



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month 04	Year 2020		Day 31	Month 03	Year 2021

Section A Reference and administration details

Charity name

**St,Christopher's
playgroup**

Other names charity is known by

Registered charity number (if any)

1053824

Charity's principal address

1 Lincoln Avenue

Hatherley

Cheltenham

Postcode

GL51 3DD

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	Maxine Godfrey	Chair		
2	Caroline Weston	Secretary		
3	Hazell wood	Treasurer		
4	Laura w	Committee		
5	Natalie Hall	Committee		
6	Karen Cookes	Staff committee member		
7				
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10				
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12				
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16				
17				
18				
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Play group manager Karen Cookes , Karen Nichol Deputy

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	constitution
How the charity is constituted (e.g. trust, association, company)	Trust
Trustee selection methods (e.g. appointed by, elected by)	Appointed by the current trustees/committee members or at a AGM by general public

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.

St. Christophers Playgroup is overseen by a committee of up to 12 parents/local people. This includes 3 officer roles (Chairperson, Treasurer and Secretary) and up to 9 Trustee roles. Trustees volunteer their time for free and receive no financial benefit whatsoever. This year saw 6 parents on the committee and one staff member. The playgroup management structure consists of a Playgroup Manager and a Playgroup Deputy Manager. There are 3 other permanent staff who are Play workers, 2 staff who are fully qualified supply staff, and 2 Apprentices who are working towards their level 3 childcare qualification

The playgroup is a member of PATA which offers support and training to local settings, as well as providing a much needed payroll service to ensure that the tax and wage obligations are fully met.

Trustee and indemnity insurances are in place to enable the adequate management of risk. All permanent staff are fully trained in at least a level 3 appropriate qualification, fully trained in 1st aid and H&S and have an up to date knowledge of the EYFS, as well as having an advanced DBS check on a regular basis. Designated staff are fully trained in key areas such as advanced H&S, Safeguarding, food hygiene, SenCo, Safer recruitment, data protection etc and they act as the lead in that area, passing their knowledge to the rest of the team on a regular basis. Regular checks and risk assessments are undertaken in line with the with the playgroup's statutory obligations.

Trustees undergo a DBS check in line with statutory requirements and are also required to complete an EY2 with Ofsted to confirm their suitability. Trustees meetings are held at least once a term. Trustees work collaboratively on all aspects of the roles and are in regular contact outside of the meetings. Trustees are required to declare any conflict of interests at each meeting and once a year sign a confidentiality agreement. Policies and procedures have been followed over the course of the year to ensure the adequate induction and training of trustees and that they understand the requirements of each role from the offset.

Appropriate training has taken place to ensure best practice, such as the Chairperson attending a safe guarding course.
All policies and procedures are reviewed annually and updated as necessary or when relevant legislation takes effect. Staff and committee members are required to read and understand the policies and procedures and any review/update is agreed and minuted within an official committee meeting

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The Aim of the Group is to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, regardless of race, culture, religion, disability or means;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aim of Gloucestershire PATA

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)

St. Christophers Playgroup has provided a much needed pre-school and playgroup facility for the local area for over 51 years. It provides a community service which benefits the local children by providing a safe, stimulating and happy environment for children to experience their early years where learning is reinforced through play. St. Christophers Playgroup strives to adequately deliver the Early Years Foundation Stage to 2-4 year olds within its fully inclusive setting. Fully qualified childcare managers and practitioners are employed to do this, who undertake daily planning of activities to meet the needs and interests of each child that attends the setting. They utilise a key person approach to ensure that the progress and well being of all the children are constantly monitored and relevant records are frequently updated which allows for future planning and next steps to be developed and devised, along with adequate cohort tracking to be undertaken. All staff are well trained in all aspects of the role and attend regular training courses to enable them to successfully meet the needs of all children that attend the setting. Children are helped to learn and develop important social skills that they will take with them into school and beyond. Important foundations are set in skills such as communication, language, staying safe, turn taking and conflict resolution and all of these skills assist each child with their first steps in becoming a responsible member of the local community.

St Christophers Playgroup has also forged links with the local primary school, with the use of one of their rooms each week for a dedicated preschool session for the preschool children. This has enabled the transition to school to be much smoother as many of the children attending playgroup will attend that primary school. The pre-schoolers often visited the classrooms during the course of the year as well as had lunch in the dinner hall and attended productions by the infant classes such as the Christmas Nativity.

The management of the playgroup is undertaken by a committee made up of a majority of parents which also supports the local community by allowing parents the opportunity to be involved in their children's education from the very start. Parents can also be actively involved in each session that their child attends if they so wish. Parents can also become involved in their local community by fundraising which enables them to forge links with local businesses and local people. All children's learning journeys are now online so also provides more use of IT for parents, carers and staff to develop their skills in this essential area. In all of their work, the trustees have had regard to the guidance issued by the Charity Commission on public benefit. Policies and procedures are regularly reviewed and updated to ensure that the processes are relevant and meet the needs of the children at the setting as well as statutory obligations. The views of the children, parents and staff are always listened to and any feedback has been used to improve the way in which things are done. The staff communicate closely with each other and with other settings that the children may attend and accurately assess each child as required to ensure accurate

transition records. The staff work closely with parents/carers and outside agencies such as social workers, speech therapists etc to ensure the best possible outcome for the child. Positive relationships have been developed with parents, grandparents and carers and they are invited to the sessions on a regular basis whether as a parent helper or to stay and play in the session.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

The committee, made up fully of volunteers, provide an essential role for the playgroup as they not only manage and organise all the fundraising activities throughout the year, but they also manage the staff, finances and administration of the playgroup.

Over the course of the year, a number of fundraising events have been organised by the trustees to include a Christmas Bazaar, regular coffee mornings, Easter Event day, Valentines Disco, raffles and initiatives such as bags2school collections. These have been very beneficial to the funding of the playgroup and have enabled relationships to be built with the parents and carers of the children that attend the setting.

Each event has been organised with the children in mind and has been fun and engaging for the children. All events raised money which have enabled the playgroup to buy much needed equipment or to build up reserves

Summary of the main achievements of the charity during the year

As you are all aware this last year has been one of many challenges particularly around COVID - 19. I took over as chair just as the pandemic was really hitting in April 2020.

We are extremely proud that during lockdowns and uncertainty and with the support of the staff we have been able to offer some provision of some kind throughout the whole time. The Treasurer Hazell and the Secretary Caroline have been a tremendous support to me throughout this time and between us we have really achieved a lot as your committee.

Here are the key things we would like to shout about as achievements:

- Fencing in the car park so that the children now have access the grass area to extend outdoor play
- Having an outside tap installed for water play
- Having the radiator covered and adjusted to improve the temperature of the venue
- Raising funds with the very successful Halloween walk, Peddlathon (£500) and Bounceathon (£400) - all contributed to improving the home corner and the reading corner.
- The gifts for playgroup Christmas fund raiser which was a huge success too help with this too.
- Writing and with the staff help implementing a pandemic policy.
- Organising playgroup photos - which were a big hit.
- Giving up lots of time to help playgroup stay open
- Producing an improvement plan for site usage in conjunction with the church
- Creating signs
- Completing a marketing drop
- Having the children's work shown off on the noticeboard in the car park
- Arranging having a fake tree within the playgroup to help with learning.

I as Chair still have a lot of things to address and improve with the support of a committee, if I am voted in for another term.

- Help support the playgroup to moving to in the moment planning and having resources needed for that
- New summer hats and outdoor canopies for the play areas
- Outdoor play equipment
- See through the restructure of the hall usage
- See through the update of toilet facilities if funding is improved.
- Raise a ton of money over the next academic year - starting with the Christmas Fayre.

Section E

Financial review

Brief statement of the charity's policy on reserves

St. Christopher's playgroup holds a reserve account and strives to keep one terms costs in the reserves at all times.

Details of any funds materially in deficit

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.

The principal source of funding was from Gloucestershire County Council for the funding of children attending the setting. Non-funded children's fees also contributed to the revenue, with a charged, optional snack each session. Fundraising has also been a key factor in increasing revenue and will be crucial for any new committee to have more fundraising events throughout the year. Expenditure has been very closely managed again this year and has been limited to essential items only. This will also need to be continued into future years. Wages make up the biggest spend again this year and staffing levels should be monitored closely, without compromising service levels and legal ratios into the coming year. St. Christophers Playgroup has a reserve account but no other investments.

Closing balances:

**Business account £40,047.69
Treasurer's account £37, 365.38**

- **Ensuring that staff had job security with up-to-date contracts and clear job descriptions**
- **Paying off outstanding tax bills from academic year 2018 - 2019 and 2019 - 2020**
- **Setting up card payment facilities**
- **Setting up gift aid registration**
- **Securing £200 funding from PATA**
- **Securing funding from the LA for a new printer on site (from October).**
- **Applying for a grant towards funding for new toilet facilities - ongoing**
- **Buying a playgroup Christmas tree**

Section F

Other optional information

Section F Other optional information

The trustees and staff have again worked tirelessly this year to ensure that the playgroup continued to meet its financial objectives whilst still being the reputable, well regarded community playgroup it is renowned to be, with all the children continuing to thrive in its caring and stimulating environment.

The trustees are especially pleased that for the 3rd year running, they have been able to ensure that a small profit was made and the objective of continuing to establishing a robust reserve fund has been successfully met. The trustees and staff are very happy about being able to invest the surplus money into playgroup and purchase much needed ICT equipment for staff and updating much needed everyday equipment such as tables.

The current chair and treasurer will be retiring from the committee in April after having an enjoyable year. The secretary is hoping to take on a new role as Treasurer for at least another year which will assist in ensuring the smooth transition to the new committee. As usual, the Chairperson and trustees will need to continue to remain cautious due to forecasted increases in expenditure, such as increases in national living wage, pensions and supplier's costs. With no increase in the funding rate per child for another year, close scrutinisation of all costs will need to continue.

The trustees are optimistic that with continued assistance and support of the excellent staff St Christophers Playgroup can continue to go from strength to strength in the future .

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	H.wood	
Full name(s)	Hazell wood	
Position (e.g. Secretary, Chair, et)	Tresurer	
Date	27/1/2022	

Charity name:

ST. CHRISTOPHER'S PLAYGROUP

Charity number:

1053824

Receipts and payments accounts for the period

Period start date: 1 APRIL 2018

01/04/20

Period end date: 31

01/03/21

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	64,292.41		69,556.08	
Nursery Education Funding (New for 2)	0.00		0.00	
Children's fees	20,314.25		11,815.71	
Milk refund	0.00		0.00	
Grants (Gloucestershire deprivation grant)	3,044.23		0.00	
Other Grants	1,120.00		191.70	
Fundraising	1,476.35		1,309.55	
Donations	201.97		105.00	
Parties and outings receipts from parents	0.00		0.00	
Interest on business reserve account	30.51		7.33	
Sale of Clothing	0.00		217.55	
Other receipts	205.90		3,262.71	
Sub total	90,685.62		86,465.63	
Income from the sale of equipment	0.00		0.00	
TOTAL RECEIPTS	(A) £90,685.62		£86,465.63	
PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	58,023.22		57,787.86	
Training costs	403.00		1,053.25	
Premises (rent, heat etc)	5,860.00		6,390.00	
Subscriptions	0.00		0.00	
Insurance	646.33		737.02	
Administration	1,355.99		656.79	
Consumables (perishable)	0.00		566.84	
Consumables (office admin)	947.55		1,423.73	
Consumables (play equipment, toys)	375.20		968.09	
Fundraising costs	0.00		0.00	
Outings and parties	255.00		0.00	
Expenses paid	1,187.22		3,501.50	
Sub total	69,053.51		73,085.08	
Purchases of of equipment and other assets	-		-	
TOTAL PAYMENTS	(B) £69,053.51		£73,085.08	
NET OF RECEIPTS AND PAYMENTS	(A-B=C) £21,632.11		£13,380.55	
Cash funds* incl. deposit a/c last year end	(D) £32,442.13		£54,074.24	
Cash funds* incl. deposit a/c this year end	(C+D) £54,074.24		£67,454.79	

STATEMENT OF ASSETS AND LIABILITIES

*Note: cash funds include reserve/contingency/deposit accounts.

**Petty cash spending detailed in accompanying documents.

*** Reserve funds transferred to main account to meet monthly costs

	Current value	
	£	p
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	67,454.79
Debtors (money owed to the charity on the period end date)	(F)	0.00
Value of buildings and equipment (current or depreciated value)	(G)	0.00
Liabilities (loans and any other money owed on the period end date)	(H)	0.00
Net assets	(E-F+G-H)	£67,454.79

Signed on behalf of trustees (committee)	Name.....	H.Wood.
Date..... 28/01/2022	Role.....	Treasurer



Section A

Independent Examiner's Report

Report to the trustees/ members of

St. Christopher's Playgroup

On accounts for the year ended

31 March 2021

Charity no (if any)

1053824

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

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: 28/01/2022

Name: Daryl Burns

Relevant

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

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Address:

Rose Tree Cottage, Sunnyfield Lane

Up Hatherley, Cheltenham GL51 6JD

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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.

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