

**CHILDREY LITTLE DUCKS  
PRE-SCHOOL**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2021**

**CHARITY NUMBER: 1157264**

## CHILDREY LITTLE DUCKS PRE-SCHOOL

### LEGAL AND ADMINISTRATIVE INFORMATION

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**Registered Number:** 1157264

**Trustees:** Tom Pryor  
Sarah Harris  
Sarah Gibbard  
Kate Walsh  
Trudi D'Angeli

**Independent Examiner:** Paul Marcham

**Bankers:** **Santander**  
Bridle Road  
Bootle  
L30 4GB

**Registered Address:** The Fletcher Pavilion  
Playing Field  
Childrey  
Oxfordshire  
OX12 9NT

# **CHILDREY LITTLE DUCKS PRE-SCHOOL**

## **REPORT OF THE TRUSTEES**

### **ACCOUNTS FOR THE PERIOD ENDED 31 AUGUST 2021**

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The Trustees present their report along with the Financial Statements of Childrey Little Ducks Pre-School (the Charity) for the period ended 31 August 2021. Legal and administrative information set out on page 1 forms part of this report. The Financial Statements have been prepared in accordance with the charity's Trust Deed and the Statement of Recommended practice "Accounting and Reporting by Charities" (SORP 2005) and the Charities Act 2011.

The Childrey Little Ducks Pre-School, Childrey, Oxfordshire, is registered with the Charity Commissioners No: 1157264 and constituted by Deed of Trust

#### **Objects Of The Charity**

The object of the charity is to enhance the development of children under statutory school age in a parent-involving, community based group.

#### **Organisation**

The charity is administered by a Management Committee comprising:

Tom Pryor  
Sarah Harris  
Sarah Gibbard  
Kate Walsh  
Trudi D'Angeli

All members of the committee are trustees of the charity.

Regular Management Committee meetings have been held over the past twelve months. All decisions affecting the charity are discussed at these meetings.

The committee have continued to apply the guidance from the OCC Business Development Officer on improving the sustainability of the pre-school and the Step into Training Business Success for Children programme run by the OCC.

Management Committee members and Trustees are appointed at the discretion of existing members.

#### **Review Of The Activities And Future Developments**

At 31 August 2021, total funds were £87,019 (as disclosed in Section A of the attached Accounts). Of these funds, £20,750 was restricted to the relocation fund for the objective of funding a permanent location for the pre-school.

# **CHILDREY LITTLE DUCKS PRE-SCHOOL**

## **REPORT OF THE TRUSTEES ACCOUNTS FOR THE PERIOD ENDED 31 AUGUST 2021**

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### **Reserves Policy**

It is the policy of the charity to maintain its free reserves held in a separate savings account at a level which equates to approximately three month's unrestricted expenditure. The trustees consider that this provides sufficient funds to cover management, administration and support costs.

### **Risk Management**

The trustees have examined the major risks to which the charity is exposed and confirm that systems are in place to mitigate our exposure to the major risks.

### **Statement Of Trustees' Responsibilities**

The Trustees are required under the constitution of the Charity to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its results for the period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and then apply them consistently
- ☐ make judgements and estimates that are reasonable and prudent
- ☐ state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the Financial Statement
- ☐ prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the Financial Statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

### **Approval**

This report was approved by the Trustees on 1 December 2021 and signed on its behalf by:



Sarah Harris  
Treasurer



**INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES**

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I report on the accounts of the Charity for the period ended 31 August 2021 which are set out on pages 6 to 7.

**Respective responsibilities of Trustees and Examiner**

As the Charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of S144 of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state on the basis of procedures specified in the General Directions given by the Charity Commissioners under S145 (5)(b) of the Act, whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

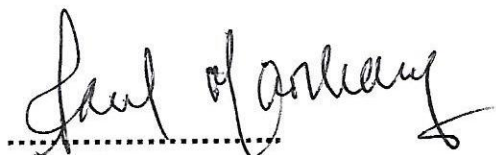
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- ☐ to keep accounting records in accordance with S130 of the Act; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Paul Marcham



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Childrey Little Ducks Pre-School

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2020

To

31/08/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Fees	70,313	-	-	70,313	75,145
Fundraising	547	-	-	547	1,029
Toddler Fees	129	-	-	129	408
Grants and Donations	300	-	-	300	2,511
Other Income	-	-	-	-	4
Interest	459	-	-	459	726
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>71,748</b>	<b>-</b>	<b>-</b>	<b>71,748</b>	<b>79,823</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>71,748</b>	<b>-</b>	<b>-</b>	<b>71,748</b>	<b>79,823</b>
<b>A3 Payments</b>					
Wages and Pension	50,163	-	-	50,163	64,756
Rent & Heating	4,556	-	-	4,556	3,409
Equipment and Materials	2,201	-	-	2,201	2,907
General Administrative Costs	863	-	-	863	1,052
Milk and Refreshments	13	-	-	13	118
Insurance	606	-	-	606	605
Training	936	-	-	936	1,342
Bank Charges	-	-	-	-	90
Fundraising Expenses	237	-	-	237	756
<b>Sub total</b>	<b>59,414</b>	<b>-</b>	<b>-</b>	<b>59,414</b>	<b>75,035</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>59,414</b>	<b>-</b>	<b>-</b>	<b>59,414</b>	<b>75,035</b>
<b>Net of receipts/(payments)</b>	<b>12,334</b>	<b>-</b>	<b>-</b>	<b>12,334</b>	<b>4,788</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>53,935</b>	<b>20,750</b>	<b>-</b>	<b>74,685</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>66,269</b>	<b>20,750</b>	<b>-</b>	<b>87,019</b>	<b>4,788</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Santander Current Account	43,244	-	-
	Deposit Account - Nationwide BS	-	-	-
	Deposit Account - Cambridge & Counties BS	23,022	20,750	-
	Cash	2	-	-
	<b>Total cash funds</b>	<b>66,269</b>	<b>20,750</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

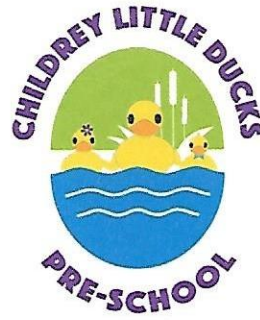
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	PAYE	Unrestricted		
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SARAH HARRIS	1/12/21



## **Report from the Chair for the year ending 31 August 2021 – presented at AGM on 24 November 2021**

Firstly, thank you to everyone who has attended tonight for what will be my last AGM as Chair. I would also like to thank Ian and his family for opening the doors to The Hatchett tonight to provide us with a sociable venue to bring us all together.

To start this meeting, I would like to introduce Susie Winterbourne, who many of you will already know. Susie has been working alongside me for a good many months and succeeds me tonight as the New Chair of Little Ducks Pre School. I wish to thank her for stepping up to take on the role and for all the help she has given so far.

I provide our apologies for Sarah Harris, Kate Walsh, and Trudi D'Angeli from the committee who can't be here tonight due to other commitments and sickness. Sarah is our Treasurer, and I will provide her report on her behalf later.

It is hard to believe that a whole year has passed since our last AGM, held virtually via Zoom due to the Covid 19 Pandemic. As a committee we have endured many zoom meetings over the last year and I wish to publicly thank them all for their hard work as we have navigated through the obstacles of isolation, Christmas lock downs, school closures, social 'bubbles', staff welfare, a garden renovation and changes to the Early Years Foundation Stage Statutory Framework.

It has not been the easiest of years for Little Ducks, fighting the effects of the pandemic and Claire and Kealiegh working hard to bolster student numbers back to pre-pandemic levels on the back of a large school year leaving in 2020. Claire and Kealiegh have worked well, and student numbers are now back up to capacity on most days with a waiting list of children to start. This shows Little Ducks is a place that local parents want to send their children and I assert my view that Little Ducks is a brilliant community asset.

We did suffer complications and excessive delays in our garden project. I must thank the Pavilion Committee for their support in allowing us to transform the outdoor space to make it a purpose-built facility for children to play. Despite the garden now appearing complete, short term remedial works were required to ensure it is a safe area to play, but there are ongoing negotiations with the contractor over craftsmanship that will require further work as the committee were not content in the quality of the finished product. We hope this will have minimal impact during term time as future works will be again planned during holidays where possible. We certainly hope the children enjoy the ability to play outdoors in the garden all year round now.

Our negative from the year was our Ofsted inspection in September. The Pre-School lost its previous 'Good' grading and was inspected as Inadequate. This is something that we are truly disappointed with. I wish to further reassure parents that an extremely large amount of work has been done and continues to be done to turn this around. The Pre-School has the support of the Committee, the support of Oxfordshire County Council and we have funded the support of a private consultant who specialises in the requirements of Ofsted. As a committee, we returned comments on the Ofsted report where we felt the report was misleading, but this did not change



the view that we wish to improve in all areas that we can. We have invested in Claire and Kealiegh with a range of training courses and educational resources. We expect a further Ofsted Inspection soon and hope this shows the improvement we have been working towards. If any parents wish to discuss matters further, myself and Susie will be available for questions at the end as we move into the 'social' period of tonight.

Little Ducks does require the help of more parent volunteers for the committee. For the last 3 years the responsibility has fallen to around 5 people. I thank Susie again for stepping up to take on the role of Chair, but we urgently need more parents to take on the roles of Treasurer, Payroll and Secretary as a minimum. The Pre-School is charity based and without the committee members who take on the roles as trustees under the Charity Commission status, the Pre School will simply close. This would be a huge shame when the Pre-School is full with children and in a good financial position. Claire, Kealiegh and Susie will need your help. A committee 'team' makes the responsibilities extremely manageable. The person only needs the ability to manage spreadsheets for the role of treasurer. Payroll is a system that can be shown easily to you and requires a couple of hours a month. The infrastructure is already in place to complete these roles, but we need you as willing volunteers. We are now at a critical point where without volunteers, the committee risks folding. Please step up and keep this great community pre-school going. Again, myself and Susie will be around to discuss further. Please come and ask before we perhaps ask you!!

I would like to finish by thanking our parents for their support through a negative Ofsted Inspection. The hard work put in was made easier by knowing that parents care about our staff and seeing parent's desire to keep their children at Little Ducks. The door is always open to any parent who wishes to discuss any matters with the committee, and we can all look forward to the second half of the school year.

I would also like to thank our staff. The amount of hard work they have put in this year has been incredible. The demands of the world have required them to show flexibility, work additional overtime and work hard as a team to ensure that the pre-school has not had to close. Many other settings have faced staffing issues, but our staff have kept the pre-school open all year ensuring our families have not faced short notice childcare issues. Given the current Covid crisis, this is exceptional. To the staff, thank you!

Susie added: We may need potential helpers with the garden when the time comes to improve it further. Also, she said that volunteers/help is always greatly appreciated and it's good to be able to share with people. If anyone is interested in the roles available, we have job descriptions available if you would like to see what the roles involve.