



Trustees' Annual Report for the period							
Period start date				Period end date			
From	01	04	2021	To	31	03	2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Elina Vikmane	Chair	26/09/2022	
2	Louise Cook	Treasurer	26/09/2022	
3	Connie Ballinger		26/09/2022	
4	Phillipa Uddin		12/01/2023	
5	Chloe Marks		12/01/2023	
6	Sophie Mecrow	Secretary	12/01/2023	
7				
8	Karen Cookes	Staff Committee Member		

Section B Structure, governance, and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	PATA Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by the current trustees/committee members or at an 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, with one apprentice, 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. TAR 2 March 2012 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 wellbeing 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 these skills assist each child with their first steps in becoming a responsible member of the local community. 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 providing 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 TAR 4 March 2012 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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

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

- Fencing in the carpark 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 Christmas Fayre which raised 1200 pounds and the subsequent events the giddy up cup and the queen's jubilee both raising money towards new pencils and paper stocks.

Things we said we would achieve this academic year from the last AGM:

- Help support the playgroup to moving to in the moment planning and having resources needed for that – complete and process is underway with new equipment purchased and being delivered soon. Delayed due to supply issues.
- New summer hats and outdoor canopies for the play areas – this is ongoing request that is with the church council.
- Outdoor play equipment - complete
- See through the restructure of the hall usage – ongoing and is with the church council.
- See through the update of toilet facilities if funding is improved – ongoing and is with the church council
- Raise a ton of money over the next academic year – starting with the Christmas Fayre.- DONE!

My daughter is no longer at playgroup and has graduated to school now. I have completed two turns as chair and now wish to hand over the baton to the next set of parents.

I think during my terms as a Chair the finances have been incredibly strong, and the team work put in from the staff and myself has also been a good strong relationship. I am pleased to hand over the playgroup in such a healthy state and wish the next generation of committee the best of luck.

I would like to thank Clare Hodges who despite having an incredibly busy home life has helped me to get all the accounts and books in order and continues to finish this project for us. It has been a huge, huge help.

I would also like to thank Karen and the team for all that fantastic efforts and dedication as without their input our little ones wouldn't flourish as well as they do in this lovely environment they have created.

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 always term cost in the reserves for contingency against redundancy.

Details of any funds materially in deficit

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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 £40050.38
 Treasurer's account £42275.62

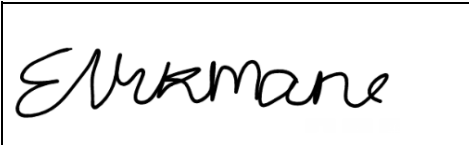
Section F Other optional information

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. It has been a struggle again this year to ensure that a Committee has formed but this has now been done with a strong team and they have already had a great start to this academic year with fundraising. The playgroup continues to thrive with a waitlist and is much needed in the community as pre school options dwindle in the area. The playgroup continues to be in a healthy financial position.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Elina Vikmane	

Position (e.g., Secretary, Chair, etc)	CHAIR	
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Date	31/01/2023
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St. Christophers Playgroup	No (if any)
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Receipts and payments accounts

For the period from	01/04/2021	To	31/03/2021
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Section A Receipts and payments


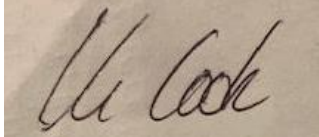
	Unrestricted funds £	Restrict ed funds £	Endowm ent funds £	Total funds £	Last year £
A1 Receipts					
Childrens Fees	22503.25	-	-	22503.25	11815.71
Gloucestershire Funding	78101.91	-	-	78101.91	69556.08
Grants	0.00	-	-	0.00	191.70
Fundraising	2568.34	-	-	2568.34	1309.55
Donations	250.00	-	-	250.00	105.00
Sale of clotihng	0.00	-	-	0.00	217.55
Other income	11816.36	-	-	11816.36	3262.71
Bank interest	14.79	-	-	14.79	7.33
Total receipts	115254.65	-	-	115254.65	86465.63
A3 Payments					
Employment costs (gross pay + Employer;s NIC)	82135.48	-	-	82135.48	57787.86
Training costs	1365.15	-	-	1365.15	1053.25
Premises (rent, heat etc)	9066.00	-	-	9066.00	6390.00
Insurance	820.16	-	-	820.16	737.02
Administration	153.60	-	-	153.60	656.79
Consumables (perishable/sundries)	1303.21	-	-	1303.21	566.84
Consumables (office admin)	742.02	-	-	742.02	1423.73
Equipment & toys	2824.94	-	-	2824.94	968.09
Fundraising costs	0.00	-	-	0.00	0.00
Expenses paid	1527.88	-	-	1527.88	3501.50
Other expenses	445.00	-	-	445.00	0.00
Total payments	100383.44	-	-	100383.44	73085.08
Net of receipts/(payments)	14871.21	-	-	14871.21	13380.55
A5 Transfers between funds	-	-	-	-	-

A6 Cash funds last year end	67454.79	-	-	67454.79	54074.24
Cash funds this year end	82326.00	-	-	82326.00	67454.79

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Treasurers Account (Lloyds Bank)	42275.62	-	-
	Business Deposit Account	40050.38	-	-
		-	-	-
	Total cash funds	82326.00	-	-
	(agree balances with receipts and payments account(s))	0	0	0

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Elina Vikmane	31/01/23
	Louise Cook	31/01/23



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/ members of
ST CHRISTOPHER'S PLAYGROUP**

On accounts for the year ended 31 March 2022

Charity no 1053824

Set out on pages

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 31/03/2022.

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.

Signed: 

Date: 31/01/23

Name: Daryl Burns

Address: Rose Tree Cottage, Sunnyfield Lane, Cheltenham GL51 6JD

Section B

Disclosure

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.

There are several expenses payments for which receipts are missing and which could not be verified. While I have no reason to doubt the veracity of these expenses, better management of receipts is needed. If no receipt is available, a note from the payee explaining the purpose will suffice.