



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|--------|------|----|-----------------|------|------|
| | 01 | August | 2021 | | 31 | July | 2022 |

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 Children's Centre

Raymoth Lane

Worksop

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 | | |
| 2 | Katie Pemberton | Treasurer | | |
| 3 | Sue Richardson | Nominated Person | | |
| 4 | Nicky Hull | Committee Member | | |
| 5 | Richard Reading | Committee Member | | |
| 6 | Charlotte Hull | Committee Member | | |
| 7 | Gemma Hough | Committee Member | | |
| 9 | Katrina Wilson | Committee Member | From April 2022 | |
| 10 | Laura Beardsley | Committee Member | From April 2022 | |
| 11 | Lindsay Matthews | Committee Member | From April 2022 | |
| 12 | Lisa Nelson | Committee Member | From April 2022 | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
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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) | 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>Puddleducks first inspection since relocating into the Children's Centre in September 2019 took place on 5th May 2022 and were graded as 'Good'. Staff are working hard to further improve the quality of the pre-school.</p> <p>A list of all the settings policies is available to all staff/parents/carers. Puddleducks policies are reviewed and updated regularly.</p> <p>The setting is a member of the Early Years Alliance who provide specialist support and services to the Early Years sector.</p> <p>Staff liaise with the Local Authority via the Early Years Specialist Team.</p> <p>Puddleducks work closely with the Healthy Families Team who are based in the same building in supporting families who attend the setting.</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

The staff team work hard 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)

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| <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>Endeavor to keep our childcare fees affordable for families accessing the pre-school until their child becomes eligible for nursery education funding.</p> <p>Provide additional support to children with Special Education Needs who attend the setting. Puddleducks currently funds a SEN Practitioner who is currently supporting a child on a one-to one basis for 15 hours a week.</p> <p>We ensure that our service is fully inclusive in meeting the needs of all children.</p> <p>Puddleducks recognises that children and their families come from diverse backgrounds.</p> |
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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.

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|---|
| <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> <p>Work with local colleges to continue offering placements for students who are working towards a childcare qualification.</p> |
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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.

Staff are experienced and skilful, and the manager continues to provide support to develop staffs individual skills through a range of different development and training opportunities. Staff pass on what they learn to other staff through staff meetings and in day to day practise.

Puddleducks welcomes parents into the setting and hold events such as 'Special Person' breakfasts or afternoon teas.

We were lucky enough to be visited by local fire brigade. Children spent the morning dressing up in the firefighters hats and boots, sitting in the fire engine and listening to the sirens.

During the hottest week of the year children were treated to a visit by an ice-cream van with children and staff enjoying an ice-cream.

Children and their families enjoyed two trips in the summer of 2022. The first trip was to a miniature railway in a local forest park and the second was to the cinema to see Encanto.

A sponsored car wash raised much needed funds to develop the outside area. Children spent the week washing anything in the setting that had wheels.

The setting funded a 70th Jubilee party and all children received a special souvenir medal.

Our school leavers, and their families were invited to a summer picnic at the end of the summer term. The setting funded gifts for all the leavers and children returning to the setting were given a goodie bag to enjoy over the summer holidays.

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.

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.

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 (e.g., Secretary, Chair, etc) Pre-school Administrator
Committee Member

Date 26th May 2023

Puddleducks Pre-school July 2022

Profit & Loss Account

Year Ended July 2022

2022

2021

| | Cash | Bank | Interest | Total | Cash | Bank | Total |
|------------------------|-------------|-------------|-----------------|--------------|-------------|-------------|--------------|
| Income | 2267.09 | 126,284.30 | 21.03 | 128,572.42 | 942.09 | 119,065.00 | 120,012.50 |
| Expenses | Cash | Bank | Total | | Cash | Bank | Total |
| Salaries | - | 88,892.27 | 88,892.27 | | - | 74,128.82 | 74,128.82 |
| Pensions | - | 2,375.83 | 2,375.83 | | - | 2,283.21 | 2,283.21 |
| Accs | - | 906.00 | 906.00 | | - | 919.20 | 919.20 |
| Supply | - | 422.70 | 422.70 | | - | 322.81 | 322.81 |
| Training | - | 507.28 | 507.28 | | - | 514.00 | 514.00 |
| Premise | - | 7,288.91 | 7,288.91 | | 48.09 | 18,836.76 | 18,884.85 |
| Snack | 81.57 | 1,130.38 | 1,211.95 | | 122.89 | 942.02 | 1,064.91 |
| Planning | 84.50 | 265.80 | 350.30 | | 128.93 | 54.93 | 183.86 |
| Consumables | 24.07 | 2,482.14 | 2,506.21 | | 103.25 | 1,957.24 | 2,060.49 |
| Equipment | 53.08 | 3,385.43 | 3,438.51 | | 153.71 | 3,918.54 | 4,072.25 |
| Office expenses | 11.95 | 336.20 | 348.15 | | 23.55 | 217.34 | 240.89 |
| Phones | 52.50 | 670.78 | 723.28 | | 19.20 | 632.12 | 651.32 |
| Publications | 4.00 | 87.00 | 91.00 | | - | 131.14 | 131.14 |
| Hygiene | - 23.42 | 1,263.72 | 1,240.30 | | 70.59 | 1,631.50 | 1,702.09 |
| Other | 33.79 | 1,013.16 | 1,046.95 | | 149.46 | 3,644.08 | 3,793.54 |
| Staff Uniforms | | 1,489.82 | 1,489.82 | | | 893.21 | 893.21 |
| Promotional Materials | | 869.69 | 869.69 | | | 562.80 | 562.80 |
| Fund raising | - | 1,704.05 | 1,704.05 | | 0.00 | 140.67 | 140.67 |
| EYPP/SEN | 109.47 | 2,423.32 | 2,532.79 | | 112.99 | 800.39 | 913.38 |
| Transfer | 1,665.00 | 50.00 | 1,715.00 | | | | |
| | 2,096.51 | 117,564.48 | 119,660.99 | | 932.66 | 112,530.78 | 113,463.44 |
| Net Profit/loss | 8,911.43 | | | | 6,549.06 | | |

Movements on the bank accounts

| | |
|---------------------------------------|----------|
| HSBC Puddleducks Pre-School Account | 8,719.83 |
| Account 31475207- Fundraising Account | 1.24 |
| Account 21440047- Reserve Account | 18.39 |
| Account 31505912- SEN Account | 1.39 |
| Petty Cash | 170.58 |
| | |
| Increase in balances | 8,911.43 |
| Matches the profit on the accounts | 8,911.43 |



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Puddleducks Pre School

On accounts for the year
ended

31 July 2022

Charity no
(if any)

Set out on pages

1 to 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2022.

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 (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

24th May 2023

Name:

Michelle Diane Howe

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

Associate Member of the Institute of Financial Accountants and Associate of the Federation of Tax Advisers
Practise Certificate number 12668 of the Institute of Financial Accountants

Address:

Office 16 Middletons Yard
Potter Street

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.