



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Trustees' Annual Report for the period**

**From** 1<sup>st</sup> September 2023  
**To** 31<sup>st</sup> August 2024

**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 five days a week, Mon-Fri</p> <p>There are also Forest School sessions which run on Tuesdays with our Forest School Leader which is available to any children in their last year before primary school. We additionally provide woodland sessions for all children including our younger children every day.</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> <p>Additionally, the Pre-School now provides holiday club care for children aged 3-5 which is open to all eligible children in the local area.</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 pre-school to run smoothly but also ensures there are plenty of staff on hand to meet the children's needs and adapt throughout the day as a true free-flow setting. The Pre-School prides itself on being an inclusive setting and therefore we seek to accommodate children from all financial backgrounds and do our best to provide the necessary learning and social environment for children with additional 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> <p>We also identified a need for an early years holiday club provision in the local area to</p>

<p>region of £380 for the pre-school over two weeks.</p>	<p>NA</p>	<p>support working parents in the pre-school and local community. Most local holiday clubs only accept from reception or year 1. As a result, we introduced the Harpsden Woodland Holiday Club in the Summer holidays of 2024, run by the pre-school, which was highly successful and spaces sold out very quickly. This covers a need for not only our current children but also the wider community and parents were highly complimentary. Due to this success we plan to offer Easter and Summer holiday clubs in 2025.</p>
<p>The 2023/2024 Academic Year was a year of real progress whilst also presenting various financial challenges along the way. Crucially, there was a c. 10% increase in the National Minimum Wage (NMW) in April 2024 which, for a childcare setting and the</p>		

**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>Due to its popularity, our now annual Christmas Wreath making event and raffle - an event open to the general public (expanding our fundraising target audience away from just the parents and families of the pre school) and some smaller Christmas and Easter events for parents to enjoy with the children. We succeeded in raising just in excess of £1400 which was a fantastic achievement for a small pre school setting not attached to any local school.</p> <p>We are also using the new holiday club as a fundraising opportunity since this provides for families outside of our term-time only provision and for additional local families. As non-term time sessions, these are also not funded by the government. Before staff costs, we raised in the</p>

		region of £3800 for the pre-school over two weeks.
Investment performance against objectives	Para 1.41	N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The 2023/2024 Academic Year was a year of real progress whilst also presenting various financial challenges along the way.</p> <p>Crucially, there was a c. 10% increase in the National Minimum Wage (NMW) in April 2024 which, for a childcare setting and the salary bands associated with this sector, presents a large increase to our biggest cost centre.</p>
		<p>The number of children on roll reached 32 by the end of the academic year, double that of the start of the 23/24 financial and academic year. For the first time numbers were higher than pre-pandemic figures, which was very encouraging and shows the positive growth and attraction of this unique setting.</p>
		<p>Support from OCC was maintained throughout the year while the pre-school was open. Working parent funding was introduced for two-year-olds as well as extended working parent funding, meaning more children were in receipt of government funding. The 3 and 4-year-old funding remained significantly below running costs of the pre-school and as we are in Oxfordshire, we are in receipt of one of the lowest % top ups to the national base rates in the country, despite some of the highest staff living costs.</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</p>

		<p>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 £11,530.68.</p>
	<p>£32,000 (reviewed upwards in FY 24/25)</p> <p>AWA</p>	<p>Some of our profit from last year had been earmarked by the Committee for renovations of a space which has now been converted into a fantastic area which now enables us to operate in a non-pack-away basis. This has added space for the children due to still having access to all the previous areas. The pre-school also intends to direct some of these funds in to a further project to provide additional toileting facilities for the pre-school. This is an ongoing project since the Trustees of the village hall agreed to a trial of a new setup before any building works could commence.</p>
		<p>We have also invested in Family App which has enabled us to much more efficiently communicate with parents, track attendance, update a child's progress and log any accidents or incidents which has proved a huge efficiency for the pre-school staff.</p> <p>Our profit this year is £20,681.20 above our previously-stated reserves, leaving us in stable position giving us security in case of future enforced closures which we now know is a risk after the pandemic of 2020. However it should be noted that due to the sharp increase in salaries and applicable pension and NIC, due to the NMW increase, and increases to hall hire and other running costs over the past 12 months, the Committee has since amended its Financial Reserves Policy to a contingency of £45,000.</p>

Additional information (optional)  
You may choose to include further statements where relevant about:

Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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 in the short or long term.
Amount of reserves held	Para 1.22	£32,000 (reviewed upwards in FY 24/25)
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 but due to our increasing strong reputation and diversified offering to the public, we remain stable.</p> <p>Being a pre school without any primary school affiliation means we have to appeal to parents as an outdoor-focused, free-flow setting with fantastic space and staffing.</p> <p>Changing our working name to Harpsden Woodland Pre-school helps to highlight this.</p> <p>We are now offering a full 5 days of education which is serving the need of parents. This helps us to have a more secure future as a pre school.</p> <p>We continue to work with the Trust who run the village hall we operate from and are working on using the site even more effectively 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:

<p>The charity's principal sources of funds (including any fundraising)</p>	<p>Para 1.47</p>	<p>We now receive Government funding for 2 year olds eligible for working parent funding as well as children in receipt of Early Years Pupil Premium and all 3-4 year olds (including the increased funding hours via the Government 30-hour working parent programme where applicable for 3-4-year-olds), fee income for 2-3 year-olds as well as fee income for children attending more than their funded hours (15-30 accordingly) 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. As previously mentioned, Holiday Clubs are a new sources of income and fundraising.</p>
<p>Investment policy and objectives including any social investment policy adopted</p>	<p>Para 1.46</p>	
<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>The hourly rate for government funding continues to be significantly lower than the running costs of the pre-school therefore to cover costs we did 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.</p> <p>Note that later Government legislation effective the following April 2025 means the Committee has fully reviewed any request for voluntary contributions.</p>
<p>Other</p>		

## 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	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.  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.
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



**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	Elizabeth Eldridge	Chair	4 <sup>th</sup> March 2025 - Present	
2	Elinor Williams	Treasurer	17 <sup>th</sup> September 2024 - Present	
4	Elizabeth Chambers	Secretary	5 <sup>th</sup> December 2022 - present	
5	Brigitta Bano	General	29 <sup>th</sup> April 2025 - Present	
6	Deborah Bruwer	General (Chair until 04/03/2025)	4 <sup>th</sup> October 2022 - present	
7	Suzanne Rundle	General	4 <sup>th</sup> October 2022 - present	
8	Lucy Brewster	General	23 <sup>rd</sup> April 2024 - Present	
9	Jemma Phillimore	General (Retired)	4 <sup>th</sup> October 2022 – 23 <sup>rd</sup> April 2024	
10	Ruth Piercy	Treasurer (Retired)	Retired 23 <sup>rd</sup> April 2024	
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Funds held as custodian trustee on behalf of others

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	

Type of adviser	Name	Address	

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

## 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

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

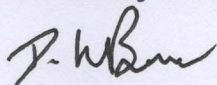
## Other optional information

## Declarations

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

Signed on behalf of the charity's trustees

Signature 1



Full name 1

Deborah Kirshy Brewer

Position e.g. Chair

chair outgoing (covers 1st sept 2023 - 31st Aug 2024)

Date

24/06/2025

Signature 2



Full name 2

ELIZABETH ANNE FLORIDAE

Position e.g. Chair

Chair current

Date

24/06/2025



**Harpsden Pre-School Playgroup  
Financial Accounts**

**Summary of Receipts and Payments for the Year ended 31 August 2024**

Registered Charity no. 1029269

Item	Description / sub-Item	Notes	Current Year	Previous Year
			2023-24	2022-23
			£	£
<b>RECEIPTS</b>				
<b>Fee income</b>	Parents and OCC funding	1	£ 98,830.71	£ 57,220.55
	Registration & admin fees		£ 1,570.00	£ 750.00
	<b>Subtotal (Fee income)</b>		<b>£ 100,400.71</b>	<b>£ 57,970.55</b>
<b>Fundraising income</b>	e-commerce		£ 226.94	£ 100.02
	Holiday Club	2	£ 6,306.21	£ -
	Fundraising	3	£ 1,879.60	£ 3,679.15
			<b>£ 8,412.75</b>	<b>£ 3,779.17</b>
<b>Other income</b>		4	<b>£ 334.68</b>	<b>£ 458.20</b>
<b>TOTAL INCOME RECEIVED</b>			<b>£ 109,148.14</b>	<b>£ 62,207.92</b>
<b>COSTS</b>				
<b>Staff Costs</b>	Salaries	5	<b>£80,582.68</b>	<b>£50,483.18</b>
	Payroll administration		<b>£604.80</b>	<b>£588.00</b>
	Training		<b>£341.45</b>	<b>£863.20</b>
			<b>£81,528.93</b>	<b>£51,934.38</b>
<b>Other costs</b>	Hall rental (excludes holiday club for FY 23/24)		<b>£7,389.35</b>	<b>£5,105.70</b>
	Insurances (excludes holiday club for FY 23/24)		<b>£624.14</b>	<b>£596.09</b>
	Supplies (excludes holiday club for FY 23/24) *		<b>£3,245.97</b>	<b>£839.21</b>
	Advertising		£0.00	£0.00
	Fundraising (excludes holiday club for FY 23/24)		<b>£463.36</b>	<b>£703.17</b>
	Phones (Direct Debit failed, charged in next FY)		£0.00	<b>£104.68</b>
	Sundries (excludes holiday club for FY 23/24)		<b>£361.32</b>	<b>£153.69</b>
	Family App		<b>£2,145.60</b>	<b>£1.20</b>
	All other costs	6	<b>£1,858.79</b>	<b>£1,655.21</b>
			<b>£16,088.53</b>	<b>£9,158.95</b>
<b>TOTAL COSTS EXPENDED</b>			<b>£97,617.46</b>	<b>£61,093.33</b>
<b>Surplus/Deficit</b>			<b>£ 11,530.68</b>	<b>£ 1,114.59</b>
Opening bank balance			£ 41,150.52	£ 40,034.73
Closing bank balance			£ 52,681.20	£ 41,150.52
<b>Profit/loss for the year</b>			<b>£ 11,530.68</b>	<b>£ 1,115.79</b>

\* Includes new flooring, underfloor and safety fittings for new pre-school room totalling £1297.57.

**Notes to the accounts**

Item	Note
<b>Fee income</b>	1
	<i>Includes £56353.35 Funding from Oxfordshire County Council (OCC) including SEN inclusion funding.</i>
<b>Holiday Club</b>	2
<i>Excludes staff salaries and associated costs which are included in Staff Costs</i>	
Bookings income (no funding applicable to holiday clubs)	£ 7,986.10
Hall rental HC only	<b>£1,312.50</b>
Booking portal fees	<b>£108.00</b>
Sundries and supplies	<b>£228.87</b>
Insurance HC only	<b>£30.52</b>
	<b>£6,306.21</b>
<b>Fundraising Income</b>	3
Hill climbing challenge	£ -
Wreath making and raffle	£ 1,590.23
Easter eggstravaganza 2023 /Easter party (internal 2024)	£ 277.37
Triathlon	£ -
Bake sale/other	£ 12.00
	<b>£ 1,879.60</b>
<b>Other income</b>	4
Bank interest	£ 94.68
Donation	£ -
OCC Disability Access Funding	£ -
OCC Household support	£ 240.00
	<b>£ 334.68</b>
<b>Staff costs</b>	5
Salaries: gross pay	<b>£77,306.85</b>
Holiday pay: gross*	£ -
NIC Employee/er	<b>£1,224.11</b>
Pension contribution**	<b>£2,051.72</b>
	<b>£80,582.68</b>

\*Holiday pay final amount 2024 paid with holiday club salaries.  
 Holiday pay final of £4623.28 before tax includes holiday club HP of  
 £433.71 before tax

\*\*Pension includes employer monthly fees of

-£331.20 -£325.80

Previous Year	Current Year	Notes	Description / sub item	2024	2023
			Repairs and maintenance inc new pre-school room cleaning	-£416.00	£0.00
			Entertainment leavers party	-£100.00	-£460.00
			Staff Christmas meal and parent gift	-£223.31	£0.00
			Forest School expenses	-£203.05	-£118.59
			Bank charges	-£60.00	-£60.00
			OFSTED fee	-£50.00	-£50.00
			Website hosting	-£367.96	-£186.20
			Microsite Office		-£79.99
			Staff expenses	-£375.47	-£418.14
			Household support Tesco vouchers	-£60.00	-£60.00
			DBS checks		-£202.20
			Early Years Policies updates		-£18.89
			Postage	-£3.00	£0.00
				<b>-£1,858.79</b>	<b>-£1,654.01</b>

Signed by one or two trustees on behalf of all trustees

Signature	<i>J. Brewer</i>	<i>EA Eldridge</i>
NAME Print name	D.H. BRUWER	EA ELDRIDGE
Date of approval	24th June 2025	24/06/2025

Supplier/Debit	2024	2023
Opening bank balance	£40,034.78	£47,100.32
Closing bank balance	£27,020.58	£27,020.58
Profit/Loss for the year	£13,014.20	£20,079.74
TOTAL COSTS EXPENDED	£13,014.20	£20,079.74

Notes to the accounts

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Harpsden Pre-School Playgroup  
Charity Registration Number 1029269

YE 2024      YE 2023

**ASSETS**

**Fixed assets**

**Tangible assets:**

Equipment (toys, fixtures and fittings, computers)      £21,541.00      £20,939.61

**Current assets**

Bank account – cash at bank      £52,681.20      £41,150.52

**CREDITORS**

**Amounts falling due within 1 year**

HMRC PAYE/NIC      -£240.10      -£31.20

Pensions      -£27.60      -£43.33

**-£267.70      -£74.53**





Section A

Independent Examiner's Report

Report to the trustees

Harpsden Pre-School Playgroup

On accounts for the year  
ended

31<sup>st</sup> August 2024

Charity no  
(if any)

1029269

Set out on pages

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/08/2024**.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed: *R. Tebbot*

Date: 30/6/2025

Name: Redmond Tebbot

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

FCCA

Address:

15 Clandon Avenue

Egham

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

Charity no (if any)

31<sup>st</sup> August 2024

On accounts for the year ended

1 to 2

Set out on pages

Responsibilities and basis of report

Independent examiner's statement

Date: 30/08/2024

Signed: [Signature]

Name: Redmond Tebbot

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

Address: 15 Clendon Avenue, Egham