

# DUCKLING'S PRE-SCHOOL GREAT MASSINGHAM

England & Wales · Charity number 1039199

## Details

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Other names	GREAT MASSINGHAM PLAYGROUP, THE DUCKLING PLAYGROUP OF GREAT MASSINGHAM, THE DUCKLINGS
Status	Registered
Legal form	Other
Registered	1994-07-11
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address Ducklings Preschool  
Weasenham Road  
Great Massingham  
King's Lynn  
Norfolk  
PE32 2EY

Phone 07807185746

Email [Ducklingspreschool@aol.com](mailto:Ducklingspreschool@aol.com)

## Activities

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**Objects:** 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

**Activities:** The principal object of the charity is to enhance the development and education of children primarily below compulsory school age in Great Massingham and the surrounding area. This is achieved through the operation of a preschool.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Norfolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£59,652	£60,748	-	-
2024-03-31	£67,292	£58,128	-	-
2023-03-31	£70,788	£63,054	-	-
2022-03-31	£62,982	£58,631	-	-
2021-03-31	£48,181	£46,133	-	-

## Trustees

Name	Role	Appointed
Amanda Heley		2025-11-19
Lindsey Tibble		2018-10-01
Lorren Dawn Payne		2025-12-16
Lynne Susan Jennifer Armitage		2016-10-20
Rebecca Lisa Nash		2020-09-23

**DUCKLING'S PRE-SCHOOL GREAT MASSINGHAM**

England & Wales - Charity number 1039199

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# Accounts

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**Ducklings Pre-school Great Massingham  
Charity Number 1039199**

**Annual Report and Financial Statements  
for the year ended 31 March 2025**

**Ducklings Pre-school Great Massingham**  
**Charity Number 1039199**

**Committee of Trustees Report**  
**for the year ended 31 March 2025**

### **List of Trustees 2024-2025**

**Approved by Ofsted and Listed with Charity Commission**

L Tibble

C Molyneaux

C Knight

M Heley

B Nash

C Knight

L Armitage

**20 Children between 2-4 years were registered during 2024-2025** school year at the Preschool in Great Massingham. Families come from the village and a wider area. Great Massingham has Key Service Centre status in the Borough and children attending Preschool from surrounding villages enables Preschool to provide a local service for children from the village. This year had a higher number of children who started at age 2 year as working parents were able to access government funding for the younger age group. The Trustees and Staff are pleased that families trust us to provide the care and education for their child. The preschool provides opportunities for learning and development according to the Early Years Foundation Stage (EYFS). Preschool is open 5 days a week termtime.

**Previous parents have representation on the Committee of Trustees**, with an existing parent also making an application to join the committee. The Local Primary schools are represented by a school governor and teacher. Trustees have a wide range of experience in Early Years, Teaching, Training, Management, Administration and Finance. These skills support the Trustees role of governance of Preschool. Trustees take on Lead roles within Committee that includes Safeguarding, Supporting the Staff Team, Links with the Local Schools Federation, as well as Finance and Officer Roles.

**The Preschool, is a registered charity**, has appropriate insurances, works to Policies and Procedures, has a Constitution, a Funding and Lease agreement with Norfolk County Council (NCC) and is registered with Ofsted as an Early Years Provider and is registered with OIC. Committee Trustee Meetings are held three times a year plus an AGM to which parents are invited and Staff have attended committee meetings as part of our shared approach to working together and supporting our staff. The Minutes Book and Accounts File are available at committee meetings and from the Secretary at other times.

**Preschool has 5 part time staff** holding a range of qualifications from Level 3, BA Hons and EYPS. Staff are supported to continue their professional development by attending training and courses to increase knowledge and to progress their career. During this school year our staff numbers have increased to cover staff on maternity leave and we welcome our new staff who have quickly become valued members of the small staff team.

**Each child is known well by the staff**, and the relationship with parents is valued. Comments from parents describe their confidence and appreciation of the care as well as the opportunities for learning for each child. Children at Preschool transition to 5 different Primary Schools. Links and processes are in place to ensure that transition between Preschool and the various Reception Classes is a positive experience for our children and their families.

**Continued efforts were made this year to implement Preschool's Plan for sustainability and development.**

**Preschool's Proposal for a new Nursery-Preschool building** was put to the Parish Council and the Great Massingham Neighbourhood Development Plan some years ago. The Preschool Proposal recognised the need as described in the Neighbourhood Opinion Surveys and Consultations for a modest number of new family homes to be built in Great Massingham and sought to combine this with the provision of a new Nursery-Preschool building that would provide the required facilities and opportunities to develop the service to meet family's needs. Over several years preschool has continued to apply for grant funding to provide a new preschool building, the latest being the National Community Asset Fund and Government's Early Years Development. Unfortunately, as a small village preschool we cannot compete with larger projects that are better value and can evidence substantial increased need and sustainability. Preschool is part of the infrastructure of the village and we are told that Preschool provides a valued service supporting local families.

**The Financial Report for April 2024-March 2025** identifies that income generally supports annual expenditure for the year. It was identified that a payment from HMRC to cover SMP expenditure was delayed and was paid in the next financial year. Maintenance of the building continues but there is nothing that can be done to improve the internal facilities and provide a developed service to meet the needs of families. Staffing is the highest expenditure in common with other early years settings. The number of children is kept to around 10-12 maximum as preschool occupies one room with limited space. This means that income is also restricted. Staff wages increased in line with Government Guidance on the increase in hourly rate in April with the parity between staff qualifications and posts maintained. All staff are in the NEST pension scheme and preschool contributes to this. Preschool spends a good amount on resources for activities and equipment as the children's learning is a priority. A registration fee is paid to Ofsted and the Information Commissioners Office (ICO). Preschool employs a bookkeeping company to manage PAYE and the accounts are approved by an Accountant before going to the Charity Commission. Preschool receives most of its income from Government funding via Norfolk County Council based on an individual child's eligibility for funding and the number of sessions attended. A small % of Parents pay some fees for non-eligible or additional sessions that are not government funded. Families on low income received Food Vouchers from NCC this year. Preschool receives some Early Years Pupil Premium funding that is used to provide enhanced opportunities for learning, and SEND funding for some children with additional needs.

**The Ofsted Inspection took place Early in September 2024. The next will be within a 6 year cycle.** Preschool received Grade 2/Good. With 'Outstanding' in a sub area. The Ofsted 'requirement for any improvement' was to 'support staff to enhance children's understanding of the world to help them gain an understanding of traditions, backgrounds and cultures outside of their own experiences.' A review of the recommendation was carried out by Preschool. At the time of the Ofsted Inspection on 18<sup>th</sup> September, Preschool had been open for 10 days. Individual children may only have attended 2 or 3 half day sessions. A high percentage of the children had not attended preschool the previous year, there were several children who had just turned 2 and this was their first experience away from parent's care.

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Lynne Armitage

Dated \_\_\_\_\_

**Ducklings Pre-school Great Massingham**  
**Charity Number 1039199**

**Annual Report and Financial Statements**  
**for the year ended 31 March 2025**

**Independent examiner's report**

**To: Ducklings Pre-school Great Massingham**

This report on the financial statements of the Ducklings Pre-school Great Massingham Charity for the year end 31 March 2025, which are set out in the Annual Report is in respect of an examination carried out in accordance with the Church Accounting Regulations and section 145(5)(b) of the Charities Act 2011.

**Respective responsibilities of the Ducklings Pre-school Great Massingham Charity and the examiner**

As members of the Ducklings Pre-school Great Massingham Charity you are responsible for the preparation of the financial statements. You consider that an audit is not required (under section 144(2) of the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to examine the financial statements following the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act), and to state whether particular matters have come to my attention.

**Basis of examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Ducklings Pre-school Great Massingham Charity and a comparison of the financial statements presented with those records. It also includes considerations of any unusual items or disclosures in the financial statements, and seeking explanations from you as members of the Ducklings Pre-school Great Massingham Charity concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's unqualified statement**

In connection with my examination, no matter has come to my attention 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 financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

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Peter Rasberry, FCCA, FMAAT  
Clenshaw Minns, 24 Market Place, Swaffham, Norfolk, PE37 7QH

Dated \_\_\_\_\_

**Ducklings Preschool Weasenham Road Great Massingham PE322EY**

**Charity Registered Number 1039199**

**Accounts Summary 2024-2025**

<b>Income</b>	<b>General Fund</b>		<b>Expenditure</b>	<b>General Fund</b>	
Early Years Funding		51,739.85	Staff		49,951.89
Fees		7,406.30	Premises		1,979.21
Family Days		435.00	Utilites		794.42
Misc		71.00	Phone		302.53
			Insurance		1,056.28
			Ofsted/OIC		85.00
			Subscriptions		140.87
			Resources/Houskeeping/Equipment		2,546.81
			Accountancy/Book-keeping		706.54
			EYPP/SEND		431.33
			Food		171.27
			Room Hire/Meetings		207.70
			Advertising		535.38
			Administration		333.53
			Uniforms		214.98
			Family Days		664.00
			Misc		626.28
<b>Totals</b>		<b>59,652.15</b>			<b>60,748.02</b>
Opening Balance		41,700.40			
Closing Balance		40,604.53			

**Ducklings Preschool Weasenham Road Great Massingham PE322EY**

**Charity Registered Number 1039199**

**Accounts Summary 2024-2025**

**Restricted Fund Account for Building Renovation and Repair**

**Restricted Fund**

Income		3.81	Expenditure		-
Opening Balance		365.87			
Closing Balance		369.68			

**Accounts Summary 2024-2025**

General		59,652.15	General		60,748.02
Restricted		3.81	Restricted		-
<b>Total Income</b>		<b>59,655.96</b>	<b>Total Expenditure</b>		<b>60,748.02</b>

**DUCKLING'S PRE-SCHOOL GREAT MASSINGHAM**

England & Wales - Charity number 1039199

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# Accounts

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**Ducklings Pre-school Great Massingham  
Charity Number 1039199**

**Annual Report and Financial Statements  
for the year ended 31 March 2024**

**Ducklings Pre-school Great Massingham**  
**Charity Number 1039199**

**Committee of Trustees Report**  
**for the year ended 31 March 2024**

**List of Trustees 2023-2024:**

Approved by Ofsted and Listed with Charity Commission :

C Boyden

L Tibble

C Molyneux

L Armitage

B Nash

C Knight

**20 Children between 2-4 years were registered during 2023-2024** school year at the preschool in Great Massingham. Families come from the village and a wider area. This year had a high number of 3-4 year olds including some children who had transferred from Weasenham Preschool due to its closure. The Trustees and Staff are pleased that families trust us to provide the care and education for their child. The preschool provides opportunities for learning and development according to the Early Years Foundation Stage (EYFS). Preschool is open 5 days a week termtime with some extended hours.

**Previous parents have representation on the Committee of Trustees.** The Local Primary school is represented by a school governor and teacher. Trustees have a range of experience and skills in Early Years Student Training and Support, Management, Administration and Finance that support the governance of Preschool and the Staff team. We are pleased that CK is now Lead for Safeguarding for the trustees and is providing specialist support for the staff team. Thanks to MH for providing a very useful session for the staff team on Ofsted requirements. We look forward to M joining the trustees.

**There is a small staff team of 4**, with a range of qualifications including Level 3 and BA Hons Additional hours are worked by staff to provide extra support with children's learning opportunities. Each child is known well, and the relationship with parents is valued. Reports and comments from parents describe their trust and confidence and appreciation of the care as well as the quality of learning for each child. Children at Preschool transition to 5 different Primary Schools, including to the village school where preschool is sited. Links and processes have been developed, to ensure that transition between Preschool and Reception Class is a positive experience for our children and their families. School staff visit preschool, preschool staff meet with individual school teachers, assistants and SENDcos. The Learning Journals will be provided to the primary schools to forward to the families.

**The preschool, which is a registered charity**, has appropriate insurances, works to policies and procedures, has a constitution, a Funding and Lease agreement with Norfolk County Council (NCC) and is registered with Ofsted as an Early Years Provider. Committee Trustee Meetings are held three times a year plus an AGM to which parents are invited and Staff attend meetings as part of our shared approach to working together and supporting our staff. The Minutes Book and Accounts File are available at committee meeting.

**At March 2024, continued efforts are being made to plan and implement preschool's plan for sustainability and development.** Proposals for a new Preschool building have been put to the Parish Council and for the Great Massingham Neighbourhood Development Plan. It is important that Preschool is recognised as part of the infrastructure of the village and provides a valued service supporting local families.

**The Financial Report for April 2023-March 2024** shows that the annual income supports the annual expenditure for the year. Maintenance of the building continues but there is nothing that can be done to improve the internal facilities and provide a developed service.

**Staffing is the highest expenditure** in common with other early years settings. Ratios are required to be 1:4 to provide care for 2 year-olds and 1:8 for the older children, with additional staffing costs associated with supporting children. The number of children is kept to a maximum of 12 as preschool occupies one room with limited space. This means that income is also restricted. Staff wages have increased in line with Government Guidance on the increase in hourly rate in April with the parity between staff qualifications and posts maintained. All staff are in the NEST pension scheme and preschool contributes to this.

**Preschool spends a large amount on resources for activities and equipment** as the children's learning is a priority. A registration fee is paid to Ofsted and the Information Commissioners Office (ICO). Preschool employs a bookkeeping company to manage PAYE and the accounts are approved by an Accountant before going to the Charity Commission. Preschool receives Government funding via Norfolk County Council based on an individual child's eligibility for funding and the number of sessions attended. A small % of Parents pay fees for non-eligible or additional sessions. Families on low income received Food Vouchers from NCC. Preschool receives Early Years Pupil Premium that is used to provide enhance opportunities for learning, and SEND funding for some children with additional needs.

**At the time of writing, Preschool is already nearly full for September 2024.** Nearly all our children will be leaving in Summer 2024. The Trustees are pleased that we can continue to provide a good and valued service for our village and the surrounding area. The Trustees would like to thank our preschool staff for giving 110% and acknowledge their care, and commitment to our children and families.

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Lynne Armitage

Dated \_\_\_\_\_

**Ducklings Pre-school Great Massingham**  
**Charity Number 1039199**

**Annual Report and Financial Statements**  
**for the year ended 31 March 2024**

**Independent examiner's report**

**To: Ducklings Pre-school Great Massingham**

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**Respective responsibilities of the Ducklings Pre-school Great Massingham Charity and the examiner**

As members of the Ducklings Pre-school Great Massingham Charity you are responsible for the preparation of the financial statements. You consider that an audit is not required (under section 144(2) of the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to examine the financial statements following the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act), and to state whether particular matters have come to my attention.

**Basis of examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Ducklings Pre-school Great Massingham Charity and a comparison of the financial statements presented with those records. It also includes considerations of any unusual items or disclosures in the financial statements, and seeking explanations from you as members of the Ducklings Pre-school Great Massingham Charity concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's unqualified statement**

In connection with my examination, no matter has come to my attention 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 financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

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Peter Rasberry, FCCA, FMAAT  
Clenshaw Minns, 24 Market Place, Swaffham, Norfolk, PE37 7QH

Dated \_\_\_\_\_

**Ducklings Preschool Weasenham Road Great Massingham PE322EY**

**Charity Registered Number 1039199**

**Accounts Summary 2023-2024**

**Income**

Early Years Funding	£	62,879.43
Fees	£	3,151.60
Fundraising	£	423.00
Donations	£	259.50
Account Transfer	£	329.99
MISC	£	525.10

**General Account**

**Expenditure**

Staff	£	46,156.40
Training	£	365.61
Premises	£	721.16
Phone	£	296.33
Insurance	£	902.55
Utilities	£	534.45
Ofsted/Data ICO	£	85.00
Resources/Housekeep/Equipment	£	3,317.57
Uniform	£	203.90
Advertising/Printing/Administration	£	904.82
Accountancy/Book-keeping	£	837.80
EYPP/SEND	£	1,251.68
Subscriptions	£	229.09
Room Hire/Meetings	£	296.06
Food	£	209.63
MISC	£	1,701.03

**Totals** £ 67,568.62

£ 58,013.08

**Opening Balance** £ 32,144.86

**Closing Balance** £ 41,700.40

**Ducklings Preschool Weasenham Road Great Massingham PE322EY**

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**Charity Registered Number 1039199**

**Accounts Summary 2023-2024**

**Restricted Fund Account for Building Renovation and Repair**

**Income**

Income	£	53.26
Opening Balance	£	758.45
Closing Balance	£	365.87

**Expenditure**

MCE Heater	21.09.23	£	115.85
Acc Transfer	10.06.23	£	329.99

**Accounts Summary 2023-2024**

**Total Income**

General	£	67,238.87
Restricted	£	53.26
<b>Total</b>	£	<b>67,292.13</b>

**Total Expenditure**

General	£	58,013.07
Restricted	£	115.85
<b>Total</b>	£	<b>58,128.92</b>

**DUCKLING'S PRE-SCHOOL GREAT MASSINGHAM**

England & Wales - Charity number 1039199

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# Accounts

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**Ducklings Pre-school Great Massingham  
Charity Number 1039199**

**Annual Report and Financial Statements  
for the year ended 31 March 2023**

**Ducklings Pre-school Great Massingham**  
**Charity Number 1039199**

**Committee of Trustees Report**  
**for the year ended 31 March 2023**

**List of Trustees 2022-2023:**

Approved by Ofsted and Listed with Charity Commission :

C Boyden  
L Tibble  
C Molyneux  
L Armitage  
B Nash  
C Knight

**24 Children between 2-4 years were registered during 2022-2023** school year at the preschool in Great Massingham. Families come from the village and a wider area. Preschool advertises but most parents find us by word of mouth from existing and previous parents. New families are advised to look at other Early Years settings so that the choice for Ducklings Preschool is a positive one. The Trustees and Staff are pleased that families trust us to provide the care and education for their child. The preschool provides opportunities for learning and development according to the Early Years Foundation Stage (EYFS). Preschool has a mix of children age 2-4 years at each session and is open 5 days a week termtime.

**Previous parents have representation on the Committee of Trustees.** The Local Primary school is represented by a school governor and teacher. Trustees have a range of experience and skills in management, administration and finance, that support the governance of Preschool and the staff team.

**There is a small staff team of 3**, including the Manager, Deputy Manager and Level 2. Our Level 2 will complete her Level 3 in 2023 and will be starting her Degree Course. Additional hours are worked by staff to provide extra support with children's learning opportunities. 25% of children having some additional needs. Each child is known well, and the relationship with parents is valued. Reports and comments from parents have described their trust and confidence and appreciation of the care as well as the quality of learning for each child. The Trustees thanks the Parents for stating their appreciation.

**There are another 2 early years settings within 4 miles** of preschool, with more settings that are closer to the market towns. Children at Preschool transition to eight different Primary Schools, including the village school where preschool is sited. Links and processes have been developed, and changed as better ways are identified, to ensure that transition between Preschool and Reception Class is a positive experience for our children and their families. School staff visit preschool and our children have sessions at their schools. Preschool provides a Transition Document to the Reception teacher and SENDco as appropriate, with face to face meetings as well. Memory Books record learning and development, these are sent home to parents at least 3x a year and are also available to visiting teachers. Preschool stopped using online recording Learning Journal as not all parents looked or contributed to this system.

**The preschool, which is a registered charity**, has appropriate insurances, works to policies and procedures, has a constitution, a Funding and Lease agreement with Norfolk County Council (NCC) and is registered with Ofsted as an Early Years Provider. Committee Trustee Meetings are held three times a year plus an AGM to which parents are invited and Staff attend all meetings as part of our shared and open approach to working together and supporting our staff. The Minutes Book and Accounts File are available at each committee meeting.

**At March 2023, continued efforts are being made to plan and implement preschool's plan for sustainability and development.** Proposals for a new Preschool building have been put to the Parish Council and for the Great Massingham Neighbourhood Development Plan. It is important that Preschool is recognised as part of the infrastructure of the village and provides a valued service supporting local families.

**The Financial Report for April 2022-March 2023** show that the annual income supports the annual expenditure for 2022-2023. The Account of restricted funds stands at £758.45 for Repairs and Renovations to the Preschool building. Work was completed on insulation and cladding, new heater, new lighting, safety work to gas connections and new safety fencing. Nothing can be done to improve the internal facilities. Expected at some point, based on age and type but not yet imminent will be a new roof. This is likely to be over £10k when it happens, as it could require a whole new roof up to building regs standards, not just a new covering. It is unlikely that the age of the building will cope with this level of renovation, and it would be an uneconomical expense unless there was no other way to keep preschool open. A new Preschool building is urgently needed and is a priority for the Trustees.

**Staffing is the highest expenditure** in common with other early years settings. Ratios are required to be 1:4 to provide care for 2 year-olds and 1:8 for the older children. Extra staffing costs associated with supporting children. The number of children is kept to a maximum of 12 as preschool occupies one room with limited space. This means that income is also restricted. Preschool's development plan includes taking a wider age range and other additional features. Staff wages have increased in line with Government Guidance on the increase in hourly rate in April with the parity between staff qualifications and posts maintained. All staff are in the NEST pension scheme and preschool contributes to this.

**Preschool spends a large amount on resources for activities and equipment** as the children's learning is a priority. A registration fee is paid to Ofsted and the Information Commissioners Office (ICO). Preschool employs a bookkeeping company to manage PAYE and the accounts are approved by an Accountant before going to the Charity Commission. Preschool receives Government funding via Norfolk County Council based on an individual child's eligibility for funding and the number of sessions attended. A small % of Parents pay fees for non-eligible or additional sessions. There has been minimal increase to Government Funding and it is with reluctance that Preschool Trustees increased sessional fees to £12 in September 2022. Some of our families on low income received Food Vouchers from NCC. Preschool receives Early Years Pupil Premium that is used to provide enhanced opportunities for learning, and SEND funding for some children with additional needs.

**At the time of writing, Preschool is already nearly full for September 2023.** With many early years setting continuing to close, the Trustees are pleased that we can continue to provide a good and valued service for our community. The Trustees would like to thank our preschool staff for giving 110% and acknowledge their care, and commitment to our children and families.

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Lynne Armitage

Dated \_\_\_\_\_

**Ducklings Pre-school Great Massingham**  
**Charity Number 1039199**

**Annual Report and Financial Statements**  
**for the year ended 31 March 2023**

**Independent examiner's report**

**To: Ducklings Pre-school Great Massingham**

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**Independent examiner's unqualified statement**

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- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

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Peter Rasberry, FCCA, FMAAT  
Clenshaw Minns, 24 Market Place, Swaffham, Norfolk, PE37 7QH

Dated \_\_\_\_\_

**Ducklings Pre-school Great Massingham**  
**Charity Registered Number 1039199**

**Annual Report and Financial Statements**  
**for the year ended 31 March 2023**

**Unrestricted General Account**

**Income**

Early Years Funding	£	54,351.06
Fees	£	5,396.10
Fundraising	£	62.15
Donations	£	239.50
Grants	£	6,960.00
Uniforms	£	295.90
MISC	£	3,401.54

<b>Income</b>	<b>£</b>	<b>70,706.25</b>
Opening Balance	£	20,039.22
Total	£	90,745.47
<b>Closing Balance</b>	<b>£</b>	<b>32,144.86</b>

**Expenditure**

Staff Wages/Tax/NEST	£	37,199.66
Insurance	£	838.60
Building/Maintenance/Servicing	£	5,762.87
Phone	£	263.19
Ofsted/Data ICO	£	85.00
Training	£	179.86
Utilities	£	462.91
Resources/Housekeep/Equipment	£	3,024.81
Uniform	£	565.84
Web site/Advertising/Printing	£	315.50
Accountancy/Book-keeping	£	486.08
EYPP/SEND	£	458.89
Subscriptions	£	106.88
Account Transfers	£	6,960.00
MISC	£	1,890.52

<b>Expenditure</b>	<b>£</b>	<b>58,600.61</b>
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**Restricted Fund Account for Building Renovation and Repair**

**Income**

Opening Balance		5130.31
Income		81.79
Account Transfers		6960.00

<b>Total</b>		<b>12172.10</b>
Closing Balance		758.45

**Expenditure**

Insulation/Cladding		7422.00
Heater		2800.66
Rewiring		284.35
Heating Installation		330.90
Electrics		116.74
Lighting		459.00

<b>Total</b>		<b>11413.65</b>
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**DUCKLING'S PRE-SCHOOL GREAT MASSINGHAM**

England & Wales - Charity number 1039199

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# Accounts

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**Ducklings Preschool Great Massingham**  
**Charity Number 1039199**  
**Report by the Trustees, Annual Financial Statement**  
**and Independent Examiners Report**  
**Year ending 31st March 2022**

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**Address**

**Ducklings Preschool  
Weasenhams Road,  
Great Massingham  
King's Lynn  
Norfolk  
PE32 2EY**

**Trustees**

**C Boyden  
L Tibble  
C Molyneux  
L Armitage**

**Accountants**

**Clenshaw Minns  
24 Market Place  
Swaffham  
PE37 7QH**

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## **INDEPENDENT EXAMINERS REPORT FOR THE TRUSTEES OF DUCKLING'S PRESCHOOL GREAT MASSINGHAM**

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The trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I am reporting on my examination of the Duckling's Preschool Accounts carried out under section 145 of the 2011 Act and I have followed the directions given by the Charity Commission under section 145(5) (b) of the Act.

### **Independent Examiner's Statement.**

I have completed my examination; I can confirm that no material matters have come to my attention in connection with the examination that would give me cause to believe that in any material respect:

1. accounting records are not kept in respect of the Charity as required by section 130 of the Act
2. the accounts do not accord with those records

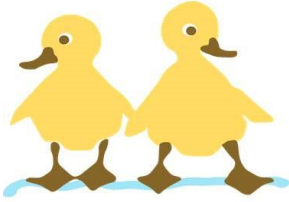
I have no concerns and have not found any other matters in connection with the examination that require attention in so that a proper understanding of the accounts can be reached.

Signed



Name: Peter Rasberry, FCCA, FMAAT

Address Clenshaw Minns, 24 Market Place, Swaffham, Norfolk, PE37 7QH



**Ducklings Preschool**  
**Ofsted EY268556 Charity No 1039199**  
**Committee of Trustees Report**  
**2021-2022**

**24 Children between 2-4 years were registered during 2021-2022** school year at the preschool in Great Massingham. Families come from the village and also a wider area. Preschool advertises but most referrals are by word of mouth from existing and previous parents. New Families are advised to look at a variety of Early Years settings so that the choice for Ducklings Preschool is a positive one. There are other providers within a four-mile radius. The Trustees and Staff are pleased that families trust us to provide the care and education for their child. The preschool provides opportunities for learning and development according to the Early Years Foundation Stage (EYFS). Preschool (Covid Safety) Bubbles stopped in September 2021 so from then Preschool has a mix of ages on each day, there remains the Preschool Policy for children and staff not to be at preschool with covid symptoms.

Parents have representation on the Committee of Trustees. The Local Primary school is represented by a school governor and teacher. Trustees have a range of experience and skills in management, administration and finance, that support the governance of Preschool and the staff team. The newsletter each term provides information to parents.

In 2021 additional staff joined the team to support preschool while the manager was on leave. During this academic year Preschool has developed links with other Primary Schools in the area as well as our local school to ensure that transition between Preschool and Reception Class is a positive experience for our children and their families. Preschool was full from September 2021 with 15% of children having some additional needs. Some of our families on low income received Food Vouchers from NCC. Children eligible for Early Years Pupil Premium (EYPP) received individualised opportunities for learning and social development.

LA as Safeguarding Lead for the Committee attended update training, Staff Member RL is taking a lead in Special Educational Needs Co-ordinator (SENCO), SM achieved her Level 2 and is progressing on to Level 3.

The Preschool is a registered charity, has appropriate insurances, works to policies and procedures, has a constitution, a written funding agreement with Norfolk County Council (NCC) and is registered with Ofsted as an Early Years Provider. Committee Meetings are held three times a year and Staff attend as part of our shared and open approach to jointly providing the service for families. The Minutes Book and Accounts File are available at each committee meeting.

The Great Massingham Neighbourhood Development Plan (NDP) Steering Group met for the first time in October 2021 and the Preschool Trustees are pleased to note that a comment was made by the chair of the steering group that "land use may include a kindergarten". This echoed the same comments made in a previous open public village meeting with Borough Council representatives including the NDP Officer. The NDP Questionnaires sent out earlier this year include some mentions of Preschool, so we look forward to Preschool being

recognised as a service that supports local families and contributes to the sustainability of the village.

**The Financial Report for April 2021-March 2022** show that the annual income supports the annual expenditure for 2020-2021.

The Account of restricted funds stands at £5130.31 for Repairs and Renovations to the Preschool building. Grants include Inclusion and Quality, also restricted, for adaptations to the site and equipment, this shows as expenditure under equipment.

Staffing is the highest expenditure in common with other early years settings. Ratios are required to be 1:4 to provide care for 2 year-olds and 1:8 for the older children. Extra staff have been needed to support children with additional needs. The number of children is kept to around 12 as preschool occupies one room with limited space. This means that development and therefore income is also restricted according to a business viability assessment.

Preschool also spends a good amount on resources for activities and equipment as the children's learning is a priority. A registration fee is paid to Ofsted and the Information Commissioners Office (ICO). Preschool employs a bookkeeping company to manage PAYE and the accounts are approved by an Accountant before going to the Charity Commission. Preschool receives mostly Government funding via Norfolk County Council based on an individual child's eligibility for funding and the number of sessions attended. Parents pay fees for non-eligible sessions. There has been minimal increase to Government Funding and it is with reluctance that Preschool Trustees have agreed to increase sessional fees to £12 in September 2022.

Staff wages have increased in line with Government Guidance on the increase in hourly rate in April with the parity between staff qualifications and posts mostly maintained.

An application to Norfolk Early Years for funding some adjustments to the site and additional equipment to support inclusion was successful and used to make the adaptations to improve accessibility on the site and the safe use of equipment in the building.

The Preschool building requires repair and renovation. A successful application was made to Kings Lynn Borough CIL Fund for renovation of the external walls and insulation and substantial donations were received from Great Massingham Parish Council, The Norfolk Film Company and £2000 promised from Great Massingham Charities. There was an amazing response from individual members of the village, Thankyou Cards were sent out to those who could be identified. The renovations have been delayed but are due to be completed in the summer break of 2022. A new heater was also needed and has been installed.

At the time of writing Preschool is already nearly full for September 2022. With many early years setting continuing to close, the Trustees are pleased that we are able to continue to provide this service for our community. The Trustees would like to thank our preschool staff and acknowledge their commitment to our children and families.

**Ducklings Preschool Weasenham Road Great Massingham PE322EY**

**Charity Registered Number 1039199**

**Accounts Summary 2021-2022**

<b>Income</b>		<b>Expenditure</b>	
Early Years Funding	£ 41,162.32	Staff Wages/Mat Pay/Tax/NEST	£ 44,087.14
Fees	£ 11,850.30	Insurance	£ 626.97
Fundraising	£ 70.00	Building/Maintenance/Servicing	£ 3,069.08
Donations	£ 4,185.00	Phone	£ 209.01
Grants	£ 4,968.00	Ofsted/Data ICO	£ 85.00
Uniforms	£ 111.70	Training	£ 446.00
MISC	£ 418.30	Utilities	£ 581.17
		Resources/Housekeep/Equipment	£ 5,458.90
		Uniform	£ 142.09
		Web site/Advertising/Printing	£ 393.67
		Accountancy/Book-keeping	£ 736.80
		EYPP	£ 518.86
		Subscriptions	£ 209.88
		Account Transfers	£ 4,350.00
		MISC	£ 695.90
Income	£ 62,765.62	Expenditure	£ 61,610.47
Opening Balance	£ 18,884.07		
Total	£ 81,649.69		
<b>Closing Balance</b>	<b>£ 20,039.22</b>		

**Ducklings Preschool Weasenham Road Great Massingham PE322EY**

**Charity Registered Number 1039199**

**Accounts Summary 2021-2022**

**Restricted Fund for Building Repair and Renovation**

Opening Balance	£ 563.68
Income	£ 216.63
Account Transfers	£ 4,350.00
Total	£ 5,130.31
<b>Closing Balance</b>	<b>£ 5,130.31</b>

**DUCKLING'S PRE-SCHOOL GREAT MASSINGHAM**

England & Wales - Charity number 1039199

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# Accounts

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**Ducklings Preschool Great Massingham**  
**Charity Number 1039199**  
**Report by the Trustees, Annual Financial Statement**  
**and Independent Examiners Report**  
**Year ending 31st March 2021**

---

**Address**

**Ducklings Preschool  
Weasenhams Road,  
Great Massingham  
King's Lynn  
Norfolk  
PE32 2EY**

**Trustees**

**C Boyden  
L Tibble  
C Molyneux  
L Armitage**

**Accountants**

**Clenshaw Minns  
24 Market Place  
Swaffham  
PE37 7QH**

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## **INDEPENDENT EXAMINERS REPORT FOR THE TRUSTEES OF DUCKLING'S PRESCHOOL GREAT MASSINGHAM**

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The trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I am reporting on my examination of the Duckling's Preschool Accounts carried out under section 145 of the 2011 Act and I have followed the directions given by the Charity Commission under section 145(5) (b) of the Act.

### **Independent Examiner's Statement.**

I have completed my examination; I can confirm that no material matters have come to my attention in connection with the examination that would give me cause to believe that in any material respect:

1. accounting records are not kept in respect of the Charity as required by section 130 of the Act
2. the accounts do not accord with those records

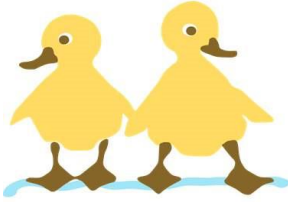
I have no concerns and have not found any other matters in connection with the examination that require attention in so that a proper understanding of the accounts can be reached.

Signed



Name: Peter Rasberry, FCCA, FMAAT

Address Clenshaw Minns, 24 Market Place, Swaffham, Norfolk, PE37 7QH



**Ducklings Preschool**  
**Ofsted EY268556 Charity No 1039199**  
**Committee of Trustees Report**  
**2020-2021**

23 Children between 2-4 years were registered during 2020-2021 at the preschool in the small village of Great Massingham. Families come from the village and also a wider area. Preschool advertises and has a web-site but most referrals are by word of mouth. Families are advised to look at a variety of Early Years settings so that the choice is positive for Ducklings Preschool. There are other providers within a 4mile radius. The Trustees and Staff are pleased that families trust us to provide the care and education for their child. The preschool provides opportunities for learning and development according to the Early Years Foundation Stage (EYFS).

During the year Preschool complied with Government Requirements due to Covid. The Preschool Trustees and Manager produced a Covid Safety Policy, Risk Assessment and Guidance that included a Parents Handbook. Some staff needed to isolate so for some time The Manager and Deputy maintained the service. Government Guidance re Coronavirus shut Preschool but our manager provided lessons for the children using the online learning journal system providing families with ideas and activities to share with the children and keeping in touch during difficult and unusual circumstances. These included watching and counting animals on a Farm Webcam, growing seeds and constructing a garden obstacle course. Preschool reopened with a staged and reduced admission of first our older children then the younger ones.

In September 2020 when all children were able to return, Preschool redesigned the service to keep children and staff as safe as possible by creating 2 bubbles of different age groups and staff, additional cleaning and safety arrangements. During the summer of 2020 Preschool moved outside into Tent Town which the children enjoyed. There have been several incidents of possible covid infections, Government and Public Health Guidance has been followed. More recently staff were able to access regular tests each week. The Trustees note that school staff were able to do this before Early Years settings staff.

The Preschool Committee of Trustees thanks the parents for supporting the Covid safety arrangements. The Trustees also recognise that the Preschool was only able to continue to provide care and education to the children through the commitment of the staff, and very sincere thanks go to the staff team.

Parents are in Partnership with Preschool by also having representatives on the Committee of Trustees. Another Committee Trustee is a school Governor. Trustees have a range of experience and skills that support the governance of Preschool and the staff team. The newsletter each term provides information to parents about what happens at Preschool as well as information.

In January 2021 additional staff joined the team to provide support while the manager is on leave. Another student place was provided to support the achievement of higher level

qualifications. All staff have undergone online training including, updating Safeguarding and Paediatric First Aid, Special Educational Needs and Planning Learning Activities. During this academic year Preschool have developed good links with our local Primary School and in particular, the Reception team. Amongst many positives, it will also ensure transition between Preschool and Reception is a smooth and positive experience for our children and their families.

The preschool is a registered charity, has appropriate insurances, works to policies and procedures, has a constitution, a written agreement with Norfolk County Council (NCC), is registered with Ofsted as an Early Years Provider. Committee Meetings are held three times a year. (These have been online) Staff attend as part of our shared and open approach to providing the service. Another Trustee will be confirmed when confirmation is received from Ofsted as to suitability.

**The Financial Report** figures show that the annual income supports the annual expenditure for 2020-2021. However the income also includes a refund and a pre-spend amount from HMRC for staff parental pay. This means that expenditure is not covered by income for the year. Income from Fees is reduced as these were not charged when Preschool was closed or children were unable to attend. There was additional expenditure to cover extra staff hours, additional staff uniform to ensure daily change and wash, training for additional staff and statutory update training. The Financial Statement identifies income from Norfolk County Council that is for hours funded by the Government as well as showing income from fees paid by families for additional or non-funded sessions. Expenditure on staff is the highest % of spend as with all Early Years settings nationally. Staffing ratios are high as there is a requirement for a 1:4 to provide care for 2 year olds and 1:8 for older children. Extra staff are needed to support additional needs of children. The number of children is kept to around 10/12 as preschool occupies one room that has limited space. This means that income is also restricted and there is no way to increase income from a business viability assessment. Empty places are kept for children starting in another term when funding for that child becomes available. Preschool also spends a good amount on resources for activities and equipment as the children's learning is a priority to give the children the best possible learning opportunities. Housekeeping includes anything from toilet rolls to nappies. There has been an increase in expenditure on cleaning fluid and equipment. Utilities electricity and water is paid direct to the school as a shared supply. A registration fee is paid to Ofsted and the Information Commissioners Office (ICO). Preschool has a second account that is used for fundraising to pay for necessary repairs to the building. Preschool employs a bookkeeping company to manage PAYE and the accounts are approved by an Accountant before going to the Charity Commission.

This report is to the end of March 2021.

Ducklings Preschool Weasenham Road Great Massingham PE322EY

Charity Registered Number 1039199

Accounts Summary 2020-2021

Income

Early Years Funding	£ 35,633.82
Fees	£ 4,252.00
Fundraising /Donation	£ 560.00
HMRC SMP Refund	£ 7,134.33
Uniforms	£ 188.34
EYPP	£ 222.60
Misc	£ 188.78
Account Interest	£ 1.20

Expenditure

Staff	£ 38,852.55
Training	£ 368.80
Building	£ 1,417.74
Utilities	£ 523.59
Phone	£ 208.44
Insurance	£ 558.30
Resources/Equip/Housekp	£ 2,679.61
Uniform	£ 448.25
Website/Advertising/Printinç	£ 228.49
Bookkeeping /Accountancy	£ 596.45
Ofsted/Data OIC	£ 90.00
Misc	£ 160.92

Total Income	£ 48,181.07
Opening Balance	£ 17,399.82
Total	£ 65,580.89
Closing Balance	£ 19,447.75

Total Expenditure	£ 46,133.14
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