



Shotley Kidzone Annual report

01/04/2024 - 31/03/2025

Charity Number: 293543



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1. Business Summary

Shotley Kidzone is an Ofsted Outstanding rated nursery that has been serving the Shotley Peninsula community for over 50 years. It provides employment for 11 members of staff and is not only a lifeline for working parents but provides an excellent start to the education of the children in the area as well as providing a hub of information, community and social support such as the food bank scheme.

Kidzone is a non-surplus making organisation and is financially stable. It has seen its fair share of hardship but through excellent management and the efforts of a parent run committee, has been able to run efficiently.

Currently, Kidzone has one Cabin Unit on lands owned by the Marquis of Bristol (charged a peppercorn rate) with extended land which was arranged for a second unit but is now garden area due to financial pressures at the time.

Instead Kidzone was able to negotiate with Shotley School to utilise an unused classroom in the school and the setting was able to expand and take on younger children and more staff. The Caterpillar room is run in the existing unit for younger children and the Butterfly room within Shotley School for the older children.

Up until 2019 Shotley school charged a peppercorn rate for the use of the school room with the understanding that Kidzone would invest in a toilet block (which cost £30,000) and improvements to the school asset. Utilities are charged at a pro rata rate.

In 2019 the school took academy status and Suffolk County Council became landlord, charging Kidzone an annual fee of £1,800 rent plus utilities.

Alongside this challenge, Haylink developers have been given the go ahead to build 300 homes on the Ganges site in Shotley Gate which will significantly increase demand for childcare. Haylink have promised an injection of over £100,000 to childcare provision on the peninsula on sale of the last home, sighting Shotley Kidzone on their documents. This is allocated in stages and in March 2024 we are eligible for £7,500.

Our aim is to refocus on the extension of Kidzone with existing funds and raise £10,000 in fundraising to match the National Lottery Grant of £10,000 already allocated. The parish council have donated £1,500 which will be used for legal fees. We intend to raise a further £180,000 in grants to complete the project within the next 1 years ready for the increase in demand.

Our plans are laid out in section 7.



2. Administration details

2.1 1.1 Trustees voted in at 2024/25 AGM

Hayley Coleman

Helen Hibberd

Therasa Butcher

Abi Stannard

2.2 2024/25 Committee Members

Chairman Therasa Butcher

Secretary Helen Hibberd

Treasurer Lauren Watts

General Member Leah Clements

Julie Boore

Vanessa Loose

Hayley Coleman

2.3 Fundraising Committee Members:

Sarah Pallant

Hayley Coleman

Emma Ransome

Nicole Butcher

Helen Field

Emily Boore



3. Structure, Governance and Management

3.1 Governing document

Shotley Kidzone is an association with trustees and an annually elected committee. The setting is aligned to the Pre-school Learning Alliance constitution and follows guidance as set out by this body. The committee is divided into a core committee of Chairman, Secretary, Treasurer, Manager and Deputy Manager (or room leader) who meet to make business decisions for the setting, and a larger virtual fundraising team managed via social media.

The setting has an appointed Manager responsible for all decisions pertaining to the running and management of the setting. Committee will make financial decisions, determine the strategy for the new financial year, raise funds and allocate those funds based on recommendations made by the setting Manager and Finance Officer.

All HR decisions and end of year performance reviews are made on recommendation of the setting Manager, and the Chairman will conduct an end of year performance review with the setting Manager.

3.2 Committee meetings

Meetings are held quarterly (currently virtually) and include:

Chairman's Report – To report any strategic activity.

Secretaries Report – To report any legal or administrative requirements.

Managers' Report – To update the committee on the activities and objectives of the setting and make any requests for funding or support.

Treasurers Report – To update the committee on the health of the finances.



4. Setting details

4.1 Overview of the setting

Shotley Kidzone offers:

Breakfast club

Pre-school sessions

After school club

Holiday club

As part of the setting's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs which a child may have. The setting works to the requirements of the 1993 Education Act and The Special Educational Needs Code of Practice (2000). The setting's Special Educational Needs Co-ordinator is Therasa Butcher; the co-ordinator liaises with outside agencies when needed.

4.2 Organisational structure

A parent management committee (whose members are elected by the parents of the children who attend the setting) oversees the setting, together with the Manager. The elections take place at the setting's Annual General Meeting which is held in each year. The committee is responsible for:

- Managing the setting's finances and arranging fund raising events
- Employing and managing the staff
- Ensuring that the setting has and works to, policies which help it to provide a high-quality service.
- Making sure that the setting works in partnership with the children's parents.

Current staff members:

Abigail Stannard (Manager)	BA hons Degree in Early Years, Early Years Professional Status Childcare
Lucy Harrington (Room Leader)	Cache Level 3 Childcare
Rebecca Baker (Room Leader)	Cache Level 5 Childcare
Emily Boore (Assistant)	Cache Level 3 Childcare



Nicole Butcher (Assistant)	Cache level 3 childcare
Katy Hayton	Cache Level 3 Childcare
Emma Ransome (Administrator/Payroll) and	Cache Level 3 Childcare
Jody Lee- Taylor	SEND Assistant
Georga Harris	Cache Level 3 Childcare
Jade Bridges	Cache Level 3 Childcare
Sereee Brill	Cache Level 3 Childcare

4.3 The setting

Shotley Kidzone Pre-school aims to:

- Provide high quality care and education for children primarily below statutory school age.
- Work in partnership with parents to help children to learn and develop
- Add to the life and well-being of its local community
- Offer children and their parents a service which promotes equality and values diversity
- Cover the six areas of learning (EARLY YEARS FOUNDATION STAGE) throughout all sessions

As a member of Shotley Kidzone Pre-school, the child:

- Is in a safe and stimulating environment
- Is given generous care and attention, because of our high ratio of adults to children
- Has the chance to join with other children and adults to play, work and learn together
- Is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do
- Is helped to create habits of listening, sharing and concentration and pride in their achievements
- Has a personal key Person who makes sure your child makes satisfying progress and keeps records including those within the child's learning Journey of your child's progress, these can be viewed at anytime
- Is in a pre-school which sees you as a partner in helping your child to learn and develop
- Is in a pre-school in which parents help to shape the service it offers

4.4 Facilities and Services

4.4.1 Out of school hour's clubs

The excellent range of stimulating activities promotes learning and development, encourages children to socialise and helps them to discover and extend their interests. Activities include arts, crafts, sports, games, cookery, and the opportunity to read or relax. A quiet area is also provided for any child wishing to complete homework.



In addition, Shotley Kidzone offers parents the opportunity to take up employment or enrol in training, in the secure knowledge that their children will be happily occupied at the start or end of the school day. The club is open to all primary school aged children from the term the child turns 5 years old until the child leaves the primary school.

4.4.2 Holiday club

We offer a holiday club throughout the school holidays on an interest only basis. Details available before each term ends



5. Achievements and performance

5.1 Ofsted

In 2019 we were proud to have achieved a rating of “OUTSTANDING”.

5.2 2024/2025 Strategy

The key focusses this year has been transition from Therasa to Abi and ensuring all staff are aware of their new roles. Therasa has stepped up to Chairman, in order to continue to support the transition, offering specialise knowledge and help to the team.

In December 2024 we were offered to take over the old Chelmondiston playgroup from Suffolk County Council. This site is situated on the grounds of Chelmondiston CofE primary School. There were extensive works to be completed in July/August 2025, funded by the council. The Core committee and Leadership worked together with a focus to open September 2025.

We then gave notice to Shotley Primary School in the early 25 term, to end the lease in July 2025. We kept the Head Teachers update throughout and continue to build relationships with both schools.

Our key aims for 25/26 will be to ensure smooth transition into Chelmondiston for staff and families and to continue to develop our leadership team. We will now work to recruit for the expansion and look to promote more leadership opportunities within the team.

This year saw continued focus on the development of our staff with relevant training and development courses and we thank our dedicated fundraising team headed up by Emily Boore, who work tirelessly to raise funds to support the setting.

We have continued to work with our linked schools on the peninsular and contributed to our community, visiting the care homes and community links as part of our curriculum.

We look forward to a new chapter on 2025 and are excited to see what the future holds.

Affiliation with the school

Links with the school continue to be strengthened through the joined-up work in the butterfly room and the Primary Schools Early Years Teacher and the new Head Teacher who has taken a proactive approach to not only implementing changes at the school but in working with us. Projects include shared use of the woodlands area, regular updates to SEND and SENCO meetings, regular transition meetings to support our families, fundraising events etc. The headteacher and governing body continue to provide good feedback as the confidence and good start that the children make when commencing the school year.

Work continues to be undertaken in finalising lease agreements and is now a key focus to see us through to the expansion, and we have begun conversations with Chelmondiston Primary staff and Suffolk County Council.



6. Financial Review

This year we saw an increase in revenue to £197,630 which has primarily been driven by grants and fundraising. These are for the expansion project. Expenditure was £168,477 which is a credit to our Financial Officer for maintaining our costs at 2023 levels.

Government funding is £1 less than the unfunded hourly rate forcing a consumables charge. This is in line with other local settings. Utilities have also impacted on our costs

A second full cost review was performed, and expenses reduced where possible, however there is a need to review fees every September to align with inflation and a cost increase will be applied to wrap around care.

6.1 Charity's policy on reserves

The setting will retain a minimum of £10,000 in an emergency fund to allow for the closure of the setting and any subsequent redundancies. This will be reviewed against head count annually. We will also retain £5,000 for emergency repairs or maintenance.

6.2 Funds in deficit/Major risks

Shotley Kidzone is on a peninsular with traffic passing from one other village. Therefore, risk occurs if the number of children decreases in Shotley and Shotley Gate. The setting is based next to the village Primary school. If intake into the school decreases this can affect out of hours clubs. Similarly, if the school were to provide their own out of hours service this would affect our funds.

6.3 Principle sources of funds

The principal source of funds is from government funded children aged between 2 years and 4.11 years. Other funding comes from out of hour's clubs and holiday clubs.

6.4 Fundraising

The committee run a minimum of 5 community-based activities every year to raise further funds for investment in activities and equipment for the setting. Previous years activities are:

Clairvoyant evening

Halloween Disco

Camp night

Summer Barn Dance

Easter disco

Christmas Fayre



Open Days

Kidzone members also raise funds at other local events and through sponsorship.

6.5 Grants

Shotley Kidzone also applies for grants from the local authority to support the needs of the local community. These include funding for special needs and local government initiatives. Grants are also obtained for the training and development of staff and in 2024/2025 for the expansion of premises.

6.6 Investment Policy

The investment policy was reviewed in 2010 after advice from the pre-school learning alliance. Investment has been made in ensuring the setting is able to compete with local childcare facilities and provides for the needs of the local community. With an administrator in position budgets are set at the start of the financial year and monitored throughout the year. We have agreed to review this policy with the new Core Committee in 2025.



7. Extension Project

7.1 Change to the project

With the opportunity of taking over the existing Chelmondiston playgroup, the Committee voted to re-purpose the extension funds and pivot our focus away from an extension towards the expansion into Chelmondiston. We are planning to have a full staff and committee meeting before the end of the summer term to make further plans.

LEDGER APRIL 2024 - MARCH 2025

DATE	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	TOTAL
B FWD	12410	20114	31385	27695	11222	2335	16923	22928	26790	22045	34481	49242	277769
GOV FUNDING	22064	24149	31385	27695	11222	2335	16923	22928	26790	22045	34481	49242	277769
EYPP													122150
SEND & DAF													0
FEE INCOME													0
MISC	1390	3939	3983	4095	698	2583	3495	368	135		831		1334
HMRC GRANTS	30	45	134	125				4075	4018	3500	4416	4572	40764
FUNDRAISING/DONATIONS & GRANTS	702	605	1586	857	97	532	5489	11263	1078	52			401
BANK INT	51	49	51	50	51	50	42	43	41	42	3730	889	0
BANK TFR													27235
TOTAL INCOME	24237	28787	5754	6100	5846	25657	22056	15764	6500	23713	27719	5496	5000
EYPP	150		193	360				100	200		447	55	197630
SEND & DAF	24										120	93	1625
WAGES	7843	14252	7522	10609	14340	9091	9902	10291	8238	6413	11238	6263	114
HMRC	4097			2743			3041			2384			116003
PENSIONS		677	710	718			545	587	614		1208	571	12266
ADVERTISING	83			83			83		0	83			5630
COMMITTEE EXPENSES		39								27		10	331
HEALTH & SAFETY							189						76
GENERAL EXPENSES	500	200		200		300	200	400	8	500		200	189
UTILITIES				4408									2508
RESOURCES EQUIPMENT		1225	382				126						4408
PHONE/INTERNET	106	106	106	106	106	106	106	106	106	106	106	106	1733
MAINTENANCE	184	92	159	24	77	99	24	174	24	24	24	24	1272
INSURANCE	846												932
TRAINING	530								100			149	846
ENTERTAINMENT/GIFTS			282	962			117						779
FUNDRAISING (EXPS)		229		150									1244
SUPPLIES AND STATIONARY	32			79								40	496
ADMIN	34	34	34	34	34	329	552	95	34	34	40	40	111
RENT & RATES	921			581			581			687		282	1289
FARESHARE	296	188		752		369	564		554	322	376	890	2771
MISC	832	421		702	116	594	0		1519		5	5	3703
BANK FEES	5	5	5	12	10	5	5	5	8	8			5074
BANK TRANSFERS													79
TOTAL DEBITS	16483	17467	9393	22523	14683	16018	16009	11859	11205	11035	13117	8686	5000
INCOME - DEBITS	7754	11320	-3639	-16423	-8836	9639	6047	3905	-4705	12678	14603	-3190	168477
BAL CARRIED FWD	20114	31385	27695	11222	2335	11923	22928	26790	22045	34681	49242	46016	29153

546.64

Shotley Kidzone
Income and Expenditure Account
As of 31st March 2025

	2025
Income	£
Fees & Grants	164447
Fundraising and Donations	27235
Interest received	547
Other Income	401
Transferred from Savings	5000
	<u>197630</u>
Expenditure	
EYPP	1625
SEND & DAF	114
WAGES	116003
HMRC	12266
PENSIONS	5630
ADVERTISING	331
COMMITTEE EXPENSES	76
HEALTH & SAFETY	189
GENERAL EXPENSES	2508
UTILITIES	4408
RESOURCES EQUIPMENT	1733
PHONE/INTERNET	1272
MAINTENANCE	932
INSURANCE	846
TRAINING	779
ENTERTAINMENT/GIFTS	1244
FUNDRAISING (EXPS)	496
SUPPLIES AND STATIONARY	111
ADMIN	1289
RENT & RATES	2771
FARESHARE	3703
MISC	5074
BANK FEES	79
BANK TRANSFERS	5000
	<u>168477</u>
Surplus	29153

**Shotley Kidzone
Balance Sheet
As at 31 March 2025**

0

	2025	2024
	£	£
Current Assets		
HSBC current account	46016	12410
HSBC deposit account	26472	30926
	<u>72488</u>	<u>43336</u>
Represented by:		
General fund brought forward	43335	59158
Surplus for the year	29153	-15824
	<u>72488</u>	<u>43335</u>

Approved by:

D Bedwell
22 Great Harlings, Shotley Gate, Ipswich, IP9 1NY
D Bedwell

Date:

30/06/2025

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