



## Trustees' Annual Report for the period

Period start date

**From**

Period end date

**To**

1st  
August  
2020

31st  
July  
2021

Section A

Reference and administration details

**Charity name**

Waterbeach Community Playgroup

**Other names charity is known by**

**Registered charity number (if any)**

1009956

**Charity's principal address**

The Playhouse, School Grounds,

High Street, Waterbeach,

Cambridge

**Postcode**

CB25 9JU

**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)**

Laura El Fatmaoui  
Chairperson

Sophie Dowsing  
to 15/10/2020

Paula Ray  
to 15/10/2020

Lena Ramsay  
to 15/10/2020

Caroline Brasher  
to 15/10/2020

6

Julia Johnstone  
Treasurer  
from 01/09/2020

7

Yao Fu  
Secretary  
from 01/09/2020

8

Nicola Little  
  
from 15/10/2020

9

Sharon Faulkner  
  
from 15/10/2020

10

Maria Americo

from 15/10/2020

11

Leanna Brierley

from 03/02/2021

12

Emma Freeman

from 11/05/2021

13

14



**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)**

Fiona Thomas - Setting Manager

## **Section B Structure, governance and management**

### **Description of the charity's trusts**

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

Preschool Learning Alliance Constitution

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

The Charity is managed by a Committee of Trustees who delegate the day to day operation to the Setting Manager, who is employed for that purpose by the Trustees.

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

Trustees are nominated and seconded by members of the Charity as defined in the Constitution and elected by the Management Committee.

### **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**

2.1 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 Pre-school 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)**

Our aim is to provide a safe and happy environment in which children can learn through play, making the transition from home to school as easy as possible for both the child and their parents. We provide a curriculum which meets the requirements of Ofsted and the County Council, allowing progression from preschool into the reception year and key stage 1 of the National Curriculum.

In pursuing this aim, our Trustees have due regard for 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

The new school year began with a lot of planning, preparation, risk assessments and trepidation as we worked our way to reopening playgroup following our forced closure earlier in the year. There was an enormous amount of work that went into reopening for which I would like to personally thank the 2020/21 committee for their valuable support and commitment to both playgroup and the staff, I especially thank Leanne our previous chair and Laura our current chair who were both amazing.

There was also a significant staffing change over the summer as we heard that Jacqui had decided that she would not be returning to playgroup as she wanted to devote more time to her family, I would like to thank Jacqui for her unwavering support and dedication to her role and to the staff and children, we appreciate all your hard work over the years.

So, with lots of rules and regulations in place we opened our doors in September to lots of new and excited children all ready and eager to start their early years adventure, the staff and committee had worked hard to ensure that we had a safe and welcoming environment for everyone, and we threw ourselves into the usual autumnal activities.

We used our senses to explore the wonderful sights sounds and smells of autumn both inside and out, with a mixture of scavenger hunts, sensory trays and of course lots of pumpkin related activities. This year's cohort were fascinated by spiders and their intricate webs, so we had lots of spider related activities including some wonderfully gloopy glittery webs made with glue and glitter.

As the weeks progressed the number of children attending the setting grew until we were at near capacity by November, this only added to the excitement as we entered the sparkly season.... Christmas, a time of copious amounts of glitter and lots of merriment. During December the children were busy engaging in lots of festive activities and busy making treasures to decorate their homes. Despite Covid restrictions in place we were determined that we were going to try to produce our usual Christmas Nativity play to share with our parents and carers. The children loved learning the nativity story and songs and dressing in the costumes and so on a bright December day we recorded our nativity complete with angelic angels, cute kings, a reluctant reindeer, and some very excitable father Christmas's, Yao, Laura and Idris then worked their magic to edit and transform the rather dubious recordings into a wonderful show, the feedback from parents was positive and the staff were really pleased that the parents could share this with us all be it digitally.....

The Autumn term drew to a close with our annual Christmas party.... Once again due to restrictions we couldn't invite our friend Mr Marvel to entertain the children, so all the staff worked hard to come up with fun traditional party games which we all thoroughly enjoyed and combined with a lovely selection of party food and a visit from the big man himself (thank you to Sarah for organising this and our wonderful volunteer Dean Jackson for agreeing to become FC for the day!!!) we all had a

fantastic time.

January proved to be another unsettled month with schools opening then quickly closing, Early years settings were asked to remain open as the risks were deemed lower and with lots of protective measures in place safe for both staff and children.

We had lots of families however who choose to keep their children at home as their older siblings were not attending school. The staff all thought that it was very important for all of our children to receive the best early experiences we could provide regardless of whether they were attending or not so we set about providing weekly learning packs for those at home that mirrored those activities on offer to those who were attending, we covered lots of different areas of learning and I think the children who were staying at home looked forward to seeing the staff delivering their packs.

Before we knew where we were we found ourselves at the beginning of March and it was announced that schools would reopen so little by little all the children started returning and once again we had full sessions. We spent time resettling those who were returning and supporting those who had become used to the quieter reduced number sessions.

So, with lots of energy and enthusiasm we began looking at the changing season as the cold wet days departed and left us with some lovely sunny days and lots of new emerging life from beautiful blossom to vibrant daffodils. The children also continued to enjoy the start sporty sessions run by Victoria, from fun games and team sports to relaxing yoga.

Toward the end of the spring term, we once again excitedly anticipated the arrival of 10 beautiful eggs and incubator as we took part in the living egg project.... The excitement levels were at fever pitch as we patiently awaited the start of the hatching process, the children were very lucky to experience the wonder of baby chicks hatching as several chicks emerged during sessions, each one was duly given a name with some of our favourites being fluffy rainbow, Chicken dinner and cute Rosie to name a few, as usual I was amazed at how gentle and kind all the children were with our new arrivals, taking care of the chicks and making sure they had everything they needed. With a flurry of Easter themed activities, we made it to the end of the spring term all intact and very happy that we had managed to provide a term of fun without any closures or covid Cases The summer term passed with more fun activities, exploration, and achievements, including our newly introduced kindness week where we focussed on what it is to be kind and thinking about how we can help others. We also welcomed Ratna to the team as a permanent bank staff member and Pam who was employed as an assistant for the summer term so that the other practitioners could focus on the upcoming transitions We were so proud of the way in which our children had weathered the Covid storm and still saw such wonder in everything and spurred us all on with their unbounding enthusiasm.... The staff were becoming very jaded by this point after an incredible effort, but the spirit and happiness was infectious and I couldn't have been prouder of my amazing team as they worked tirelessly to ensure those moving onto school were more than prepared and also supporting those who would be returning after the summer, our aim is that the children leave us independent, resilient and ready for the next

## Section D

## Achievements and performance

steps in their educational journey, and watching them all walk happily into school has been so wonderful for us to watch. We ended the term as usual with an emotionally charged leavers lunch and celebration which was possible due to the easing of restrictions, we were so happy that we were able to mark this special occasion for all the wonderful rising fives and their families, the certificate presentation is always emotional, but this year it seemed more poignant, but thankfully the staff managed to keep it all together and celebrate our amazing children.

As usual I would like to close my report by thanking the amazing team that make up Waterbeach Community playgroup firstly the wonderful staff I have the pleasure to work with, Sarah, Monika, Kate, Ratna and Sophie who work tirelessly to support our children and families. Our wonderful committee, Laura, Julia, Yao, Maria, Sharon, Nicola, Leanna, and Emma who have helped steer us through a very challenging year and without all their time, effort, commitment, and dedication there wouldn't be a playgroup. And finally, to our amazing children and their families who make everything we do so worthwhile.

Fiona Thomas - Manager  
Waterbeach Community Playgroup

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We consider it prudent to hold funds in reserve to allow for:  
 **Closure Contingency.** If we had to close playgroup, we would need to meet our obligations to staff and the WASPS afterschool club who co-own our building. We calculate this as follows:

1/3 of [a year's salaries and HMRC / Pension payments combined] (approximating to 1 term's obligation) + 1 year's rent (based on figures for the last full year).

Our reserves for 2020 - 21 therefore are calculated as follows:

1/3 of [year's salary + HMRC & pension payments]  
= £69,797 / 3 = £23,266  
+ 1 year's rent of £5,748

**Closure Contingency £29,014**

□ **Maintenance Contingency.** Our premises are now 18 years old and require increasingly expensive maintenance. We consider it prudent to hold a reserve against the future maintenance / replacement costs of the Playhouse.

We calculate this as follows:

Total Cash at Bank (2020 - 21) £83,065  
Less working capital (inc cash at bank, floats, petty cash) £5000  
Less contingency vs closure £29,014

**Maintenance Contingency £49,051**

#### **Details of any funds materially in deficit**

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)**

Laura El Fatmaoui

**Position (eg Secretary, Chair, etc)**

Chairperson

**Date**

23<sup>rd</sup> February 2022

Waterbeach Community Playgroup  
Receipts and Payments Account for the Year Ended 31st July 2021

	2021
	£
<b>RECEIPTS</b>	
Fees	10,313.50
Fees - additional	839.50
Fees - registration	665.00
Funding	89,435.87
CJRS Claims	750.18
Coronavirus Insurance Claim	1,785.36
Donations	650.84
Fundraising	1,026.45
Milk Refund	441.56
Sale of Uniforms	64.00
Commission (Photographs)	144.02
French Lessons	120.00
Gross Bank Interest received	127.78
<b>TOTAL RECEIPTS</b>	<u>106,364.06</u>
<b>PAYMENTS</b>	
Salaries and Employers NI	67,207.42
Pension Contributions	2,589.11
Cost of Temporary Staffing	48.00
Payroll Software	186.72
Rent and JV Costs	6,644.20
Milk Cost	502.36
Groceries	503.83
First Aid (including extra costs re. Coronavirus)	673.02
Children's Uniforms	364.65
Children's Outdoor Clothing	55.94
Staff Uniforms	354.96
DBS Checks	169.17
Training Costs	263.00
Recruitment Costs	491.33
IT Supplies & Servicing	170.93
Printer Inks	483.28
Other Equipment	1,597.40
Garden Clearance	470.00
Gifts	310.21
Charitable Giving	150.00
Educational Resources	2,418.86
Office Supplies and Postage	299.39
Telephone	702.56
Internet Costs	212.52
Bank Charges	81.00
Subscriptions and Fees	446.60
<b>TOTAL PAYMENTS</b>	<u>87,396.46</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<u>18,967.60</u>
<b>ADD : SURPLUS BROUGHT FORWARD</b>	<u>64,098.76</u>
<b>SURPLUS CARRIED FORWARD</b>	<u><u>83,066.36</u></u>
<b>REPRESENTED BY :</b>	
Building Society Current Account	1,400.66
Building Society Business Saver Account	29,194.42
Charities Aid Foundation Account	52,449.82
Fundraising Float	20.00
Petty Cash Float	1.46
	<u><u>83,066.36</u></u>

Audited and found correct

4th October 2021.

Aubrey Hughes \* Allen  
Accountants  
17 Payton Way, Waterbeach,  
Cambridge, CB25 9NS.

Waterbeach Community Playgroup  
Receipts and Payments Account for the Year Ended 31st July 2021

	2021
	£
<b>RECEIPTS</b>	
Fees	10,313.50
Fees - additional	839.50
Fees - registration	665.00
Funding	89,435.87
CJRS Claims	750.18
Coronavirus Insurance Claim	1,785.36
Donations	650.84
Fundraising	1,026.45
Milk Refund	441.56
Sale of Uniforms	64.00
Commission (Photographs)	144.02
French Lessons	120.00
Gross Bank Interest received	127.78
<b>TOTAL RECEIPTS</b>	<u>106,364.06</u>
<b>PAYMENTS</b>	
Salaries and Employers NI	67,207.42
Pension Contributions	2,589.11
Cost of Temporary Staffing	48.00
Payroll Software	186.72
Rent and JV Costs	6,644.20
Milk Cost	502.36
Groceries	503.83
First Aid (including extra costs re. Coronavirus)	673.02
Children's Uniforms	364.65
Children's Outdoor Clothing	55.94
Staff Uniforms	354.96
DBS Checks	169.17
Training Costs	263.00
Recruitment Costs	491.33
IT Supplies & Servicing	170.93
Printer Inks	483.28
Other Equipment	1,597.40
Garden Clearance	470.00
Gifts	310.21
Charitable Giving	150.00
Educational Resources	2,418.86
Office Supplies and Postage	299.39
Telephone	702.56
Internet Costs	212.52
Bank Charges	81.00
Subscriptions and Fees	446.60
<b>TOTAL PAYMENTS</b>	<u>87,396.46</u>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<u>18,967.60</u>
<b>ADD : SURPLUS BROUGHT FORWARD</b>	<u>64,098.76</u>
<b>SURPLUS CARRIED FORWARD</b>	<u><u>83,066.36</u></u>
<b>REPRESENTED BY :</b>	
Building Society Current Account	1,400.66
Building Society Business Saver Account	29,194.42
Charities Aid Foundation Account	52,449.82
Fundraising Float	20.00
Petty Cash Float	1.46
	<u><u>83,066.36</u></u>

Audited and found correct

4th October 2021.

Aubrey Hughes \* Allen  
Accountants  
17 Payton Way, Waterbeach,  
Cambridge, CB25 9NS.