



Trustees' Annual Report for the period

Period start date			Period end date				
From	01	09	2019	To	31	08	2020

Section A Reference and administration details

Charity name **HELPSTON PLAYHOUSE AND UNDER FIVES PRE-SCHOOL**

Other names charity is known by

Registered charity number (if any) 1024507

Charity's principal address
 JOHN CLARE PRIMARY SCHOOL
 WEST STREET
 HELPSTON
Postcode PE6 7DU

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	AMY ELLIS	CHAIR		
2	HANNAH BRESLIN	VICE CHAIR		
3	MICHELLE MCCLOSKEY	TREASURER		
4	GARY DELL	VICE TREASURER		
5	ABBI SMITH	SECRETARY		
6	GEMMA TREVING			
7	BERNETTE ANDERSON			
8	HOLLY CAMMARATA-HALL			
9	EMMA WRIGHT			
10	EMILY CARTER			
11	PIP POWER			
12	ANDREW LENNOX		Appointed 10/03/2020	
13				
14				
15				
16				
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 (eg. trust deed, constitution)	CONSTITUTION ADOPTED 22 SEPTEMBER 1987 AS AMENDED 13 JULY 1992, 19 NOVEMBER 2001 AND 1ST OCTOBER 2007.
How the charity is constituted (eg. trust, association, company)	The Committee are volunteers who are appointed each year at the Annual General meeting in October. The Committee members can be parents, guardians or other interested parties and do not need to have any qualifications or specific skills. There are two types of Committee member, Officer and Ordinary (or Other) member. Officers have specific roles such as Chair, Treasurer or Secretary. Ordinary Committee Members play a vital role working alongside and supporting the Officers. All Committee members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed.
Trustee selection methods (eg. appointed by, elected by)	Nominated and second nominations each year at the Annual General meeting.

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

Helpston Playhouse and Under Fives aims to enhance the development and education of children by offering appropriate play, education and care facilities in warm and nurturing environment.

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)

Providing Breakfast Club, Pre-school and After School Club services.

PreSchool:
 All practitioners observe all children in the setting daily using a variety of both written and photographic observations. If a child is aged between 2 and 3 we will also complete a progress check at '2' in the 3 prime areas: personal, social & emotional, physical development, communication & language. All observations are shared with the parent and help obtain a clear picture of the child's needs and how to plan at both the setting and at home.
 We also plan using Personal Or Possible Lines of Development (P.L.O.Ds) at least every 6 weeks to define what interests your child and how we can use that interest to support your child. We analyse this information to assess how your child is developing and learning. We use this to plan weekly activities that will enhance your child's play, develop their skills and to complete each child's individual 'learning journey'.
 It is crucial we discuss, share and involve parents as you know your child best! By doing so we can obtain a full, rounded picture of your child and this helps us understand how we can support their development with the cooperation and understanding of all parents. We share this information with you using our 'home to school' books, Tapestry and a termly one to one meeting with your child's key person. We also meet with you for Summary 1s, a final summing up and Summary 2s at the end of the summer term for all children moving up to school in the September.
 Each of the seven areas of learning and development are broken up into the following bands for development: Birth – 11 months, 8-20 months, 16-26 months, 22-36 months, 30-50 months and 40-60 months including Early Learning Goals. You will notice in your child's folder these age bands mentioned on their observations. This is to help you plot your child's development, but please note the age bands are guidelines only and not fixed with many children overlapping several stages. The EYFS guidance is also used by schools during your child's reception year.

Helpston Playhouse and Under Fives is a Registered Charity. We have a fantastic team at the Pre-school and a Committee who deal with overall management and control of the Pre-school. As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees.
 The Committee members can be parents, guardians or other interested parties and do not need to have any qualifications or specific skills. There are two types of Committee member, Officer and Ordinary (or Other) member. Officers have specific roles such as Chair, Treasurer or Secretary. Ordinary Committee Members play a vital role working alongside and supporting the Officers. All Committee members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed.
 The Committee meet approximately every six weeks and deal with a variety of issues from marketing and promoting the pre-school, fundraising, maintenance and upkeep of the building and purchasing of equipment, staffing issues and setting of fees to nights out and social gatherings. The Committee hold several fundraising events throughout the year in order to raise money and a list of events and money raised can be found on our events page.
 Not only is there the serious business of managing and maintaining the Pre-school but being a Committee member is also an opportunity to meet other parents and staff and get involved in the village community.

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 Chair summarised how the Committee has delivered the targets set last year:

- **To continue best practice and effective teaching and learning to an outstanding level** – Critical Friend review in January was excellent and all action points were swiftly implemented by the Manager and the team.
- **To set budgets for the setting and staff** – The Treasurer set these based on previous year's expenditure and they have been useful. New budgets have been set already for this year and will possibly need refinement depending on funds.
- **To write a 3-year business plan** – The Treasurer has begun this and is now having to set out the contingencies for the impact of COVID-19.
- **To invest in worthwhile training for all staff and committee members where appropriate** – lots of training took place for staff prior to March and the Manager also sets this out.
- **To develop our use of space and deal effectively with increased numbers and waiting lists** – managing parents' expectations – forest schooling has been a real asset to the setting and continues to be important with outdoor education in response to COVID-19. OOSC numbers rose to 45 this year when the setting was open and has been highly manageable and favourable for parents and their changing needs.
- **Engage parents further, especially in Out of School Club** – survey was conducted by OOSC Rep: although only 37% of families responded, the overriding message was that everyone is happy and content with the care that their child is getting. Staff implemented changes where possible to the breakfast portions and snacks provided, new resources were purchased for the older children and equipment for games outside. The library area was well received and is run by the children. An excellent variety of books to suit all ages is available and should still be built on going forward.

Section E Financial review

Brief statement of the

TAR

The reserve account is to ensure the setting continues to protect it's young children and staff.

charity's policy on reserves

A description of the principal risks facing the charity Para 1.46 Other

- Short lease length
- Threat of removal or competition
- Negative change in Government funding
- Cost of relocation plus new premises
- Uncertainty surrounding attendance numbers
- Loss of income due to COVID-19

Details of any funds materially in deficit

Unknown deficit of £452.63

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)	<i>E Wright</i>	<i>A Ellis</i>
Full name(s)	Emma Wright	Amy Ellis
Position (eg Secretary, Chair, etc)	Vice Treasurer	Chair
Date	12/04/2021	

Income/expenditure Account

Year ending 31.8.20

INCOME		EXPENDITURE	
	FEES		FIXED EXPENSES
Preschool / Breakfast / Afterschool	61232.08	Wage	-89772.95
Total fees		61232.08	Total fixed expenses
			-89772.95
Funding	78476.98		RUNNING COSTS
Lunches	1032.29	Rent and utilities	-2267.88
Uniform	205.16	Licenses	-445.21
Toddler Group	0.00	Repair and improvement	-9068.88
Bank int	0.00	New equipment	-5782.32
Training	0.00	Food and sustenance	-2295.09
Gift	0.00	Stationary and craft	-630.15
Other	0.00	Fundraising Expenses	-1158.99
		Marketing	0.00
Total extras		79714.43	Uniform
			-641.68
			Training
			-974.87
			Lunches
			-986.70
Extras	53.41	53.41	Other
			-386.30
			Out of school club expenses
			-46.00
			Recruitment
			-1581.76
			Curricular Activities
			-735
Interest Current	0	0	Insurances
			-1020.17
			Phones / IT
			-1237.54
			Photocopying / Printing
			-543.27
			Waste
			-1025.61
			Staff Pensions & Tax
			-14027.41
			Total running costs
			-44854.83
Fundraising income	2765.23	2765.23	
TOTAL INCOME		143765.15	TOTAL COSTS
			-134627.78
SURPLUS YEAR 2019/2020		9137.37	
Balance Sheet			
Bank as at 01.09.2019			Bank as at 31.8.20
CURRENT		31394.83	CURRENT
			38613.41
Reserve		128787.62	Reserve
			129031.81
TOTAL		160182.45	TOTAL
			167645.22
PETTY CASH		905.99	PETTY CASH
			2127.96
TOTAL STARTING		161088.44	TOTAL END
			169773.18
			£ Difference
			8684.74
			surplus - difference
			452.63

Independent examiner's report to the charity trustees of Helpston Playhouse and Under Fives.

I report on the accounts of the Trust for the year ended 31st August 2020.

Respective responsibilities of charity trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act 2008. It is my responsibility to:

- examine the accounts under section 65 of the Charities Act
- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act
- state whether particular matters have come to my attention.

Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission under section 65(9)(b) of the Charities Act. My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of the Charities Act
4. That there is further information needed for a proper understanding of the accounts to be reached.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission, I have found no matters that require drawing to your attention.

Name: Lyndsey Gilson

Relevant professional qualification or body: CIMA/ AAT

Address: 8 Arborfield Close, Helpston, Peterborough, PE6 7DL

Date: 03rd March 2021