



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From **01/09/2020** Period start date To **31/08/2021** Period end date

Charity name: Helpston Playhouse and Under Fives

Charity registration number: 1024507

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Providing Breakfast Club, Pre-school and After School Club services. PreSchool:</p> <p>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'.</p> <p>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.</p> <p>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</p>

		<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had due regard to the Commission's guidance at all relevant times

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Chair summarised how the Committee has delivered the targets set last year:</p> <ul style="list-style-type: none"> • Maintain the COVID safe environment – focus on children and staff well-being as a priority To date we have done extremely well to put in place enough measures at the setting to keep the children and staff as safe as possible regarding COVID and have had a very limited impact in terms of bubble closures and illness in the setting. There were national closures but we remained open throughout and provided childcare and education in some form for Key Worker children as well as remote access for those not in. Bubbles worked effectively in helping stave transmission, but it must be stated it did have an impact on the staff and children's well-being. The groups were not ideal but necessary. • Support Staff in their Level 3 training • Teaching and Learning - S & L – training, education and engaging parents, Technology's impact on children A lot of training has been undertaken and much of it was online for obvious reasons. The council were good in providing opportunities for staff development and we took advantage of that. Education of parents on technology is a work in progress still and something we want to continue. Staff were given 'Improvement Projects' to head up individually at their appraisals and covered some of these areas. • Parental engagement - Workshops – Forest schooling, Phonics, S&L – access

		and safety may require ZOOM This has proven to be difficult given the COVID circumstances and accessing the setting for parents has been difficult. We have held Zoom meetings when possible but being very short staffed for many months has meant this was even more difficult.
--	--	---

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite losses accrued during school closures, overall the setting made a slight surplus this year
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The reserve account is to ensure the setting continues to protect it's young children and staff. Principal risks include: <ul style="list-style-type: none"> • 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
Amount of reserves held	Para 1.22	£160185
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n.a

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 22 September 1987 As amended 13 July 1992, 19 November 2001 And 1ST October 2007.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	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 including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Nominated and second nominations each year at the Annual General Meeting

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Helpston Playhouse and Under Fives
--------------	------------------------------------

Other name the charity uses	
Registered charity number	1024507
Charity's principal address	John Clare Primary School West Street Helpston PE^ 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	Gary Dell	Treasurer		
3	Abbi Smith	Secretary		
4	Emma Wright	Vice Treasurer		
5	Bernette Anderson			
6	Emily Carter			
7	Pip Power			
8	Andrew Lennox			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

--	--	--

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Emma Wright	Pip Power
---------------------	-------------	-----------

Full name(s)	Emma Wright	Pip Power / Chair
---------------------	-------------	-------------------

Position (eg Secretary, Chair, etc)	Vice Treasurer	
--	----------------	--

Date	22/01/2022
-------------	------------

INCOME			EXPENDITURE		
	FEEES			FIXED EXPENSES	
Preschool	14025.28		Wage	-91657.08	
Breakfast club	20226.52				
Afterschool club	36620.11				
Total fees		70871.91	Total fixed expenses		-91657.08
				RUNNING COSTS	
Funding	81010.76				
Lunches	2024.22		Rent and utilities	-2267.88	
Uniform	261.26		Licenses	-2314.76	
Toddler Group	0.00		Repair and improvement	-738.72	
Bank int	0.00		New equipment	-4873.94	
Training	0.00		Food and sustenance	-2177.13	
Gift	218.00		Stationary and craft	-1174.84	
Other	750.00		Fundraising Expenses	-107.78	
EYPP Funding	0.00		Marketing	-1112.45	
			Uniform	-130.20	
			Training	-129.62	
Total Extras		84264.24	Lunches	-1439.80	
Extras - COVID GRANT	2000.00	2000.00	Other	-32270.16	
			Out of school club expenses	-1.79	
			Recruitment	-187.00	
Interest Reserve 31/12/2	0	154.13	Curricular Activities	-90	
Interest Current	0	0	Insurances	0	
			Phones / IT	-1183.5	
			Photocopying / Printing	-246.37	
			Waste	-982.67	
			Staff Pensions & Tax	-12316.44	
			EYPP Equipment	-144.46	
			Toddler Group	-502.96	
Fundraising income	882.08	882.08	Total running costs		-64392.47
TOTAL INCOME		158172.36	TOTAL COSTS		-156049.55
SURPLUS YEAR 2020/2021		2122.81			
Balance Sheet					
Bank as at 01.09.2020			Bank as at 31.8.21		
CURRENT		38613.41	CURRENT		44310
Reserve		129031.81	Reserve		160185.94
TOTAL		167645.22	TOTAL		204495.94
PETTY CASH		2127.96	PETTY CASH		30.98
TOTAL STARTING		169773.18	TOTAL END		204526.92

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 2021.

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: 27th September 2021