



Committee Chair Report 2023-24

Overview

It has been another successful year for the playgroup. We welcomed the new deputy manager, Sian, who has settled into her role with ease. We now have a stable team who continue to be ably led by Lisa. Having lost a senior long term member of staff the previous year, we couldn't have hoped for a better outcome.

Over the last year we have:

- Overcome short staffing issues – hiring Sian and also keeping 2 additional members of bank staff to tide us over term 1 of 2023-24.
- Launched a new website with a new logo and beautiful photographs.
- Taken the children on a summer trip to Warleigh Lodge Farm. We also arranged a visit from Zoolab.
- Purchased a promotional banner for outside of the village hall in keeping with the new branding.
- Smaller posters were placed around the village although sadly some of them were defaced and have now been replaced, pending placement.
- Received a larger grant than usual from the Parish Council enabling us to purchase a playgroup tablet to document observations and photos of the children.
- Invited parents into Playgroup for a sing-along at Christmas and again in the summer term for a minibeast themed leavers celebration.
- Continued with the parent helper rota
- Raised a healthy sum through our fundraising initiatives which included new ideas from Kelly to include ticketed events to a Halloween party and a Christmas market.

- Accepted the 3 year funding increase of 10% in September 2023 from £4.52 per hour to £4.97 per hour and then £5.27 from April

Ofsted/Safeguarding

Following an inspection in April 2023, we were delighted to receive a fantastic report with an overall 'Good' rating. A single area for development was highlighted – 'Staff do not always help older children to consider problems and ways to manage risks for themselves'. Taking this onboard, we have acknowledged this feedback by implementing tasks for the older children, encouraging them to solve problems themselves – but within reason and do help them when they need help for their safety.

Policies & Procedures

Our Policies & Procedures were reviewed and updated as necessary.

We continue to hold £35k in reserve funds to protect the playgroup from any unforeseen financial emergencies or closure.

We kept the Terms & Conditions the same to say that we now require children to attend a minimum of 2 sessions per week on two separate days.

Parents

We have welcomed more parents on to the committee – Kerrie Clark in particular who has agreed to follow the process to join the committee officially and also Louise Davies who joined in April 2024. Another male parent also agreed to act as Father Christmas to the childrens delight!

Staff

Lisa continues as the Playgroup Leader, managing the teaching staff and day to day running of the setting. She is now supported by Sian, who joined the team as Deputy Playgroup Leader and SENCO lead in November 2023. Rebecca Sheibani continues to work alongside Lisa and Sian as an

Early Years Practitioner.

Chloe, Karen and Cara and occasionally Doogie continue to work as supply staff.

As ever, the staff have worked incredibly hard to create a stimulating and nurturing environment for the children this year and we are hugely grateful for their efforts.

Committee

The committee has worked hard to support Playgroup this year. I am particularly grateful to:

Becks Pearson for managing our finances (staff payroll, invoices & the funding provision). She has done an amazing job of Treasurer and has kindly agreed to remain in the role for 2024-25. It has not been an easy task to produce our financial forecasts during this years political and financial uncertainty and challenges. We are grateful to Becks for her efforts.

An extra special thank you to Kelly who took on the Secretary role and contributed an enormous amount of time and effort to fundraising and events including a Halloween Party, Christmas Market and the Easter Party. Kelly has broken all previous fundraising records and although has now stood down from the secretary role, she has committed to organising the 2024 Bathampton Christmas Market as her swan song, with all proceeds going towards the playgroup for the 24-25 year. Also thank you to Kellys family who have helped at every event as well as in the village hall garden.

Helen has been so helpful managing the quarterly Bags2school collections and more than tripling our fundraising using Vinted. She has also arranged tip runs with Susana to get rid of broken equipment which has been a huge help to Lisa.

Susana has also continued to support and is always on hand to whip up cakes or a craft at short notice. She has also agreed to be the back up signatory for the Barclays account. We are grateful to have her and Helen to stay on for her final year. Thank you also to Susanas partner, Luis, who has made a sizeable donation to the playgroup through his company.

Emma McGuinness, former playgroup deputy leader, is joining our committee and it's a pleasure to have her back with us, albeit in a non children facing role!

Louise Davies agreed to take on the role of Chair although after second thoughts, resigned in July. She continues to remain on the committee in a generic role, helping with events, fundraising and has also managed to obtain free tickets for the entire playgroup to visit the theatre royal in December 2024 by applying to the theatres 'Wonderfund' on our behalf. Louise has also agreed to manage the Ofsted registration for the playgroup.

Moving forward we also have Justine joining the committee in a co-chair position with Susana. I will offer my support to them throughout the transitional period.

Intake and recruitment

New signs have been placed around the local area to include refreshed branding and a new logo. We have also updated the banner in front of the village hall.

As we look to the year ahead, our intentions include:

1. To update the website termly with playgroup news and events.
2. Print some more flyers for distribution at events / toddler groups etc
3. Ask Cara to make a new film to promote Playgroup in Spring 2025.
4. Change the colour schemes to neutral to create a calmer environment aligned with nature.

Village Hall/Garden

We have worked closely with the Village Hall committee again this year and Lisa kindly represented Playgroup at their committee meetings.

Aims for 2024-25

- To provide a safe and stimulating learning environment for our children.
- To maintain our strong and well-earned reputation in the local community.
- To commission a new film from Cara to promote Playgroup.
- To build stronger links with the primary school
- We acknowledge the ongoing financial challenges to the Early Years sector and will work to remain financially viable into the future.

- To maximise opportunities for outdoor learning by fully utilising the space and amenities available to us.
- To spend the money from councillor Sarah Warren who gave us a large sum to purchase new tables.
- We will continue to support staff on their training plans throughout the year.
- We aim to maintain our good standards following the EYFS requirements and to continue with the community vision that was created.
- To maximise our use of social media to maintain awareness of Playgroup and support recruitment of new families in the area.
- To foster a sense of community amongst parents and carers with regular social activities.

I very much enjoy working with Lisa and her team and I'm confident we will be in a strong position for 2024-25.

As I step down from committee after 4 years, I wish every success to the playgroup in the coming years.

Here's to another successful year at Playgroup!

Jo Hill, Chair Bathampton Playgroup

30th November 2024

Mike Denning

Accountancy and Bookkeeping Services

26, Orchard Way, North Bradley, Trowbridge, Wiltshire, BA14 0SU

Tel' and fax (01225) 774371 Email : mikedenning61@gmail.com

ACCOUNTS AND FINANCIAL STATEMENTS OF

BATHAMPTON PLAYGROUP

CHARITY NUMBER 1018967

FOR THE YEAR ENDED

31st JULY 2024

Mike Denning

Accountancy and Bookkeeping Services

26, Orchard Way, North Bradley, Trowbridge, Wiltshire, BA14 0SU

Tel' and fax (01225) 774371 Email : mikedenning61@gmail.com

REPORT OF THE ACCOUNTANT

In accordance with instructions given, I have carried out an independent examination of the accounting records shown to me and can confirm that an accurate record of the financial activity of the Playgroup has been maintained. From these records, and other information supplied, I have prepared accounts for the year ended 31st July 2024 which are a true and fair view of the financial position of the Playgroup. The accounts have been prepared on a receipts and payments basis which, due to the level of income, are acceptable to the Charity Commission. Although a balance sheet is shown with these accounts, this is not a requirement of the Charity Commission. It is included to show the funds accumulated by the Playgroup and where they are held.

The following are amounts owed to and by the Playgroup as at 31st July 2024. These are not shown in the accounts due to the receipts and payments basis used -

Monies owed to the Playgroup

1) Fees - £168.00

Monies owed by the Playgroup

1) Accountancy - £130.00

2) PAYE tax and National Insurance for July 2024 - £529.20

3) Pension contributions for July - £350.52

Other matters that have arisen during the year

Restricted use grants of £169 from Bathampton Parish Council and £400 from BANES were received during the year and these were to be used for the purchase of a tablet and tables respectively, the latter of which is still to be purchased

There are no other matters arising during the year.

Date 19/11/2024

Signed 

MICHAEL F DENNING

These accounts were approved by the committee and signed on their behalf by

.....

Signed Position (.....)

Date

BATHAMPTON PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31st JULY 2024

	<u>Notes</u>	<u>2024</u>	<u>2023</u>
		£	£
<u>INCOME</u>			
Fees		8476	25385
LEA funding		40571	36765
Voluntary contributions		9904	5787
Fundraising		2526	2316
Donations		0	371
Grants		0	100
Restricted use donations / grants		569	0
Bank interest		633	0
		<u>62679</u>	<u>70724</u>
<u>LESS EXPENDITURE</u>			
Salaries and wages		53977	52988
Employer pension contributions		1421	1263
Rent		4333	4839
Milk costs		16	113
Consumables	1	1480	1753
Equipment	2	649	1332
Fundraising costs		0	116
Gifts		186	213
Training		280	231
Insurance / Compliance / Ofsted	3	227	1458
Advertising and website costs		1278	536
Trips and educational visits	4	245	292
Accountancy and payroll costs	5	444	355
Sundry expenses	6	1103	1324
		<u>65638</u>	<u>66813</u>
NET INCOME FOR THE YEAR		<u>£ -2959</u>	<u>3911</u>

BATHAMPTON PLAYGROUP

BALANCE SHEET

AS AT 31st JULY 2024

	<u>Notes</u>	<u>2024</u>	<u>2023</u>
<u>CURRENT ASSETS</u>			
Barclays current account		12596	16187
Barclays premium account		35973	35340
Petty cash		137	137
ACCUMULATED FUNDS		£ <u>48705</u>	<u>51664</u>

REPRESENTED BY

Accumulated funds brought forward		51664	47753
Net income for the year		-2959	3911
		£ <u>48705</u>	<u>51664</u>

BATHAMPTON PLAYGROUP

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st JULY 2024

	<u>2024</u>	<u>2023</u>
	£	£
<u>EXPENDITURE</u>		
1 Consumables		
Resources - art and craft materials, food ingredients, planting/seeds etc	962	1004
Postage	27	13
Printer ink and stationery	137	150
Telephone costs	50	20
Janitorial, PPE and first aid supplies	107	166
Snack costs and staff welfare	196	402
	<hr/>	<hr/>
	£ 1480	1753
	<hr/> <hr/>	<hr/> <hr/>
2 Equipment		
Cookie cutter set	11	0
Chopping board and tray	15	0
Lanyards	5	0
Tablet	187	0
Sand timers	17	0
Sensory cards and toys	213	0
Camping lantern	30	0
Christmas lights	12	0
Magnetic tiles	50	0
Butterfly garden & caterpillars	37	0
Various toys	26	0
Padlock	24	0
Books	21	165
Book and craft trolley	0	766
Sumup machine	0	30
Smart phone	0	199
Rugs	0	92
Chopping boards	0	24
Thermometer	0	5
Mud kitchen	0	45
Plug covers	0	6
	<hr/>	<hr/>
	£ 649	1332
	<hr/> <hr/>	<hr/> <hr/>

3 Insurance / Compliance / Ofsted

Insurance	0	1080
PLA membership	0	232
ICO data protection fee	35	35
Ofsted	50	50
DBS check	122	61
Gambling licence	20	0

£	227	1458
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4 Trips and educational visits

Zoolab	245	0
Theatre Royal	0	184
Potticks Pigs	0	108

£	245	292
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5 Accountancy and payroll costs

Accountancy	130	120
Payroll costs	314	235

£	444	355
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6 Sundry expenses

Gardening services	463	180
Occupational therapist	510	1000
Computer antivirus	130	0
Inclusion expenses	0	144

£	1103	1324
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Sand timers	17	0
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Christmas lights	12	0
Magnetic tiles	50	0
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Padlock	24	0
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