



Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	09	2022	To	31	08	2023

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	Sarah Trelinska	Chair	Until 1 st September 2023	
2	Ed Trelinski	Trustee	Until 1 st September 2023	
3	Kerry Miles	Secretary	Until 2 nd October 2023	
4	Helen Lubbock	Chair	From 1 st September 2023	
5	Jordan Hallam	Trustee		
6	Anthony Beatty	Treasurer		
7	Louise Greenaway	Manager		
8	Ellen Siv	Trustee	From 28 th September 2023	
9	Luke Williams	Trustee	From 26 th October 2023	
10				
11				
12				
13				
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15				
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17				
18				
19				
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)

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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 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.

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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 and adhering to and furthering the aims and objects of the Early Learning Alliance.

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.

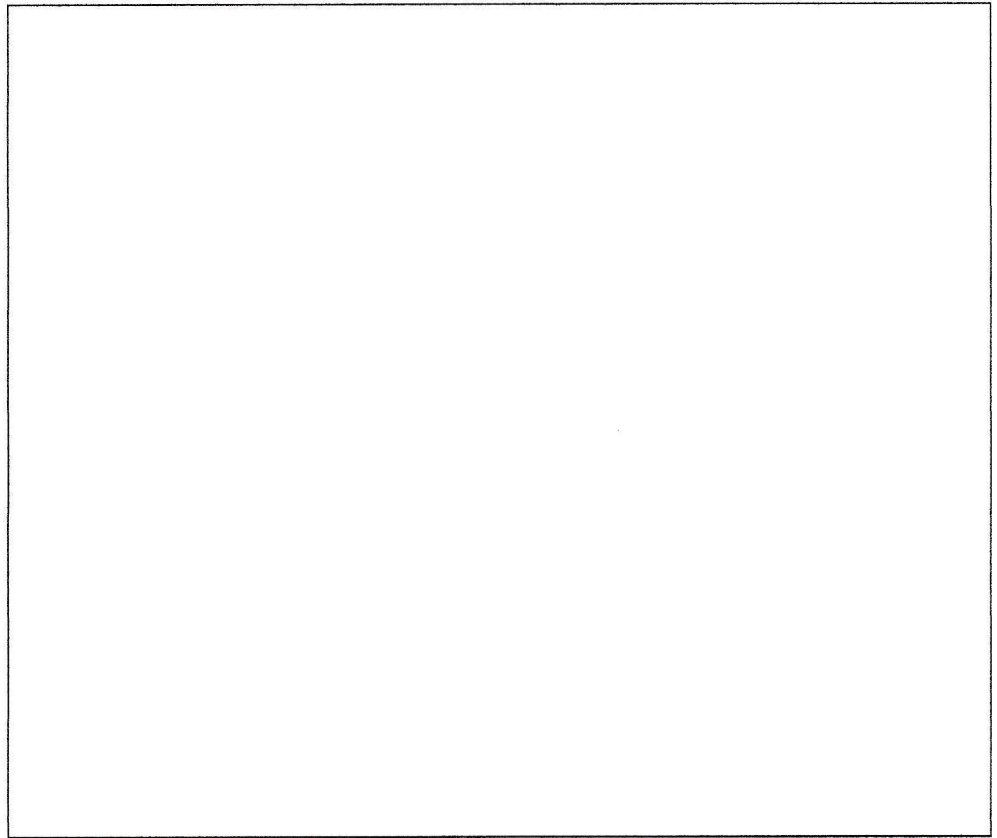
Paddocks follow the Early Years Foundation Stage and aims to provide a safe, secure and caring environment where every child is valued as an individual. Through a meaningful partnership with parents, we strive to make the bridge between home and school as smooth and enjoyable as possible. We create opportunities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

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.. 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 3.15pm during the school holidays.

We have had 44 children on our books aged from two to four years of age. 33 children receive 3/4-year-old funding, of which 6 receive additional Pupil Premium funding, and 6 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. Most 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 0 children with English as an additional language. We have 1 child currently receiving SEND support.

The preschool employs a total of 8 staff. We have 7 members of staff who work directly with the children: 5 at Level 3. And we have one part time administrator in the office.

All our staff are Safeguarding trained, 2 of which are Designated Lead. 2 Staff members are safer recruitment trained. Our chairperson holds Designated Lead and is safer recruitment trained. 8 Staff hold a current paediatric First Aid certificate. 2 Staff are SEND trained. All staff have Level 2 Food Hygiene Certificates. Our manager has also 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 are 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.

Section E Financial review

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 2023 was £125,806.26.

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)	Helen Lubbock	Anthony Beatty
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 26th June 2024

**Paddocks Pre-School Playgroup
Receipts and Payments Account
Year ended 31st August 2023**

	2023 £	2022 £
Income		
Donations and legacies	4,088.55	568.00
Fundraising	1,504.59	1,832.70
Grant	60.00	-
Total OCC Funding	84,113.99	141,597.83
Parents Fees	34,947.63	23,565.25
Playscheme	4,690.46	1,178.00
Voluntary funding supplement	1,004.04	5,430.85
Interest earned	883.35	81.59
Total Income	131,172.61	174,254.22
Expenditures		
Advertising/Promotional	267.00	324.00
Bank charges	49.98	93.00
Bookkeeping Software	86.40	-
Cleaning	528.83	1,432.20
Consumables	1,166.37	798.75
Domain/Email/Webpage	388.69	231.72
Employment costs	121,896.11	134,256.42
Financial services	225.00	300.00
Fundraising cost	229.60	338.60
General Office	1,358.84	2,087.84
Gifts	409.26	319.10
Health, Safety & Security	1,152.30	880.99
Insurances	2,211.88	-
Maintenance/Repairs	1,887.58	8,253.93
OCC Specific Funding Expenditure	1,041.02	3,170.00
Payroll Services	-	531.00
Professional memberships	3,923.86	50.00
Rent	-	150.00
Resources, Toys & Activities	3,374.61	1,380.33
Staff Training	638.29	30.00
Travel and Accommodation	-	5.20
Utilities	2,399.64	2,299.33
Total Expenditures	143,235.26	156,932.41
Surplus/(Deficit) for the year	- 12,062.65	17,321.81

Helen Lubbock
Chair

Signed: 
Date: 26/06/2024

Anthony Beatty
Treasurer

Signed: 
Date: 26/06/24

**Paddocks Pre-School Playgroup
Balance Sheet as at 31st August 2023**

	2023 £	2022 £
Assets		
Bank and cash balances	<u>125,806.26</u>	<u>137,868.91</u>
Funds		
Balance brought forward	137,868.91	120,547.10
Surplus/(Deficit) for the year	<u>- 12,062.65</u>	<u>17,321.81</u>
	<u>125,806.26</u>	<u>137,868.91</u>

Signed:

Date:



26/06/2024

Helen Lubbock
Chair

Signed:

Date:



26/06/24

Anthony Beatty
Treasurer



Section A Independent Examiner's Report

**Report to the trustees/
members of** Paddocks Pre-School Playgroup

**On accounts for the year
ended** 31st August 2023 **Charity no
(if any)** 1001964

Set out on pages

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

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:** 24/06/2024

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

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.

