



**Trustees' Annual Report for the period**

**From 1<sup>st</sup> September 2023 Period start date To 31<sup>st</sup> August 2024 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 39 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 a fundraising activity stall which raised funds the Pre-School. We provided a placement for 1 Duke of Edinburgh scheme volunteer.</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>Staff have still been acting up to cover the manager role, and the Pre-School The process to start recruiting a new manager started in the summer term, with a view to having a new manager in place in the Autumn term of 2024.</p> <p>We have been able to support one member of staff to start their Early Years Initial Teacher Training (EYITT). We received an Employer Incentive grant to support this.</p> <p>We received a £574.80 grant from Cheshire West and Chester Members Budgets Award Scheme for a large loose parts play set. This has helped develop the available activities in our extended outdoor area .</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"> <li>• Bag and Uniform sales £204.25. (The bulk of the costs of fundraising was purchasing purchasing more uniform for sale.)</li> <li>• Christmas Cards £29.04</li> <li>• Vicars Cross Fun Day £76</li> <li>• Promoting Easyfundraising as ways parents can fundraise while online shopping £52.30.</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	
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	With improved interest rates, and the grant to support the EYITT, on a receipts and payments basis, Oldfield Pre-School had net receipts of £7,471 on normal operational activities
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"><li>• Statutory redundancy costs for all staff</li><li>• Annual Independent Examination fees</li><li>• One month's operational running cost to allow for clearing already incurred costs – e.g. utilities / unpaid suppliers, 4 weeks staff notice.</li></ul> <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>Due to increases in salary costs, a proposed new 5-year lease and therefore increased monthly operating costs, our unrestricted reserves totaled £142,058 as of 31 August 2024.</p> <p>Funds allocated as General operating reserves were in the sum of £59,171. 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</p>

		<p>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 £40,309 for the future repair and the next replacement of the building . With the remaining £12,578 used for the further repairs fund and development of the outside area and our overall activities.</p>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
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	<b>N/A</b>

### 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 and the library and local shops, 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 possible outcomes from their time with us.</p> <p>No trustees received any remuneration during the year.</p>
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	<p>The principal risks facing Oldfield Pre-School are</p> <ul style="list-style-type: none"> <li>• A significant reduction in children who wish to attend,,</li> <li>• The lack of an extended day (opening only 08:30-15:30), as the primary school is now extending their day.</li> </ul>

		<ul style="list-style-type: none"> <li>• The continued freeze / minimal increases on the amount of Early Years Foundation Stage Funding from the government, whilst statutory minimum wage levels increase significantly.</li> <li>• 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.</li> </ul>
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 <sup>th</sup> 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.

**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.	Kate Thomson	Chair from 23/05/2023		
4.	Laura Paddock	Trustee		
5.	Hannah Seddon	Trustee	To 14/05/2024	
6.	Claire Davies	Treasurer	To 14/05/2024	
7.	Rebecca Danby	Treasurer	From 14/05/2024	
8.	Tugba Yildirim	Trustee	From 14/05/2024	

**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 16<sup>th</sup> 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)	 <a href="#">Katie Thomson (May 1, 2025 15:37 GMT+1)</a>	 <a href="#">Claire Brewer (May 1, 2025 13:26 GMT+1)</a>
Full name(s)	Kate Thomson	Claire Brewer
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	01/05/2025	01/05/2025



## Receipts and payments accounts

For the period from	01/09/2023	To	31/08/2024
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations & Grants inc Gift Aid	382	3,500.00	-	3,882	516
Fundraising	362		-	362	935
Bank Interest	2,190		-	2,190	809
Early Years Foundation Stage Grant	81,884		-	81,884	79,846
Parental Fees	33,932		-	33,932	30,403
Additional Activity Fees			-	-	
Inclusion support funding			-	-	2,430
Miscellaneous			-	-	20
Other Income - NMRU Milk Claims	387		-	387	388
			-	-	
			-	-	
<b>Sub total (Gross income for AR)</b>	<b>119,136</b>	<b>3,500.00</b>	<b>-</b>	<b>122,636</b>	<b>115,346</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>119,136</b>	<b>3,500.00</b>	<b>-</b>	<b>122,636</b>	<b>115,346.22</b>
<b>A3 Payments</b>					
Accountants	420		-	420	384
Bank charges	60		-	60	60
Consumables	2,796		-	2,796	2,568
Cost of Fundraising events	193		-	193	452
Travel & Subsistence Expenses & DBS			-		
	13		-	13	55
Extra Curricular Pre-school Activities	91		-	91	61
Insurance	1,697		-	1,697	1,417
IT	446		-	446	1,748
Memberships	389		-	389	368
Miscellaneous	235		-	235	9
Payroll Costs	809		-	809	689
Phone & Postage	438		-	438	448
Rent and Rates	2,100		-	2,100	1,800
Repairs and Maintenance	899		-	899	2,070
Toys, furniture and Equipment	1,781		-	1,781	330
Training	729	180.00	-	909	421
Utilities	3,274		-	3,274	3,442
Wages Salaries & National Insurance & Pension	95,295	3,320.00	-	98,615	86,584
New Building Project including playground refurb			-	-	
<b>Sub total</b>	<b>111,665</b>	<b>3,500.00</b>	<b>-</b>	<b>115,165</b>	<b>102,906</b>
<b>A4 Asset and investment purchases, (see table)</b>					
New Building Final Instalment			-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>111,665</b>	<b>3,500.00</b>	<b>-</b>	<b>115,165</b>	<b>102,906</b>
<b>Net of receipts/(payments)</b>	<b>7,471</b>	<b>-</b>	<b>-</b>	<b>7,471</b>	<b>12,440</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>135,597</b>			<b>135,597</b>	<b>123,157</b>
<b>Cash funds this year end</b>	<b>143,068</b>			<b>143,068</b>	<b>135,597</b>

## 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 £
<b>B1 Cash funds</b>	Caf Bank	57,493		-
	Virgin Bank	65,364		
	Unpresented Cheques			-
	WCCU bank	20,000		
	Cash	211		-
	<b>Total cash funds</b>		<b>143,068</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Pre-School Building	Unrestricted	-	-
	Furniture, Fixtures and Fittings	Unrestricted	-	-
	Computers and other equipment	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Fees overpayment in Aug 2024 carried forward to 2024-25	unrestricted	420	
	Independent Examiner fee 2022-2023	unrestricted	420	
	Unpaid Invoices for work done during summer holidays (fire extinguisher checks, YPO)	unrestricted	170	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
 <small>Katie Thomson (May 1, 2025 15:37 GMT+1)</small>	Kate Thomson	
 <small>Claire Brewer (May 1, 2025 13:26 GMT+1)</small>	Claire Brewer	01/05/2025



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Oldfield Pre-School

**On accounts for the year  
ended**

31 August 2024

**Charity no  
(if any)**

1018094

**Set out on pages**

Receipts and Payments 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 2024.

**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 (other than that disclosed below \*) 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.

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

**Signed:**



**Date:**

13 May 2025

**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.**