



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	August	2024		31	July	2025

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 Bassetlaw Family Hub

Raymoth Lane

Worksop

Postcode

S81 7LU

Names of the charity trustees who manage the charity

1	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
2	Rachel Taylor	Chairperson	From 29/11/24	
3	Aimee Bowler	Secretary	From 25/04/25	
4	Susan Richardson	Nominated Person	From	
5	Amanda Marrison	Committee Member	From 29/11/24	
6	Jessica Marrison	Committee Member	From 29/11/24	
7	Sophie Gee	Committee Member	From 29/11/24	
8	Charlotte Bramford	Committee Member	From 05/09/25	
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17				
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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
(e.g. trust deed, constitution)

Constitution

How the charity is constituted
(e.g. trust, association, company)

Trust

Trustee selection methods
(e.g. 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 is registered with Ofsted and was last inspected in May 2022 and was rated as Good.

All committee members follow a strict induction process including a DBS check as required by Ofsted.

The setting has exceptionally good links with the local authority and meets with the Early Years Specialist Teacher once a term.

Policies and Procedures are reviewed annually to ensure they reflect any changes in legislation.

Section C Objectives and activities

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

The main objective is to offer a safe and nurturing pre-school for children where their learning and development is supported and enhanced through play.

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

We acknowledge and recognise that children and their families come from diverse backgrounds.

Provide support to children with Special Education Needs where government funding has failed to completely meet the child's needs whilst attending Puddleducks.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

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.

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

The setting is currently working to enhance the outside area making it accessible in all weather.

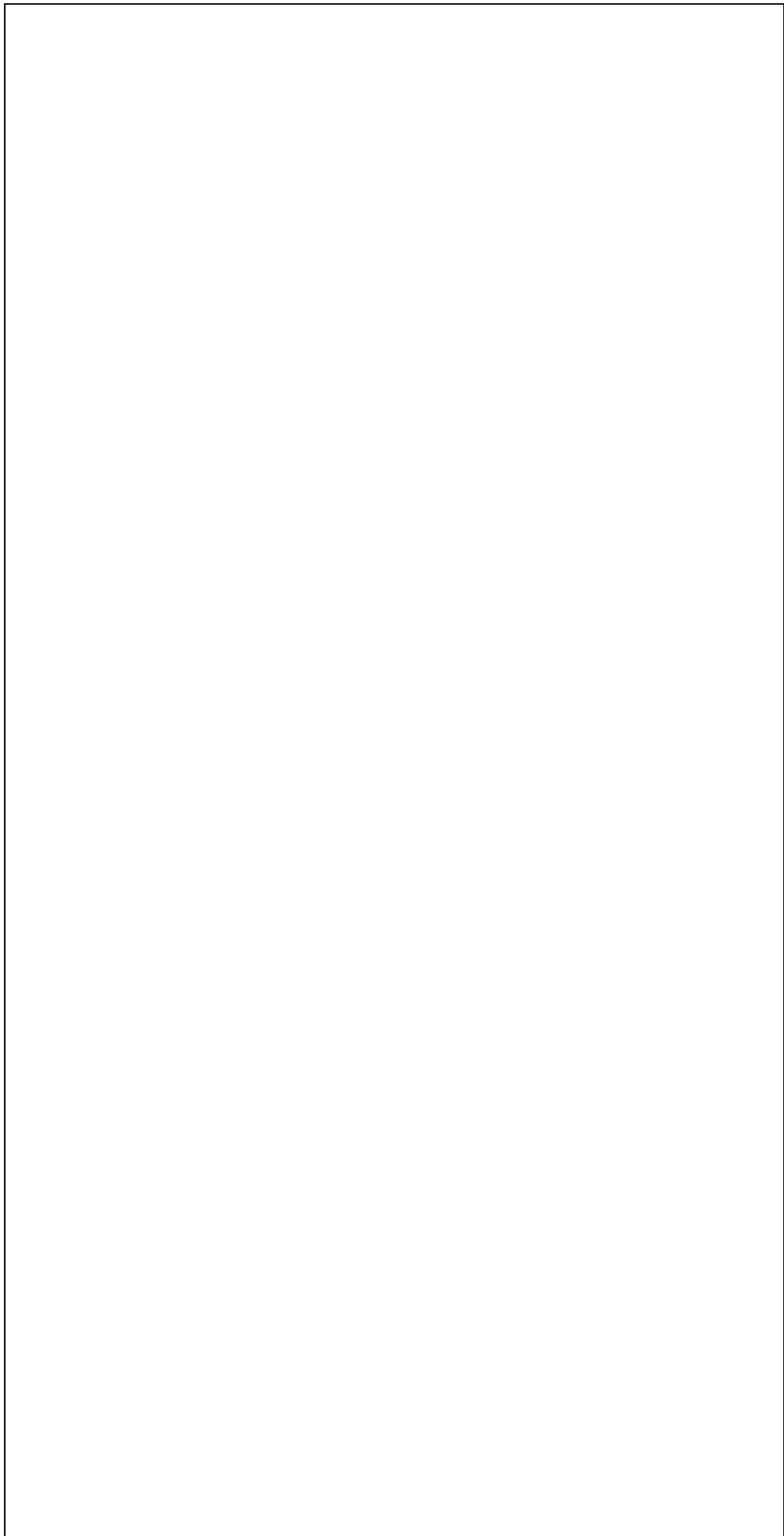
During the academic year we hold various fundraising events and invite parents/carers into the setting on special occasions.

We hold a leavers picnic at the end of the summer term for our school leavers and their families. All school leavers receive a leaving present and children returning to the setting are given a goodie bag to enjoy over the summer holidays.

We hold an Open Day for our new starters in the summer holidays. 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.

The setting works with local colleges offering placements for students who are working towards a childcare qualification.

Puddleducks is based in a Family Hub in the Gateford and works closely with the Healthy Families team. This means we are able to signpost any families who may need a little bit of extra support with children's behaviour, potty training etc.



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

The setting uses NMJN Accountants Limited which is based in Worksop for its monthly payroll and the yearly audit of the yearly accounts.

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

Date 30/05/26

Puddleducks Pre-school July 2025
Profit & Loss Account
Year Ended July 2025

2025

	Cash	Bank	Total
Income	0.00	135,231.57	135,231.57
Fund Raising	514.66	276.88	791.54
Trips	470.00	200.00	670.00
Donations		735.00	735.00
Interest Received	0.00	0.00	0.00
Other	107.66	651.00	758.66
Savings interest	0.00	0.00	1,092.84
Gross Profit	1,092.32	137,094.45	139,279.61

Expenses	Cash	Bank	Total
Salaries		98,118.25	98,118.25
Pensions		3,870.40	3,870.40
Accs		1,020.00	1,020.00
Professional Fees		-	-
Supply		822.50	822.50
Training		528.60	528.60
Premise		9,297.63	9,297.63
Snack	42.18	657.19	699.37
Planning	86.18	146.24	232.42
Consumables	33.05	2,950.16	2,983.21
Equipment	196.93	7,620.07	7,817.00
Office expenses	300.00	319.05	619.05
Phones	84.35	974.71	1,059.06
Publications		167.00	167.00
Hygiene	130.00	1,019.97	1,149.97
Other	140.38	2,164.88	2,305.26
Donations		993.79	993.79
Fund Raising	52.47	229.39	281.86
Staff Sundries	21.90	1,215.42	1,237.32
Staff Uniforms		1,245.81	1,245.81
Child's Uniform		764.00	764.00
Promotional Materials		716.20	716.20
Bank Fees		55.00	55.00
EYPP/ Sen	11.99	2,490.39	2,502.38
Family		835.20	835.20
Trips	200.00	150.00	350.00
	1,299.43	138,371.85	139,671.28
	-207.11	-1,277.40	
Net Profit/loss			-391.67

<u>Movements on the bank accounts</u>	Opening Bal	Closing Bal	Movement
HSBC Puddleducks Pre-School Account	31,514.88	30,237.48	(1,277.40)
Account 31475207- Fundraising Account	3,172.61	3,230.49	57.88
Account 21440047- Reserve Account	53,104.41	54,073.16	968.75
Account 31505912- SEN Account	3,630.21	3,696.42	66.21
Petty Cash	331.02	123.91	(207.11)
Matches net gain on accounts			(391.67)

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