



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	09	2023		31	08	2024

## Section A Reference and administration details

**Charity name**

Jackanory Pre-School Chobham

**Other names charity is known by**

**Registered charity number (if any)**

1029401

**Charity's principal address**

Chobham Community Centre  
 MacMahon Close  
 Chobham  
**Postcode** GU24 8NG

### 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	Daniel Milton	Treasurer	Sept 2017 to date	n/a
2	Natalie Ward	Chairperson	Sept 2022 to date	n/a
3	Rebecca Jackson	Trustee	May 2022 to date	n/a
4	Claudine Goldsmith	Secretary	Sept 2021 to date	n/a
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### 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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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution Adopted 7<sup>th</sup> July 1993

How the charity is constituted  
(eg. trust, association, company)

Standard Registration

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by existing trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To enhance the developments and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Jackanory Preschool is run as a charity for the public benefit of the children in the local area with the purpose of advancing their education, specifically during their preschool years, so that they are well prepared for statutory schooling.

The charity has been operating since 1971 (formal charitable status since July 1993) and the Trustees, together with the Preschool committee, are responsible for the work of Jackanory Pre-school.

Jackanory have two rooms for the children, welcoming them into the Acorn room from the age of two and during the term of their third birthday children are able to move up into the larger Oak room.

Offering the universal 15 hours funding as well as the extended 30 hours funding, Jackanory also accepts free early education for two year old funding (FEET).

Working with Early Years Foundation Stage curriculum we gradually prepare children for the next BIG adventure – school!.

**Who are the Trustees of the Jackanory Pre-School Chobham Charity?**

It is noted that during the year there have been changes to the trustees Amelia James stepping down as chairperson and Natalie Ward stepping up from a Trustee to take over as chair person. Nicola Butler departed as a trustee with her child moving onto primary school. Amelia James stepped down due to becoming a bank staff member. All other Trustees and treasurer remain in situ, I would like to thank them for their hard work during the year. It was agreed that Jackanory would look to appoint additional trustees.

Jackanory Pre School Chobham Charity is run by a board of trustees. The trustees will serve the charity until they choose to resign.

Trustees have not taken any remuneration or expenses during the year but volunteer their services in the interests of ensuring first class pre school provision for the children of Chobham. The trustees have kept an eye on financial matters and although money is much tighter this year, we are confident that with some economies, the Preschool will continue to provide good value for money. In order to safeguard our children, all Trustees are checked under the Disclosure and Barring scheme.

**Aim of the Preschool Charity**

Jackanory Pre-school Chobham aims to advance the development and education of children aged five and under in such ways as the charity's Trustees think fit, including:

- By offering children aged five and under living in the Chobham catchment area a high-quality preschool that meets all national standards for preschool provision;
- By working with and sharing the vision of local primary schools in the education of children of preschool age;
- By working with parents and carers to ensure that preschool age children have access to a range of learning activities;
- For the public benefit: the charity may carry out such other charitable activities as the charity's Trustees think fit for the benefit of children.

**In accordance with the Charity Commission's requirements, Trustees have agreed**

- To be a non-profit making organisation where any profits made are used to extend and develop the preschool provision;
- To work with local primary schools, local children's centres and other agencies to ensure that the education given by the preschool links to the children's future learning and supports other areas of their development.

**Additional details of objectives and activities (Optional information)**

Full details of Jackanory policy information can be viewed at <http://www.jackanorypreschool.org.uk/test/policy-information>

**Who serves on the Preschool Committee?**

The day to day running of Jackanory Preschool Chobham is the responsibility of the Jackanory Preschool Chobham Committee. The committee makes decisions about things like when the preschool is open, staffing levels and appointments, which children will be admitted and how the preschool is run.

The following people serve on the committee, which is currently chaired by Natalie Ward, who may be contacted via Jackanory Preschool Chobham:

- Natalie Ward (Trustee and Chairperson)
- Daniel Milton (Trustee and Treasurer)

During the financial period Jackanory Preschool Chobham held meetings termly with additional meetings held throughout the year where required. We have discussed the preschools development plan, staffing, and the general business and finance of running the preschool. Attendance at committee meetings is very good.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

### Our Preschool Team

Jackanory Preschool has a dedicated and enthusiastic team of staff who have been with us for many years.

We have a mixture of Level 2-3 qualified practitioners, we also have 2 employees who are our Bank Staff and help out as needed on an ad hoc basis.

Our team is:

- Katherine Patrick (Manager)
- Clare Barton Taylor (Oak Room Supervisor)
- Aimee Irvine
- Rebecca McMichael
- Brooke Hibbins
- Amelia James

We also have additional bank staff who are called upon when required.

Bank Staff

- Julie Irving
- Jo Duke

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

When visiting the preschool, visitors cannot fail to be impressed by the range of activities and the obvious enjoyment of the children.

The Early Years curriculum has become embedded and activities are planned around the defined area of learning.

The preschool staff work extremely hard to keep up to date with government requirements and new initiatives and we thank them most for that.

The income for the financial year was £183,171.35 which was up on the PY of 124,107.59. This resulted in a profit for the year of £27,951.55, a loss was made in the prior year of (£26,373.65) with Charity funds on the balance sheet totalling £86,034.72 increasing from £58,083.17 in the PY.

During the year the following notable events took place:

- Preschool is full for the academic year; numbers have been capped to 24 due to staffing and high SEN cohort.
- Tots closed on a Monday and Thursday due to low number – by the end of the academic year the class is full. More an issue to cohorts' birthdays effecting funding rather than reputation off setting.
- Staff on training to support children with Autism.
- Increase in Looked After Children attending the setting, resulting in Kat (Manager) needing specialist training for Welfare Call and completion of PEP as Designated Teacher.
- Safeguarding concerns raised, monitored and escalated around a family where children suffering abuse.
- Increase in families having support from Family Support Worker or Social Worker.
- Child M diagnosed with Epilepsy after being hospitalised with chicken pox – specialist training received for all Oak Room staff.
- February hired Tasha McCaffery, allocated a place for her son – was approached and rehired by her previous employer, unfortunately this happened prior to Tasha completing her probation.
- Kat (Manager) signed off due to mental health and stress related issues brought on by the emotional impact of the children suffering abuse in the family home. Committee organise counselling for all staff moving forward.
- Brooke Hibbins begins to volunteer, fits in really well with the team and expresses an interest in completing Level 2. Taken on as a permanent unqualified member of staff – begins training.
- Specialist LEAP support for SEN children.
- Safeguarding Audit completed and passed with Early Years

Advisor in May.

- Formal complaint made against Clare Hudson and management of a child, found to be unsubstantiated.
- Proposed longer openings for the Acorn Room. Finish time of 2:15pm instead of 12:15pm. Cause issues with Hannah Carmody.
- Mentor advise sought over proper way to change working hours of staff. Confirm actions taken and planned are legal and compliant.
- Kat (Manager) has weekly meetings (3/5 per week that can last for 1-2 hours) due to safeguarding and looked after children, as well as SEN children – having an impact on work productivity.
- Hannah is proving very resistant to change and taking the proposal hard – she is having trouble in adapt to support the setting needs – meetings are formally recorded and reported.
- Hannah formally hands her notice in during the summer holidays.
- Two students at Woking College join Jackanory for work experience during the summer term.
- Amelia James ex Committee Chair has been supporting the setting by working in the Acorn Rom when Hannah has not been in work. Level three qualified she agrees to work two full days per week come September.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

I am disappointed to report that that the Pre School has made a financial profit during the year of £27,951.55 against a improved turnover of £183,171.35

Balance sheet position remains strong with total charity funds of £86,034.72

Once again, I would like to take this opportunity to thank all the Pre school staff and the committee for their help in achieving this positive result which represents a stable financial position.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s) Mr D P Milton

Full name(s) Daniel Milton

**Position (eg Secretary, Chair, etc)** Treasurer

**Date** 01/09/2024

# Jackanory Pre-School

## Financial Activities

September 2023 - August 2024

	TOTAL
Income	
Donations and legacies	152.50
Funding	164,622.85
Sales	17,970.96
Sales of Product Income	3.50
Service/Fee Income	47.50
Uncategorised Income	374.04
<b>Total Income</b>	<b>£183,171.35</b>
<b>TOTAL</b>	<b>£183,171.35</b>
Expenditures	
Advertising/Promotional	232.37
Clothing	767.78
Consumables	590.67
Insurances	226.79
Office Equipment	1,181.78
Other Professional Services	21,909.39
Phone Costs	1,308.42
Pre-School Equipment	3,401.87
Rent	21,988.87
Salaries	101,599.67
Staff Training	1,776.83
<b>Total Expenditures</b>	<b>£154,984.44</b>
<b>NET OPERATING INCOME</b>	<b>£28,186.91</b>
Other Expenditures	
Other Expenditure	235.36
<b>Total Other Expenditures</b>	<b>£235.36</b>
<b>NET OTHER INCOME</b>	<b>£ -235.36</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£27,951.55</b>

# Jackanory Pre-School

## Balance Sheet

As of August 31, 2024

	TOTAL
Fixed Asset	
Tangible assets	
Office Equipment Cost	422.23
<b>Total Tangible assets</b>	<b>£422.23</b>
<b>Total Fixed Asset</b>	<b>£422.23</b>
Cash at bank and in hand	
BUSINESS SAVINGS ACCOUNT (4285)	45,444.94
CLOSED ISSUE - BACKBOOK (9509)	38,078.57
Tapestry	192.00
<b>Total Cash at bank and in hand</b>	<b>£83,715.51</b>
Debtors	
Debtors	212.50
<b>Total Debtors</b>	<b>£212.50</b>
Current Assets	
Petty Cash	-2,345.00
Toys and Equipment	4,035.47
<b>Total Current Assets</b>	<b>£1,690.47</b>
<b>NET CURRENT ASSETS</b>	<b>£85,618.48</b>
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	5.99
<b>Total Trade Creditors</b>	<b>£5.99</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£5.99</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£85,612.49</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£86,034.72</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£86,034.72</b>
Charity funds	
Opening Balance Equity	45,792.02
Retained Earnings	12,291.15
Surplus/(Deficit)	27,951.55
<b>Total Charity funds</b>	<b>£86,034.72</b>

Independent Examiner's report to the trustees of Jackanory Pre School Reg Charity No 1029401 trust.

I report on the accounts of the trust for year end 31<sup>st</sup> Aug 2024.

### **Respective responsibilities of trustees and examiner**

The charities 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the account under Section 145 of the 2011 Act
- To follow the procedures laid down in the general direction given by the commission under section 145(5flb) of the 2011 Act
- To state whether particular matters have come to my attention

### **Basis of independent examiners report**

My examination was carried in accordance with the 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 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 next statement.

### **Independent examiners statement**

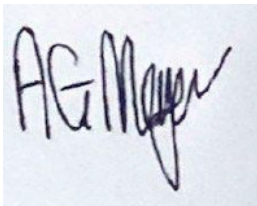
In connection with my examination, no matter has come to my attention:

(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 2011 Act and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- Have been met or

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

Name: Andrew Meyer

A handwritten signature in black ink, appearing to read 'AG Meyer', written over a light blue rectangular background.

Signed

Profession: Commercial Banking Manager,

Address: Nat West Commercial Banking, Staines Business Centre, Ground Floor, 1 Lotus Park, The Causeway, Staines-Upon-Thames, TW18 3AG

Date: 01/09/2024