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**Thatcham Preschool**

**Accounts to year end 31 March 2025**

I have checked the accounts and associated transactions, and all appear to be transparent and accountable.

Signed



Jo McAllister

29<sup>th</sup> January 2026

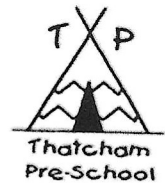
**Thatcham Pre School**  
**Income & Expenditure Account Year End 31 March 2025**

Income	2025		2024	
Funding	£	135,616		
Fees	£	7,369	£	103,542
Fund Raising	£	1,757	£	10,209
Fundraising - Xmas lights	£	-	£	228
Other income - Uniform	£	20	£	280
Consumables Fee	£	1,260	£	26
Registration Fee	£	125		
<b>Income</b>				
Interest - NBS		£ 146,147	£	114,284
Income incl bank interest		£ 651	£	783
		£ 146,798	£	115,067
Expenditure				
Net Wages	£	96,558	£	90,318
PAYE & NIC	£	4,246	£	3,528
Pension - NEST	£	3,349	£	3,012
		£ 104,154	£	96,858
Accountancy & Payroll	£	885	£	590
Early Years Alliance Insurance	£	788	£	1,258
Commercial card (food/kitchen)	£	3,422	£	3,442
Storage	£	886	£	822
PHS/OCS/rentokil Group	£	277	£	304
Bank Charges	£	66	£	61
Preschool clothing	£	214	£	828
Activities/Equipment	£	622	£	-
Computer/Software	£	702	£	690
Ofstead/subscriptions	£	35	£	35
Rent	£	12,885	£	12,464
Telephone & internet/website	£	371	£	271
Training/Apprenticeship	£	515	£	779
General Preschool expenses	£	47	£	14
		£ 125,868	£	118,416
EXCESS OF INCOME OVER EXPENDITURE	£	20,931	(3,349)	
Bank Balances Carried Forward	£	74,837		
Comprising				
Current Account A - 28th March 2025	£	51,058		
Newbury Building Society	£	23,709		
Cash in hand	£	70		
Total Banks	£	74,837		



# Thatcham Pre-School

Registered Charity No 900111



## Trustees Report 2024-2025

### Trustees:

Chair - Laura Chowdhary

Treasurer - Megan Warrick

Secretary - Steph Jenkins

Committee member - Awaiting paperwork completion

Manager - Jodie Conyard

Deputy Manager - Carly Jefferies

Address: Burdwood Community Centre

Wheeler's Green Way

Thatcham

RG18 4LB

Bankers: HSBC

6 Northbrook Street

Newbury Berkshire

RG14 1DT

Newbury Building Society

4 High Street

Thatcham

RG19 3JD

### Structure, governance and management

The charity was formed under a constitution adopted in March 1993, amended in July 1996 and May 2012. Our constitution was adopted from the Preschool learning Alliance.

### Objectives and activities

The objective of the charity is to provide a safe happy environment, providing rich learning experiences to enhance the development and education of children, primarily under statutory school age. Through exploration and play helping them to reach their early years goals as set out in the EYFS covering the seven areas of learning.

### Finances

Finances remain healthy and a reserves account is adequately full to cover any costs in the event of the closure of Pre-School, including staff redundancies, these are held in the Newbury Building Society.

Finances were prepared for financial year 2024-2025 by our Administrator Clair McCartney and were checked by an independent Jo McAllister MAAT Bookkeeping & Accountancy.

Please see manager report and safeguarding report for an overview of the year:



## Managers Report

April 2024- March 2025

Preschool reopened after the Easter break on 15<sup>th</sup> April 2024.

In May 2024 it was decided by the committee that we would introduce a voluntary contribution of £2.50 per family towards consumables such as fruit and veg for snacks. Payment of this contribution is entirely voluntary and there is no obligation for parents to pay this fee and all children have equal access to snacks at preschool.

Preschool had to close on 16<sup>th</sup> May 2024 due to staff absences and not being able to meet the adequate staff to child ratios. Preschool reopened as normal the following day.

The week of 17<sup>th</sup> June preschool held a sponsored sports week. Children and their families were encouraged to raise money through sponsors from friends and family. All money raised would go towards new equipment for the setting. We raised £384.00.

We held a stall at Henwick Fun Day on 30<sup>th</sup> June 2024. We raised £295.30.

Preschool was closed on 4th July for general elections.

Hayley Bryant left in October 2024 after 4 years with us.

Carly Jefferies replaced Hayley as deputy manager. Carly has over 10 years' experience with us and in childcare. Carly is currently completing her level 3 qualification in childcare.

Preschool took part in 'odd socks day' to mark anti bullying week. Staff and children were encouraged to come in wearing odd socks for this.

An online raffle took place to raise money for Thatcham Preschool. £554.70 was raised.

The last week of November 2024 we held a pyjamas and book week. We asked families of children to donate gifts for our Christmas stall at the Thatcham Christmas lights switch on for this.

The first week of December we held our tombola and lucky dip stall at the Christmas light switch on. We raised a total of £242.48.

On our Christmas party Day the committee held a cake stall and we raised £50.22.

Katy Powell left us at the end of the term in December 2024.

In January 2025 Joanne Lloyd started with us. She is level 2 qualified in childcare. She was a previous preschool parent and has her own experiences with having SEN children herself. She has become a great member of the team.

January 2025 we unfortunately had to close for 2 days due to several members of staff coming down with a sickness bug that was spreading around preschool and the local schools.

Children took part in world book day on 6<sup>th</sup> March by bringing in their favourite book and dressing up as favourite book characters.



## **Health and Safety/Risk Report**

**April 2024-2025**

### **Main Building**

Thatcham Town council are in charge of building maintenance.

Each morning the premises are inspected for any obvious signs of damage which would be reported to Thatcham town council. Minor issues such as obstructions to the building would be cleared away by staff and if need be reported to the council. Toys are checked and cleaned regularly.

The building has a fully enclosed garden and regular headcounts are carried out when coming in and out of the garden.

A stairgate is used to prevent access to the kitchen.

A stair gate is at the entrance to ensure children can't access the doors as they have a push bar opening mechanism.

An allergy list is displayed by the snack area which is checked and updated on a daily basis and updated with any changes. We have a poster from the Food Standards Agency of Early Years Food Choking Hazards that is displayed on the hatch door between the kitchen and the hall.

PAT testing is carried out by Thatcham town council.

Alarms were added to the fire doors to the car park in October 22 for added security.

Preschool purchased ramps to put in front of the paved area outside the garden door to support children with poor mobility to access the garden more easily and safer.

Our preschool first aid box is situated between the hall and garden area. Box is checked and updated regularly to ensure all items are in date.

A building inspection is carried out monthly by Thatcham Town Council.

There are safety bars and an alarm cord in the disabled toilet.

***Thatcham Pre-School is committed to safeguarding and promoting the welfare of children.***

**Burdwood Community Centre, Wheelers Green Way  
Thatcham, Berkshire RG19 4YA**

**Mobile ☎: 07831 611145**



### **Fire safety**

Fire alarms are situated in the lobby area and in the main hall, they are checked weekly by Thattham Town Council.

We carry out termly fire drills and keep a log recording these drills as well as any delays, issues or actions that need to be taken.

There are smoke detectors and carbon monoxide detectors in the hall, lobby area, kitchen, storage cupboard room

**Fire extinguishers are situated-**

#### **Reception area**

- Carbon dioxide – electrical and flammable-by fire exit to car park tested 04/24 due 04/34

#### **Kitchen**

- Fire blanket tested 10/06/24 and 03/07/25
- Small carbon dioxide extinguisher by door above fridge 06/24 due 06/25

#### **Main Hall**

- Foam extinguisher by fire doors to garden 06/25 due 04/26
- Foam extinguisher by fire doors to car park 06/25 due 06/26

### **Staffing and visitors**

Staffing levels are kept in line with child adult ratio and where possible, an extra member of staff. In line with new safer recruitment and new legislation, references and DBS checks will be completed before the new member of staff is employed.

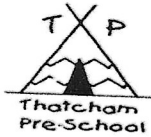
All existing staff have DBS certificates and references on file.

Volunteers, parents, and non staff on the premises are never left unsupervised. Only staff may enter the toilet area. Parents wishing to take their child to the toilet in between sessions are asked to use the disabled toilet.

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### Committee

Committee chairperson is Laura Chowdhary.

Clair McCartney continued to provide regular updates regarding bank balances, incomings and outgoings.

The reserves account to maintain enough money to allow for redundancies and debts in the event of the Preschool closing.

Unpaid invoices are being followed up promptly to prevent parents becoming behind with their bill. If invoices remain unpaid the child's place is revoked. If funded, their hours will be reduced to their funded hours to prevent parents running up a bill they are unable to pay and prevent a financial strain on the preschool. It is not viable for Pre-school to effectively provide free childcare.

### Updates-

- 6<sup>th</sup> January 2025 we came to Burdwood centre to find an issue with the mechanism on the front door. The mechanism had broken and there was a delay in getting a locksmith to come. We had to make the decision to close for the morning as we felt it would be a safeguarding issue if we couldn't lock the front door properly. We notified parents, telling them we would assess and update them throughout the day. Due to the delay we was unable to open at all that day. The door was fixed before the end of the day, making it safe to re-open the next day 7<sup>th</sup> January 2025.
- 8<sup>th</sup> January we had issues with the heating at Burdwood. We didn't feel we needed to close but we notified the parents and asked them to make sure children were wearing plenty of layers.

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