



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/08/2022 Period start date To 31/07/2023 Period end date

Charity name: Brightwell Pre-school (name changed this financial year from Allsorts Preschool)

Charity registration number: 900373

## 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 Preschool are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the need of their children through community groups and by: A) Offering appropriate play, education and care facilities, family learning and extended hours groups, 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 in and recognition of such needs in the local areas; C) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning 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 | <p>All permanently employed staff are qualified above the minimum standards or training towards this level, and all staff attended first aid training which is regularly refreshed.</p> <p>The preschool works closely with the school on a programme to support the transition of children from the preschool to school incorporating information evenings, guidance to parents, settling in sessions, opportunities to get involved in school activities such as sports day and the use of the school grounds for P.E lessons, all helping children to get used to the environment and feel supported during the transition.</p> <p>The Trustees of the preschool seek different ways of involving the parent community in the</p>  |

|  |           |   |
|--|-----------|---|
|  |           | running of the preschool such as:<br>- invitations to parents to attend general meetings and sit on the committee<br>- invitations to parents to participate in the parent survey<br>- supporting the maintenance of the preschool<br>- involvement in community events such as representation in the children's zone at the Brightwell music festival. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.   |

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

You may choose to include further statements where relevant about:

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

## **Achievements and Performance**

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <ul style="list-style-type: none"> <li>• Began the academic year low on numbers after 22 children graduated in July 2022 but finished at capacity by the summer term.</li> <li>• One new permanent staff member employed, who started a training agreement to work towards early years practitioner's qualification in the summer term. Also a new member of the bank staff team employed.</li> <li>• Provided significant pay rises to staff and re-configured the staffing structure / pay grades to provide incentives to staff.</li> <li>• Achieved a brilliant report by OFSTED following their visit in February, achieving a "good" rating.</li> <li>• After hard work and input from a number of the committee, the new re-vamped website went live to help market the preschool.</li> <li>• Afternoon school club commenced Monday – Wednesday from Easter. This was started knowing it would lose money until it was established within the community but has helped local families with childcare.</li> <li>• Finally completed longstanding repairs to the retaining wall that had been worsening over the years.</li> <li>• Replaced the run-down tool shed in the garden and built a new SEN cabin, to provide a quiet area.</li> </ul> |

#### **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 | It was a successful year for fundraising, as we were able to hold our annual events, including wreath making, a carol concert, children's welly walk, cake sales and a pub quiz. |
| 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 | <p><b>Position at year end was not great, as it showed significant loss:</b></p> <ul style="list-style-type: none"> <li>a. Intake was low initially and then close to capacity, by the end of the year, meaning the preschool income was variable during the year;</li> <li>b. The cost of energy and food increases;</li> <li>c. Payrises in line with minimum wage increase and providing a fair wage increase to all staff, despite receiving limited increase in Government funding;</li> <li>d. Afterschool club was setup and started with only one child, which was agreed by the committee, despite knowing it would lose money, but with a view to attract more parents / children into the setting in the future by providing this facility; and</li> <li>e. Spending on preschool maintenance items, such as repairs to the retaining wall, renovating the kitchen, which was no longer functioning, and replacing the old tool shed and building a new SEN shed. Other essential items purchased included a new printer and remedial works from premise surveys.</li> </ul> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>We aim to have £24,000 in reserves, the equivalent of 3 months running costs of the preschool. Funds held in the fundraising account (see accounts) were kept in reserve this year in order that they could be added to the total funds in the deposit account, providing the total reserve amount recommended by the Charities Commission). We are still in line with the preschool learning alliance recommendations of 3 months operating costs.</p>  |
| Amount of reserves held  | Para 1.22 | <p><b>£12,149 in deposit account plus £6,709 in fundraising account</b></p>   |
| Reasons for holding zero reserves  | Para 1.22 |   |
| Details of fund materially in  | Para 1.24 |   |

|  |           |  |
|--|-----------|--|
| deficit  |           |  |
| 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 | <b>Principal funding sources are:</b><br><b>Government grant funding</b><br><b>Private fees</b><br><b>Fundraising</b> |
| 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>(trust deed, royal charter)   | Para 1.25 | Constitution – Preschool Learning Alliance Model Preschool Constitution 2011 |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | <b>Trust</b>   |
| 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 | <b>Elected by committee</b>  |

### 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                | Brightwell Preschool   |
| Other name the charity uses | Previously Allsorts Preschool (changed in December 2019)                           |
| Registered charity number   | 900373   |
| Charity's principal address | BRIGHTWELL CoE PRIMARY SCHOOL<br>BRIGHTWELL-CUM-SOTWELL<br>WALLINGFORD<br>OX10 0QH |
|                             |  |

## 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  | Linda McDonald          | Co-chair        | Whole year                        |   |
| 2  | Charlotte Smith         | Co-chair        | Whole year                        |   |
| 3  | Ruth Wakefield          | Treasurer       | Whole year                        |   |
| 4  | Ellie Sharps            | Secretary       | Whole year                        |   |
| 5  | Gillian Kitchen         | Fundraising     | Whole year                        |   |
| 6  | Ester Atkinson-Sweetman | Fundraising     | Whole year                        |   |
| 7  | Hollie Drummond         | Ordinary member | Whole year                        |   |
| 8  |                         |                 |                                   |   |
| 9  |                         |                 |                                   |   |
| 10 |                         |                 |                                   |   |
| 11 |                         |                 |                                   |   |
| 12 |                         |                 |                                   |   |
| 13 |                         |                 |                                   |   |
| 14 |                         |                 |                                   |   |
| 15 |                         |                 |                                   |   |
| 16 |                         |                 |                                   |   |
| 17 |                         |                 |                                   |   |
| 18 |                         |                 |                                   |   |
| 19 |                         |                 |                                   |   |
| 20 |                         |                 |                                   |   |

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

| Director name |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
|--------------|-----------------------------------|--|

|                         |  |  |
|-------------------------|--|--|
| <b>Ruth Kimber</b>      |  |  |
| <b>Angus Dart</b>       |  |  |
| <b>Caroline Annetts</b> |  |  |
|                         |  |  |
|                         |  |  |
|                         |  |  |



## Funds held as custodian trustees on behalf of others

|   |    |
|---|----|
| Description of the assets held in this capacity   | NA |
| 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)

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

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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

## Other optional information


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

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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

Full name(s)

Ruth Wakefield

Position (eg Secretary,  
Chair, etc)

Treasurer

Date

12/03/24

ALLSORTS PRESCHOOL FINANCIAL ACCOUNTS  
YEAR ENDING 31 JULY 2023

**Current Account**

|           |         |
|-----------|---------|
| Income    | £       |
| Fees      | 33,118* |
| Grant     | 54,364  |
| Donations | 523     |
| Other     | 2,802   |
|           |         |
|           |         |
|           |         |
|           |         |
|           |         |
| Total     | £90,807 |

|                                 |          |
|---------------------------------|----------|
| Expenditure                     | £        |
| Salaries                        | 83,185   |
| Premises costs                  | 9,203    |
| Catering                        | 1,259    |
| Consumables & Equipment         | 1,525    |
| Training                        | 591      |
| Payroll company                 | 712      |
| Other                           | 3,617    |
| Transfer to fundraising account | 323      |
|                                 |          |
| Total                           | £100,415 |

\* £3,000 of fees from 2022-2023 academic year was received in the next financial year - August and September 2023.

Deficit for period = £9,607

Statement of condition

|             |           |           |
|-------------|-----------|-----------|
|             | 31-Jul-22 | 31-Jul-23 |
| Balance a/c | £28,385   | £18,778   |

**Deposit account**

No change in the period.

Statement of condition

|             |           |           |
|-------------|-----------|-----------|
|             | 31-Jul-22 | 31-Jul-23 |
| Balance a/c | £12,149   | £12,149   |

|   |                       |                              |
|---|-----------------------|------------------------------|
| <b>Total of Current account and Deposit account</b> | 31-Jul-22<br>£ 40,534 | <b>31-Jul-23<br/>£30,927</b> |
|---|-----------------------|------------------------------|

**Fundraising account**

|                               |        |
|-------------------------------|--------|
| Income                        | £      |
| Fundraising/donations         | 2,154  |
| Transfer in from main account | 323    |
| Total                         | £2,477 |

|                           |       |
|---------------------------|-------|
| Expenditure               | £     |
| Consumables and equipment | 3,890 |
| Premises costs            | 377   |
| Total                     | 4,267 |

Deficit for period = £1,790

Statement of condition

|             |           |                  |
|-------------|-----------|------------------|
|             | 31-Jul-22 | <b>31-Jul-23</b> |
| Balance a/c | £ 8,499   | <b>£ 6,709</b>   |

I confirm that I have examined the books, vouchers and bank statements ("the accounting records") presented to me by Brightwell Preschool and the Statement of condition as of 31<sup>st</sup> July 2022, together with the income and expenditure account for the year to 31<sup>st</sup> July 2023, represent a fair and reasonable view of the accounting records so presented

Ruth Wakefield \_\_\_\_\_  
Treasurer



Dated 12/03/24 \_\_\_\_\_  
Signed on behalf of all the trustees on \_\_\_\_\_



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
BRIGHTWELL PRESCHOOL

On accounts for the year  
ended

31 July 2023

Charity no  
(if any)

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2022.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

4 May 2024

Name:

SOPHIE SMITH

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

Chartered Accountant (CA)

Address:

Croft House, Brightwell cum Sotwell

Wallingford

**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.**