

## CARRYDUFF PLAY CARE CENTRE

### TRUSTEES' ANNUAL REPORT (INCORPORATING THE CHAIRPERSON'S REPORT)

YEAR ENDED 31 JULY 2021

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#### **Structure, Governance and Management**

Carryduff Play Care Centre has a responsibility to conduct its business efficiently. The establishment of, and the strict adherence to sound financial management policies is an integral part of the organisation. The Trustees and Management Committee are committed to establishing, maintaining and applying all necessary good practice to ensure that their duty of care to the management of finances of the organisation are fulfilled. The Management Committee are responsible for taking the strategic decisions of how the Charity will move forward.

It is essential that Carryduff Play Care Centre control all operational risks as far as it is possible. This includes the participation of all those involved directly or indirectly with the banking arrangements for the organisation. Along with the financial systems of the organisation, this policy aims to detail responsibilities, risk management, internal controls and audit requirements associated with the use of online banking.

#### **Objectives and activities**

##### **Principal activity**

The objects of the centre shall be to enhance the development and education of young children by encouraging parent/guardians to understand and provide the needs of their children in Carryduff and its environs (the "area of benefit") by:

- a) offering appropriate play facilities, with the right of parents/carers to take responsibility for and become involved in the activities of the centre, ensuring that the centre offers opportunities for all children regardless of religion, culture, race or means.
- b) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of the needs of such children and their families in the local area.
- c) Providing the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- d) Providing training for staff, parents, volunteers and carers of children in child development, parenting and other appropriate recreational and educational subjects.

The direct benefit which flows from Purpose: -

(a) Is to provide appropriate play facilities and equal opportunities to all children who use our centre. To encourage parents and carers to become involved in activities held within the centre. Direct benefit to all children regardless of religion, culture, race or means so that they may have an opportunity to develop and enhance their education and social skills. To prepare the children for the transition to pre-school and then to primary school.

The direct benefit which flows from Purpose

(b) is to encourage development and education to both child/parent/carer within the Carryduff area. To actively promote awareness to children and parents/carers the importance of their child's needs during development to provide the best start in life and to encourage them to reach their full potential. The direct benefit which flows from Purpose

(c) is to ensure that we have facilities to provide care to children who attend primary school, during term and non-term time. Provide a facility for the care of children during school holidays. A place in which they can meet socially to build on relations with their fellow peers. To be actively involved in recreational and educational development. To build on their own identity so that each child feels a sense of belonging and social inclusion with their own community. The direct benefit which flows from Purpose

(d) is to provide training for staff, parents, volunteers and carers of children. To encourage staff, parents, volunteers and carers of children to attend such training to further understand the development needs of children and to raise awareness of meeting the child's social and emotional development. A private benefit to the management committee may arise from a programme of ongoing training in good governance etc. Through this training the management committee gain skills and experience which are transferable to other settings. These benefits are incidental and necessary to ensure the benefit is provided to our beneficiaries.

## Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

### Achievements and performance

The charity continued to operate successfully throughout the year and meet the objectives that it was set up to achieve as listed above. Also it carried out various fundraising events throughout the year, including the Night at the Races sponsored Trikeathon, quiz sheets and the running of a Christmas fair and Spring Community Fun Day.

### Financial review

The financial performance for the year 2020/2021 was in line with the expectations of the Trustees and Centre Management. The financial results for the year are set out in detail on pages 4 to 9. The Centre recorded income for the year of £250,466 (2019/2020 £190,247).

The net surplus for the year was £75,963 (2019/2020 £1,174).

At 31 July 2021 the Centre had total funds of £335,773 (2019/2020 £252,939), comprised of £245,773 of unrestricted funds and £90,000 of restricted funds.

The restricted funds are designated for future provision of new property purchase.

The Trustees aim to maintain free reserves at a level which equates to approximately three months of unrestricted running costs.

The balance held as unrestricted funds at 31 July 2021 was £245,773, of which £66,000 are estimated to be running costs for a three month period.

The principal sources of funding for the Centre can be broken down as follows:

#### Playgroup

Parental Fees and Grants	£64,130
Other Income	£96,626

#### Play Care

Parental Fees and Grants	£100,478
Other Income	£149,988

## Chairperson's Report 2020/21

Carryduff Playgroup and Play Care Centre's Committee exists as a group to help promote the services of the Centre, to offer staff support, and most importantly, to work with the pupils, parents, local businesses and the local community to raise funds to facilitate ongoing improvement to the Centre and the facilities offered therein.

The Centre is a registered charity, governed by a committee of nine, comprising co-secretaries, treasurer, chair and our members - additionally, we have staff representatives who attend meetings to offer additional advice, support, and guidance.

2019 through to 2021 has been a challenging period for all of us. In 2019, we held our Christmas Fair, but unfortunately as we began the planning for our Spring event, we entered the first of a series of restrictions, lockdowns, and an ever-changing landscape of legislation and regulations.

To that end, I would like to formally extend my thanks to the staff – who went above and beyond throughout. A skeleton team kept the Centre open for the children of keyworkers, and did so without complaint, providing a much-needed resource for those parents who are essential workers.

You will also, if you follow us on Facebook, have noticed ongoing outdoor improvements, completed generously by our staff - and ably assisted by the children! – over the last number of months.

This leads me on to 2019-21 Committee. In my fourth and fifth year as Chair, I have been extremely privileged to have had such a supportive and enthusiastic group of parents to work with, who have thrown themselves into various tasks with vigour – we make a great team! We worked with a slightly reduced committee for 2020/21, and I am grateful to those committee members who agreed to stay on for another year to ensure we could operate within the required parameters. To Joe, Caroline, and Janine, sincere thanks for agreeing to continue to do so, you are truly invaluable. To Gemma and Kimberlee, a warm welcome, we look forward to having you on board!

The funds that are raised are allocated and spent in conjunction with the Centre staff – and discussed with and signed off by the Committee. In 2019/20, we aimed to further bolster the fund to replace the outdated mobile on our grounds (Room 3), and we made significant contribution towards that. Our fundraising was somewhat curtailed in 2020/21, but thanks to the generosity of families and friends of the centre, we still managed to raise £2k.

Looking forward to 2021/22, we hope to see an easing of restrictions linked to the upcoming vaccine booster programme, to enable us to resume planning for some much-needed fun at our events! We will be holding our Christmas Fair this year, albeit scaled back, but remain hopeful that you will attend.

Of course, we would absolutely welcome new members on board, we are looking for parents who can attend a monthly meeting and help out at fundraising events. If you don't feel you can commit to a full membership role, we would be grateful if you'd consider adding your name to our 'helpers' list, with no obligation. A form accompanies this report. If you think you could even spare an hour over the course of the year, please do submit your name, we'd be genuinely grateful.

In summary, it's been a difficult two years, and whilst 2019/20 should have been my final year, I will be staying on for 2021/22.

I look forward to meeting as many of the parents and families as possible over the course of the next few months, restrictions permitting. My contact details are on the board in reception should you wish to get in touch at any time – one of the staff members will be happy to convey them whilst parents are not permitted to enter the area.

With thanks,

A handwritten signature in cursive script that reads "R. Mallon".

Roisin Mallon Chair.