



# Trustees' Annual Report for the period

Period start date		Period end date		
From	1 August 2020	To	31 July	2021

## Section A Reference and administration details

**Charity name** Oakworth Pre-school

**Other names charity is known by**

**Registered charity number (if any)** 1036087

**Charity's principal address** Oakworth Methodist Church, Lidget  
 Oakworth  
 Keighley  
**Postcode** BD22 7HN

### 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	Leanne Couch	Chairperson		
2	Jenny Stokes	Treasurer		
3	Tracey Roe			
4	Assumpta O'Rouke			
5	Janet Armstrong			
6				

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

Emma Howard Pre-school Manager

## Section B Structure, governance and management

### Description of the charity's trusts

**Type of governing document**  
(eg. trust deed, constitution) Pre-school Learning Alliance Model Pre-school Constitution 2011

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

**Trustee selection methods**  
(eg. appointed by, elected by) Trustees are appointed or reappointed annually at the Annual General Meeting (AGM) usually in held in September or October.

In the event of the death or resignation of an elected trustee, the vacancy shall be filled until the next AGM by a member appointed by the Committee. If additional expertise or trustees are deemed to be required they may be appointed between AGMs.

Parents wishing to join the Committee between AGMs may approach current members and offer their services.

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

The objective of Oakworth Pre-school is to enhance the development and education of children primarily under statutory school age by:

- Offering appropriate play, education, and care facilities, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas:
- Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

**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)**

Oakworth pre-school is a long standing and well respected community group within the village of Oakworth, which we believe has enhanced the quality of life and education of children and parents through encouraging and supporting a broad range of learning and development to prepare children for the transition to their next setting or Primary School.

In managing the pre-school the trustees have kept in mind the Charity Commission guidance on public benefit.

The local community are provided with affordable subscription fees for convenient childcare in a village centre location.

Our pre-school is welcoming and inclusive of all children whatever ability, cultural, religious or social background and we work hard to understand each child's individual needs on an ongoing basis. We provide a broad range of activities to understand and develop social, emotional and cognitive needs of each child.

We employ seven part time staff from the local area which mutually benefits the pre-school and employees by creating employment which fits around the school day and term times.

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

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

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

A great contribution is made by our volunteers. We are extremely grateful for the many hours volunteers have spent working within our setting.

## Section D

## Achievements and performance

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

#### Autumn

Due to Covid we had 1 practitioner shielding and we were unable to take on students in the setting. 4 families have decided to miss this term due to the high risks from COVID. All staff have signed on to Early Years Alliance Online to access training. All staff took part in safeguarding and Prevent training online. Manager has been working on the improvement plan with support from Education Bradford. We introduced the use of online profiles for children and parents using Tapestry. 1 member of staff fully completed their level 2 Practitioner Training. A Christmas fundraiser was organised and £190 was raised. This was used to provide new outside resources for the children

#### Spring

We Started afternoon session on a Wednesday and Thursday afternoon. Manager attended training courses for Mental Health and Wellbeing of Staff, Preparing for inspection and The New EYF's Framework. Other staff completed First Aid and communication and language training. An extra member of staff was employed for an extra 9 hours per week. There has been correspondence with the parents to encourage new members joining the committee. Parents and children participated in an Easter Egg decorating competition.

#### Summer

Successful open morning to generate interest for September. A Referral for SEND support has been made for a child. Following training a Workplace Stress Risk Assessment is now in place. 1 member of staff is now on a phased return after shielding. We held a slobstacle fundraiser and it was extremely successful raising £650

#### Main Fundraising Events

Christmas fundraiser – £190  
Sponsored slobstacle - £650

#### Grants

Coop Local Community Fund £2218.75

#### Other

We raised £60 for Children in Need

## Section E

## Financial review

Brief statement of the charity's policy on reserves

The pre-school aims to hold sufficient reserves to maintain effective ongoing operation and retain a surplus to cater for any unexpected event

Details of any funds materially in deficit

N/A

## Section F Other optional information

The pre-school had quite a poor year for fundraising and grants, this need to be looked at for next year to pinpoint one key fundraising event per term.

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

*[Handwritten signatures]*

Full name(s)

LEANNE COUCH      JENNY STOKES

Position (eg Secretary, Chair, etc)

Chair      Treasurer

Date

25/03/22



Section A Independent Examiner's Report

Report to the trustees/ members of

OAKWORTH PRESCHOOL

On accounts for the year ended

31st JULY 2021

Charity no (if any)

1036087

Set out on pages

3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2021.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

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,:

- the accounting records were not kept in accordance with section 130 of the 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.

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

Signed: PPMarshall

Date: 8/10/2021

Name: PETER MARSHALL

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

MAAT, ATT (FELLOW)

Address:

MARSHALL KRYSKO LIMITED

70-72 KIRKSGATE, SILSDEN, WEST YORKSHIRE

BD20 0PA

**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 details of any items that the examiner wishes to disclose.

<b>Account</b>	<b>Opening Balance</b>	<b>Closing Balance</b>
Current	17,745.05	11,655.68
Reserve	10,078.22	30,080.79
Cash	213.60	66.70

#### **Income**

Fees (parent/carer)	9,624.00
Fees (NEF)	47,277.92
Vouchers (parent/carer)	4,338.43
Bank Interest	2.57
Other Income	4,771.28 *

**66,014.20**

#### **Expenses**

Wages	39,333.76
Rent	6,010.00
Equipment	409.70
Consumables	2,406.53
Snack	504.18
Office Costs	3,077.85
Other expenses	499.28
Bank Charges	6.60

**52,247.90**

Surplus for year 13,766.30

**66,014.20**

#### **Analysis of 'Other' Income**

##### **Fundraising/Donations**

Children In Need	54.00
Sponsor Money	697.80
Christmas Fundraising	180.00

##### **Other - Grants**

HMRC - JRS	2,786.33
Co-op LCF	689.23
Amazon	6.60
HMRC - SSP	307.32
Account Adjustment	50.00
	<b>4,771.28 *</b>

#### **Balance Sheet**

Surplus brought forward	28,036.87
Surplus for year	13,766.30
<b>Surplus carried forward</b>	<b>41,803.17</b>

Cash in bank 11,655.68

Cash in reserve 30,080.79

Cash in hand 66.70

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