



Trustees' Annual Report for the period

From 1st September 2022 Period start date **To 31st August 2023** Period end date

Charity name: Oldfield Pre-School

Charity registration number: 1018094

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Our aim is to provide a safe and stimulating, healthy, happy and caring environment, in which a child can play whilst developing socially, emotionally, physically and cognitively.
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>The Pre-School ran sessions for children ages 2.5 - 4 years, with a maximum of 24 children per session. Morning and afternoon sessions were 3 hours duration each and whole day sessions of 7 hours were also available. Sessions over lunch lasting 0.75 hours were also available for children who attended in a morning or afternoon. There were 44 different children who attended one or more sessions per week during the year.</p> <p>We regularly visited the local library and took children on walks around the area and to the local park. We again supported the local Vicars Cross Fun Day by running the raffle which raised funds the Pre-School.</p> <p>We provided a placement for a student studying an NVQ 3 in Health and Social care, 2 students considering careers in education and 2 Duke of Edinburgh scheme volunteers.</p> <p>As the Pre-School is located on the site of Oldfield Primary School, it enables children to have a smooth and comfortable transition to a school environment. We offered transition meetings for all schools that the children moved on to</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity trustees have complied with the Public Benefit requirement in section 17 of the Charities Act 2011 to have due regard to guidance published by the Commission.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not give grants.

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	We are grateful for the support of volunteers, many parents and relatives assist around raising funds for the Pre-School.
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	<p>The Pre-School gives the children lots of opportunities to explore their world and local environment through play based activities. We have endeavored to build children's self-confidence, self-esteem and self-reliance; and given them an understanding of how to keep safe and live a healthy life. Children have had opportunities to learn about multi-cultural celebrations</p> <p>Most children attend for full days, for those that only attend for half days, lunchtime sessions continue to be popular. Having children attending over lunch time is recognised by Oldfield Primary School as assisting children in their transition to Primary school. By increasing the children's independence at lunchtimes and getting them used to eating with other children, the Pre-School children have found lunch times to be less daunting when they move up to Reception class, which has helped them to settle into the school day.</p> <p>The Pre-School was reassessed by Ofsted and was graded as good. This shows the strength and depth of the staff team as the manager was on long term sick at the time of the Ofsted inspection. Staff have been acting up to cover the manager role, and the Pre-School is taking the opportunity to review the management roles and structure it wishes to implement to carry on taking the pre-school forward.</p> <p>An unused area of Oldfield Primary School has been provided as an extension to the Pre-School playground. Works were undertaken over the summer to reconfigure our fences to enable access to this area. The extension of the outdoor area has significantly increased the area available for children to play. The increased space will enable us to zone areas for quiet play and for using the trikes and scooters, and as a result expand the range of different activities that can be undertaken outside.</p> <p>We received a £500 grant from the Chester Bluecoat Charity towards this work.</p> <p>With the manager off on long term sick for most of the year, there was limited fundraising. We did successfully raise the following:</p>

		<ul style="list-style-type: none"> • Christmas Activity Fundraiser £195 • Raffle and additional fundraising activities at the Vicars Cross Fun Day £365.56 • Promoting AmazonSmile and Easyfundraising as ways parents can fundraise while online shopping £117.13
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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	<p>Due to a significant number of children unexpectedly applying to join us from January 2023, on a receipts and payments basis, Oldfield Pre-School had net receipts of 12,440 on normal operational activities</p> <p>During the Cheshire West and Chester Council funding audit, it was confirmed that the £4 restricted funds remaining from an historic grant for Early Years Inclusion Funding could be moved to unrestricted funds as it would have been used as part of our general additional support for the child for whom we received the grant.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The level of reserves is set as a worst case scenario at the value required to close down the Pre-School without any trustees incurring liability for the close down costs. The level of reserves required is calculated based on the sum estimated to cover the following.</p> <ul style="list-style-type: none"> • Statutory redundancy costs for all staff • Annual Independent Examination fees • One month's operational running cost to allow for clearing already incurred costs – e.g. utilities / unpaid suppliers, 4 weeks staff notice. <p>After the reserves requirement is met, all excess of income over expenditure monies are put to the contingency fund (1 month's expenditure) and the other designated funds to cover future projects and expenditure.</p>

Amount of reserves held	Para 1.22	<p>With the resignation of the manager who was our longest serving member of staff the reserves reduced to £43,373. The contingency fund is remaining at £10,000. The balance of the monies held are split into the following funds.</p> <p>The staffing fund £20,000.</p> <p>For more than the last 10 years, the initial budget for any financial year has shown net payments, but the year end figure has always been for net receipts on normal operational activity as more families request sessions throughout the year. Recruiting temporary staff to cover the annual summer peak in children's numbers is extremely difficult. This fund ensures we can retain a permanent part time member of staff, and retain them when the initial budget for a financial year shows significant net payments.</p> <p>The remaining monies have been split between the buildings fund £43,670 for the future repair and the next replacement of the building . With the remaining £15,322 used for further repairs and development of the outside area and our overall activities.</p>
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	No funds are materially in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

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	<p>The principle sources of funds are the Early Years Foundation Stage (EYFS) funding grants for 3 and 4 year olds, fees from parents who are not eligible or are claiming their EYFS grants elsewhere and fundraising.</p> <p>We are very grateful to all those who supported us with our fundraising. The ongoing fundraising means that we do not have to introduce charges children for snacks and consumables.</p> <p>We are grateful to those who have supported us throughout the year in a variety of different ways. We would like particularly to acknowledge the significant support from Oldfield Primary School, the United Reformed Church, local shops, the Centurion pub, and all our volunteers. But we also must not forget all the parents, grandparents and carers of the children who are continually asked to contribute either by donating gifts or giving up their time.</p> <p>Our key aim with all our expenditure is to ensure that all children can participate in our activities and have the best</p>
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		possible outcomes from their time with us. No trustees received any remuneration during the year.
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	The principal risks facing Oldfield Pre-School are <ul style="list-style-type: none"> • A significant reduction in children who wish to attend, • The continued freeze / minimal increases on the amount of Early Years Foundation Stage Funding from the government, whilst statutory minimum wage levels increase significantly. • Further changes in the funding formula by CWAC for the Early Years Foundation Stage Funding leading to below inflation increases or a reduction in the amount received per hour.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Early Years Alliance (formerly Pre-School Learning Alliance) Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust deed – updated 10 th June 2010
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	Elected by the membership (parents of the Pre-School children)

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 Pre-School is run by the members of the committee (trustees) in conjunction with the manager of the Pre-School. All trustees are provided with a copy of the Statutory Framework for Early Years Foundation Stage in order to understand the legal requirements and standards that the Pre-School need to achieve.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Oldfield Pre-School is run by the trustees who are usually parents of current or past Pre-School children, and by the manager and deputy manager.
Relationship with any related parties	Para 1.51	The Pre-School is linked into the Early Years Alliance and has close links with the Early Years Section of Cheshire West and Chester Council.

Other		There are systems and procedures in place to minimise risk in all aspects of the Pre-School's day-to-day running, and to ensure the safety of all concerned. Pre-School risk assessments are carried out on a daily basis, with follow up actions being reviewed on a monthly basis or sooner if deemed necessary eg. Any safeguarding issues are followed up in line with the statutory requirements. A yearly risk assessment of all aspects of the Pre-School is undertaken on an annual basis.
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Reference and Administrative details

Charity name	Oldfield Pre-School
Other name the charity uses	N/A
Registered charity number	1018094
Charity's principal address	Oldfield Pre-School, Oldfield Primary School, Green Lane, Vicars Cross, Chester, CH3 5LB

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.	Alex Bullen	Chair To 23/05/2023 Secretary from 23/05/2023		
2.	Claire Brewer	Trustee		
3.	David Thomson	Treasurer	To 23/05/2023	
4.	Kate Thomson	Chair from 23/05/2023		
5.	Mark Fairhurst	Trustee	To 28/02/2023	
6.	Nicola Lasikiewicz	Secretary from 24/05/2022	To 23/05/2023	
7.	Hannah Webb	Trustee	To 23/05/2023	
8.	Laura Paddock	Trustee		
9.	Hannah Seddon	Trustee		
10.	Claire Davies	Treasurer	From 23/05/2023	

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	

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Nina Hughes	Hatcher Hughes Limited Cassidy House, Station Road, Chester, CH1 3DW

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

Jeanette Joliffe, Manager September 2011 to June 2023
Emma Foster Acting Manager since 16th September 2023

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)	 <small>Kate Thomson (Mar 14, 2024 12:32 GMT)</small>	 <small>Claire Davies (Mar 14, 2024 12:23 GMT)</small>
Full name(s)	Kate Thomson	Claire Davies
Position (eg Chair, Treasurer, etc)	Chair	Treasurer
Date	Mar 14, 2024	Mar 14, 2024



Receipts and payments accounts

CC16a

For the period
from

01/09/2022

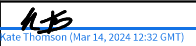

To

31/08/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations & Grants inc Gift Aid	516		-	516	1,011
Fundraising	935		-	935	2,194
Bank Interest	809		-	809	120
Early Years Foundation Stage Grant	79,846		-	79,846	83,065
Parental Fees	30,403		-	30,403	25,066
Additional Activity Fees			-	-	
Inclusion support funding	2,430		-	2,430	2,016
Miscellaneous	20		-	20	
Other Income - NMRU Milk Claims	388		-	388	
			-	-	
			-	-	
Sub total (Gross income for AR)	115,346	-	-	115,346	113,472
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	115,346	-	-	115,346	113,471.54
A3 Payments					
Accountants	384		-	384	336
Bank charges	60		-	60	94
Consumables	2,568		-	2,568	2,648
Cost of Fundraising events	452		-	452	487
Travel & Subsistence Expenses & DBS	55		-	55	80
Extra Curricular Pre-school Activities	61		-	61	35
Insurance	1,417		-	1,417	1,327
IT	1,748		-	1,748	606
Memberships	368		-	368	234
Miscellaneous	9		-	9	88
Payroll Costs	689		-	689	806
Phone & Postage	448		-	448	406
Rent and Rates	1,800		-	1,800	1,800
Repairs and Maintenance	2,070		-	2,070	644
Toys, furniture and Equipment	330		-	330	1,882
Training	421		-	421	50
Utilities	3,442		-	3,442	2,089
Wages Salaries & National Insurance & Pension	86,584		-	86,584	81,432
New Building Project including playground refurb			-	-	12,040
Sub total	102,906	-	-	102,906	107,085
A4 Asset and investment purchases. (see table)					
New Building Final Instalment			-	-	43,337
	-	-	-	-	-
Sub total	-	-	-	-	43,337
Total payments	102,906	-	-	102,906	150,422
Net of receipts/(payments)	12,440	-	-	12,440	- 36,951
A5 Transfers between funds	4	- 4.00	-	-	-
A6 Cash funds last year end	123,153	4.00	-	123,157	160,107
Cash funds this year end	135,597	-	-	135,597	123,157

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Caf Bank	50,386		-
	Virgin Bank	85,000		
	Unpresented Cheques			-
	Cash	211		-
	Total cash funds		135,597	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	-	-	-
	Pre-School Building	Unrestricted	-	-
	Furniture, Fixtures and Fittings	Unrestricted	-	-
	Computers and other equipment	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	-	-	-
	Access & Inclusion Grant	restricted	4	
	Fees overpayment in Aug 2023 carried forward to 2023-24	unrestricted	1,604	
	Annualised hours expected overtime incurred April to August	unrestricted	825	
	Independent Examiner fee 2022-2023	unrestricted	400	
	Unpaid Invoices for work done during summer holidays (burglar alarm repair, fire extinguisher checks)	unrestricted	396	
		3,228		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	 <small>Kate Thomson (Mar 14, 2024 12:32 GMT)</small>	Kate Thomson	Mar 14, 2024	
	 <small>Claire Davies (Mar 14, 2024 12:23 GMT)</small>	Claire Davies	Mar 14, 2024	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Oldfield Pre-School

**On accounts for the year
ended**

31 August 2023

**Charity no
(if any)**

1018094

Set out on pages

Receipts and Payments Accounts and Statement of Assets and Liabilities

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

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

18 March 2024

Name:

Nina Hughes F.C.C.A

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

Fellow of The Association of Chartered Certified Accountants

Address:

Hatcher Hughes Limited

Cassidy House, Station Road,

Chester, CH1 3DW

Section B

Disclosure

Only complete if the examiner needs to highlight 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.

N/A