



Trustees' Annual Report for the period

From 1st September 2022
To 31st August 2023

Period start date
Period end date

Charity name: Harpsden Pre School Playgroup

Charity registration number: 1029269

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The pre-school aims to provide a safe and caring learning environment, free from prejudice and discrimination, for children aged 2 to 5 years old.
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 provides supervised sessions for pre-school children four days a week, Mon-Thu.</p> <p>There are also Forest School sessions which run on Tuesday mornings (younger) and afternoons (older children).</p> <p>The pre-school plans and provides activities and play opportunities to develop the children's emotional, physical, social, and intellectual capabilities, in line with the Government's EYFS framework. Appropriate facilities and equipment are provided to achieve this.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees continue to have regard to the guidance issued by the Charity Commission 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	The Committee is responsible for fundraising on behalf of the pre-school. This is done in accordance with the policy on grant making.
Policy on social investment including program related investment	Para 1.38	n/a

Contribution made by volunteers	Para 1.38	The committee is run by volunteers and there are no volunteers working directly with the children.
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 continues to provide high quality care and education to all the children attending. We continue to operate with more teachers per session than the government guidelines recommend, which enables the 'pack away' pre-school to run smoothly but also ensures there are plenty of staff on hand to meet the children's needs.</p> <p>We continue to provide a very special woodland and Forest School setting which we are using increasingly and the daily access to the woodland setting has been enjoyed by the children and offers a facility that is particularly attractive to enquiring parents or guardians.</p>

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	<p>After a successful previous fundraising year, we set another ambitious target for the financial year. Due to a sell out Christmas Wreath making event and raffle which was an event open to the general public (a move to expand our fundraising target audience away from just the parents and families of the pre school) and an Easter Eggstravaganza, also open to the general public and many local families, we succeeded in raising just in excess of £3000 which was a fantastic achievement</p>

		for a small pre school setting not attached to any local school.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>The 2022/2023 Academic Year was a positive upturn after numerous challenging COVID-19 affected years. The number of children on roll continued to be lower than pre-pandemic years, due to many children still favouring a single setting rather than splitting their time between a pre school and wrap-around nursery care.</p> <p>Support from OCC was maintained throughout the year while the pre-school was open, fundraising projects and events were undertaken.</p> <p>Our biggest cost centre remains staff salaries. As a smaller setting, we cannot further reduce staff numbers without compromising on staff:child ratio and child safety. As a charity, we ensure that all needs of the children are met, even if this means providing 1:1 or much smaller ratios for SEN children over and above the funding available from the government. We believe this approach is essential for the well-being of those children and all children and staff at the setting.</p> <p>We end the financial year with a profit of £1,116.99 which has been earmarked for renovations of a space we have been offered which will enable us to operate on a non-pack-away basis. This is £9,150 above our stated reserves, leaving us in a much more stable position after precarious pandemic years. It gives us security in case of future enforced closures which we now know is a risk.</p>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p>The policy of the pre-school continues to be to have a reserve, which would allow it to operate for up to six months without income. This would ensure that fixed overhead costs could be honoured, staff could be paid, and staff and children would have sufficient time to make other arrangements should the Pre-School need to close. The Committee has reviewed this</p>

		policy and believe it now possible to reduce our reserves slightly.
Amount of reserves held	Para 1.22	£32,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>As a pre school, we continue to be affected by a large number of school leavers at the end of each academic year.</p> <p>Being a pre school without any primary school affiliation means we have to appeal to parents as an outdoor-focused setting with fantastic space and staffing.</p> <p>Having altered our opening times and added sessions, we have started to see an upturn in numbers and a more secure future as a pre school. We have been in continued discussions with the Trust who run the village hall we operate from and have agreed to further positive changes to come early in the next financial/academic year.</p> <p>We continue to operate on a financially conservative basis and prioritise fundraising campaigns to boost our financial position at the start of the new academic year and to expand our outdoor offering.</p>

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	Government funding for one 2 year old and all 3-4 year olds (including the increased funding hours via the Gov 30 hour programme where applicable), fee income for 2-3 year-olds and voluntary contributions from the parents form the largest proportion of the pre-school income. Our fundraising activities have increased this year with a very successful wreath making night, Easter event and two raffles.

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 hourly rate for government funding continues to be significantly lower than the running costs of the pre-school therefore to cover costs we ask for a voluntary contribution. We have reviewed the hours we offer at our setting to meet the needs of our parents and prospective parents.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
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	Trustees are nominated and seconded at the AGM in September, in accordance with the Pre-School Learning Alliance Model Constitution (2011) (section 5).

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	Trustees are provided with a 'new member information document' on joining the Committee for induction purposes. They are required to read and sign a: A self nomination and declaration form for election as a Trustee b: A Trustee code of conduct and c: A declaration of self interest form.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>A Committee which meets six-weekly during term time to discuss the bigger items of the running of the pre-school and support the management in the implementation of positive improvements to the pre school. The committee is also responsible for organising and leading the various fundraising events and hosting families at regular events such as the nativity, sports day, etc.</p> <p>The staff are managed by our Pre-School Manager and supported by the Deputy Teaching Manager. The Forest School is lead by our fully qualified Forest School Leader with previous management responsibilities.</p>
Relationship with any related parties	Para 1.51	The pre-school continues to have strong links with Harpsden Hall (John Hodges' Trust) management. The Committee and Staff continue to carry out regular Health and Safety Risk assessments to ensure the

		safety of the children is maintained at all times.
Other		

Reference and Administrative details

Charity name	Harpsden Pre School Playgroup
Other name the charity uses	Harpsden Woodland Pre School
Registered charity number	1029269
Charity's principal address	Harpsden Village Hall, Harpsden, Henley-on-Thames, Oxfordshire, RG9 4HH

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	Deborah Bruwer	Chair	4 th October 2022 - present	
2	Ruth Piercy	Treasurer		
4	Suzanne Rundle	Secretary	4 th October 2022 - present	
5	Jemma Phillimore	General	4 th October 2022 – onwards	
6	Stacey Netiatis	General		
7	Elizabeth Chambers	General	5 th December 2022 - present	
8	Jacqueline Fitzgerald	Chair (retired)	Retired 4 th October 2022	
9	Anna Matoshko	Secretary (retired)	Retired 4 th October 2022	
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	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
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
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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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 PIERCY	DEBORAH BROWNE
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	01/04/2024	

Harpsden Pre-School Playgroup

Financial Accounts

Summary of Receipts and Payments for the Year ended 31 August 2023

Registered Charity no. 1029269

<u>Description</u>		<u>Notes</u>	2022-23	2021-22
			£	£
<u>RECEIPTS</u>				
Fee income	Parents and OCC funding	1	57,220.55	61,467.66
	Registration & admin fees		750.00	740.00
			57,970.55	62,207.66
Fundraising income	e-commerce		100.02	5.00
	Fundraising	2	3,679.15	2,937.00
			3,779.17	2,942.00
Other income		3	458.20	618.58
			458.20	618.58
TOTAL INCOME RECEIVED			<u>62,207.92</u>	<u>65,768.24</u>
Staff Costs	Salaries	4	50,483.18	54,151.97
	Payroll administration		588.00	576.00
	Training		863.20	419.00
			51,934.38	55,146.97
Other costs	Hall rental		5,105.70	4,482.34
	Insurances		596.09	579.10
	Supplies		839.21	539.29
	Advertising		0.00	0.00
	Fundraising		703.17	483.48
	Phones		104.68	532.46
	Sundries		153.69	207.94
	All other costs	5	1,655.21	3,377.40
			9,157.75	10,627.63
TOTAL COSTS EXPENDED			<u>61,092.13</u>	<u>65,348.98</u>
Surplus/Deficit			<u>1,115.79</u>	<u>419.26</u>
Opening bank balance			40,034.73	39,615.47
Closing bank balance			41,150.52	40,034.73
Profit/loss for the year			<u>1,115.79</u>	<u>419.26</u>

Harpsden Pre-School Playgroup

Financial Accounts

Summary of Receipts and Payments for the Year ended 31 August 2023

Notes to the accounts

Fee income	1			
		Includes £25,161.87 Funding from Oxfordshire County Council including SEN inclusion funding.		
Fundraising income	2			
		Nativity	0.00	362.00
		Quiz night	0.00	1,752.50
		Waitrose	0.00	500.00
		Photobook	18.00	180.00
		Hill climbing challenge	315.00	142.50
		Wreath making and raffle	1618.31	0.00
		Easter eggstravaganza	1351.84	0.00
		Triathlon	309.80	0.00
		Bake sale/Other	66.20	0.00
			<u>3679.15</u>	<u>2937.00</u>
Other income	3			
		Bank interest	74.32	0.00
		Donation	2.00	0.00
		OCC Disability Access Funding	0.00	400.00
		OCC Household support	381.88	225.00
			<u>458.20</u>	<u>618.58</u>
Staff costs	4			
		Salaries: gross pay	45,134.70	48,360.76
		Holiday pay: gross	2,469.35	3,066.87
		Employer's NIC	1,616.88	1,500.86
		Pension contribution	1,262.25	1,223.48
			<u>50,483.18</u>	<u>54,151.97</u>
		Pension includes employer monthly fees of £325.80 in 2022-23.		
All other costs	5			
		Repairs and maintenance	0.00	150.00
		Recruitment costs	0.00	56.62
		Entertainment leavers party	460.00	95.00
		Staff Christmas meal and parent gift	0.00	350.00
		Forest School expenses	118.59	969.00
		Bank charges	60.00	93.00
		OFSTED fee	50.00	50.00
		Website hosting	186.20	182.24
		Microsoft Office	79.99	

Staff expenses	418.14	1356.54
Household support Tesco vouchers	60.00	75.00
DBS checks	202.20	-
Early Years Policies updates	18.89	-
Family	1.20	-
	<u>1655.21</u>	<u>3377.40</u>

Signed by one or two trustees on behalf of all trustees



Ruth Piercy
01/04/2024

Print name
Date of approval

Harpsden Pre-School Playgroup
Charity Registration Number 1029269
Statement of Assets and Liabilities

	31 August '23	31 August '22
<u>ASSETS</u>		
Fixed assets		
Tangible assets:		
Equipment (toys, fixtures and fittings, computers)	£20,939.61	£20,457.73
Current assets		
Bank account – cash at bank	£41,150.52	£40,034.73
 <u>CREDITORS</u>		
Amounts falling due within 1 year		
HMRC PAYE/NIC	£31.20	£91.20
Pensions	£43.33	£53.65
	<u>£74.53</u>	<u>£144.85</u>

Signed by one or two trustees on behalf of the trustees


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Ruth Piercy
01/04/2024

Print name
Date of approval



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: HARPSDEN PRE SCHOOL PLAYGROUP

On accounts for the year ended

31/08/23 Charity no (if any) 1029269

Set out on pages

1 to 3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/23.

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:

R. Tebbot

Date:

30/6/24

Name:

Redmond Tebbot

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

FCCA

Address:

15 Clandon Avenue
Egham
TW20 8LP

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.

