

Manager's report Tuesday 22nd October 2024

Revised for meeting on Wednesday 22nd January 2025

The new academic year is well under way. Attendance numbers are healthy across all the clubs. We have 33 pre-schoolers with 21 of those starting school in September 2025, although not all of those will be going to Upwood PA.

Children are enjoying all the joys that Autumn brings, from nature walks to conker rolling and leaf rubbing. Our Facebook page is now being updated regularly following the purchase of a Kindle Fire on which to take photographs and upload straight to the page. This is working well to keep our families updated on what we are doing at pre-school.

Wendy achieved her level 2 qualification at the end of the academic year and Jess qualified as a children's yoga instructor – congratulations to both of them!

Laura has begun her level 3 course and Maisie her Foundation Degree (level 4/5). We wish them all well in their studies and look forward to the benefits that their new knowledge and understandings will give to both themselves and the children.

The conversion to Charitable Incorporated organisation (CIO) continues and I am just waiting for approval from our trustees before the application can be forward to the charities commission. *Since first draft of this report, the new CIO is now registered as a charity and I have a piece of work to do in registering us with Ofsted.

With reference to the additional garden space, all has been agreed but the Academy appear to be having difficulties with their legal team in providing the necessary licencing. This is the last response I had from Lisa, Head of Operations for the Thomas Deacon Trust:

17/10/24 'I'm afraid this has become very protracted with the solicitor, it would appear it's not as easy as just putting in place a new licence for the additional space and instead are talking about needing DfE approval. I have asked them to revisit this and will chase as they have not got back to me. Unfortunately, I think it is going to take some time to unpick this, I am sorry there isn't a faster solution as both the Trust and the Council are happy for this to happen, but the legalities currently seem more complex than we would all hope and I can only apologise for the time it is taking.'

Following this, I shared an email with you explaining the options and costs plus recommendations from the Academy's solicitor. Lisa has since emailed the following update:

20/12/24 'Just a quick update, following further advice from the solicitor we have agreed that we can put in place a lettings agreement which will try to cut through the formality of the approaches detailed below.

We would need to do a 12 month agreement which I would suggest could be:

1 January – 31 December 2025

1 January – the date in 2026 that your current council lease expires

Then renew again from 12 months from the date of your new lease

I need to write up a lettings agreement to send to you; we have to be very clear that the school can have access to the additional outdoor area that's covered by the letting. However we would give permission for you to put up new picket fencing with a gate – at your cost.'

Lisa is working very hard to make this happen for us with the least amount of cost and disruption. I will continue to pursue this and will report back with any updates.

Repairs were made to the garden by Gilbertscape at the end of the summer break but they have not yet come back to us with a date to paint the transparent canopy which was part of the original design quote.

I would like to thank the Committee for their dedication and willingness to give up your time to support USTT, we are all very grateful.

**UPWOOD SMALL TO TALL
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024**

**Whitings LLP
Chartered Accountants
108 High Street
Ramsey
Huntingdon
Cambridgeshire
PE26 1BS**

UPWOOD SMALL TO TALL

Trustees' Report

Year ended 31 August 2024

Charity Commission registered number 1027346

Address of Charity:	Upwood Primary School Huntingdon Road Upwood Cambs PE26 2QA
Governing Document:	The constitution was adopted on 7 November 1988 as amended 22 March 2007 as amended 6 November 2013 as amended 22 June 2022
Independent Examiner:	Keith Day FCCA Whitings LLP 108 High Street Ramsey Cambs PE26 1BS
Trustees:	Rebecca Mashford (Chair) Allan Groom Emma Staples Suzanne Gaunt Elizabeth Edwards

UPWOOD SMALL TO TALL

Trustees' Report *(continued)*

Year ended 31 August 2024

Objects of the Charity

The aim of the charity is to enhance the development and education of children by encouraging parents to understand and provide for the needs of their children through community groups.

Summary of the main activities in relation to the objects

Provision of childcare for the purpose of care and education for children aged 2yrs to 10yrs from 8am – 5.30pm term time. Parental involvement is welcomed from the outset. Regular parental meetings are held throughout the academic year.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Trustee appointments and training

Trustees step down and are reappointed each year at the AGM.

New members are provided with a welcome pack containing our constitution, induction and training opportunities. Elected trustees are given additional roles and responsibility information.

Activities and Achievements

The charity has been using a grant from another organisation to upgrade equipment and facilities this year.

Attendance numbers are healthy across all the clubs. We have 33 pre-schoolers with 21 of those starting school in September 2025, although not all of those will be going to Upwood PA.

Manager's Report

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I would like to thank the Committee for their dedication and willingness to give up your time to support USTT, we are all very grateful.

The trustees' report was approved and signed on behalf of the committee of trustees by

..... **Chair**

..... **Trustee**

..... **Date**

UPWOOD SMALL TO TALL

Receipts and Payments Account

Year ended 31 August 2024

	Restricted Fund	Unrestrict- ed General Fund	Total 2024	Total 2023 (as restated)
	£	£	£	£
Receipts				
Playgroup	-	69,499	69,499	58,693
Under 5's funding	-	147,007	147,007	116,795
Grants	8,637	15,746	24,383	14,077
Donations	-	23	23	2,344
Sundry fundraising	-	2,749	2,749	2,925
Sale of sweatshirts, polo shirts & photographs	-	66	66	140
Bank interest	-	723	723	408
	-	235,813	244,450	195,381
Payments				
Staff costs	-	185,523	185,523	163,972
Premises costs	8,637	11,554	20,191	13,612
Training & course fees	-	638	638	649
Insurance	-	817	817	636
Administration expenses	-	1,724	1,724	2,068
New equipment, books, activities & trips	-	3,573	3,573	5,261
Legal fees	-	2,662	2,662	-
Sundry expenses	-	737	737	1,110
Subscriptions	-	114	114	741
Accountancy fees	-	1,068	1,068	-
School dinners	-	5,202	5,202	4,139
Refreshments & presentations etc	-	766	766	456
Sweatshirts, polo shirts & photographs	-	167	167	220
	-	214,545	223,182	192,865
Net receipts for the year	-	21,268	21,268	2,516
Cash funds brought forward	-	99,573	99,573	97,057
Cash funds carried forward	-	120,841	120,841	99,573

UPWOOD SMALL TO TALL

Statement of Assets and Liabilities

As at 31 August 2024

	Total 2024	Total 2023
Cash Fund		
Cash at bank	120,718	99,450
Cash in hand	<u>123</u>	<u>123</u>
	120,841	99,573
	<u> </u>	<u> </u>
Current Assets		
Debtors		
	<u>806</u>	<u>661</u>
Current Liabilities		
Creditors – Whittings LLP	<u>475</u>	<u>980</u>

These financial statements were approved and signed on behalf of the committee of trustees by:

..... **Chair**

..... **Trustee**

..... **Date**

UPWOOD SMALL TO TALL

Independent Examiner's Report to the Trustees of Upwood Small to Tall

I report on the Accounts of the Trust for the year ended 31 August 2024 which are set out on pages 1 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the Accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the Accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that, in any material respect, the requirements?

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare Accounts which accord with the accounting records

Have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Date:

**Keith Day FCCA
Certified Accountant
A Partner in Whitings LLP
High Street
Ramsey
Cambs
PE26 1BS**

UPWOOD SMALL TO TALL

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It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the Accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

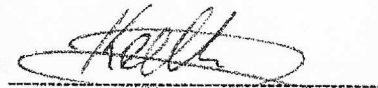
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- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare Accounts which accord with the accounting records

Have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Date: 19/05/2025.



Keith Day FCCA
Certified Accountant
A Partner in Whittings LLP
High Street
Ramsey
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