



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 09	Year 2008		Day 31	Month 08	Year 2009

## Section A Reference and administration details

**Charity name** Combe Pre-School

**Other names charity is known by**

**Registered charity number (if any)** 1022602

**Charity's principal address** Methodist School Room

Park Road, Combe

Witney, Oxon

**Postcode**

**OX29 8NA**

### 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	Leonora Carrasco-Brown	Chair		
2	Clare Paterson	Joint Treasurer		
3	Belinda Bramley	Joint Treasurer	24/9/08 - 15/01/09	
4	Emma Kennedy	Secretary		
5	Becky Tyrrell			
6	Rachel Jones			
7	Heidi Evans			
8	Judy Martingale			
9	Juliette Gilleard			
10				
11				
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### 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)	Pre-School Learning Alliance Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Nomination by outgoing committee members (Trustees) at Annual General Meeting. Election for period of 1 year.

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Combe Pre-School is registered with OFSTED (reg.no.133487) and is a member of the Pre-School Learning Alliance.</p> <p>The Pre-School has a childcare protection policy in place which includes carrying out Criminal Records Bureau checks for new and existing members of staff. These checks are carried out every 3 years in line with Oxfordshire requirements.</p> <p>All trustees give their time voluntarily and received no remuneration or benefits.</p> <p>The Pre-School is partnered with the Combe Methodist Church from whom it rents the school room and associated facilities in which it provides Early Years education and childcare.</p>
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**Section C Objectives and activities**

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>To enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups by offering appropriate play, education and care facilities and adhering to the aims and objectives of the Pre-School Learning Alliance.</p>
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**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)**

Combe Pre-School is a small, friendly parent-managed pre-school providing a varied, interesting and informative Early Learning Years education and childcare for children between the age of two to five years from Combe and the surrounding villages.

The Pre-School employs 3 part-time staff (Supervisor, Deputy Supervisor and Assistant) during the year to provide a daily morning session (9.15am to 11.45am), 2 lunch clubs per week and commencing earlier this year from January 09 (Term 2) a 'Rising 5s' session (1.00pm to 2.45pm) dedicated to those children starting Primary school in September with the purpose of preparing them for that transition.

We welcome all children within the age range regardless of personal circumstance, gender, faith, cultural background and lingual ability.

**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 significant contribution is made by the committee members (Trustees) who provide a management and fund raising service to the Pre-School.

The committee run a successful calendar of fund raising events some of which are annual events, for example the Halloween party, the Easter Egg Hunt and the Summer Fete (combined this year with the Pre-School's 40<sup>th</sup> Anniversary celebration); some of which are new events, for example this year we hosted a Christmas Craft Evening and a 70's Fondue Night; many of which are for the benefit of children and their families and to have fun. We exceeded our fundraising target by £300 generating net receipts of £2,292 from fundraising in the year. This is greatly needed and enables Pre-School to top-up its resources.

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

We started with 17 children registered in September 08 increasing the number by 40% to 24 in July at the end of the year.

The Pre-school staff began using the Early Years Foundation Stage Curriculum that was introduced in 2008. They have implemented any changes that are required with the help and support of the Committee and their Early Years Advisory Teachers. The new Key Person Approach system has helped the staff to develop and build close relationships with both the children and their families.

The programme of activities to enable the children's learning and development has centred around 6 termly themes to include: Our bodies, The Weather, Patterns, People who help us, Under the sea and Farm animals.

The Pre-School received a visit from our Community Police Officer, where the children were able to explore and see his police van. We also arranged for the local Woodstock fire fighters to bring their fire appliance to the setting for the children to have a look at all the equipment, investigate inside the appliance and have a chance to use the fire hose. Two doctors, who are relatives of children at Pre-School, visited to talk to the children as part of the theme 'People Who Help Us'. There was a visit from ZOO lab too which was very educational with mini beasts, rabbits and a corn snake.

Pre-School had an outing to the Oxfordshire Fire Station where the children listened to a short talk on fire safety and had a tour around the station. We have also visited The Oxford University Museum of Natural History where the children had the opportunity to touch and learn about creatures that live under the sea. One of the parents also encouraged the group to come and visit their sheep, goats and horses that they keep on some land in the village. On this particular trip the children were allowed to touch the animals and take photographs with the digital camera.

The Rising Five children have been learning letter sounds and developing letter recognition using Letterland resources, which include a computer game, stories and an ICT Letterland bus. We introduce a different letter sound each week, along with a number of the week to encourage counting skills and number recognition.

During the Rising Five session the children have taken part in the Oxfordshire County Council's Footsteps programme to help develop their awareness of road safety, for which they received a special certificate.

The children have learnt about and celebrated cultural events through crafts, singing and story-time. Show and Tell time has been introduced to encourage the children's listening and communication skills. Each term the children have participated in a Saltbox music session where they have had the opportunity to learn new songs (usually topic related), join in with fun and educational games and play different and new instruments from around the world.

The children enjoy taking home a different activity bag each term, which is topic related. The bag contains a soft toy such as a dog/cat, two story books, a topic based activity such as a puzzle or a game, a diary which events, pictures or photos can be included and other items to help the children care and look after the accompanying toy. This has proved to be enormously popular with all the children and creates much excitement when choosing who gets to take the bag home.

In October 2008 we received a very good Early Childhood Environmental Rating Scale (ECERS) report for which the staff have been praised. We continue to work to enhance the children's environment at Pre-School; for example providing a cosy rest corner in the quiet room and a fitted internal storage unit financed by a grant from Oxfordshire County Council which significantly contributes to a smarter, safer, child friendly environment at Pre-School.

The children participated in celebrating the 40<sup>th</sup> Anniversary of the Pre-school at a wonderful summer fete and helped by delivering personal invitations and running their own stalls.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

The Pre-School works on an extremely tight budget but has been able to increase its reserves in the last year and aims to maintain a minimum reserve of one month's operating cost.

Details of any funds materially in deficit

None

### 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.

In addition to the excellent fundraising in year income has increased on 2007-08 due to a greater number of children attending Combe Pre-School, more sessions being run per week and a review of fees resulting in a staggered increase in fees mainly for the under 3s to bring them in line with government funding rates for the over 3s.

Expenditure has increased in the key areas of staffing and facilities due to the increased number of children attending Pre-School for more sessions and recognising/ remunerating staff for increased observation time, planning and development.

Pre-School was awarded grants totalling £4,400 in 2008-09 which have enabled us to improve the storage and space at pre-school, to buy play and IT equipment. All items make a significant difference to Pre-School.

## Section F

## Other optional information

Our future plans include:


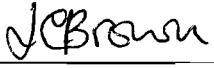
- the development and training of staff
- improved awareness of Pre-school in the wider community
- working with the Methodist Church to secure and improve the facilities available to Pre-School
- develop and improve the relationship with Combe Primary School teachers to ensure a vital link is maintained between the two settings to aid the children's and their parents transition to school.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	E. PATERSON	L. CARRASCO-BROWN
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR
Date	17/6/10	



COMBE PRE-SCHOOL

No  
1022602

**Receipts and payments accounts**

CC16a

For the period  
from

01/09/2008

To

31/08/2009

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	2007-08 to the nearest £
<b>A1 Receipts</b>					
Fee Income Total	25,253	-	-	25,253	22,115
Fund Raising Net	2,292	-	-	2,292	1,843
Grants & Donations	232	4,400	-	4,632	261
HMPG milk Grant	-	-	-	-	380
Bank Interest Income	42	-	-	42	-
Increase in Debtors	- 441	-	-	- 441	- 305
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>27,378</b>	<b>4,400</b>	<b>-</b>	<b>31,778</b>	<b>24,293</b>
<b>A2 Asset and investment sales, etc.</b>					
	-	-	-	-	-
<b>Total receipts</b>	<b>27,378</b>	<b>4,400</b>	<b>-</b>	<b>31,778</b>	<b>24,293</b>
<b>A3 Payments</b>					
Expenditure	24,205	4,400	-	28,605	22,322
Accruals from Prior Year	-	-	-	-	765
Accruals in Current Year	-	- 2,400	-	- 2,400	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>24,205</b>	<b>2,000</b>	<b>-</b>	<b>26,205</b>	<b>23,087</b>
<b>A4 Asset and investment purchases, etc.</b>					
	-	-	-	-	-
<b>Total payments</b>	<b>24,205</b>	<b>2,000</b>	<b>-</b>	<b>26,205</b>	<b>23,087</b>
<b>Net of receipts/(payments)</b>	<b>3,173</b>	<b>2,400</b>	<b>-</b>	<b>5,573</b>	<b>1,206</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,850	-	-	1,850	644
<b>Cash funds this year end</b>	<b>5,023</b>	<b>2,400</b>	<b>-</b>	<b>7,423</b>	<b>1,850</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank & Petty Cash	5,023	2,400	
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>5,023</b>	<b>2,400</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	to nearest £	to nearest £	to nearest £
	Accounts Receivable	816	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fixtures & Fittings	Restricted	-	-
	Computer Equipment	Restricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
	Accruals	Restricted	2,400	
	Surplus B/Fwd	Unrestricted	2,225	
	Surplus for the Year	Unrestricted	3,614	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     L. CARRASCO-BROWN                 </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     17.6.10                 </div>
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     C. PATERSON                 </div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     17/6/10                 </div>



# COMBE PRE-SCHOOL

## BALANCE SHEET As at 31st August 2009

2007/2008 £		2008/2009 £
375.50	Debtors Fees	✓ 797.01
-	Debtors Other	✓ 19.13
-	Payments in Advance	-
1,811.25	Bank	✓ 7,343.28
38.67	Cash	✓ 79.43
<b>2,225.42</b>	<b>TOTAL ASSETS</b>	<b>✓ 8,238.85</b>
-	Accruals	✓ 2,400.00
-	<b>TOTAL CURRENT LIABILITIES</b>	<b>2,400.00</b>
- 50.93	Balance at 31st August 08	2,225.42
2,276.35	Surplus(+)/Deficit(-) for the year	3,613.43
<b>2,225.42</b>	<b>TOTAL SURPLUS FUNDS</b>	<b>5,838.85</b>
<b>2,225.42</b>	<b>TOTAL LIABILITIES</b>	<b>8,238.85</b>

### AUDITORS REPORT

I have examined the books and records of Combe Pre-School for the year ended 31st August 2009. I have received all the necessary information and explanations for my audit.

In my opinion the accounting records have been properly kept and the financial statements set out above give a true and fair view of the transactions during the financial year, and of the financial situation of Combe Pre-School as at 31st August 2009.

Signed    JNT Dango   

Date    29<sup>th</sup> June 2010