



# Trustees' Annual Report for the period

	Period start date			Period end date			
<b>From</b>	01	09	2020	<b>To</b>	31	08	2021

## 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
<b>Postcode</b> 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	Gemma Overton	Chair		
2	Amy Brennan	Treasurer		
3	Sarah Trelinska	Secretary		
4	Lou Greenaway			
5	Julie Chambeurlant			
6	Eliza Stockdale		From 18-01-21	
7	Stella Chan		From 17-03-21	
8	Gaby Denslow		From 13-04-21	
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)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg trust deed, constitution)</small>	Early Years Alliance Model Pre-school Constitution 2011
How the charity is constituted <small>(eg trust, association, company)</small>	Association
Trustee selection methods <small>(eg appointed by, elected by)</small>	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 had 59 children on our books aged from two to four years of age. 34 children received 3/4-year-old funding, of which 5 received additional Pupil Premium funding, and 7 children received 2-year-old funding. All children are in the Early Years Foundation Stage age range.

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 support children with learning difficulties and/or disabilities and children who speak English as an additional language. There were 3 children with English as an additional language. We had 2 children receiving SEND support.

The preschool employs a total of 10 staff. We have 8 members of staff who work directly with the children: 7 at Level 3. And we have one part time administrator in the office, and one part time bookkeeper.

All our staff are Safeguarding trained, 3 of which are Designated Lead. 4 Staff members are safer recruitment trained. Our chairperson also holds Designated Lead. 6 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, and 1 staff member is currently in training for level 3 Forest school. Our manager has also recently been trained in Mental Health First Aid. In addition, the setting accommodates a number of students on work placements and work experience. All staff are Fire awareness trained.

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.

Since September 2020, under guidelines for Public Health England, we opened fully and have been fortunate to be able to operate as a single bubble, enabling flexibility in session requirements. We have carried out a detailed and thorough risk assessment and have control measures in place to minimise risk of the spread of Covid-19 as much as possible.

**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 2021 was £120,547.10.

**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:

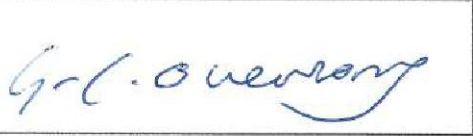
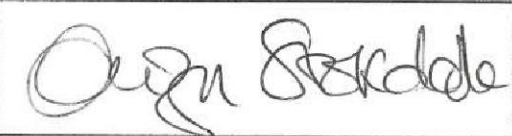
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

### 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

<b>Signature(s)</b>		
<b>Full name(s)</b>	Gemma Overton	Eliza Stockdale
<b>Position</b>	Chairperson	Treasurer

**Date** 4/4/22

# Paddocks Pre-School Playgroup

## Balance Sheet as of 31 August 2021

	2021	2020
	£	£
<b>Assets</b>		
Bank and cash balances	<u>120,547.10</u>	<u>99,986.03</u>
Balance brought forward	99,986.03	96,444.11
Surplus for the year	<u>20,561.07</u>	<u>3,541.92</u>
	<u>£ 120,547.10</u>	<u>£ 99,986.03</u>

Signed:

Date:

G. Overton 04-04-2022

Gemma Overton

Chairperson

Eliza Stockdale 04/04/2022

Eliza Stockdale

Treasurer

**Paddocks Pre-School Playgroup**  
**Receipts and Payments Account**  
for the year ending 31 August 2021.

	<u>2021</u>	<u>2020</u>
	£	£
<b>Income</b>		
Fundraising	4,055.37	2,711.86
Grant	10,280.00	50.00
OCC Funding	88,868.42	99,091.78
Parents Fees	51,639.45	37,557.15
Playscheme	1,081.50	3,676.50
Voluntary funding supplement	4,962.50	5,737.69
Interest earned	12.20	171.33
<b>Total Income</b>	<u>£ 160,899.44</u>	<u>£ 148,996.31</u>
<b>Expenditures</b>		
Advertising/Promotional	162.00	324.00
Bank charges	84.00	60.00
Cleaning	1,158.50	1,127.25
Consumables	861.78	881.62
Domain/Email/Webpage	231.72	235.79
Employment costs	114,963.08	121,070.58
Financial services	300.00	300.00
Fundraising cost	1,169.12	869.37
General Office	1,656.96	1,817.80
Gifts	363.14	528.49
Health, Safety & Security	1,275.95	716.86
Independent Examination cost	75.00	75.00
Insurances	2,765.70	2,899.59
Maintenance/Repairs	1,727.50	6,558.05
Materials and toys	5,536.42	2,613.06
OCC Specific Funding Expenditures	2,800.87	780.09
Payroll Services	495.00	495.00
Professional memberships	100.00	300.00
Raising funds	0.00	0.00
Rent	150.00	150.00
Staff Training	2,255.47	1,150.57
Utilities	2,154.66	2,431.27
Waste Collection	51.50	70.00
<b>Total Expenditures</b>	<u>£ 140,338.37</u>	<u>£ 145,454.39</u>
<b>Surplus/(Deficit) for the year</b>	<u>£ 20,561.07</u>	<u>£ 3,541.92</u>

Signed: *Gemma Overton* Date: *06-06-2022*

Gemma Overton  
Chair

Eliza Stockdale  
Treasurer

*Eliza Stockdale 4/4/22*



Section A

Independent Examiner's Report

**Report to the trustees/  
members of**

Paddocks Pre-school Playgroup

**On accounts for the year  
ended**

2021

**Charity no  
(if any)**

1001964

**Set out on pages**

7 and 8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**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:**

*[Signature]*

**Date:**

3/6/22

**Name:**

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

MAAT.

**Address:**

200 CROWMARSH HILL  
CROWMARSH GIFFORD  
WALLINGFORD OXFON OX10 8BG

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.**

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