

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.

Lynne Armitage

Dated _____

Ducklings Pre-school Great Massingham
Charity Number 1039199

Annual Report and Financial Statements
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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 2023, 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.

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

Dated _____

Ducklings Pre-school Great Massingham
Charity Registered Number 1039199

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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

Income	£	70,706.25
Opening Balance	£	20,039.22
Total	£	90,745.47
Closing Balance	£	32,144.86

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

Expenditure	£	58,600.61
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Restricted Fund Account for Building Renovation and Repair

Income

Opening Balance		5130.31
Income		81.79
Account Transfers		6960.00

Total	12172.10
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

Total	11413.65
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