

Trustees' Annual Report for the period

Period start date

From

Period end date

To

Day
01
Month
09
Year
2019

Day
31
Month
08
Year
2020

Section A

Reference and administration details

Charity name

Kingswood Village Playgroup and Toddlers

Other names charity is known by

Registered charity number (if any)

1005514

Charity's principal address

Kingswood Village Hall, Wickwar Road, Kingswood,

Wotton-under-Edge, Gloucestershire

Postcode

GL12 8RF

Names of the charity trustees who manage the charity

Trustee name
Office (if any)
Dates acted if not for whole year

TAR

Name of person (or body) entitled to appoint trustee (if any)

Claudia Thorpe
Co-chair 1

Alex Kemp
Co-chair 2

Liz Kingett
Secretary 3

Celia Williams 4

Patricia Wells

5

Cathryn Brown

6

Tracey Saunders

7

Until May 2020

8

9

10

11

12

13

14

15

16

17

18

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)

Linzie Clarke - Playgroup Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

PATA Constitution, adopted April 2021, as amended April 2020.

How the charity is constituted
(eg. trust, association, company)

Unincorporated organisation

Trustee selection methods
(eg. appointed by, elected by)

Elected by members

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.

Committee members are voted by the members at the Annual General Meeting (AGM). The minimum number of Committee members is 5, including 3 officers, and the maximum is 12, together with a further 3 co-opted members.

New trustees are given a short induction briefing from the Chair and provided with a copy of Playgroup's governing documents. Trustees are given a brief in their responsibilities with regards to GDPR.

Playgroup has a full set of policies and procedures in place, including a child protection policy, which describe how we take the necessary steps to keep children safe and well. Copies of these are held by the Chair and on Playgroup premises – and are available for view by any Trustee at any time.

Section C Objectives and activities

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

To enhance the development, care and education of children primarily under statutory school age, and also of children and young people of school age, by encouraging parents to understand and provide for the needs of their children through community (voluntary managed) groups and by:

(a) offering appropriate play facilities and training courses, 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 and young people, 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 area;
- (c) instigating and adhering to and furthering the aims of PATA.

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)

We offer play, education and childcare facilities for children aged between two and school age of families in Kingswood and the surrounding area. The activities undertaken fulfil the curriculum guidance for the Early Years Foundation Stage. We accept the Early Years Entitlement Grant from Gloucestershire County Council to provide 15 hours of free childcare per week for 38 weeks of the year for eligible 3 and 4 year olds, and we also accept 'Achieving 2 year olds' funding. We work closely with Kingswood Primary School to help ensure a smooth transition to school for those entering the Reception class each year.

We also offer wrap-around childcare (Dragonflies) for children attending Kingswood Primary School, which includes a breakfast club followed by an after-school club. This is based at the School but shares staff with Playgroup. We work closely with School staff and governors to ensure the smooth running of Dragonflies.

We run a baby & toddler group one morning a week which operates on a drop-in basis, to provide a chance for local families with babies and young children to socialise, play and enjoy activities.

In managing Playgroup, Toddlers and Dragonflies, the trustees have kept in mind the Charity Commission's guidance 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.

All the trustees give their time as volunteers and the time, energy and expertise they contribute is invaluable. Without it the successful operation of Playgroup would not be possible. Parent volunteers are invited to help at Playgroup sessions during the summer term (and at other times if they wish to do so) which gives parents the opportunity to see first-hand how our sessions operate, and contribute to the activities offered during the sessions.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In September we started a trial with the online learning journal Tapestry. It keeps evolving with new features regularly and has been invaluable for the involvement with our parents. We can share videos and photos of what their child is doing at playgroup and celebrate achievements both in the setting and at home. It has been lovely seeing what the children have been doing during the lockdown, and we have shared activities and stories. All-in-all we have had good feedback from everyone on Tapestry.

Katie who does Music with Mummy on a Monday has been very popular, the children love the music sessions and we are hoping to carry this on in the future. We have celebrated World Book Day and fundraised for Children in Need.

We had a lovely play at Christmas, the littlest Christmas tree and have enjoyed watching the new houses being built and walking round our new neighbourhood and seeing where our new friends live. We are still enjoying visiting the allotment, we've had a bit of help from the community with that whilst we have been on lockdown.

We have 13 off to school this year and a few new starters and are looking to have about 13 children in September, so we need to advertise to increase our numbers.

In future, we are looking at how we can shift towards more outdoor learning, acknowledging the health benefits of being outside associated with the pandemic and how we can build a rich curriculum for the future based around outdoor spaces.

Our staff member Sarah has stepped up to be deputy, while Zara is on maternity leave. She has been running the toddler group on a Wednesday and has also been studying for her NVQ3.

Our Facebook page has been very active this year, thanks to staff member Jess, who is the main contributor.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity holds two reserves. The first is to cover the cost of making redundancy payments to staff should Playgroup close, calculated in accordance with statutory redundancy pay rates. The second reserve is intended to be approximately equivalent to 50% of annual operating expenditure, to assist with running costs should income reduce below the average or to help with expenditure which is uneven over the year, taking into account the fact that we are a relatively small rural group and the number of children attending can vary.

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.

The principal source of funds is income linked to childcare places offered by Playgroup and Dragonflies. We receive Early Years funding for 3 and 4 year olds, and 'Achieving 2 year olds' funding, and the balance of the income comes from fees paid by parents.

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)	Claudia Thorpe	
Position (eg Secretary, Chair, etc)	Chair	
Date	20/10/2021	

	End of Year Account Balances		
	As at August 2020	As at August 2019	As at August 2108
Income			
Dragonflies fees	15,811.81	21,850.19	18,189.16
Fees	6,899.20	7,380.00	5,344.10
Grants	32,187.41	28,359.84	32,559.40
Fundraising	248.77	1,441.90	577.12
Donations	434.07	1,088.00	195.00
Training		540.00	
Interest			68.18
HMRC CJRS	2,185.88		
Other receipts	379.00	179.48	258.20
Toddlers income	385.20	320.40	
HMRC SMP		5,144.01	
Total	58,531.34	66,303.82	57,191.16
Expenditure			
Wages	52,684.77	47,886.70	47,521.27
Rent	2,934.10	3,592.25	4,336.95
Administration	163.62	123.99	768.46
Fundraising Costs	12.00	232.99	252.19
Milk & Refreshments	687.75	883.17	832.39
Training		520.00	95.80
Toys & Equipment	1,071.15	1,237.53	2,116.53
Consumables	228.12	122.69	118.71
Activities	270.00		
Insurance	735.71	567.46	562.40
Subscriptions	58.34	378.41	340.00
Stationery	126.58	119.62	
Trips		139.80	
50th Party		187.65	
Other	99.94	336.50	208.00
change in petty cash			7.11
Total	59,072.08	56,328.76	57,159.81
Excess of income over expenditure			
	-540.74	9,975.06	31.35
Bank Interest	+244.85		
	Account Balances		
	As at August 2020	August 2019	August 2018
Lloyds Treasurers	26,096.69	26,637.00	16,662.36
Lloyds Business	14,558.98	14,552.00	20,052.43
Coventry	10,167.14	9,929.11	4,419.11
Total	50,822.81	51,118.11	41,133.9

Kingswood Village Playgroup and Toddlers End of Year Accounts and Financial Statements for Year ended 31/08/2020

Independent Auditor report to the Committee of Kingswood Village Playgroup and Toddlers

In accordance with the instructions given to me I have reviewed the financial statements of Kingswood Village Playgroup

In my opinion the accounts present fairly the assets and liabilities of the Playgroup as of 31st August 2020 and its income and expenditure for the year, based on the information based in the books and reports of the Playgroup.

Signed..... *L Mealey*

Name (printed) *LINDSAY HEELEY*

Date..... *21/4/2021*

Approval Certificate

These accounts are approved by the committee of Kingswood Village Playgroup and Toddlers

Chairperson *CLC*

Name (printed) *Claudia Thorpe*

Date..... *19/05/2021*

Treasurer *A Williams*

Name (printed) *ANITA WILLIAMS*

Date..... *18-5-21*