



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2018		Day 31	Month 03	Year 2019

Section A Reference and administration details

Charity name Ascott-under-Wychwood Pre-School

Other names charity is known by

Registered charity number (if any) 1036951

Charity's principal address

Tiddy Hall	
Shipton Road	
Ascott-under-Wychwood	
Postcode	OX7 6AG

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	Mrs Rachel Chapel	Chair		
2	Mrs Sally Elderfield	Treasurer		
3	Mrs Kath Williamson	Secretary	Until 11 Oct 2018	
4	Mrs Pippa Cotton	Vice Chair	From 11 October 2018	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Head of Pre-School : Mrs Pauline Plant

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association consisting of parents or guardians of all children who attend the Pre-school and affiliate members as defined in the Constitution

Trustee selection methods
(eg. appointed by, elected by)

Trustees are appointed or reappointed annually at the Annual General Meeting held in October

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There is a child protection policy in place. Criminal Records Bureau checks are carried out prior to commencement of employment or trusteeship.

Ascott-under-Wychood Pre-School is a member of the Pre-school Learning Alliance.

The pre-school operates from a village hall and there are good relationships with the trustees of the hall.

All trustees give their time on a voluntary basis and received no remuneration or other benefits.

The Pre-school has a set of written policies and procedures covering all areas within the Early Years Foundation stage. These are reviewed annually.

Section C

Objectives and activities

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

To enhance the development and education of children under statutory school age, by offering appropriate play, education and care facilities.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Nine pre-school sessions are run each week, with additional activities including Forest School, a cookery club and a dance club.

We welcome all children and families regardless of personal background, faith, gender or personal circumstances.

We adhere to the aims and objects of the Pre-school Learning Alliance.

We encourage the study of the needs of children under statutory school age and their families and promote public interest in and recognition of such needs in our local area.

Although fees are charged for any child not eligible for early years funding, we will fund any family that finds paying the fees difficult.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Parents and carers support the Pre-school on a voluntary basis by acting as additional helpers during sessions and assisting the management committee with fundraising.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Chairs Report at AGM

As I write this, I have been looking over the past ten years of Chair's reports – and although the content changes in each, the underlying theme is the same. What a special and friendly place our pre-school is and how much everyone gives to it – whether staff, committee, volunteers or parents – or sometimes all four! I feel so privileged to have been involved.

If I can indulge myself a little: it is the last year you will have to listen to me. When my first child started here in 2005 – yes I really have been involved with the pre-school for that long – at least five of today's staff were also staff then and since those days, we have had nine different vice chairs and seven treasurers! There have been many changes over the years – no more plastic netting round the paved area to keep the children safe when they were outside – we now have the whole outside area for them to play in with gates at the carpark entrance and a gravel area. We've seen a new floor and new kitchen in the hall. We got lottery funding for a new outdoor play area and then had it opened by the then Prime Minister – David Cameron. We've seen many reincarnations of the Early Years Curriculum and resulting framework. We've fundraised in so many different ways – to name a few: face painting at the Wychwood Forest Fair, sponsored bluebell walks, cake stalls, sponsored toddles in the Wildlife Park, Easter egg hunts, Cycle Leafield, Frock swaps, craft mornings, Come and Sing Event, Film nights, Bingo evenings, Pop up Cafes, Santa's adventure films as well as our annual Sports Day. We've made and sold t-towels, bags, calendars and photo montages. We've run toddler groups, Prepare for School sessions, gardening clubs, out and about sessions, Forest School, Cookery Club and Little Dancers. What a vibrant pre school we are!

Last years' highlights include the gorgeous Christmas concert – it's always been one of my favourite pre-school events – and last year's was no exception. All the children took part and sang so clearly and loudly. The pop up pancake café at half term was another great success and as always, the Sports Day in the summer is a fabulous finish to the pre-school year.

Thanks must go to the Management Committee - without whom the pre-school would find it hard to run. They are always there in the

Section D

Achievements and performance

background supporting the staff - and helping shape the way the pre-school is run - as well as energetically running the fund-raising events. Last summer committee members Jenny Miller, Emma Walker and Andrea Pratley stepped down when their children left to move on to primary school. Thank you to them for the contribution they have made to pre-school over their time with us.

It is the continuity, commitment, community spirit and enthusiasm of our amazing staff that keep pre-school the wonderful place it is and they deserve immense thanks for all that they do. They work tirelessly to make the pre-school such a brilliant place and are always coming up with new ideas and different ways to engage the children - what an amazing introduction they give to the children's early learning experience.

My thanks must also go to Sally Elderfield - who keeps on top of the finances as well as so much of the pre-school admin – and always so efficiently and cheerfully. We don't know what we would do without you! Also thank you to Emma Chapple who does the payroll for us each month.

My final thanks, though, must go to the parents. You are so supportive to the pre-school and all that we do - and we really appreciate that and are so grateful for everything that you do. Lastly, I would like to wish you all the best moving forward – I am sure with a new chair and new committee the pre-school can only move on to do even better than it currently does. Thank you for having let me be part of your wonderful community for so long.

Section E

Financial review

Brief statement of the charity's policy on reserves

It is the policy of the pre-school to keep twelve weeks running costs in reserves to maintain financial stability and allowing it to fund any emergency or unplanned expenditure. Any additional reserves are reinvested in the pre-school to purchase equipment or to invest in staff development and training.

A Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives

Fee levels are reviewed regularly and are set through benchmarking against other providers.

Funds can be made available to support families who have any economic deprivation.

Where appropriate the pre-school receives government funding.

Where possible applications are made to grant making bodies to support

- of the charity;
- investment policy and objectives including any ethical investment policy adopted.

specific activities or equipment purchase.

Fundraising is necessary to provide the high quality of resources available to the pre-school and to develop new activities such as gardening, .

Section F

Other optional information

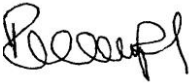
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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rachel	
Position (eg Secretary, Chair, etc)	Chair	
Date	27 th January 2020	

Ascott under Wychwood Pre School
Statement of Accounts 2018 - 2019

<u>Income</u>			<u>Expenditure</u>		
	<u>17/18</u>	<u>18/19</u>		<u>17/18</u>	<u>18/19</u>
Opening Deposit Account	22,927	32,000	Wages	63,899	74,569
			Rent	5,750	6,999
Current Account	17,133	7,057	Fundraising	2,123	1,790
Petty Cash	218	170	Sundries	5,070	5,322
Opening Creditor			Equipment	3,198	1,917
Sports Day exps advance		63	Consumables and		
Wages and PAYE		(972)	Stationery	1,889	2,986
Minibus hire		(169)	Training	733	2,870
Other	(194)				
Prepaid insurance	711	729			
Opening Cash	£ 40,795	£ 38,878	Expenditure for year	£ 82,663	£ 96,453
Interest	72	140	Closing Deposit Account	32,000	40,140
Fees	74,597	98,009	Current Account	7,057	6,721
Fundraising	5,018	5,498	Petty Cash	170	131
Donations	0	108		63	
Grants	1,000	0	Prepaid training		75
Other	58	126	Prepaid insurance	729	-
Income for year	£ 80,745	£ 103,881	Creditor pension		(201)
			Creditor PAYE	(972)	(391)
			Creditor minibus hire	(169)	(169)
				£ 38,878	£ 46,305
	£ 121,540	£ 142,758		£ 121,540	£ 142,758

Net income for year to 31 March: 2017/2018 2018/2019
(1,918) 7,428

I have not carried out an audit, but have examined the books and records of the Ascott under Wychwood Pre School for the year ended 31 March 2019 and confirm that this Statement of Accounts is a fair summary of those records.

K J Dalton

4 October 2019

Ascott under Wychwood Pre School
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4 October 2019