



## Trustees' Annual Report for the period

| From | Period start date |        |      | To | Period end date |      |      |
|------|-------------------|--------|------|----|-----------------|------|------|
|      | 1                 | August | 2023 |    | 31              | July | 2024 |

### 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

Bassetlaw Family Hub

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)

|  |
|--|
|  |
|--|

## Section B Structure, governance, and management

### Description of the charity's trusts

|   |                      |
|---|----------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution         |
| How the charity is constituted<br>(eg. trust, association, company) | Trust                |
| Trustee selection methods<br>(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>Puddleducks Pre-school continues to be a popular pre-school based in the heart of the Gateford community and was rated as 'Good' by Ofsted in May 2022.</p> <p>Puddleducks staff team are working hard to further improve the quality of early years education at the pre-school.</p> <p>The settings policies and procedures are reviewed and updated regularly, and a list of all policies is available to all parents/carers. Staff read and revisit at least one policy at each staff meeting held.</p> <p>Puddleducks is a member of the Early Years Alliance.</p> <p>The setting has good links with the local authority and the Early Years Specialist Team along with other outside agencies.</p> <p>Puddleducks are extremely fortunate to occupy the same building as the Healthy Families Team along with the NHS team and have formed good working relationships with their staff.</p> <p>The staff team values parents' opinions and their feedback is vital to improving the pre-school.</p> |
|---|---|

## Section C Objectives and activities

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

Our staff work hard 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. Puddleducks is a sessional pre-school, with flexible sessions and works with families to try and meet their needs.

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

Staff offer a warm and friendly welcome to the setting and are good role models for the children. The staff team have respect for each other and value each other's views and ideas.

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

The setting is extremely lucky to be able to fund a part-time SEN Practitioner who currently supports 2 children with additional needs.

Puddleducks is a fully inclusive setting with disabled access to both the indoor room and the garden area.

Staff acknowledge and recognise that children and their families come from diverse backgrounds. The setting has a variety of resources to support diversity and equality.

**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.

The setting works closely 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 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 along with other outside trainer providers. All childcare staff are Paediatric First Aid trained, and 3 members of the staff team are trained in Gastrostomy Awareness (including blended diet).

The setting is well equipped with a wide range of resources and equipment for all children to enjoy. New resources are purchased each term following the interests of the children.

Various fundraising efforts are held throughout the year with all money raised to help with the purchase of new resources. We invite parents/carers into the setting to special events. The setting operates an open door policy for parents and carers.

We say goodbye to our school leavers in July with an outdoor picnic to which their parents/carers are invited. All school leavers receive a leaving present to enjoy over the summer holidays. Children returning to Puddleducks in September receive a goodie bag.

The setting holds an Open Day for the 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

As a not-for-profit organisation the money we raised is used to purchase new equipment and resources for all the children to enjoy.

## Section F

## Other optional information

Puddleducks continues to be a thriving pre-school with high numbers of children attending with 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 Administrator and Committee Member

27<sup>th</sup> May 2025

# Puddleducks Pre-school July 2024

## Profit & Loss Account

Year Ended July 2024

2024

2023

|                      | Cash   | Bank       | Total      |            |
|----------------------|--------|------------|------------|------------|
| <b>Income</b>        | 0.00   | 130,792.54 | 136,907.45 | 115,603.90 |
| Fund Raising         | 584.50 | 106.15     | 690.65     |            |
| Trips                | 204.00 | 407.60     | 611.60     |            |
| Interest Received    | 0.00   |            | 0.00       |            |
| <b>Cost of goods</b> | 0.00   | 0.00       | 0.00       | -          |
| <b>Gross Profit</b>  | 788.50 | 131,306.29 | 138,209.70 | 115,603.90 |

| Expenses              | Cash   | Bank       | Total      |            |
|-----------------------|--------|------------|------------|------------|
| Salaries              |        | 92,511.46  | 92,511.46  | 87,178.13  |
| Pensions              | -      | 3,119.05   | 3,119.05   | 2,078.55   |
| Accs                  | -      | 964.20     | 964.20     | 913.40     |
| Professional Fees     |        |            | -          | 180.00     |
| Supply                | -      | -          | -          | 306.00     |
| Training              | 9.90   | 816.00     | 825.90     | 470.93     |
| Premise               | -      | 9,695.35   | 9,695.35   | 8,058.13   |
| Snack                 | 37.77  | 475.17     | 512.94     | 841.16     |
| Planning              | 83.23  | 284.26     | 367.49     | 296.46     |
| Consumables           | 71.58  | 2,406.67   | 2,478.25   | 2,059.83   |
| Equipment             | 157.41 | 5,789.66   | 5,947.07   | 6,051.04   |
| Office expenses       | -      | 83.15      | 83.15      | 238.68     |
| Phones                | 68.64  | 681.61     | 750.25     | 800.93     |
| Bank Fees             |        | 90.00      | 90.00      | 611.00     |
| Publications          | -      | -          | -          | 147.22     |
| Hygiene               | 44.62  | 810.12     | 854.74     | 1,112.37   |
| Other                 | 49.54  | 6,547.60   | 6,597.14   | 1,671.66   |
| Family                |        | 749.35     | 749.35     | -          |
| Fund Raising          |        | 203.05     | 203.05     | 431.84     |
| Staff Sundries        |        | 1,109.15   | 1,109.15   | 1,367.32   |
| Staff Uniforms        | -      | 546.76     | 546.76     | 758.60     |
| Promotional Materials | -      | 314.12     | 314.12     | 122.27     |
| EYPP/ Sen             | 52.93  | 695.56     | 748.49     | 2,113.99   |
| CT                    |        |            |            | 200.00     |
|                       | 575.62 | 127,892.29 | 128,467.91 | 118,009.51 |

|                        |                 |          |
|------------------------|-----------------|----------|
| <b>Net Profit/loss</b> | <b>9,741.79</b> | -2405.61 |
|------------------------|-----------------|----------|

Income from HMRC

Interest Received

0.00 netted off salaries

6,114.91 added to sales

| <b><u>Movements on the bank accounts</u></b> | <b>Opening Bal</b> | <b>Closing Bal</b> | <b>Movement</b> |
|--|--------------------|--------------------|-----------------|
| HSBC Puddleducks Pre-School Account          | 28,100.88          | 31,514.88          | 3,414.00        |
| Account 31475207- Fundraising Account        | 3,112.08           | 3,172.61           | 60.53           |
| Account 21440047- Reserve Account            | 47,119.30          | 53,104.41          | 5,985.11        |
| Account 31505912- SEN Account                | 3,560.94           | 3,630.21           | 69.27           |
| Petty Cash                                   | 118.14             | 331.02             | 212.88          |
| <b>Matches net gain on accounts</b>          |                    |                    | <b>9,741.79</b> |



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Puddleducks Pre School

**On accounts for the year  
ended**

31 July 2024

**Charity no  
(if any)**

**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 31/07/2024.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:**

23/05/2025

**Name:**

Michelle D Howe

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

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

**Address:**

Office 16 Middletons Yard

Potter Street

Worksop S80 2FT

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight 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.