



Trustees' Annual Report for the period

From

01/09/2022 To

31/08/2023

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 a thriving and vibrant pre-school for the under-fives, plus wrap around care (Breakfast Club and Out of School Club (OOSC)) for primary school children. 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.</p> <p>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</p>

		<p>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.</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	
	Para 1.38	

Policy on social investment including program related investment		
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> <p>Maintain children and staff well-being as a priority</p> <p>The children have been happy and settled in Pre-school and continue to thrive at the setting. The OOSC provision has proven to still be popular with families and we have had quite a few parents returning to us for various reasons after the clubs at John Clare were set up. Staff have really pulled together as a team and work well to cover and support the team when needed.</p> <p>Two-year-olds joining the Breakfast and OOSC</p> <p>Two year olds are now well established and this expansion of provision has really benefitted the business side of the setting and is essential to create more funds coming into us. They have settled well and been supported and transitioned effectively, even with the older children in OOSC times.</p> <p>Teaching and Learning - S & L – training, education and engaging parents.</p> <p>Creating an environment for 2-3 year olds, developing spaces to appeal to sensory needs.</p> <p>Parental engagement</p> <p>We have had much better engagement starting to come through from parents, this is partly due to post-pandemic ways of life changing more. Not as many parents filled in the questionnaire as we would have liked and we made it as accessible as possible. Facebook proves to be a good place to communicate with them and send updates. The weekly update has undergone a re-vamp and seems to be successful. The preschool social was a buzzing</p>

		<p>success recently and it was wonderful to get parents together to socialise and chat and meet each other – providing a lovely community atmosphere – it would be ideal to keep this going and helps with the turn around of committee members too.</p>
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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	The setting has made a surplus of approximately £4k 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 its young children and staff. Principal risks include: <ul style="list-style-type: none"> • Short lease length • Threat of removal or competition (now running for OOSC) • Negative change in Government funding • Cost of relocation plus new premises • Uncertainty surrounding attendance numbers
Amount of reserves held	Para 1.22	£ 187,622
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 1 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
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Other name the charity uses	
Registered charity number	1024507
Charity's principal address	John Clare Primary School West Street Helpston 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				
2				
3				
4				
5				
6				
7				
8				
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
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

INCOME			EXPENDITURE		
	FEES			FIXED EXPENSES	
Preschool	17942.20		Wage	-93839.17	
Breakfast club	19603.11		Wages Paid from DAF KC	0	
Afterschool club	29119.26				
Total fees		66664.57	Total fixed expenses		-93839.17
				RUNNING COSTS	
Funding	67196.56		Rent and utilities	-2267.88	
Lunches	1183.50		Licenses	-1907.40	
Uniform	95.50		Repair and improvement	-1463.29	
	0.00		New equipment	-2143.37	
Bank int	576.71		Food and sustenance	-2724.16	
Training	0.00		Stationary and craft	-370.51	
Gift	0.00		Fundraising Expenses	-3920.40	
Other	0.00				
EYPP Funding (incl in PCC Funding)	1350.00		Marketing	-916.59	
			Uniform	-69.42	
			Training	-375.30	
Total Extras		70402.27	Lunches	-1395.60	
Extras - COVID GRANT	0.00	0.00	Other	-26046.73	
			Out of school club expenses	-751.76	
			Recruitment	0.00	
		0	Curricular Activities	-1513	
	0	0	Insurances	-959.72	
			Phones / IT	-1280.81	
			Photocopying / Printing	-523.73	
			Waste	-1541.81	
			Staff Pensions & Tax	-13969.53	
			EYPP Equipment	-4763.25	
			Toddler Group	-20.94	
Fundraising income	5129.35	5129.35	Total running costs		-68925.2
			Transfer to Reserve Account		25000.00
TOTAL INCOME		142196.19	TOTAL COSTS		-137764.37
SURPLUS YEAR 2022-2023		4431.82			
Balance Sheet					
Bank as at 01.09.2022			Bank as at 31.8.23		
CURRENT		64725.15	CURRENT		43306.99
Reserve		160200.58	Reserve		185777.29
TOTAL		224925.73	TOTAL		229084.28
PETTY CASH		42.58	PETTY CASH		324.41
TOTAL STARTING		224968.31	TOTAL END		229408.69
			£ Difference		4440.38
			surplus - difference		-8.56

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 2023.

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: 1^{6th} October 2023