



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	09	2019	To	31	08	2020

Section A Reference and administration details

Charity name Paddocks Pre-school Playgroup

Other names charity is known by Paddocks

Registered charity number (if any) 1001964

Charity's principal address

Paddock Road
Wallingford
Oxfordshire
Postcode OX10 9LT

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	Alexandra Smith	Chair		
2	Edward Jenkins	Treasurer		
3	Nina Harman	Secretary		
4	Gemma Overton			
5	Jennie Jennings			
6	Louise Eggleston			
7	Lou Greenaway			
8				
9				
10				

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 (eg. trust deed, constitution)	Early Years Alliance Model Pre-school Constitution 2011
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by members (parents)

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.

Section C Objectives and activities

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

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- instigating and adhering to and furthering the aims and objects of the Early Learning Alliance.

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)

Paddocks Pre-school has an excellent reputation for building strong staff children relationships as a result of its small size and nurturing environment. Parental input is also actively encouraged and good links develop naturally between parents and the Paddocks team.

Our Aims:

- To enhance the development and education of children under statutory school age in a parent-involving, community-based group.
- To work within a framework that ensures equality of opportunity for all children and families.

Paddocks follow the Early Years Foundation Stage and aims to provide a safe, secure and caring environment where every child is valued as an individual. Through a meaningful partnership with parents, we strive to make the bridge between home and school as smooth and enjoyable as possible. We create opportunities for the children to learn through their play and develop a growing independence and positive self-image.

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.

Summary of the main achievements of the charity during the year

Paddocks Pre-school is open during term time from Monday to Friday 8.45am to 3:15pm. Extended afternoon after-school sessions run on Tuesday to Thursday until 5.15pm. A maximum of 32 children may attend a session. Children may attend for the full day, morning or afternoon sessions. Children staying for the lunch session are required to bring a packed lunch. We also run holiday play-schemes from 8.45am to 5.15pm during the school holidays.

We have had 64 children on our books aged from two to four years of age. 47 children receive 3/4-year old funding, of which 4 receive additional Pupil Premium funding, and 5 children received 2-year old funding. All children are in the Early Years Foundation Stage age range. We have 1 additional child of school age who we pick up from a local primary school for the extended afternoon after-school care.

The children come from either the immediate, local catchment area or from within Wallingford Borough. The majority of the children are of white British heritage. We are able to support children with learning difficulties and/or disabilities and also children who speak English as an additional language. There are currently 3 children with English as an additional language. We have 1 Forces Child. We have no children currently receiving SEND support.

The preschool employs a total of 10 staff. We have 9 members of staff who work directly with the children: 8 at Level 3. And we have one part time administrator in the office. One of our managers is currently on maternity leave.

All our staff are Safeguarding trained, 3 of which are Designated Lead. 3 Staff members are safer recruitment trained. Our chairperson holds Designated Lead and is safer recruitment trained. 9 Staff hold a current paediatric First Aid certificate. 2 Staff are SEND trained. All staff have Level 2 Food Hygiene Certificates. 1 Staff member is a Forest School leader and is Forest School First Aid trained. Our manager and chairperson have also recently been trained in Mental Health First Aid. In addition, the setting accommodates a number of students on work placements and work experience. Staff are nurturing, knowledgeable, committed and passionate about their work. Strong relationships with each child's family, long staff retention and high-level commitment to children are strengths of the setting.

The Ofsted Inspection in May 2019 rated the provision as outstanding.

Unfortunately, owing to the Covid-19 pandemic, Paddocks Pre-school closed on 20th March 2020. We had one vulnerable child and one *essential worker* family for which we considered providing care. However, both families opted to keep children at home. Weekly contact was made with the vulnerable child and their social worker and we provided a home learning pack, which was hand delivered.

Paddocks re-opened on 1st June 2020 operating at a reduced service. Under guidelines for Public Health England, we structured two bubbles. Each bubble had three staff members and ran twice a week from 08:45 to 14:00. A total of 24 children attended these sessions. 19 Children receive 3/4-year old funding, of which 2 receive additional Pupil Premium funding, and 2 children received 2-year old funding. 1 Child had English as an additional language.

Brief statement of the charity's policy on reserves

Paddocks Pre-school aims to hold sufficient financial reserves to sustain the preschool if our income falls below expected levels. Our intention is to continue functioning as a preschool if at all possible and to cover the payment of staff redundancies in the unlikely event that the preschool had to close. We aim to manage our finances responsibly, budget for predictable fluctuations in income and hold reserves to cover expenses due to other eventualities including staff redundancy payments in the case that the preschool had to close.

We aim to hold sufficient funds in reserve to cover:

- Total running costs: our total running costs fluctuate with changes in registered numbers and subsequent staffing and other expenses. Given the fluctuating nature of our income and expenses it would be useful to hold in reserve one half term's worst case running costs i.e. £40,000.
- Potential redundancy costs: we must also hold sufficient reserves to pay any redundancy payments to staff as required by law if the preschool has to close. Our redundancy costs approximate to £35,000. Currently notice period under preschool's employment contracts is one half term.
- Emergency maintenance costs: £5,000
- The amount held in reserve is reviewed to ensure that sufficient funds are kept at each year-end and on change of staffing and as necessary if a marked change occurs.
- In the event of reserves falling significantly below the target level, the preschool will aim to restore the reserves as soon as possible by increasing fundraising, increasing earned income or reducing expenditure.
- If reserves rise significantly above the target level, the committee will put in place a plan as soon as possible, aiming to eliminate the excess by spending money to enhance the quality of preschool provision or otherwise further the aims of the preschool or by reducing fundraising. The committee will not however take any steps that might call into question the ability of the preschool to continue as a financially viable operation in the long term.

The reserve as of 31st August 2020 was £99,986.03.

Details of any funds materially in deficit

n/a

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.

Section F

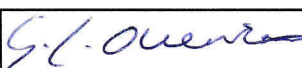

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gemma Overton	Amy Brennan
Position	Chair	Treasurer
Date	28/02/2021	2/03/2021

Paddocks Pre-School Playgroup

Balance Sheet as of 31 August 2020

	2020	2019
	£	£
Assets		
Bank and cash balances	<u>99,986.03</u>	<u>96,444.11</u>
Net current assets	<u><u>99,986.03</u></u>	<u><u>96,444.11</u></u>
 Unrestricted Funds:		
Balance brought forward	96,444.11	
Surplus for the year	<u>3,541.92</u>	
	99,986.03	96,444.11
	<u><u>£ 99,986.03</u></u>	<u><u>£ 96,444.11</u></u>

Signed:

Date:

G. O. Overton
Gemma Overton

09.11.2020

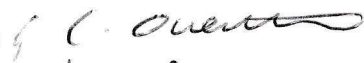

Gemma Overton
Chair

Amy Brennan
Treasurer

Paddocks Pre-School Playgroup
Receipts and Payments Account
for the year ending 31 August 2020

	<u>2020</u>	<u>2019</u>
	£	£
Income		
Fundraising	2,711.86	3,027.03
OCC Funding	99,091.78	99,186.23
Parents Fees	37,557.15	52,348.00
Playscheme	3,676.50	4,834.70
Voluntary funding supplement	5,737.69	7,415.40
Grant	50.00	10,000.00
Interest earned	171.33	114.12
Total Income	<u>£ 148,996.31</u>	<u>£ 176,925.48</u>
Expenditures		
Advertising/Promotional	324.00	336.00
Bank charges	60.00	60.00
Bookkeeping	254.40	241.20
Cleaning	1,127.25	820.84
Domain/Email/Webpage	235.79	244.44
Employment costs	121,070.58	126,918.22
Financial services	300.00	650.00
Fundraising cost	869.37	868.83
General Office	1,563.40	1,498.43
Gifts	528.49	202.47
Health, Safety & Security	716.86	693.18
Independent Examination cost	75.00	75.00
Insurances	2,899.59	2,889.88
Maintenance/Repairs	6,558.05	16,205.92
Materials and toys	2,613.06	2,590.78
Payroll Services	495.00	582.00
Professional memberships	300.00	350.00
Pupil Premium & Deprivation Expenditure	780.09	2,715.69
Raising funds	0.00	0.00
Rent	150.00	600.00
Staff Training	1,150.57	1,065.11
Supermarket costs	881.62	2,351.30
Utilities	2,431.27	3,124.11
Waste Collection	70.00	155.88
Total Expenditures	<u>£ 145,454.39</u>	<u>£ 165,239.28</u>
Surplus/(Deficit) for the year	<u>£ 3,541.92</u>	<u>£ 11,686.20</u>

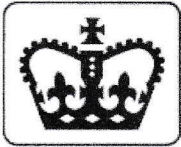
Signed:

09.11.2020

Gemma Overton
Chair

Amy Brennan
Treasurer



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Paddocks Pre-school Playgroup

**On accounts for the year
ended**

31 August 2020

**Charity no
(if any)**

1001964

Set out on pages

7 and 8

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2020**.

**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 (other than that disclosed below *) 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:

Melanie Cornutt

Date:

26/11/21

Name:

MELANIE CORNUTT

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

MAAT

Address:

200 CROWMASH HILL CROWMASH GIFFORD
WALLINGFORD
OXON OX10 8BG

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.

