

# **Caldecote Playgroup Trustees' Annual Report**

## **September 2019-July 2020**

### ***1. Reference and administrative details of the charity, its trustees and advisers***

Caldecote Playgroup  
c/o Caldecote Primary School  
Highfields Road  
Highfields Caldecote  
Cambridge CB23 7NX

**Registered Charity Number: 1000533**

#### **Trustees:**

Chair – Sarah Talmage  
Secretary – Helene Stewart  
Treasurer – Karolina Lepkowska

### ***2. Structure, governance and management***

Caldecote Playgroup is governed by the Pre-School Learning Alliance Model Constitution 2011, adopted at the AGM on 11<sup>th</sup> October 2012.

Trustees are elected from volunteers nominated at the AGM. Training takes place in a handover from out-going trustee to new trustee in person; support is then given to the new trustees by the Playgroup Leader.

### ***3. Financial review***

Caldecote Playgroup holds 6 months' running costs and redundancy costs in reserve in a high interest account. Any interest from this reserve is used for staff development.

### ***4. Funds held as custodian trustee on behalf of others***

Caldecote Playgroup holds no funds as custodian trustee.

### ***5. Public benefit statement***

The charitable purpose of Caldecote Playgroup is the provision of Early Years education. This benefit is provided to anyone who applies and allows for Government funding where appropriate.

### ***Objectives and Activities***

The aim of Caldecote Playgroup is to provide a safe, stimulating and welcoming environment in which we offer opportunities to learn through play. We welcome children from a wide range of

ethnic, social and cultural backgrounds, and are proud to promote diversity in the setting. Registered with Ofsted since 1991, the Playgroup serves mainly the local community and operates from the community room of Caldecote Primary School. Children also have access to an enclosed outdoor play area and the use of the school's playground and playing fields. We aim to be accessible to children and adults with special needs, and our building is wheelchair friendly. Caldecote Playgroup is designed to meet individual needs, both for the children and the parent. We encourage children to try new experiences, feel confident with others and prepare them for entry into school. Our activities promote the Playgroup's principles in following the Early Years Foundation Stage (EYFS) guidelines. A range of activities is offered on a daily basis. The children choose which activities they would like to participate in. We operate a free flow play session with some adult-directed activities and we all come together for sharing stories, singing songs and sharing news with each other. We have a programme of activities that we endeavour to complete during each session; however this is always flexible so that it remains stimulating, but still maintains a familiar feel to the children and provides a regular routine.

Caldecote Playgroup works with Caldecote Primary School to improve the transition for children moving from Playgroup to Reception. Staff liaise with the Head and Reception teachers, particularly with regard to any children with additional needs. We encourage school staff to visit Playgroup to observe the children in a familiar setting, and children from Playgroup visit Reception for a series of familiarisation sessions.

### ***Achievements and Performance***

Our Ofsted inspection of 10<sup>th</sup> March 2015 achieved a rating of 'outstanding'. Our Unique Reference Number (URN) is **221769**. The report can be found at the web address below:  
<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/CARE/221769>

The latter half of this year, of course, presented us with the challenge of Covid 19, but we worked hard to ensure that our setting could run safely for both staff and children. We were able to accommodate all the families who needed or wanted their children to continue to attend, splitting them into two 'bubbles' with separate staff wherever possible. We focused on ensuring that our outdoor area was enjoyable space to encourage plenty of safe play in the fresh air. We were pleased to be able to continue to offer high-quality hot lunches to support our families with their childcare needs during that difficult time, and our kitchen maintained its 5\* hygiene rating.

*Report compiled by Sarah Talmage (Chair)*  
*17<sup>th</sup> April 2021*

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23/10/20

Accrual Basis

# CALDECOTE PLAYGROUP

## Profit & Loss

### September 2019 through August 2020

	Sep '19 - Aug 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Early Years Funding	87,955.28
Fundraising	87.50
Fundraising - Photograph Sal...	100.00
Grant - Graduate Leader Fund	1,900.00
Misc Income	55.00
Non-Funded Children	13,585.90
Sales Returns	
Additional Sessions	-28.00
Meals	-347.90
<b>Total Sales Returns</b>	-375.90
School Dinners	4,085.65
Uniform Sales	135.50
<b>Total Income</b>	107,528.93
<b>Expense</b>	
Bookkeeping & Accounts	666.00
Books and Publications	224.80
Cleaning Supplies	298.11
Computer Expenses	66.48
Dues and Subscriptions	85.00
Fixed Asset Equipment	358.30
Gifts and Donations	25.00
Insurance	760.77
Lunches	1,516.57
Materials/Paints/Play dough	397.49
Miscellaneous	623.59
Office Supplies	679.62
Outside Play Area	940.21
Postage and Delivery	9.58
Premises Expenses	2,881.41
Professional Fees	666.32
Purchase Returns	-70.00
Rent	2,617.64
<b>Salaries</b>	
Employers NI	529.28
Grant - GLF - E-PD	313.81
Grant - GLF - E-PM	246.80
Grant - GLF - E-RK	35.31
Grant - GLF - E-SL	858.26
Pension Employer contribut...	862.81
SMP	203.95
Salaries - Other	78,524.92
<b>Total Salaries</b>	81,575.14
Subscriptions	1,283.55
Telephone	
Mobile	32.00
Telephone - Other	1,181.33
<b>Total Telephone</b>	1,213.33
Toys/Games/Software	762.57
Training	484.89
Travel & Ent	
Meals	200.00
<b>Total Travel &amp; Ent</b>	200.00
Uniforms	
Children's Uniforms	120.06
Staff Uniforms	149.10
<b>Total Uniforms</b>	269.16
<b>Total Expense</b>	98,535.53
<b>Net Ordinary Income</b>	8,993.40

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Accrual Basis

**CALDECOTE PLAYGROUP**  
**Profit & Loss**  
**September 2019 through August 2020**

	Sep '19 - Aug 20
Other Income/Expense	
Other Income	
Interest Income	776.32
Total Other Income	776.32
Other Expense	
Other Expenses	32.00
Total Other Expense	32.00
Net Other Income	744.32
Profit for the Year	9,737.72



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Caldecote Playgroup

On accounts for the year  
ended

31/08/2020

Charity no  
(if any)

1000533

Set out on pages

(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 31/08/2020.

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 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.

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

Signed:

Date:

03/04/2021

Name:

Karolina Lepkowska

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

AAT – Advanced Diploma in Accounting

Address:

15A West Drive

Highfields Caldecote

**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.**