

# 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@pvp.org.uk](mailto:enquiries@pvp.org.uk)



**Registered Charity number: 1039967**

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

- |                      |   |
|----------------------|---|
| • Rebecca Farr       | Chairperson – appointed 22/03/2022              |
| • Maebh Booth        | Treasurer                                       |
| • Carly Jackson      | Secretary                                       |
| • Olwen Grant        | Fundraising Officer – Appointed 11/11/2021      |
| • Rachel Dwyer       | General Committee Member - Appointed 11/11/2021 |
| • Jenny Kok          | General Committee Member - Appointed 11/11/2021 |
| • Rebecca Durham     | General Committee Member - Appointed 11/11/2021 |
| • Francesca Downey   | General Committee Member - Appointed 11/11/2021 |
| • Kate Skelhorn      | Resigned - 11/11/2021                           |
| • Carrie-Anne Gadsby | Resigned 22/03/2022                             |

Senior Staff member : Emma Carney (Acting 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](mailto: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 2022, there has been a fantastic turnaround, and we are now at 39 families on the books, most of whom will continue with us next year, and a number of families due to join us in September. 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 held on November 11<sup>th</sup> 2021. 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 sessions from 9am until 3.15pm Monday to Friday. This was an extension to previous hours and was trialed from September 2021 and has proven to be extremely successful. The sessions are funded by a combination of government grants and parent’s fees.

## **Achievements and Performance**

### **Staffing**

Our new manager Zoe Poulton arrived in May 2021. By September 2021 our numbers had increased and we brought on a few more members of staff, and were also able to hire an apprentice who we are using as an extra pair of hands when needed.

In November, Zoe Poulton left and Emma Carney stepped back into the Acting Manager role, with Rachel Dwyer and Evelise Fernandez supporting as Acting Deputy Managers.

As of June 2022 we are currently recruiting for a new manager, and a level 3 position, and again looking at apprentice roles to enhance our team.

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 2020 to 31 August 2021, the playgroup made a profit of £13,653 compared with a profit of £200 in 2020/2021.

We furloughed several staff during the first lockdown in March 2020, and had it not been for this income from the government we would have had to shut permanently. In September 2021 West Berks based funding on previous years attendance, which was a lifeline to keep us running as at that point we had only 7 children on the books and were only able to run a reduce session offering.

The committee and staff worked extremely hard to mitigate against the circumstances dealt by covid. A number of families who wished to attend, were not able, due to the government advice on attending multiple settings. As we are wrap around care for the pre-reception year, we were heavily impacted by this. A number of staff went on flexi-furlough from September, as we continued to react to lockdowns and closures. By April 2021 we had stabilized, and removed ourselves from the furlough scheme. In total we received furlough payments from the government of £ 4,020 during the financial year.

We ended the financial year with 22 children on the books. We spent the summer recruiting children, re-working the sessions we offer, and as of end of June 2022, we now have 39 children on the books, and are open 9-3.15pm every day.

## **Fees and Grant Income**

Income from both fees and grants totalled £59,247 an increase from £56,117 in 2019/2020, but a decline from £68,652 in 2018/2019 and £83,096 in 2017/2018. The fall in fees and entitlement funding from West Berks was directly linked to the reduction in numbers of children attending due to COVID.

A significant portion of our income was specific grants to endure and recover from COVID namely the Early Years Sustainability Grant of £5,802 from West Berkshire and Restricted Corona Grant of £5,804. We also received £2,000 from Pangbourne Council. In addition we raised significant funds in fundraising, more than 5 times our usual amount.

Towards the middle of the year as we started to stabilize, the committee recognized that to ensure the viability of the setting in the long term, the outdoor space needs an overhaul adding in sensory areas for the increasing number of children arriving with SEND needs. The latter part of the year was geared towards fundraising for this, with quotes of £45,000 plus VAT as a likely target. As part of this fundraising effort we received £335 Grants from the Co-Op, £3,000 from the Peter Baker Grant.

A significant number of children attending this year were 2 year olds, and were paying the new fee of £5.80. Our morning sessions they attend we altered to be a 3 hours session resulting in a higher minimum spend for these children.

## **Fundraising Report**

Fundraising in 2020/2021 raised a total of £6,932 which was much higher than previous years. The concentrated effort for our outdoor garden project attracted a huge amount of support from the village. Our fundraising events changed to react to covid, and instead of the usual fete we had a very successful Scarecrow Trail which was a much-needed distraction for the village during lockdown.

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.

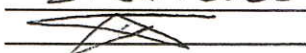
The main fundraising events were:

- Scarecrow Trail - £1,000
- Donated goods from the village – sold at a village sale, car boot sales, on Ebay etc.  
£1,921
- West Berkshire Lottery – £262
- Fund matching on the good exchange of which £2,352 was paid out in this financial year.

**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 27 Jun 2022  
Signature 

Full Name **Maebh Booth**  
Position **Treasurer**  
Date 27 Jun 2022  
Signature Maebh Booth

**PANGBOURNE VALLEY PLAYGROUP**

**Charity Registered Number - 1039967**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31ST AUGUST 2021**



**PANGBOURNE VALLEY PLAYGROUP**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST AUGUST 2021**

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## PANGBOURNE VALLEY PLAYGROUP

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST AUGUST 2021

	2021		2020	
	£	£	£	£
<b>Income</b>				
Fees		14,454		19,260
Grants		18,929		30,823
Specific grants		15,721		-
CJRS grant		4,020		-
Donations		302		52
Net fundraising		5,711		1,126
Bank interest		-		27
Other income		110		4,889
		<u>59,247</u>		<u>56,177</u>
<b>Expenditure</b>				
Wages and NIC	39,360		48,212	
Training	450		209	
Staff uniforms	450		150	
Membership and registrations	171		476	
Milk and food	-		117	
Business rates & water	297		214	
Lighting and heating	366		743	
Cleaning	507		703	
Insurance	1,553		1,567	
Admin costs	393		112	
Sundry expenses	176		368	
Repairs and maintenance	339		1,134	
IT costs	221		139	
Equipment, toys and consumables	529		184	
Printing, postage and stationery	63		88	
Telephone and internet	755		816	
Advertising	(36)		169	
Building and garden depreciation			576	
		<u>(45,594)</u>		<u>(55,977)</u>
<b>Net (Loss) / Profit</b>		<u>13,653</u>		<u>200</u>

**PANGBOURNE VALLEY PLAYGROUP**

**BALANCE SHEET  
AS AT 31ST AUGUST 2021**

	2020		2020	
	£	£	£	£
<b>Tangible fixed assets</b>				
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>(13,920)</u>
		-		-
Toys and equipment at cost		3,807		3,807
Accumulated depreciation		<u>(3,807)</u>		<u>(3,807)</u>
		-		-
		<u>-</u>		<u>-</u>
<b>Current assets</b>				
Debtors		2,324		5,199
Bank		63,746		19,867
Building society		-		26,346
Petty cash		46		12
		<u>66,116</u>		<u>51,424</u>
<b>Current liabilities</b>				
Creditors		4,240		120
Accruals - wages		<u>3,923</u>		<u>7,004</u>
		<u>8,163</u>		<u>7,124</u>
<b>Net current assets</b>		<u>57,953</u>		<u>44,300</u>
<b>Net assets</b>		<u><b>57,953</b></u>		<u><b>44,300</b></u>
<b>Reserves</b>				
Unrestricted general fund brought forward		42,750		42,550
Surplus/(Deficit) for the year		<u>13,653</u>		<u>200</u>
		56,403		42,750
Building re-instatement		<u>1,550</u>		<u>1,550</u>
		<u><b>57,953</b></u>		<u><b>44,300</b></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**

Charity name  
Pangbourne Valley Playgroup

**On accounts for the year  
ended**

31 August 2021

**Charity no  
(if any)**

1039967

**Set out on pages**

1 - 4

(Remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021.

**Responsibilities and  
basis of report**

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

**Signed:**

**Date:**

28/06/2022

**Name:**

Sarah Tram

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

ICAEW

**Address:**

33 Beech Road

Purley on Thames

RG8 8DR

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.**

