



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2022		31	July	2023

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				
2	Debbie Reading	Chairperson		
3	Katie Pemberton	Treasurer		
4	Sue Richardson	Nominated Person		
5	Nicky Hull	Committee Member		
6	Richard Reading	Committee Member		
7	Charlotte Hull	Committee Member		
8	Gemma Hough	Committee Member		
9	Katrina Wilson	Committee Member		
10	Laura Beardsley	Committee Member		
11	Lindsay Matthews	Committee Member		
12	Lisa Nelson	Committee Member		
13				
14				
15				
16				
17				
18				
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)

You **may choose** to include additional information, where relevant, about:

- 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.

Puddleducks first inspection since relocating to Gateford Children's Centre was in May 2022 and was graded as 'Good'.

Staff are working hard to further improve the quality of the pre-school. Puddleducks is a very popular pre-school in the heart of the Gateford community.

Puddleducks policies are reviewed and updated regularly, and a list of all policies is available to all parents/carers. We operate a policy of the month for all staff to read and revisit.

Puddleducks is a member of the Early Years Alliance.

Staff have good links with the Early Years Specialist Team and other outside agencies.

Puddleducks are very fortunate to be based in the same building as the Healthy Families Team and have formed good working relationships with their staff.

Parents opinions are respected, and their feedback is vital to improve the Pre-school.

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)

Puddleducks offers funded sessions for eligible 2, 3 and 4 year olds along with fee paying sessions to families not eligible for Early Years funding.

Families can also access the 30 hours entitlement where eligible. The setting is flexible with sessions and works with families to try and meet their needs.

The setting follows the Early Years Statutory Framework ensuring good quality learning and play are offered to all children.

Staff offer a warm welcome to the setting and are good role models for the children. Staff work well together, have respect for each other and take on board each other's views and ideas.

Puddleducks try to keep childcare fees affordable for families accessing the pre-school until their child becomes eligible for Early Years funding.

The setting is very lucky to be in a position to fund a SEN Practitioner who is currently supporting 2 children with additional needs.

The setting is fully inclusive in meeting the needs of all children and has disabled access to the room and outside play area.

We acknowledge and recognise 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.

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 are given the opportunity to access both online and face to face training on a regular basis.

The setting has a training budget to support 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.

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

With the help of the local authority, we have been able to revamp the outside area making it accessible to children to enjoy all year round.

During the academic year we hold various fundraising events and invite parents./carers into the setting on special occasions.

We said goodbye to our school leavers in July 2023 with an outdoor picnic which was enjoyed by children, parents and staff. All school leavers received a leaving present and children returning to the setting were given a goodie bag to enjoy over the summer holidays.

We hold an Open Day for our new starters each August. This gives our new families the opportunity to meet the staff team, explore the setting and see what activities we offer to children. All new starters receive a book bag containing welcome gifts. Parents receive a little care goodie bag on their child's first day.

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:

- Early Years 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 31/05/2024

Puddleducks Pre-school July 2023**Profit & Loss Account
Year Ended July 2023****2023**

	Cash	Bank	Interest	Total
Income	452.00	114,663.08	488.82	115,603.90
Expenses	Cash	Bank		Total
Salaries		87,178.13		87,178.13
Pensions		2,078.55		2,078.55
Accs		913.40		913.40
Professional Fees		180.00		180.00
Bank Charges		60.00		60.00
Supply		306.00		306.00
Training		470.93		470.93
Fees		551.00		551.00
Premise		8,058.13		8,058.13
Snack	48.13	793.03		841.16
Planning	31.77	264.69		296.46
Consumables	105.66	1,954.17		2,059.83
Equipment	103.03	5,948.01		6,051.04
Office expenses		238.68		238.68
Phones	90.00	710.93		800.93
Publications		147.22		147.22
Hygiene	7.48	1,104.89		1,112.37
Other	36.39	905.27		941.66
Staff Uniforms		758.60		758.60
Staff Sundries		1,367.32		1,367.32
Promotional Materials		122.27		122.27
Fund raising		431.84		431.84
EYPP/SEN	66.50	2,047.49		2,113.99
Donations		500.00		500.00
Trips		230.00		230.00
Corporation Tax		200.00		200.00
Transfer		-		-
	488.96	117,520.55		118,009.51

Net Profit/loss	-2,405.61
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<u>Movements on the bank accounts</u>	Opening Bal	Closing Bal	Movement
HSBC Puddleducks Pre-School Account	30,958.35	28100.88 -	2,857.47 decrease
Account 31475207- Fundraising Account	3084.07	3116.82	32.75 increase
Account 21440047- Reserve Account	46,695.27	47119.3	424.03 increase
Account 31505912- SEN Account	3,528.90	3560.94	32.04 increase
Petty Cash	155.10	118.14 -	36.96 decrease
Matches net loss on accounts		-	2,405.61



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

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2023

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:

31/05/2024

Name:

Michelle Howe

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

Associate Member of Institute of Financial Accountants and Associate of the Federation of Tax Advisers

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.