



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2020		31	July	2021

## Section A Reference and administration details

<b>Charity name</b>	Puddleducks Pre-School
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1090438
<b>Charity's principal address</b>	c/o Gateford Children's Centre
	Raymoth Lane
	Worksop
<b>Postcode</b>	<b>S81 7LU</b>

### 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		
2	Katie Hunt	Secretary		
3	Katie Pemberton	Treasurer		
4	Sue Richardson	Nominated Person		
5	Nicky Hull			
6	Mellisa Barratt			
7	Philipp Jones			
8	Richard Reading			
9	Charlotte Hull			
10	Gemma Hough			
11				
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 <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>A list of all the settings policies is available to all staff/parents/carers. Puddleducks policies are reviewed and updated regularly.</p> <p>Members of the Early Years Alliance who provide specialist support and services to the Early Years sector.</p> <p>Puddleducks are still awaiting their first inspection since moving into the Children's Centre in September 2019.</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>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)**

The setting welcomes all families and their children from the local community.

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.

Families can also access the 30 hours entitlement where eligible.

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.

Staff offer a warm welcome to the setting and act as good positive role models for the children.

Endeavor to keep our childcare fees affordable for families accessing the pre-school until their child becomes eligible for nursery education funding.

Provide additional support to children with Special Education Needs who attend the setting.

We ensure that our service is fully inclusive in meeting the needs of all children.

All families have needs and values that arise from their social and economic, ethnic, and cultural or religious backgrounds.

Puddleducks recognises that children and their families come from diverse backgrounds.

**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.

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.

Work with local colleges to continue offering placements for students who are working towards a childcare qualification.

Due to Covid-19 the setting was unable to hold it's usual fundraising events or trips.  
We did manage to hold a remote Christmas Craft sale and were very grateful to our families for their support.

We said goodbye to our school leavers in July 2021 with an outdoor picnic which was enjoyed by children, parents and staff.

We have a dedicated SEN practitioner supporting two children with additional needs. This position is mainly funded by the pre-school.

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

The setting continues to provide a safe and happy play based learning environment to enhance the development and education of children aged 2-4 years old.

Puddleducks staff team continue to work in collaboration with the Children's Centre after moving into the centre in September 2019.

The committee are committed to supporting staff with their learning and skills by offering a training plan which is overseen by the Pre-school Manager.

Staff continue to attend meetings and trainings held by the local authorities.

During lockdown 2021 the setting opened in June/July for keyworker children only which was welcomed by local families.

In January 2021 the setting switched to online learning journals using the Family App. This has been a huge success and was welcomed by both parents and staff.

Puddleducks has a wide range of resources and equipment for all children to enjoy.

## 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. These reserves are topped up yearly to reflect rising costs.

Puddleducks are currently working with the local authorities to enhance the outdoor area making it accessible to all children whatever the weather.

### Details of any funds materially in deficit

### 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

Puddleducks continues to be a thriving pre-school with high numbers of children attending and a waiting list for places.

## 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 27th May 2022

Puddleducks Pre-school July 2021

Profit and Loss Account  
Year Ended July 2021

1st August 2020 till 31st July 2021				1st August 2019 to 31st July 2020		
	Cash	Bank	Total	Cash	Bank	Total
<b>Income</b>	942.09	119,065.00	120,012.50	889.06	66,339.94	67,308.34
<b>Expenses</b>	<b>Cash</b>	<b>Bank</b>	<b>Total</b>	<b>Cash</b>	<b>Bank</b>	<b>Total</b>
Salaries	0	74,128.82	<b>74,128.82</b>	0	60,421.01	<b>55,539.45</b>
Pensions	0	2,283.21	<b>2,283.21</b>	0	1,657.90	<b>1,657.90</b>
Accs	0	919.2	<b>919.2</b>	0	774.6	<b>774.6</b>
Supply	0	322.81	<b>322.81</b>	0	668.32	<b>668.32</b>
Training	0	514	<b>514</b>	0	336	<b>336</b>
Premise	48.09	18,836.76	<b>18,884.85</b>	0	1,936.54	<b>1,936.54</b>
Snack	122.89	942.02	<b>1,064.91</b>	138.95	223.42	<b>362.37</b>
Planning	128.93	54.93	<b>183.86</b>	88.26	25.66	<b>113.92</b>
Consumables	103.25	1,957.24	<b>2,060.49</b>	12.64	1,448.67	<b>1,461.31</b>
Equipment	153.71	3,918.54	<b>4,072.25</b>	50.18	2,755.23	<b>2,805.41</b>
Office Expenses	23.55	217.34	<b>240.89</b>	35.04	108.19	<b>143.23</b>
Phones	19.2	632.12	<b>651.32</b>	0	1,065.78	<b>1,065.78</b>
Publications	0	131.14	<b>131.14</b>	0	135.9	<b>135.9</b>
Hygiene	70.59	1,631.50	<b>1,702.09</b>	64.29	793.24	<b>857.53</b>
Other	149.46	3,644.08	<b>3,793.54</b>	32.62	1,196.26	<b>1,228.88</b>
Staff Uniforms		893.21	<b>893.21</b>	0	262.38	<b>262.38</b>
Promotional Materials		562.80	<b>562.8</b>	45.6	1,106.00	<b>1,151.60</b>
Fund raising		140.67	<b>140.67</b>	0	0	<b>0</b>
EYPP/SEN	112.99	800.39	<b>913.38</b>	0	0	<b>0</b>
	<b>932.66</b>	<b>112,530.78</b>	<b>113,463.44</b>	<b>467.58</b>	<b>74,915.10</b>	<b>70,501.12</b>
<b>Net Profit /Loss</b>	6549.06			-3192.78		

Accounts Prepared by:

Michelle Howe  
NMJN Accountants  
Unit 6  
The Point  
Coach Road  
Shireoaks  
Worksop S81 8BW



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Puddleducks Pre-School

**On accounts for the year  
ended**

31<sup>st</sup> July 2021

**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 31<sup>st</sup> July 2021.

**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:**

30<sup>th</sup> May 2022

**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.**