



Andrew Walsh
Chairperson
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TRUSTEES' ANNUAL REPORT FOR THE PERIOD 1st SEPTEMBER 2023 to 31st AUGUST 2024

1. Summary of Main Activities of the Year

- the delivery of the Northern Ireland Pre-School Curriculum through daily sessions of play-based learning experiences,
- the early identification of individual disabilities and the planning and delivery of interventions, as appropriate,
- to liaise closely with other providers, including feeder primary schools to ensure smooth transitions from setting to another,
- to liaise closely with other agencies, including social services, Early Years and local government officers to ensure practices, resources and premises are fit for purpose,
- on-going governance to ensure the efficient and effective management and organisation of the pre-school group.
- engage in fund-raising activities such as a Christmas Fair, photographs and annual sponsored walk to augment the annual budget
- to provide training and development for staff at all levels, including external accreditations.
- the organisation of social and cultural activities to promote social cohesion and a greater awareness of other cultures in any area where there is significant growth in the number of newcomer families

2. Public Benefit

We fully acknowledge and comply with the Commission's Public Benefit requirement statutory guidance.

- In relation to Benefit, the key feature eg providing a pre-school education that gives value for money and is fit for purpose, is a natural consequence of an efficient and effective organisation that places the well-being and intellectual development of children as a core value. The benefits of the provision are articulated through inspection [Social Services and ETI] and by a rigorous programme of self-evaluation and on-going improvement. The

monitoring of individual progress ensures that specific needs are identified and consequent tailor-made interventions are consistently of benefit to each child.

- In relation to Public, access to Little Oaks is available to all, irrespective of race, ethnicity or religion, in terms of the children enrolled and the background of their parents/carers. This is made clear in our constitution. Little Oaks does not provide any private benefit to any individual.

3. Financial Overview

- At the end of the 23/24 financial year [31st August 2024] the trading and profit and loss statement showed a net loss of £12192.31 over the year's activities. This resulted in a surplus of £11831.68 being carried forward to 24/25.
- A reserve fund of £10000 is included in the carried forward total.
- Most of the income comes from the Education Authority per capita allowance for PEAG places at Little Oaks. This figure varies, though the morning session is usually exclusively made up of PEAGS places. All other places are fee-paying, and together with the PEAG funding, this amounts to nearly 90% of our income. The remainder comes from fund-raising activities, small local grants and a summer scheme.
- Most of the expenditure [approximately 80%] goes on wages and salaries and employer's NI contributions. A further 10% goes on premise rental charges. Incidental expenditure includes resources and materials, insurance and affiliation fees to support organisations.
- At all times value for money is paramount and the budget is closely monitored and has never been in a deficit position. Tight financial procedures are in place to monitor our two current accounts and one savings account held by Santander.

4. Reference and administration details

4.1 Charity name: Little Oaks Pre-school Group

4.2 Other name or acronym: LOPG

4.3 Charity no : 103134

4.4 Registered: 30th October 2015

4.5 Public Address: Killicomaine Jubilee Community Centre, 32A Festival Road, Portadown, Craigavon, Co Armagh BT63 5HE

4.6 Trustees [at 31August 2022]

Mr A Walsh	Chairman
Mr N Robinson	Secretary
Mrs Merin Cheriyan	Treasurer
Mrs June Clegg	Parent Member
Mrs Samantha Begley	Parent Member
Mr John Hartley	Parent Member
Mrs Jayne Robinson	Parent Member
Mr Ben Fallon	Parent Member

4.7 Management committee meetings are generally held on a monthly basis depending on the volume of business to be attended to.

4.8 Given that most of the management committee members are parents of children attending LOPG, their tenure of office is normally one year and in some cases two years. Other members of the management committee are Associate Members who remain on committee, subject to re-election, for longer periods. The Chairman, Treasurer and Secretary are Associate Members. Almost all of the parent members will leave at the end of this academic year. The AGM in September will see the election of new parent members onto the management committee. The Charity Commission will be notified accordingly to update our records.

4.9 The governance of LOPG is administered under the requirements of a detailed Constitution. This identifies the purposes, practices, organisation and management, and financial procedures necessary to ensure value for money and fitness for purpose.

5. **Summary of the purposes of the charity:** the provision of pre-school education which is open to all, irrespective of religion, race or creed.

This report was approved and adopted at meeting of the management committee on XXXXXX

Andrew Walsh

Chairman