75,086.52         |                   | 75,086.52          |
| HMRC Gift Aid                         | 522.85            |                   | 522.85             |
| Fees                                  | 29,639.70         |                   | 29,639.70          |
| Voluntary Contributions               | 2,289.56          |                   | 2,289.56           |
| Holding/Deposit Fees                  | 3,900.00          |                   | 3,900.00           |
| Registration Fees                     | 560.00            |                   | 560.00             |
| Milk                                  | 174.69            |                   | 174.69             |
| Other                                 | 401.00            |                   | 401.00             |
| Fundraising                           | 1,924.28          |                   | 1,924.28           |
| Interest                              | 321.93            |                   | 321.93             |
|                                       | <u>114,820.53</u> | <u>112,091.49</u> | <u>2,729.04</u>    |


## Balance Sheet:

|  |        |                  |
|--|--------|------------------|
| Santander No.1 current account no. 64575704            |        | 37,003.23        |
| Nationwide business savers account no. 11358713        |        | 57,060.90        |
| Creditors: Holding Fees to be repaid                   | 300.00 |                  |
| Stuart Morris Textiles                                 | 199.20 |                  |
| Staff Expenses   | 98.20  | -597.40          |
| Debtors: HMRC Gift Aid                                 | 522.85 | 522.85           |
|  |        | <u>93,989.58</u> |
| <b>Accumulated Fund</b>                                |        |                  |
| Balance 31st August 2022 of total Accumulated Fund     |        | 91,260.54        |
| Plus: Net Income for the year                          |        | 2,729.04         |
|  |        | <u>93,989.58</u> |
| Accumulated Fund on 31st August 2023                   |        |                  |
| Reserve fund (redundancy costs, closure and cash flow) |        | 71,576.60        |
| Surplus  |        | 22,412.98        |

## REPORT OF THE ASSESSOR:

I certify that I have reviewed the above Income & expenditure Account and the Balance Sheet shows a true position of the School Fund Account for the year 4th September 2021 to 31st August 2022 and are in accordance with the books and records of the fund.

Signed:

  
BRON LAWLESS

Date: 14th May 2024

# St. Andrew's Pre-School BUDGET for 2022/2023

| Aug-23                               | Budgeted<br>Expenditure for<br>22/23 | %<br>change v LY<br>Actual | %change<br>v LY<br>Budget | Actual<br>Expenditure To Date<br>for 22/23 | % of<br>budget<br>spent | £<br>Remaining   |
|--------------------------------------|--------------------------------------|----------------------------|---------------------------|--|-------------------------|------------------|
| Rent                                 | £16,100                              | 6.9%                       | 9.3%                      | £17,215                                    | 106.9%                  | (£1,115)         |
| Staff & Training                     | £67,019                              | -14.6%                     | -6.6%                     | £83,010                                    | 123.9%                  | (£15,991)        |
| Salaries                             | £61,543                              | -12.8%                     | -10.2%                    | £68,369                                    | 111.1%                  | (£6,826)         |
| Overtime & Training                  | £5,476                               | -17.5%                     | 69.7%                     | £12,324                                    | 225.1%                  | (£6,848)         |
| Bonus                                | £0                                   |                            |                           | £1,550                                     |                         | (£1,550)         |
| Other Charges (inc payroll)          | £2,405                               | 274.5%                     | 185.0%                    | £767                                       | 31.9%                   | £1,638           |
| Pensions                             | £1,260                               | -38.7%                     | 0.0%                      | £2,026                                     | 160.8%                  | (£766)           |
| Milk                                 | £364                                 | 106.4%                     | -17.3%                    | £193                                       | 53.0%                   | £171             |
| Consumables                          | £1,158                               | -6.4%                      | 16.9%                     | £1,513                                     | 130.7%                  | (£356)           |
| Holding Fees                         | £3,000                               | 0.0%                       | 0.0%                      | £3,000                                     | 0.0%                    | £0               |
| Equipment                            | £1,210                               | 72.2%                      | -37.0%                    | £155                                       | 12.8%                   | £1,055           |
| Fundraising Expenses                 | £1,236                               | 232.5%                     | -13.0%                    | £564                                       | 45.6%                   | £672             |
| Miscellaneous Purchases              | £689                                 | 317.2%                     | -30.4%                    | £1,357                                     | 196.9%                  | (£668)           |
| Personnel                            | £1,566                               | 24.3%                      | 195.5%                    | £1,291                                     | 82.4%                   | £275             |
| Insurance/Subscriptions/<br>Renewals | £1,729                               | -10.8%                     | -3.4%                     | £1,768                                     | 102.3%                  | (£39)            |
| <b>TOTAL</b>                         | <b>£97,736</b>                       | <b>6.4%</b>                | <b>-2.8%</b>              | <b>£112,091</b>                            | <b>114.7%</b>           | <b>(£14,355)</b> |