



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 1<sup>st</sup> September 2023  
**To** 31<sup>st</sup> August 2024

**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: 1. The provision of appropriate Preschool play and educational facilities 2. Fundraising to support the objectives. 3. Close liaison with the Early Years 1 Professionals and Providers. 4. Support and guidance for families attending Pre-School. 5. Maintaining detailed records and observations for each child to ensure that they achieve their full potential. 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>
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### 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 2023/24 there were a total of 34 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 18 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.</p> <p>We still use multiple start dates for children throughout the academic year to ensure we are accessible to all families with children aged 2 years and 6 months. This also allows us to fill any available places as the year progresses. In 2024/25 we had new 28 starters in September, 5 in January and 1 in April.</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. Training undertaken this year includes Mental Health Aware, Trauma Informed Practice, Grow Your Own Stories, Children's Language and Communication Development Through Music, and the necessary Safeguarding and First Aid training.</p> <p>Having recruited heavily in 2022/23, we onboarded a new Manager and qualified Early Years Practitioner in September. We promoted one of our existing team in October and recruited a further qualified EYP in January to backfill this promotion. Due to carrying this vacancy from September, we created a temporary Pre-school Assistant role to cover kitchen and food roles allowing our Key People to focus on childcare. This role was successful and due to our strong financial year, we were able to retain the role for the full academic year. This team structure under the new leadership team has been exceptionally successful.</p> <p>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 have moved to a more 'free flow' beginning to the day and have re-introduced small group work sessions and shared snack prepared within Pre-school.</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 Futures For Children advisory team and attend the SENCo Network sessions.</p> <p>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. To ensure that these changes are</p>
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		<p>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 several 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. This year parents raised questions about our start and end timings as they no longer align with the longer primary school days. Committee took this action into the following academic year for review.</p> <p>During 2023/2025 we raised £2,096 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, Bingo Night and multiple cake sales. Funds from this were used to purchase new equipment for staff, carry out essential maintenance on our storage garage and offer enrichment activities for the children such as an onsite Farm visit.</p> <p>We continue to try and contribute back to the local community by partaking in research projects such as the 'See and Eat' study run by Reading University and Burford Research.</p>
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#### **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 £110,679.27. Total expenditure for the 2022/2023 financial year was £128,956 and income came to £145,646. Therefore, the surplus made by Pre-school amounted to £16,690. 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 ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	2011 Constitution adopted 8th May 2015
How is the charity constituted? (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, Albert Road, Caversham, 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	Sept 23 – Aug 24	
2	Jack Casserley	Treasurer	Sept 23 – Aug 24	
3	Rose Beattie	Secretary	Sept 23 – Aug 24	
4	Laura Lawless	Fundraising	Sept 23 – Aug 24	
5	Sarah Magor	Committee Member	Sept 23 – Aug 24	
13				
14				
15				
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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)

Katherine Yarwood - Manager

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Frances Loar	Lynne Whipps
<b>Full name(s)</b>	Frances Loar	Lynne Whipps
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Secretary
<b>Date</b>	03/06/2025	



## **Treasurer's Report**

### **Annual General Meeting, 20<sup>th</sup> May 2025**

### **Financial Year 2023/2024 Accounts**

Annual accounts for the financial year ended 31<sup>st</sup> August 2024 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 **£110,679.27**. Approximately 47% 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 53% was held in a Nationwide savings account.

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 **£39,103** (on 31<sup>st</sup> August 2023).

Total expenditure for the 2023/2024 financial year was £128,956 and income came to £145,646. Therefore, the **surplus** made by Pre-school amounted to **£16,690**.

The budgeted spend was £128,618 in 2023/2024. Therefore, the Pre-school's actual expenditure of £128,860 equates to an overspend of less than 0.2% of the budget. Overtime and pensions were higher than budgeted. However, we received a significantly higher sum from Brighter Futures EY Entitlement. Brighter Futures EY Entitlement budgeted income was £59,688 and actual income was £95,364. Budgeted income for private fees was £61,208 and actual income was £39,832. When combined, total budgeted income for Brighter Futures EY Entitlement and Private Fees was £120,896 with actual income of £135,196, resulting in *unplanned extra income* of **£14,300**.

During 2023/2024, we raised **£1960** from *fundraising*. With a total income of £2096 and total expenditure of £136. The pre-school would like to thank everyone involved, especially Laura Lawless, the Fundraiser for that year.

In addition to the £39,832 received in private fees, we received **£2211** in *Voluntary Contributions* and **£527** from *HMRC Gift Aid*. We would like to thank the parents for their generous contributions.

Looking at the current financial year, due to the increase in National Minimum Wage, pension contributions and taking into account that several key staff members had not received a wage increase over the last few years. A significant portion of the existing surplus will be used to increase staff wages, bringing staff wages up in line with the National Minimum Wage.

Costs are expected to continue increasing, so the committee will be looking to make changes to fees in 2026.

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.

Ting Rawcliffe Wong

Co-Treasurer

**St Andrews Pre School Accounts**  
**Income and Expenditure Account**  
**For the period 1st September 2023 to 31st August 2024**

Santander No.1 Current Account:	Income	Expenditure	Net Income (Expenditure)
	£	£	£
Rent		19,006.93	-19,006.93
Staff & Training (excluding pensions)		100,035.93	-100,035.93
Pensions		2,538.21	-2,538.21
Milk		34.04	-34.04
Consumables		1,603.02	-1,603.02
Deposit/Holding Fees		2,700.00	-2,700.00
Equipment		299.99	-299.99
Fundraising Expenses		136.44	-136.44
Grants		0.00	0.00
Miscellaneous Purchases		853.13	-853.13
Personnel		40.84	-40.84
Insurance/ Subscriptions/ Renewals		1,707.41	-1,707.41
EYP (Early Years Provision - RBC)	95,363.82		95,363.82
HMRC Gift Aid	526.45		526.45
Fees	39,832.21		39,832.21
Voluntary Contributions	2,210.74		2,210.74
Holding/Deposit Fees	3,750.00		3,750.00
Registration Fees	740.00		740.00
Milk	24.10		24.10
Other	0.00		0.00
Fundraising	2,096.10		2,096.10
Interest	1,102.21		1,102.21
	<u>145,645.63</u>	<u>128,955.94</u>	<u>16,689.69</u>
	16,689.69		

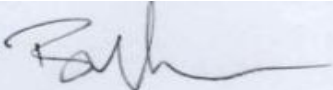
**Balance Sheet:**

Santander No.1 current account no. 64575704		52,516.16
Nationwide business savers account no. 11358713		58,163.11
		<hr/> 110,679.27 <hr/>
<b>Accumulated Fund</b>		
Balance 31st August 2023 of total Accumulated Fund		93,989.58
Plus:	Net Income for the year	16,689.69
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Accumulated Fund on 31st August 2024		<hr/> 110,679.27 <hr/>
Budgeted Spend 2021-2022		100,529.66
Reserve fund (redundancy costs, closure and cash flow)		71,576.60
Surplus		39,102.67

I certify that I have reviewed the above Income and Expenditure Account and Balance Sheet, it shows a true position of the school fund account for the year 4<sup>th</sup> September 2023 to 31<sup>st</sup> August 2024 and are in accordance with the books and records of the fund.

Signed:

Dated:

 (BYRON LAWLESS ACCA)  
19/05/25