



# Trustees' Annual Report for the period

Period start date			Period end date				
From	01	09	2021	To	31	08	2022

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

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	Sarah Trelinska	Chair	From 1 <sup>st</sup> December 2022	
2	Ed Trelinski	Trustee	From 1 <sup>st</sup> December 2022	
3	Kerry Miles	Secretary	17/01/2023	
4	Jordan Hallam	Trustee	11/11/2021	
5	Anthony Beatty	Treasurer	05/09/2022	
6	Louise Greenaway	Manager	13/06/18	
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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)**

**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 2021
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:

(a) 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.

- (b) 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
- (c) Instigating, adhering to, and furthering the aims and objects of the Early Learning Alliance

Paddocks Pre-school have an excellent reputation for building strong staff to children relationships, due to 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 timeframe that ensures equality of opportunity for all children and families

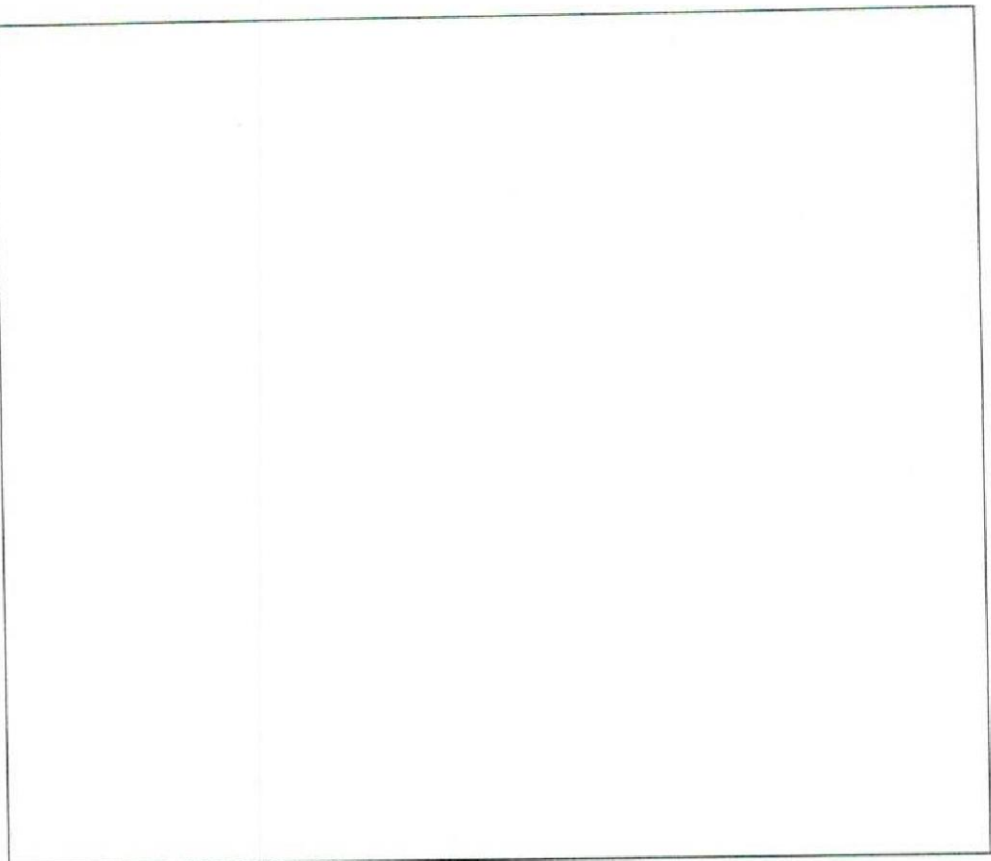
Paddocks follow the Early Years Foundation Stage and aims to provide a safe, secure, and caring environment where every child is valued as an individual. Through a meaningful partnership with parents, we strive to make the bridge between home and school as smooth and enjoyable as possible. We create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

**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)**

**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.



**Section D** Achievements and performance

**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 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 53 children on our books aged from two to four years of age. 41 children receive 3/4-year-old funding, of which 7 receive additional Pupil Premium funding, and 6 children receive 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. Most 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 is currently 1 child with English as an additional language. We have 2 children currently receiving SEND support.

The preschool employs a total of 8 staff. We have 7 members of staff who work directly with the children: 6 at Level 3. We have one part time administrator who is currently off on long term sick leave.

All our staff are Safeguarding trained, 3 of which are Designated Lead. 3 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 and administrator have also been trained in Mental Health First Aid. In addition, the setting accommodates several 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.

### 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 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 expense it would be useful to hold in reserve one half term's worst case running costs i.e., £45,000.
- Potential redundancy costs: We must also hold sufficient reserves to pay any redundancy payments to staff as required by law if the preschool had to close. Our redundancy costs approximate £40,000. Currently the notice period under preschool's employment contracts is one half term.
- Emergency costs - £5000 (in case of urgent repairs/maintenance)
- 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, further the aims of the preschool or reduce 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.

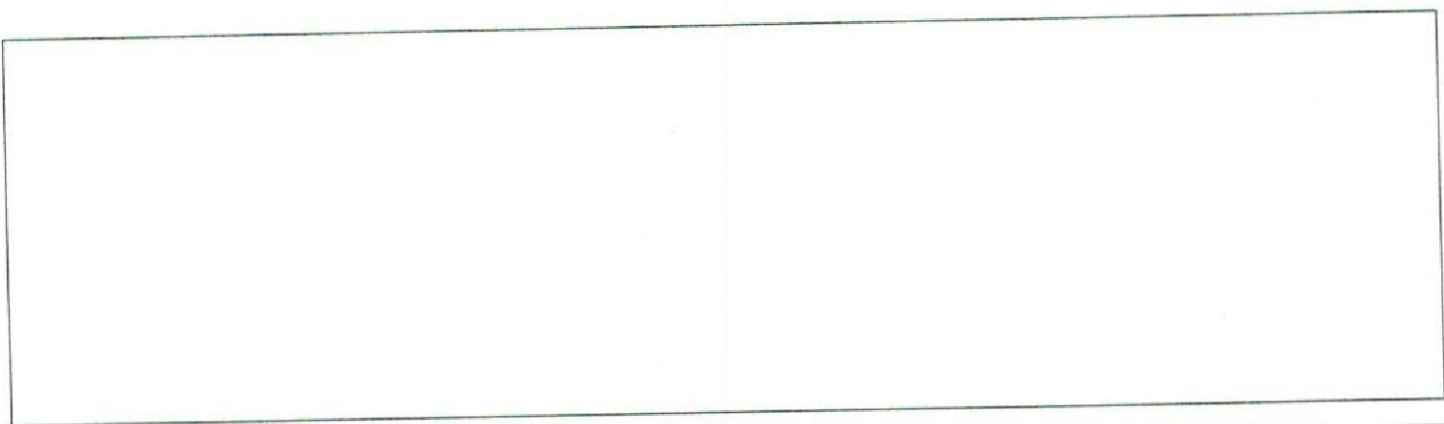
The reserve as of August 2022 was £137,868.91

### 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.



**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)	SARAH TRELINSKA	ANTHONY BEATTY
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	23/06/23	

**Paddocks Pre-School Playgroup  
Balance Sheet as at 31st August 2022**

	2022 £	2021 £
<b>Assets</b>		
Bank and cash balances	<u>137,868.91</u>	<u>120,547.10</u>
<b>Funds</b>		
Balance brought forward	120,547.10	99,986.03
Surplus for the year	<u>17,321.81</u>	<u>20,561.07</u>
	<u>137,868.91</u>	<u>120,547.10</u>

Signed:



Sarah Trelinska  
Chair

Date:

27/06/23

Signed:



Anthony Beatty  
Treasurer

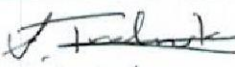
Date:

27/06/23


**Paddocks Pre-School Playgroup  
Receipts and Payments Account  
Year ended 31st August 2022**

	2022 £	2021 £
<b>Income</b>		
Donations and legacies	568.00	-
Fundraising	1,832.70	4,055.37
Grant	-	10,280.00
<b>Total OCC Funding</b>	<b>141,597.83</b>	<b>88,868.42</b>
Parents Fees	23,565.25	51,639.45
Playscheme	1,178.00	1,081.50
Voluntary funding supplement	5,430.85	4,962.50
Interest earned	81.59	12.20
<b>Total Income</b>	<b>174,254.22</b>	<b>160,899.44</b>
<b>Expenditures</b>		
Advertising/Promotional	324.00	162.00
Bank charges	93.00	84.00
Cleaning	1,432.20	1,158.50
Consumables	798.75	861.78
Domain/Email/Webpage	231.72	231.72
Employment costs	134,256.42	114,963.08
Financial services	300.00	300.00
Fundraising cost	338.60	1,169.12
General Office	2,087.84	1,656.96
Gifts	319.10	363.14
Health, Safety & Security	880.99	1,275.95
Independent Examination cost	-	75.00
Insurances	-	2,765.70
Maintenance/Repairs	8,253.93	1,727.50
OCC Specific Funding Expenditure	3,170.00	1,995.00
Payroll Services	531.00	495.00
Professional memberships	50.00	100.00
Raising funds	-	-
Rent	150.00	150.00
Resources, Toys & Activities	1,380.33	6,342.29
Staff Training	30.00	2,255.47
Travel and Accommodation	5.20	-
Utilities	2,299.33	2,154.66
Waste Collection	-	51.50
<b>Total Expenditures</b>	<b>156,932.41</b>	<b>140,338.37</b>
<b>Surplus/(Deficit) for the year</b>	<b>17,321.81</b>	<b>20,561.07</b>

Sarah Trelinska  
Chair

Signed:   
Date: 27/06/23

Anthony Beatty  
Treasurer

Signed:   
Date: 27/06/23



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Paddocks Pre-School Playgroup

**On accounts for the year  
ended**

31<sup>st</sup> August 2022

**Charity no  
(if any)**

1001964

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2018.

**Responsibilities and  
basis of report**

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I am qualified to undertake the examination by being a qualified member of the AAT.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me no cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

27/06/2023

**Name:**

Melanie Cornut MAAT

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

AAT Technician  
Member of the AAT

**Address:**

200 Crowmarsh Hill

Crowmarsh Gifford

Wallingford, Oxon, OX10 8BG

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.