



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2019		31	July	2020

Section A Reference and administration details

Charity name

Puddleducks Pre-School

Other names charity is known by

Registered charity number (if any)

1090438

Charity's principal address

c/o Gateford Park Children's Centre

Amherst Rise

Raymoth Lane

Postcode

S81 7LU

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	Debbie Reading	Chairperson	May 2020	
2	Katie Hunt	Secretary	May 2020	
3	Katie Pemberton	Treasurer		
4	Sue Richardson	Nominated Person		
5	Nicky Hull		May 2020	
6	Mellisa Barratt		May 2020	
7	Philipp Jones		May 2020	
8	Richard Reading		May 2020	
9	Charlotte Hull		May 2020	
10	Gemma Hough			
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12				
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17				
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19				
20				

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)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by Committee

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• policies and procedures adopted for the induction and training of trustees;• the charity's organisational structure and any wider network with which the charity works;• relationship with any related parties;• trustees' consideration of major risks and the system and procedures to manage them.	<p>A list of all the settings policies is available to all staff/parents/carers. Puddleducks policies are reviewed and updated regularly.</p> <p>Support is received from the local authority on a regular basis. Puddleducks has a good working relationships with local outside agencies, local authority and healthy families team.</p> <p>All the children are truly at the centre of everything the staff team do.</p> <p>Puddleducks are due an inspection following the move into new premises in September 2019. It was purely a change of premises with no change to the committee or staff team.</p> <p>The staff are constantly looking for ways to involve parents in their child's learning journey. Parents opinions are respected, and their feedback is vital to improving the Pre-school.</p>
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Puddleducks aims are to provide a safe and stimulating environment for child to learn and play.
Staff work together to ensure a diverse range of activities are available to promote children's play-based learning.

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)

<p>The setting welcomes all families and their children from the local community.</p> <p>Puddleducks offers funded sessions for eligible 2, 3, and 4 years. The setting also offers affordable childcare to all families until children are eligible to access their nursery funding.</p> <p>Families can also access the 30 hours entitlement where eligible.</p> <p>The staff team offer a wide range of challenging age appropriate activities for all the children. The Early Years Statutory Framework is followed therefore offering good quality learning and play.</p> <p>Staff offer a warm welcome to the setting and act as good positive role models for the children.</p> <p>We ensure that our service is fully inclusive in meeting the needs of all children.</p> <p>All families have needs and values that arise from their social and economic, ethnic, and cultural or religious backgrounds.</p> <p>Puddleducks recognises that children and their families come from diverse backgrounds.</p>

Additional details of objectives and activities (Optional information)

<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • policy programme related investment; • contribution made by volunteers. 	<p>Puddleducks committee is made up of volunteer parents/carers of the children who currently attend the pre-school. They volunteer their time for committee meetings and support the staff team with fundraising activities.</p>
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Summary of the main achievements of the charity during the year

The securing of new premises for the Pre-school at Gateford Children's Centre during early 2019. This enabled the setting to continue providing a safe and happy play based learning environment to enhance the development and education of children aged 2-4 years old.

The room that was secured is even bigger and brighter than the old premises and the outdoor area is fantastic. The staff team had lots of exciting ideas which they knew the children would love. The staff team remained the same and the setting took all of the equipment (both indoors and outdoors) to the new premises.

Staff team are working in collaboration with the Children's Centre and will continue to provide early years education to the families of the local community.

To support staff with their learning and skills by offering a training plan which is overseen by the Pre-school Manager.

Encouraging staff to attend meetings and trainings held by the local authorities.

During the summer, the setting normally holds an Open Day for new children and their families. However due to Covid restrictions in place the setting held an open morning for the new families. Families were given a pre-booked appointment enabling them to look round the setting, speak to staff and have a look at the range of activities and resources available to their children.

The setting purchased new resources/equipment for the children to enjoy using pre-school funds.

Section E

Financial review

Brief statement of the charity's policy on reserves

The setting holds reserves at a level to cover any unforeseen circumstance that may arise.

Puddleducks are currently saving to develop the outside area to make it more accessible to children during the winter months.

Details of any funds materially in deficit

We try and keep reserves topped up on a yearly basis when funds permit.

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.

The settings main source of income is:

- Nursery funding from the local authority
- Fees from non-funded sessions
- Fundraising

Section F

Other optional information

The setting has gone from strength to strength since moving to new premises in the summer holidays 2019. Puddleducks opened its doors in September 2019 at its new premises and welcomed families both old and new to the pre-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) *S Richardson*

Full name(s) Sue Richardson

Position (eg Secretary, Chair, etc) Pre-school Admin Committee Member

Date 25th May 2021

Puddleducks Pre-school July 2020

**Profit & Loss Account
Year Ended July 2020**

	2020	
	£	£
Income		67,308.34
Less consumables	5433.31	
Gross Profit		61,875.03
Expenses		
Salaries	57,795.73	
Premises	1,936.54	
Accs	774.60	
Office expenses	1,209.01	
Cleaning	857.53	
Other	1,228.88	
Subscriptions	-	
Fundraising	1,151.60	
Planning	113.92	65,067.81
		- 3,192.78



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Puddleducks Pre-School

On accounts for the year
ended

31st July 2020

Charity no
(if any)

1090438

Set out on pages

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st July 2019.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

30th April 2021

Name:

Michelle Howe

Relevant professional
qualification(s) or body
(if any):

Association of Accounting Technicians Level 4
Institute of Financial Accountants – AFA
Federation of Tax Advisers - ATA

Address:

15 Scampton Road

Worksop

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.