

Pangbourne Valley Playgroup Trustees' Annual Report June 2021

Reference and Administration Details

Pangbourne Valley Playgroup (PVPG)

Kennedy Drive,

Pangbourne,

Berkshire RG8 7LB

Tel: 0118 984 1661

enquiries@pvpg.org.uk



Registered Charity number: 1039967

Charity trustees responsible for managing PVPG during and since the end of the financial year.

- | | |
|------------------------|--|
| • Carrie-Anne Gadsby | Chairperson |
| • Maebh Booth | Treasurer and Enrollments – appointed 21/01/2021 |
| • Carly Jackson | Secretary – appointed 21/01/2021 |
| • Olwen Grant | General Committee Member – appointed 21/01/2021 |
| • Kate Skelhorn | General Committee Member – appointed 21/01/2021 |
| • Jenny Williams | Resigned 21/01/2021 |
| • Jacqueline Simpson | Resigned 21/01/2021 |
| • Anastasiya Savchenko | Resigned 21/01/2021 |
| • Alexandra Heath | Resigned 21/01/2021 |
| • Robert Mitchell | Resigned 21/01/2021 |

Senior Staff member : Zoe Poulton (Manager)

Other information

Ofsted Registration 110733

Data Protection PZ933890X

Pre-school Learning Alliance (Membership No 7224)

The Fitzpatrick Building

T. 020 7697 2500

188 York Way

F. 020 7700 0319

London N7 9AD

E. Info@pre-school.org.uk

Structure Governance and Management

The playgroup is “owned” by the families that use it. There are usually around 40 to 50 family members – the parents or guardians of all children who attend PVPG, however enrollments have been in decline, and we have been heavily impacted by COVID-19. As of June 2021, there are signs of growth again, and we are now at 24 families on the books, most of whom will continue with us next year. PVPG’s constitution is a standard Pre-school Learning Alliance pre-school constitution.

PVPG is run on a day-to-day basis by a team of staff including the Manager. Whilst the Manager is directly responsible for organising the staff, the PVPG Committee is in fact the employer for staff. Responsibilities for wages, job profiles and contracts fall to the committee.

The Management Committee members and senior staff undertake the recruitment of the staff jointly.

Committee members act as trustees for the charity and are appointed annually at the Annual General Meeting held each Autumn term. The AGM this year was delayed until January 21st 2021, due to COVID. The majority of the committee are parent volunteers.

PVPG operates in a purpose-built building in the grounds of Pangbourne Primary schools.

Objectives and Activities

Our objective continues to be to enhance the development and education of children under statutory school age. We have always aimed to offer local children aged 2 to 5 the chance to play, learn and develop through a wide range of activities and social experiences in a safe and happy environment.

During term time PVPG provides nine 2 ½ hour morning and afternoon sessions each week as well as lunch club on Mondays to Fridays. These hours were regularly changed in 2020 due to COVID. We first had closures from March 23rd 2020 until June 2020, and then re-opened for 2 days a week until the summer. In September we closed several sessions to manage costs due to decreased demand and are now currently operating from 9am until 2.55pm 4 days a week. The sessions are funded by a combination of government grants and parent’s fees.

Achievements and Performance

Staffing

Samantha Allwood was Acting Manager from January 2020 until October 2020, and then moved on to another role elsewhere. The Deputy Manager, Emma Carney, then stepped into the Acting Manager role and did a tremendous job attracting new children to the setting. While Emma was Acting Manager, Evelise Rocha stepped up as Acting Deputy Manager. They both worked in their acting roles until May 2021, when our new manager Zoe Poulton arrived. A parent in the setting stepped up to be bank staff during this period, and this has been so successful, she has now been made a permanent member of staff.

Our practice is constantly evolving in line with best practice and to reflect the children attending at any particular time. The playgroup continues to operate within the staff/children ratios as set down by Ofsted.

Regular parent/staff meetings continue as previously and offer an excellent chance for parents to be involved in their child's early years care and development.

Financial Review Including Fundraising – see annual accounts

In the year from 1 September 2019 to 31 August 2020, the playgroup made a profit of £200 compared with a loss of £2413 in 2019/2020.

Due to COVID we remained closed for significant portions during our normally most profitable terms. We also lost our ability to fundraise during this period, again during the part of year where we normally fundraise the most.

We furloughed several staff during the first lockdown, and had it not been for this income from the government we would have had to shut permanently.

We ended the 2019/2020 year with 7 children on the books. Thankfully after a slow start to the year, things have picked up since January 2021 and we now have 24 children on the books. This is still far below the numbers we need at playgroup, and we will be recruiting hard for new children again over the summer months for next year.

Fees and Grant Income

Income from both fees and grants totalled £56,117 in 2019/2020, a decline from £68,652 in 2018/2019 and £83,096 in 2017/2018.

The decrease in both fees and grants were due to multiple children being pulled out of playgroup during lockdown. The government's stance that children should not attend more than one setting, meant that a substantial portion of our children were advised not to attend. Our fee change to £5.80 in January 2020 made little impact during this year.

Fundraising Report

Fundraising in 2019/2020 raised a total of £1126 which was much lower than the previous year £1663. We received no additional income from external grants. Our usual events such as the duck hunt in Easter 2020 and our biggest fundraiser the Fete was due to be on in June 2020 was cancelled.

The committee recognises that as our income has declined, and costs have increased fundraising becomes ever more important for the charity and are being actively addressed by using new initiatives to raise much needed money for the charity.

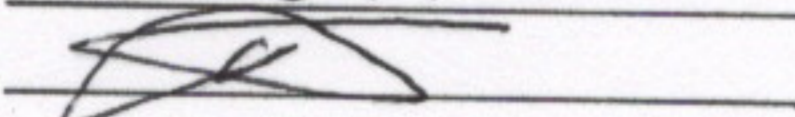
The main fundraising events were:

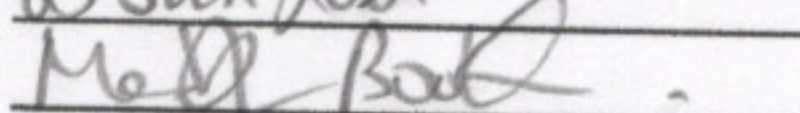
- Pangbourne 10k - £64
- West Berkshire Lottery – £215.30
- Christmas Picture Trail - £14.30
- Christmas Raffle and Pangbourne Christmas Evening - £290.60
- Pamper Evening - £577.47

Declaration

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

Signed on behalf of the charity's trustees

Full Name **Carly Jackson**
Position **Secretary**
Date 25 Jun 21
Signature 

Full Name **Maebh Booth**
Position **Treasurer**
Date 25 Jun 2021
Signature 

PANGBOURNE VALLEY PLAYGROUP

Charity Registered Number - 1039967

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST AUGUST 2020

PANGBOURNE VALLEY PLAYGROUP

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2020**

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PANGBOURNE VALLEY PLAYGROUP

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2020**

	2020		2019	
	£	£	£	£
Income				
Fees		19,260		22,020
Grants		30,823		44,943
Specific grants		-		-
Donations		52		-
Net fundraising		1,126		1,663
Bank interest		27		26
Other income		4,889		-
		<u>56,177</u>		<u>68,652</u>
Expenditure				
Wages and NIC	48,212		60,782	
Training	209		522	
Staff uniforms	150		-	
Membership and registrations	476		962	
Milk and food	117		677	
Business rates & water	214		408	
Lighting and heating	743		1,109	
Cleaning	703		931	
Insurance	1,567		1,483	
Admin costs	112		81	
Sundry expenses	368		50	
Repairs and maintenance	1,134		1,533	
IT costs	139		-	
Equipment, toys and consumables	184		170	
Printing, postage and stationery	88		188	
Telephone and internet	816		805	
Advertising	169		36	
Building and garden depreciation	576		1,229	
		<u>(55,977)</u>		<u>(70,966)</u>
Net (Loss) / Profit		<u>200</u>		<u>(2,314)</u>

PANGBOURNE VALLEY PLAYGROUP

**BALANCE SHEET
AS AT 31ST AUGUST 2020**

	2020		2019	
	£	£	£	£
Tangible fixed assets				
Building at cost		42,000		42,000
Accumulated depreciation		<u>(42,000)</u>		<u>(42,000)</u>
		-		-
Garden area and equipment at cost		13,920		13,920
Accumulated depreciation		<u>(13,920)</u>		<u>(13,344)</u>
		-		576
Toys and equipment at cost		3,807		3,807
Accumulated depreciation		<u>(3,807)</u>		<u>(3,807)</u>
		-		-
		<u>-</u>		<u>576</u>
Current assets				
Debtors	5,199		1,349	
Bank	19,867		29,276	
Building society	26,346		26,319	
Petty cash	<u>12</u>		<u>12</u>	
	<u>51,424</u>		<u>56,956</u>	
Current liabilities				
Creditors	120		2,233	
Accruals - wages	7,004		10,949	
- accounts	<u>-</u>		<u>250</u>	
	<u>7,124</u>		<u>13,432</u>	
Net current assets		<u>44,300</u>		<u>43,524</u>
Net assets		<u>44,300</u>		<u>44,100</u>
Reserves				
Unrestricted general fund brought forward		42,550		44,864
Surplus/(Deficit) for the year		<u>200</u>		<u>(2,314)</u>
		42,750		42,550
Building re-instatement		<u>1,550</u>		<u>1,550</u>
		<u>44,300</u>		<u>44,100</u>

Note 1 Building and garden depreciated over the remaining term of the lease.

Note 2 Toys and equipment depreciated at 25%.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Pangbourne Valley Playgroup

**On accounts for the year
ended**

31 August 2020

**Charity no
(if any)**

1039967

Set out on pages

3 & 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2020.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

M. Richardson

Date:

21 Jun 2020

Name:

Mark Richardson

**Relevant professional
qualification(s) or body
(if any):**

ACA

Address:

46 Edinburgh Road

Reading

RG30 2UB

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.