

PENHILL PLAYGROUP

England & Wales · Charity number 1001217

Details

Status Registered

Legal form Other

Registered 1990-12-11

Register [View on the Charity Commission register](#)

Contact

Address Guide Hall
5 Penhill Road
Lancing
West Sussex
BN15 8HA

Phone 01903 767513

Email supervisor@penhillplaygroup.org.uk

Website www.penhillplaygroup.org.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF CHILDREN BELOW COMPULSORY SCHOOL AGE BY[A]PROVIDING SAFE AND SATISFYING GROUP PLAY,IN WHICH PARENTS HAVE THE RIGHT TO TAKE PART.[B]ENCOURAGING OTHER CHARITABLE ACTIVITIES THROUGH WHICH PARENTS MAY HELP THE CHILDREN.[C]FURTHERING THE AIMS OF THE PRE-SCHOOL PLAYGROUPS ASSOCIATION.

Activities: We are an Ofsted registered and inspected Playgroup caring for children from two and a half to school age, encouraging them to learn and develop new skills through play. We also offer weekly Stay and Play sessions for young children and their parents/carers.

Classification

- **How:** Provides Human Resources, Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** LANCING
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£76,731	£80,904	-	-
2024-08-31	£82,132	£71,532	-	-
2023-08-31	£77,886	£70,652	-	-
2022-08-31	£52,062	£65,224	-	-
2021-08-31	£52,868	£58,023	-	-

Trustees

Name	Role	Appointed
Amanda Boote		2025-11-12
Clair Newbery		2024-09-25
Katherine Ayling		2016-04-27
Katrin Kate Margaret Atkinson		2023-11-15
Laurie Turton		2025-09-24
Michelle Venn		2024-09-25
Rachael Ticehurst		2024-07-01

PENHILL PLAYGROUP

England & Wales - Charity number 1001217

Accounts



www.penhillplaygroup.com

**PENHILL PLAYGROUP STEERING COMMITTEE ANNUAL
GENERAL MEETING
MINUTES OF MEETING HELD ON**

Wednesday 24th September 2025

AT PENHILL PLAYGROUP, PENHILL ROAD, LANCING

PRESENT

Katie Ayling, Clair Newbery, Kate Atkinson, Rachael Ticehurst, Michelle Venn, Nicky Smith, Ellis Boote

Meeting commenced at approximately 7.35pm

1. APOLOGIES FOR ABSENCE

Nicola Kirk, Laurie Turton.

2. WELCOME BY THE CHAIRPERSON

Everyone was welcomed to the meeting and thanked for coming.

3. MINUTES OF LAST MEETING

The minutes of the last Annual General Meeting, held on Wednesday 25th September 2024 were agreed as correct, proposed by Michelle Venn and seconded by Kate Atkinson.

4. MATTERS ARISING

The BT line and Internet connection was sorted shortly after the AGM and has been running fine all year. It has been helpful for Katie to have internet access at work as she can complete some work there without having to take it home. The children have also enjoyed being able to access CBeebies and a few other websites and it has been useful to find out information straight away about topics the children are interested in.

5. CHAIRPERSON'S REPORT

No report but said how much she loves Penhill.

6. MANAGER'S REPORT

We started the academic year with 16 children registered with us and this had increased to 31 children by the end of July. 16 children moved on to school at the end of the academic year. During the year, we referred two children for speech and language therapy, supported another one already receiving therapy and offered referrals to Health Visitors for another two children. We have also been involved in a Child Protection case, attending regular online meetings.

We had one child in receipt of Inclusion funding during the year which meant being able to provide some specialist resources, having time to create some new, specific resources, attending meetings and training and paying staff for additional time to complete Special Educational Needs and Disabilities (SEND) paperwork and referrals. We also received a Disability Access Fund payment for this child as they receive Disability Living Allowance. This money enabled us to provide a whole staff training session around Autism at the beginning of the 2025/26 academic year.

The number of children in receipt of Early Years Pupil Premium increased and we were again able to provide a toothbrush and toothpaste for every child at the setting, as well as for a few

younger siblings and Stay and Play children. We were also able to use some of the money to pay for our outing costs and for hall hire and staffing costs for our parent/carer and craft sessions and to purchase additional school uniform items, for the children to use at Playgroup and also to borrow to take home in readiness for the transition to school.

We have continued to use the children's interests as a starting point for our planning, introducing new themes and topics we have felt it is important for the children to learn about.

In December, we took all our older children out, in small groups to the local post box, to post Christmas cards to their families, a mini outing to see how we got on!

We held our Christmas party for all children on the last day of term and following on from a trial last year, offered some physical and creative activities, alongside party games, singing and food, in order for all the children attending to feel comfortable and involved. We were fortunate that Father Christmas found time to visit us and hand out presents to all the children, although not all of them enjoyed his visit.

From January, we provided our usual outing sessions, which were offered to all our older children. We did short town walks and visited a number of parks, locally and further afield, as well as train and bus trips to Worthing, Brighton, Southwick and Shoreham, which the children really enjoyed. We also completed a beach litter pick and were invited to Seaside Primary school three times, which meant the children got lots of experience going into school and being in the Reception environment, which we hope prepared them well and made them excited about starting school. We were fortunate to have Angie supporting our outings again this year and then Kate joined us, bringing her daughter along to share these experiences and to get to know some of the children she would be at school with.

The funding rates have improved, but our costs continue to rise. We increased our fees again in April 2025, although there are fewer parents paying fees now.

Our parent /carer afternoon in November was attended by 9 parents/carers and 9 children. We had 13 adults and 17 children at our Christmas Craft Afternoon in December and a very well attended Mother's Day Afternoon, with 17 adults and 19 children, when the Mum's got to look through and contribute to their child's Learning Journal if they wanted to, as well as being able to play and engage with their child using the Playgroup's resources. Our annual Dad's Day on a Saturday in June was attended by 6 dad's and 7 children, so not as well attended as the previous year, but still worth doing and it was lovely to meet some of the dad's we had never met before, who were all very friendly and chatty.

Training

Staff have continued to update their mandatory training in food hygiene and safeguarding, and three staff have updated their First Aid. Nicky's is due to expire in November, but we have had to cancel her space due to staff shortages so hope to book some training for her early in 2026.

Safeguarding

All staff are up to date with their training and Katie completed her Designated Safeguarding Lead training last Autumn. Our setting has signed up to Operation Encompass which notifies schools and early years settings if any of their children have been involved in a domestic violence incident, for which Katie has completed all the training and updated our policies to reflect this additional safeguarding avenue we now have.

Fundraising

Held a fairly well attended Table Sale in November.

Our Easter/Spring craft afternoon was held during the Easter Holidays in order to raise money for Stand Up to Cancer as several of our Playgroup families have been affected by cancer over the last year. This was well supported and raised over £300.

A summer raffle was held at our 45th Birthday Party in July, which was well supported by staff, parents and children, old and new.

Staffing

We were fortunate to be supported by three very willing volunteers this year, which has made a real difference as we have been through some challenging times regarding staffing over the last 12 months. We are lucky that Julie and Angie continue to want to help, but we were sad to say goodbye to Millie who is off to university. Lisa Ansell started work with us in September 2024 and has been a real asset to the team, quickly learning the ropes and working hard to maintain her key children's learning Journals, with some support from more experienced staff.

Sadly, Becky Hicks who was employed to start in September 2024, left after 4 weeks, for personal reasons. She was replaced by Ginette Norris who was unable to start until December due to waiting for references to be completed. In January 2025 she left and was replaced by Sarah Scaysbrook, who was able to start straight after the February Half Term and completed 5 months with us before suddenly handing in her notice during the first week of the summer holidays. This has meant that we are not fully staffed at present and are having great difficulties recruiting to fulfil the role, with two candidates withdrawing their applications and two not showing up for their visits. Nicky and Hannah both agreed to stay on as Deputies and Katie continues to fulfil the Designated Safeguarding Lead and SENCO roles for the time being, alongside being Manager.

Stay and Play

Due to demand, this group re-started it's Friday sessions from November 2024. We applied for and were awarded a Warm Spaces Grant of £600 to help towards the cost of this additional session. Although not as busy as the Tuesday session, it has been supported by a regular number of children and families, many of whom have now started at Playgroup and transitioned in smoothly as a result.

We have continued to offer toast and drinks for both the children and adults and cake or biscuits on special occasions. Clare from the Oral Health Team, attended one session to talk to parents and carers about dental health and we have held a couple of toy/book/clothes exchanges which were well supported. A Christmas session was held where all the children received a gift from Father Christmas.

Current Situation

We currently have 25 children registered with us, which is more than anticipated, although many only attend a few sessions a week. We have three children due to start in January but have had to put additional sessions for children on hold until we have manage to recruit a new member of staff. Only two of our current intake pay fees, the rest are funded and 6 children share funding with local childminders.

The main concern at present is staffing. How do we recruit to this part time role? Do we pay to advertise through Indeed or an agency? Do we increase the pay, but then we would have to do that for all staff to make it fair. Can we increase the hours? To claim Universal Credit, work needs to be for 24 hours a week, which this job doesn't currently offer.

It has been commented on by Seaside Reception staff that at Penhill we see our children as individuals and not just numbers and a source of income. We know them well and want the best for them, so thank you to the staff and volunteers who work so hard to keep the Playgroup

going. Despite our ups and downs staffing wise this year, we have continued to provide a good educational start, as well as a caring and supportive environment for those children and their parents and carers who have become a part of the Penhill family. Thanks also to the committee for helping out when needed at events and for being a listening ear for me at times.

7. TREASURER'S REPORT

The accounts which have been independently examined were shared (attached). Overall, we made a slight loss over the year, which if we had used the Easter fundraising for Playgroup, would have put us slightly in profit. However, we are still in a financially strong position with our reserves.

Other additional costs this year have included mandatory training as all staff needed to update safeguarding and first aid skills this year, as well as paying out for DBS checks for three new staff, which cost almost £50 each.

It was asked whether all the staff that have left over the course of the year have been over paid. Two staff had their pay adjusted to take into account of any sick leave or holiday accrued. One staff member was overpaid and when she left said she would pay it back but hasn't. She has been contacted about this and is not currently in a position to be able to pay it back. The committee took the decision not to pursue this through the Small Claims Court as it would cost us money, take a long time and be added stress both for us and the former member of staff and if she hasn't got the money to pay it back, it still couldn't be paid anyway. She has been notified that the committee will not be pursuing this debt but that if she is in a position to repay it in the future, it would be appreciated as we are a charity. The amount owed is just over £500.

The Playgroup recently received new authentication cards for Judith Atkinson and Zoe Brown, neither of whom are on the committee anymore and neither of whom are still signatories on the account. Michelle will chase up why these cards have been sent and why Clair has not yet received a card reader or card, both of which were requested over 6 months ago.

The treasurer also explained that she will be putting £35,000 into a 32 day notice account @ 2.15% gross interest per annum and £35,000 into a 95 day notice account @ 3.01% gross interest per annum, as agreed at the last committee meeting in April.

8. APPOINTMENT OF INDEPENDENT EXAMINER

Katie Wastell had agreed to be an independent examiner again and was proposed by Katie Ayling and seconded by Michelle Venn.

9. ELECTION OF COMMITTEE

Members staying on:

Katie Ayling as Manager, Clair Newbery, Kate Atkinson, Rachael Ticehurst and Michelle Venn

Resignations:

Nicola Kirk

New members:

Laurie Turton, proposed by Katie Ayling and seconded by Nicky Smith.

Officers:

Chairperson	Clair Newbery
Vice Chair	Kate Atkinson/Rachael Ticehurst
Secretary	Katie Ayling
Treasurer	Michelle Venn

10. MEETING OPEN TO THE FLOOR

As regards advertising for staff, Katie will look into the costs for Indeed and it may be worth promoting the job as an apprenticeship for Level 3 at local colleges - Rachael's son can post something at Chichester College. It may also be worth looking at Happity, where we have advertised our Stay and Play group and continue to use Facebook and the Early Years and childcare bulletin, Job Centre and could also readvertise looking for volunteers too.

Michelle asked to express the committee's thanks to all the staff for their hard work over the year saying what an important time the early years is for children's learning and development.

It was decided to put out feelers about whether we should hold a Christmas Table Sale - Clair will post a message on Facebook. Ellis mentioned that his partner Chloe has lots of crocheted items at home she has made which we might be able to sell.

The idea of a children's art exhibition in the summer was suggested, which could be supported by a raffle, cake sale, etc. and parents buy their child's work. It would be good to be able to value the effort and skills that go into the children's arts and crafts so that their parents understand the processes involved and why it is important to value any work their child comes home with, even if it doesn't look like much. This could include paintings, drawings, models etc. Several years ago, Boundstone Nursery held an art exhibition in St Michael's Church, which was open to members of the public to look round. This may be possible for Penhill. Katie will investigate what opportunities there are.

St Michael and All Angels are having a Christmas Tree Festival again this year, over the first weekend of December and Playgroup have been asked if they would like to take part. It costs £20 if we provide our own tree which it was agreed was fine to spend. Rachael suggested that we could do a joint effort with her childminding business and share the cost. This was agreed and if any other local childminders would like to join in, they would be very welcome. Katie will reply to the invitation expressing our interest.

Clair was presented with some flowers as a thank you for filling the role of Chairperson for the year.

11. DATE AND TIME OF NEXT MEETING

Next meeting: Wednesday 12th November 2025, 7.30pm at 13 Penhill Road

MEETING CLOSED AT APPROXIMATELY 8.15pm.



Section A Independent Examiner's Report

Report to the trustees/ members of

PENHILL PLAYGROUP

On accounts for the year ended

31 08 2025

Charity no (if any)

1001217

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ('the Trust') for the year ended 31/08/2025

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]] Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

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

Signed:

K Wastell

Date:

24/9/2025

Name:

K WASTELL

Relevant professional qualification(s) or body

FCCA

(if any):

Address:

PJCO, ST JAMES HALL, MILL ROAD,
LANCING, BN15 0PT

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.

Profit and Loss

Penhill Playgroup

For the year ended 31 August 2025

2025

Turnover

Clothing Sales	1.00
Donations	16.00
Fundraising from Raffles	99.90
General Fundraising	418.01
Milk Reimbursement	78.13
Parent Paid Fees	2,181.26
Stay and Play Fees	966.50
West Sussex County Council Funding	72,970.30
Total Turnover	76,731.10

Gross Profit

76,731.10

Administrative Costs

Audit & Accountancy fees	540.00
Bank Fees	124.65
Cleaning	35.00
Consulting	8.59
Employers National Insurance	4,041.92
Entertainment	255.00
Entertainment - School Trips	138.35
Equipment	1,491.44
General Supplies	157.78
Gifts	202.72
Insurance	485.76
IT Software and Consumables	437.19
Memberships and Subscriptions	496.97
Milk	94.63
Music License	68.32
Pensions Costs	1,006.54
Postage, Freight & Courier	63.55
Printing	35.35
Rent	7,792.00
Repairs & Maintenance	13.75
Salaries	62,553.65
Staff Training	414.00
Stationery	153.83
Telephone & Internet	930.00
Warm Spaces Expense	(600.00)
Total Administrative Costs	80,994.62

Operating Profit

(4,172.92)

Profit and Loss

2025

Other Income

Employers NI Receivable	4,041.92
Total Other Income	4,041.92
<hr/>	
Profit on Ordinary Activities Before Taxation	(131.00)
<hr/>	
Profit after Taxation	(131.00)

Balance Sheet

Penhill Playgroup
As at 31 August 2025

31 AUG 2025

Current Assets	
Cash at bank and in hand	
Penhill Playgroup	94,177.19
Petty Cash Account	121.83
Total Cash at bank and in hand	94,299.02
Total Current Assets	94,299.02
Net Current Assets (Liabilities)	
Total Assets less Current Liabilities	
94,299.02	
Creditors: amounts falling due after more than one year	
NIC/PAYE	(723.46)
Total Creditors: amounts falling due after more than one year	(723.46)
Net Assets	
95,022.48	
Capital and Reserves	
Current Year Earnings	(131.00)
Retained Earnings	95,153.48
Total Capital and Reserves	95,022.48

PENHILL PLAYGROUP

England & Wales - Charity number 1001217

Accounts



www.penhillplaygroup.com

**PENHILL PLAYGROUP STEERING COMMITTEE ANNUAL
GENERAL MEETING
MINUTES OF MEETING HELD ON**

Wednesday 25th September 2024

AT PENHILL PLAYGROUP, PENHILL ROAD, LANCING

PRESENT

Katie Ayling, Clair Newbery, Kate Atkinson/Angel, Leena Tucker, Michelle Venn

Meeting commenced at approximately 7.35pm

1. APOLOGIES FOR ABSENCE

Apologies were received after the event from Rachael Ticehurst.

2. WELCOME BY THE ACTING CHAIRPERSON

Everyone was welcomed to the meeting and thanked for coming.

3. MINUTES OF LAST MEETING

The minutes of the last Annual General Meeting, held on Wednesday 27th September 2023 were agreed as correct, proposed by Katie Ayling and seconded by Leena Tucker.

4. MATTERS ARISING

No matters arising.

5. ACTING CHAIRPERSON'S REPORT

No report.

6. MANAGER'S REPORT

We started the academic year with 21 children registered with us and this had increased to 28 children by the end of July, despite a number of children moving away during the year. 15 children moved on to school and two children moved on to being home educated at the end of the academic year.

During the year, we referred two children for speech and language therapy, supported another three already receiving therapy and offered support around an Autism diagnosis for two families who were already in contact with the Child Development Centre. We have also been involved in two Child Protection cases, attending regular in person and online meetings and have worked with Early Help to support several families, as well as providing a very supported transition for a child moving to another setting.

We had two children in receipt of Inclusion funding during the year which meant we were able to purchase some specialist resources, had time to create some new, specific resources, attend meetings and training and pay staff for additional time to complete Special Educational Needs and Disabilities (SEND) paperwork and referrals.

The number of children in receipt of Early Years Pupil Premium increased and we were able to provide a toothbrush and toothpaste for every child at the setting, as well as a Duplo toy for Easter (instead of a chocolate egg), which meant that the children who are not able to eat chocolate were not left out or made to feel different. We were also able to use some of the money to pay for our outing costs and for hall hire and staffing costs for our parent/carer

and craft sessions.

Again, we have tried to use the children's interests as a starting point for our planning, introducing new themes and topics we have felt it is important for the children to learn about, such as Chinese New Year, dental health and caring for the environment. We had a visit from Sompting Wildlife Rescue who brought in some hedgehogs to show the children, which was a lovely experience.

We offered one outing on a Friday morning at the beginning of December, when we took all the children to the letterbox to post their Christmas cards and then went on to St Michael's Church to look round the Christmas Tree Festival. We made decorations for our own tree and three of the older children who were unable to attend on the Friday, helped to decorate the tree on the Thursday morning instead. I am pleased to say our tree was voted third best out of the 25 trees on display.

We held our Christmas party for all children registered with us on the last day of term and have discovered it is a good idea to offer some physical and creative activities, alongside party games, singing and food, in order for all the children attending to feel comfortable and involved. We were fortunate that Father Christmas found time to visit us and hand out present to all the children.

From January, we provided our usual outing sessions, which were offered to all our older children. We visited a number of parks and did several short town walks as well as train and bus trips to Worthing, Brighton and Shoreham, which the children really enjoyed. We also completed a beach litter pick with Keep Lancing Lovely and were invited to Seaside Primary school three times, which meant the children got lots of experience going into school and being in the Reception environment, which we hope prepared them well and made them excited about starting school. We were fortunate to have our volunteer Angie supporting our outings as well as Sammy-Jo, one of our parents and committee members helping out, when necessary.

The Government introduced a change to Early Years funding in April, meaning that more families are now eligible to claim 15 hours funded entitlement. Due to changes in the way the funding can be claimed, we agreed to lower our entry age by a couple of months from September 2024. The funding rates have improved, but still do not completely cover our costs, which continue to rise. We also increased our fees from April 2024, although there are fewer parents paying fees now.

In October, we invited parents into an end of the morning music session, where the children performed some songs for their parents/carers, including playing instruments they had made themselves and we encouraged parents and carers to join in too. They were also welcomed to stay after the session ended to look through and contribute to their child's Learning Journal. We had 19 children attending the session with 13 adults and 5 siblings joining us for the music and 17 adults and children stayed to look at Learning Journals.

Our parent /carer afternoon in November was not so well attended, with 10 parents/carers and 9 children. We invited parents and carers to join us on Friday 15th December at the end of our Christmas Party, to join in singing some Christmas songs, which was a lovely way to end the term.

We held a games afternoon in early February where parent/carers had the opportunity to try out and play a range of board and physical games with their children. Only 5 families supported this session.

Our Mum's afternoon in March (for Mothering Sunday) was attended by 12 adults and 12 children, including Grandparents. The Mum's got to look through and contribute to their child's Learning Journal if they wanted to, as well as being able to play and engage with their child using the Playgroup's resources. Our annual Dad's Day on a Saturday in June was attended by 9 dad's and 10 children, which was an improvement on last year.

Parents were offered the Transition sessions we provided last year, but only one parent expressed an interest, so it was not cost effective to hold them, although the interested parent was given the information and handouts from the sessions.

Two days before the end of the summer term, we were inspected by Ofsted and have maintained our "good" rating. It was a very positive experience for us all and the Inspector listened to what staff said and took on board the feedback from parents and carers. In her feedback to the Manager, the Inspector said we were a very strong good and that the families we serve are lucky to have us, which was a really positive thing to hear – just a shame that comment didn't make it into the report!

Training

Katie completed her Level Three SENCO Training in January, which has meant that she has been able to take over the SENCO role from Sabrina, who has now left.

Staff have continued to update their mandatory training in food hygiene and safeguarding and three staff are booked in to update their First Aid over the next 6 months.

Fundraising

We held a fairly well supported Table Sale on 18th November, serving bacon rolls again, the ingredients for which had been donated by Bake Out and Mick McGuinness. Not as many people wanted a table this time, so we did not raise as much money as in previous years. A Christmas Craft Afternoon was held during the first week of the Christmas holidays, for which we made a nominal charge of £2 per family. We provided crisps, drinks and biscuits left over from the Table Sale and it was lovely to see whole families attend, with older siblings enjoying the crafts as much as the younger ones. We had 13 adults and 29 children/siblings in attendance and were pleased to welcome some non-Playgroup families too.

An Easter/Spring craft afternoon was held at the end of March, attended by 12 adults and 15 children. We also used this as an opportunity to hold a cake sale and Easter raffle which raised a bit of money, but received very few donations to the raffle, limiting its appeal. We also held Christmas and Summer Raffles, although neither made as much money as in previous years.

Our summer Table Sale had to be cancelled due to lack of people wanting a table. Maybe this event is better in the run up to Christmas rather than in the summer and we need to re-think our summer fundraising ideas for next year.

Staffing

We were fortunate to be supported by two willing and experienced volunteers this year, which really made a difference as we had some very challenging behaviour and children who required quite a lot of additional support, which we were able to provide as for at least two days a week, when we had a higher staff ratio than was required.

Sadly, Sabrina and Sarah both decided to leave at the end of the summer term, meaning we needed to find two replacements, one of whom needed to be qualified in order to meet our ratio requirements. In losing these two members of staff, we also lost one of our Designated

Safeguarding Officers, the SENCO and both Deputies. Fortunately, Nicky and Hannah both agreed to step up to the Deputy role as a job share and Katie continues in her role as Designated Safeguarding Officer and will take on the SENCO role for the time being, for which her recent qualification has prepared her.

Katie announced in May that she would be leaving at the end of the summer term 2025, giving the committee a year to find a replacement Manager, however, after concerns were raised about potentially closing the Playgroup, she had a change of heart and is no longer planning to leave.

Stay and Play

This group has continued to just run on a Tuesday afternoon, although there have been requests for the Friday session to re-start. It has a fairly stable group of regulars who attend, which includes children who attend the Playgroup, alongside their younger siblings, as well as childminders, grandparents looking after their grandchildren and other local families who have found the group to be a warm and welcoming space. The average attendance is 12 families per week, with up to 18 children in attendance, but over the course of the year, 112 families have benefitted from the group being open.

We have continued to offer toast and drinks for both the children and adults and cake or biscuits on special occasions. The group this year has been funded by a grant from Adur Council, for which we are very grateful. It meant we were able to subsidise places for families who couldn't afford to pay to attend and to open for some additional sessions at the end of the summer term, over Christmas and at the beginning of September, all of which were well supported, showing that there is still a need for this type of group to continue to run.

During the year, we offered information about dental health and provided free toothbrushes for all our families, if they wanted them and invited Families in Mind to come into the group to talk to parents and carers about mental health and promote their groups which support the mental health and wellbeing of parents and carers with young children. We also invited in staff from the local Family Hub, to promote the services and support they can offer but they have yet to arrange a convenient date. We held a Christmas session where all the children received a gift from Father Christmas.

We also held several toy/book and clothing exchanges, where families were welcome to bring in good quality items they no longer used and to take away other items in return. This helped to show our commitment to recycling and reducing waste and to supporting families on low income to obtain items they might otherwise not have been able to afford.

Current Situation

We currently have 16 children registered with us. Three children who were due to start in September changed their minds, so we have lost about 45 hours a week in funding due to this. We have 4 children due to start after Christmas, which will help our numbers. Currently, all children are funded.

We continue to benefit from the support of our two volunteers, Angie and Julie and we also have a student, Millie, one morning a week on a long term work placement and she seems very capable and is eager to learn and help.

We still need more committee members, but are pleased to welcome Rachael Ticehurst, a local childminder who has already been approved by Ofsted and Michelle Venn our new book keeper, who has agreed to take over the Treasurer role from Leena who is standing

down at this meeting.

Thank you to the staff and volunteers who work so hard to keep the Playgroup going, despite some very challenging circumstances. Although two staff decided to leave in July, we are fortunate to have been able to successfully recruit two replacements, Lisa Ansell and Rebekah Hicks, to enable us to continue providing a good educational start, as well as a caring and supportive environment for those children and their parents and carers who have become a part of the Penhill family.

7. TREASURER'S REPORT

The accounts have been audited and approved and show a profit of £12,689.79 which is really positive.

Leena went through each category, explaining what it included.

It was noted that the Warm Spaces Grant was actually an Adur Community Grant.

Under the new way of claiming milk reimbursement money, we are unable to claim the full amount spent and unfortunately, are unable to claim for non-dairy milk.

The training amount seemed low and it was for a new Government Guidance document that was purchased, but did not include some of the training that was paid for, which has been accounted for in a different category.

Training this current financial year would be greater as it will include three staff members undertaking First Aid Training at a cost of £89 each, plus some staff members needed to complete mandatory safeguarding and child protection training.

8. APPOINTMENT OF AUDITOR

Katie Wastell had agreed to be auditory again and was proposed by Leena Tucker and seconded by Katie Ayling.

9. ELECTION OF COMMITTEE

Members staying on:

Nicola Kirk, Katie Ayling as Manager, Clair Newbery (who had been co-opted in May), Kate Angel Atkinson (who was co-opted onto the committee in November)

Resignations:

Leena Tucker (Treasurer)

Zoe Brown was officially removed from the committee in July.

Sammy-Jo Jessey has moved away.

New members:

Rachael Ticehurst

Michelle Venn

(proposed by Katie Ayling and seconded by Leena Tucker)

Officers:

Chairperson

Clair Newbery

Vice Chair

Nicola Kirk (same as last year, if happy to carry on)

Secretary

Katie Ayling

Treasurer

Michelle Venn

10. MEETING OPEN TO THE FLOOR

The possibility of re-starting Stay and Play on a Friday afternoon was discussed. It was agreed to put a poll on our Facebook page and to gauge interest from regular attenders. It was suggested initially running it over the winter (possibly October Half term until February Half term) to see if the demand is there. It was agreed that committee members attending would help Katie, so that we are not having to incur extra staff costs.

Christmas Table Sale – Katie will find out if staff are able to help and what dates might be suitable in November, then we can put out feelers for anyone interested in having a table.

BT- since BT installed Broadband in August, we have been without a telephone line and are relying on the Playgroup mobile. Calls go through the the old voicemail, but we are unable to access them. Katie has raised a complaint and has a case manager who is looking into the problem, but despite being given dates when the problem will be fixed, it has yet to be resolved and we may be missing out on important messages being left.

Playgroup Constitution - this needs updating given the change in using online banking, so any changes will need to be agreed at the next Committee meeting. Katie will email out copies in advance for committee members to read through.

Leena was thanked for all her hard work as Treasurer over the last 9 years and was given a thank you gift and card.

11. DATE AND TIME OF NEXT MEETING

Next meeting: Wednesday 13th November 2024, 7.30pm at 13 Penhill Road

MEETING CLOSED AT APPROXIMATELY 8.20pm.



Section A Independent Examiner's Report

Report to the trustees/ members of PENHILL PLAYGROUP

On accounts for the year ended 31 08 2024 Charity no (if any) 1001217

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 08 2024

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete {} if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~*) 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.

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

Signed: KATE WASTELL Date: 24/9/24

Name: KATE WASTELL

Relevant professional qualification(s) or body ACCA

(if any):

Address: PJCO, 1-2 HARBOUR HOUSE,
HARBOUR WAY SHOREHAM-BY-SEA
BN43 5HZ

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.

Profit and Loss

Penhill Playgroup

For the year ended 31 August 2024

2024

Turnover

Clothing Sales	40.00
Donations	44.73
Fundraising from Raffles	273.00
General Fundraising	215.40
Milk Reimbursement	89.70
Other Revenue	150.99
Other Settings Refunds/Transfers	(871.95)
Parent Paid Fees	3,035.80
Stay and Play Fees	1,034.35
Warm Spaces Grants	4,500.00
West Sussex County Council Funding	73,620.46
Total Turnover	82,132.48

Gross Profit

82,132.48

Administrative Costs

Advertising & Marketing	30.00
Audit & Accountancy fees	400.00
Bank Fees	111.14
Cleaning	14.64
Employers National Insurance	2,089.50
Entertainment - School Trips	63.75
Equipment	1,119.02
General Supplies	298.12
Gifts	59.54
Insurance	476.50
IT Software and Consumables	226.82
Memberships and Subscriptions	296.99
Milk	99.70
Music License	66.32
Pensions Costs	740.94
Postage, Freight & Courier	61.21
Printing	39.00
Rent	7,484.00
Repairs & Maintenance	5.58
Salaries	57,182.82
Staff Training	8.50
Stationery	164.34
Telephone & Internet	493.76
Total Administrative Costs	71,532.19

Operating Profit	10,600.29
Other Income	
Employers NI Receivable	2,089.50
Total Other Income	2,089.50
Profit on Ordinary Activities Before Taxation	12,689.79
Profit after Taxation	12,689.79

Balance Sheet

Penhill Playgroup As at 31 August 2024

31 AUG 2024

Current Assets

Cash at bank and in hand

Penhill Playgroup	95,252.45
Petty Cash Account	149.50
Total Cash at bank and in hand	95,401.95

Total Current Assets 95,401.95

Creditors: amounts falling due within one year

Pensions Payable	247.25
Total Creditors: amounts falling due within one year	247.25

Net Current Assets (Liabilities) 95,154.70

Total Assets less Current Liabilities 95,154.70

Net Assets 95,154.70

Capital and Reserves

Current Year Earnings	12,689.79
Retained Earnings	82,464.91
Total Capital and Reserves	95,154.70



Section A Independent Examiner's Report

Report to the trustees/ members of PENHILL PLAYGROUP

On accounts for the year ended 31 08 2024 Charity no (if any) 1001217

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 08 2024

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete {} if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~*) 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.

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

Signed: KATE WASTELL Date: 24/9/24

Name: KATE WASTELL

Relevant professional qualification(s) or body ACCA

(if any):

Address: PJCO, 1-2 HARBOUR HOUSE,
HARBOUR WAY SHOREHAM-BY-SEA
BN43 5HZ

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.

Profit and Loss

Penhill Playgroup

For the year ended 31 August 2024

2024

Turnover

Clothing Sales	40.00
Donations	44.73
Fundraising from Raffles	273.00
General Fundraising	215.40
Milk Reimbursement	89.70
Other Revenue	150.99
Other Settings Refunds/Transfers	(871.95)
Parent Paid Fees	3,035.80
Stay and Play Fees	1,034.35
Warm Spaces Grants	4,500.00
West Sussex County Council Funding	73,620.46
Total Turnover	82,132.48

Gross Profit

82,132.48

Administrative Costs

Advertising & Marketing	30.00
Audit & Accountancy fees	400.00
Bank Fees	111.14
Cleaning	14.64
Employers National Insurance	2,089.50
Entertainment - School Trips	63.75
Equipment	1,119.02
General Supplies	298.12
Gifts	59.54
Insurance	476.50
IT Software and Consumables	226.82
Memberships and Subscriptions	296.99
Milk	99.70
Music License	66.32
Pensions Costs	740.94
Postage, Freight & Courier	61.21
Printing	39.00
Rent	7,484.00
Repairs & Maintenance	5.58
Salaries	57,182.82
Staff Training	8.50
Stationery	164.34
Telephone & Internet	493.76
Total Administrative Costs	71,532.19

Operating Profit	10,600.29
Other Income	
Employers NI Receivable	2,089.50
Total Other Income	2,089.50
Profit on Ordinary Activities Before Taxation	12,689.79
Profit after Taxation	12,689.79

Balance Sheet

Penhill Playgroup As at 31 August 2024

31 AUG 2024

Current Assets

Cash at bank and in hand

Penhill Playgroup	95,252.45
Petty Cash Account	149.50
Total Cash at bank and in hand	95,401.95

Total Current Assets 95,401.95

Creditors: amounts falling due within one year

Pensions Payable	247.25
Total Creditors: amounts falling due within one year	247.25

Net Current Assets (Liabilities) 95,154.70

Total Assets less Current Liabilities 95,154.70

Net Assets 95,154.70

Capital and Reserves

Current Year Earnings	12,689.79
Retained Earnings	82,464.91
Total Capital and Reserves	95,154.70

PENHILL PLAYGROUP

England & Wales - Charity number 1001217

Accounts



www.penhillplaygroup.com

**PENHILL PLAYGROUP STEERING COMMITTEE ANNUAL
GENERAL MEETING
MINUTES OF MEETING HELD ON**

Wednesday 27th September 2023

AT PENHILL PLAYGROUP, PENHILL ROAD, LANCING

PRESENT

Katie Ayling, Sabrina Back, Sarah Brake, Nicola Kirk, Leena Tucker (remotely)

Meeting commenced at approximately 8pm

1. APOLOGIES FOR ABSENCE

Gemma Griffiths, Zoe Brown and Samantha-Jo Jessey

2. WELCOME BY THE ACTING CHAIRPERSON

Everyone was welcomed to the meeting and thanked for coming.

3. MINUTES OF LAST MEETING

The minutes of the last Annual General Meeting, held on Wednesday 28th September 2022 were agreed as correct, proposed by Nicola Kirk and seconded by Katie Ayling.

4. MATTERS ARISING

No matters arising.

5. CHAIRPERSON'S REPORT

No report.

6. MANAGER'S REPORT

This report covers the dates from September 2022 until the end of August 2023.

We started the academic year with 20 children registered and ended the year with 31 although we did lose some children during the year due to moving or needing longer hours than we were able to offer. 12 children moved on to school at the end of July.

We referred two children for speech and language therapy, supported two children with input from the Child Development Centre (CDC) and continued to support two more children with ongoing speech and language therapy. We referred four children to the SEND Under 5's panel and referred three children to the new specialist transition teacher in preparation for school. We referred a child for an Education Health and Care Plan and facilitated an opportunity for the Educational Psychologist to carry out a visit to Playgroup to support this Plan.

We have had 5 children eligible for Early Years Pupil Premium and have used this additional money to provide extra sessions for parents to attend, including Christmas and Spring craft making, three Transition to School training sessions and a Coronation Party. We also used some of it to purchase toothbrushes, timers and toothpaste for the children, a few new resources and to help towards the cost of staff training.

We have planned a wide variety of topics and themes over the year, using the children's interests in jobs, vehicles, dinosaurs and animals as a starting point and introducing new

topics based on the children's own experiences and what is happening in the world around them, such as Holi, the King's Coronation, Chinese New Year and looking after our environment.

Our outings began again in January and were able to encompass a wider range of activities this year, including trips to Hove, Worthing and Shoreham, by train or bus. We also visited all the local parks, the library, Community Garden and bakery and it was good to be able to return to the Marlipins Museum in Shoreham in the summer. This year we asked for a voluntary donation of 50p per week, per child for the outings and were fortunate that all the money donated covered our bus and train fares throughout the year, so we will continue ask for voluntary donations again. We were also fortunate to have Angie Norris volunteer on our outings most weeks, which meant that some challenging situations that arose were more easily dealt with.

We did not have as many visitors to the setting this year, but the children still benefitted from a visit from a tortoise, which most children were fascinated by. We hope to welcome more visitors over the next 12 months.

Parent events

Autumn Term — open afternoon (15 adults, 12 children), craft afternoon (12 adults, 15 children) and Christmas songs on the last day of term (most parents).

Spring Term — Open afternoon (19 adults, 20 children) and Spring craft afternoon (14 adults, 18 children)

Summer Term - Transition Training for parents and their children over three afternoons, for an hour each (6 families), Coronation Party (24 adults, 21 playgroup children, plus 7 younger siblings) and Dad's Day on a Saturday in June (8 adults, 8 children).

We also made arrangements to speak to parents who were unable to attend these events, to ensure that we shared their children's progress and achievements regularly.

During the year, Katie got involved with other local settings to raise awareness of the lack of funding for Early Years settings. Many of our parents, carers and their families supported the campaign by signing the petitions both online and in person. In July it was announced that the funding rate for early Years would increase for the Autumn Term 2023 and Spring Term 2024, which will have a positive impact, although whether this will be sustained from April 2024, we are yet to find out.

Staffing

Hayley Ellaway resigned at Christmas as she did not feel able to commit to the hours she was contracted to work, due to changes at home. Unfortunately, we were not in a position to be able to replace her, meaning that on Wednesdays, there were usually only 4 members of staff working, so we restricted the number of children attending on that day.

We welcomed a number of students on work experience, both short and long term, over the summer term, with some faring better than others. We also supported another volunteer for about 6 months, but due to ill health it was felt better for her not to return after the May Half Term.

Training

Hannah decided not to continue with her Apprenticeship due to the lack of technical and maths support she was getting from the training provider. However, it is something she would like to return to and complete in the future, if possible, but we agreed that a face to face course would suit her better.

topics based on the children's own experiences and what is happening in the world around them, such as Holi, the King's Coronation, Chinese New Year and looking after our environment.

Our outings began again in January and were able to encompass a wider range of activities this year, including trips to Hove, Worthing and Shoreham, by train or bus. We also visited all the local parks, the library, Community Garden and bakery and it was good to be able to return to the Marlipins Museum in Shoreham in the summer. This year we asked for a voluntary donation of 50p per week, per child for the outings and were fortunate that all the money donated covered our bus and train fares throughout the year, so we will continue ask for voluntary donations again. We were also fortunate to have Angie Norris volunteer on our outings most weeks, which meant that some challenging situations that arose were more easily dealt with.

We did not have as many visitors to the setting this year, but the children still benefitted from a visit from a tortoise, which most children were fascinated by. We hope to welcome more visitors over the next 12 months.

Parent events

Autumn Term — open afternoon (15 adults, 12 children), craft afternoon (12 adults, 15 children) and Christmas songs on the last day of term (most parents).

Spring Term — Open afternoon (19 adults, 20 children) and Spring craft afternoon (14 adults, 18 children)

Summer Term - Transition Training for parents and their children over three afternoons, for an hour each (6 families), Coronation Party (24 adults, 21 playgroup children, plus 7 younger siblings) and Dad's Day on a Saturday in June (8 adults, 8 children).

We also made arrangements to speak to parents who were unable to attend these events, to ensure that we shared their children's progress and achievements regularly.

During the year, Katie got involved with other local settings to raise awareness of the lack of funding for Early Years settings. Many of our parents, carers and their families supported the campaign by signing the petitions both online and in person. In July it was announced that the funding rate for early Years would increase for the Autumn Term 2023 and Spring Term 2024, which will have a positive impact, although whether this will be sustained from April 2024, we are yet to find out.

Staffing

Hayley Ellaway resigned at Christmas as she did not feel able to commit to the hours she was contracted to work, due to changes at home. Unfortunately, we were not in a position to be able to replace her, meaning that on Wednesdays, there were usually only 4 members of staff working, so we restricted the number of children attending on that day.

We welcomed a number of students on work experience, both short and long term, over the summer term, with some faring better than others. We also supported another volunteer for about 6 months, but due to ill health it was felt better for her not to return after the May Half Term.

Training

Hannah decided not to continue with her Apprenticeship due to the lack of technical and maths support she was getting from the training provider. However, it is something she would like to return to and complete in the future, if possible, but we agreed that a face to face course would suit her better.

After the success of this grant, we applied for an Adur Community Grant of £4500 which was accepted and will cover the costs of running Stay and Play for the coming academic year, including paying staff wages and offering at least one Stay and Play session during the school holidays.

Current Picture

We currently have 21 children registered with us with more due to start during the year as they turn old enough. We are fortunate that our volunteer Angie is now coming in on a Wednesday morning, until the outings re-start and we have been joined by another volunteer, Julie Herbert who supports us on a Tuesday and Friday morning. They are both experienced practitioners and their extra help is very much appreciated. Two parents, one from Stay and Play and one from Playgroup have volunteered to join the committee, but more people are still needed.

Katie is registered to complete a 4 month SEN course, funded by the Government and provided through Best Practice Network. The idea is to share the training with Sabrina as SENCO as she did not want to do the training herself, having already completed a SEN Diploma earlier in the year.

In April the first part of the Government's plan to introduce wider childcare access comes into force, with the plan being to extend the two year old funding to all working parents of two year olds. From September 2024, 15 hours of free childcare will be provided to all parents of children from the age of 9 months and from April 2025, working parents of children under 5 will be eligible for 30 hours free childcare. How this will affect us, we don't currently know. We are not able to cater for babies, but it may be appropriate to reduce our intake age to two instead of two and a half, but this will need to be discussed with staff. It is possible to use the hall for additional sessions on some afternoons, but again, discussion would be needed with staff as not all staff would want or be able to work additional hours. We also don't know what the Government's proposed funding rate will be, which makes planning for the future a challenge.

Thank you to the staff, volunteers, parents and carers who have continued to support us through a very challenging time. Thanks to the committee for their continuing support of the Playgroup and help at fundraising events over the year. Special thanks to Leena who has been Acting Chairperson, as well as Treasurer and has also supported our fundraising events and even come in to help at Playgroup when we have needed another pair of hands!

7. TREASURER'S REPORT

The accounts have been audited and approved and show a profit of £9142.27

The funding from West Sussex was more this year as we had more children registered with us. We also had more fee paying children and received Inclusion funding of £3000 which forms part of the money from West Sussex.

We spent less on equipment, only purchasing items we needed.

We will be receiving a grant of £4500 which is ring fenced for Stay and Play, but means craft materials and resources such as paint, paper and glue can come out of this budget, as well as any resources needed for any Craft Afternoons we hold.

Katie asked if it was worth looking at putting some money into a bond so that we would earn a bit of interest. Leena will look into this as we don't want money to be tied up for long periods of time, but a 12 month bond might be suitable.

8. APPOINTMENT OF AUDITOR

Katie Wastell was proposed by Katie Ayling and seconded by Leena Tucker. Leena will check that she is happy to do this again.

9. ELECTION OF COMMITTEE

Members staying on:

Leena Tucker, Nicola Kirk, Katie Ayling as Manager, Gemma Griffiths

Resignations:

Zoe Brown (although she remains a committee member until new members have been approved by Ofsted.)

New members:

Samantha-Jo Jessey has expressed interest in joining the committee but was unable to attend the AGM but was proposed by Katie Ayling and seconded by all present and will hopefully complete the required forms in readiness before the next meeting.

Kate Angel (a Stay and Play parent) has also expressed interest in joining the committee and Katie will chase this up.

Officers:

Acting Chairperson	Leena Tucker
Vice Chair	Nicola Kirk (this was agreed with Nicola after the meeting)
Secretary	Katie Ayling
Treasurer	Leena Tucker

10. MEETING OPEN TO THE FLOOR

Christmas Table Sale – Katie will find out about booking the hall in November (18th or 25th). Agreed we should charge £10 a table and ask for interest now before confirming a booking.

Christmas Craft Afternoon had been booked for Tuesday 19th December (during school holidays). 12-2.30pm offering toast and a hot drink to those attending. Aimed at under 5's but older siblings welcome. Cost of £2 per family.

We have been invited to have a tree at the St Michael's Christmas Tree Festival the first weekend in December. We can ask other early years settings about sharing the cost of a tree between us, but it was agreed to go for an artificial tree, which we need to provide ourselves for a cost of £30. We could use the Playgroup tree and just put it up a few days later than usual.

11. DATE AND TIME OF NEXT MEETING

Next meeting: Tuesday 15th November 2023, 7.30pm at Leena's house (10 Rogate Close).

MEETING CLOSED AT APPROXIMATELY 8.05pm.



Section A

Independent Examiner's Report

Report to the trustees/
members of

PENMILL PLAYGROUP

On accounts for the year
ended

31 08 2023

Charity no
(if any)

1001217

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 08 2023

Responsibilities and
basis of report

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.

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

Signed:

[Signature]

Date:

09 09 23

Name:

KATE WASTELL

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

ACCA

Address:

UNIT 6, RIVERSIDE BUSINESS CENTRE
BRIGHTON ROAD, SHOREHAM
BN43 6RE

Profit and Loss

Penhill Playgroup

For the year ended 31 August 2023

2023

Turnover

Clothing Sales	29.50
Donations	40.78
Fundraising from Raffles	204.50
General Fundraising	758.38
Milk Reimbursement	101.49
Other Settings Refunds/Transfers	132.78
Parent Paid Fees	5,542.75
Stay and Play Fees	1,033.05
Warm Spaces Grants	500.00
West Sussex County Council Funding	69,542.55
Total Turnover	77,885.78

Gross Profit

77,885.78

Administrative Costs

Audit & Accountancy fees	317.10
Bank Fees	116.47
Cleaning	5.83
Employers National Insurance	2,054.51
Equipment	373.87
General Supplies	402.70
Gifts	241.50
Insurance	377.00
IT Software and Consumables	191.24
Memberships and Subscriptions	295.89
Milk	107.39
Music License	59.59
Pensions Costs	662.19
Postage, Freight & Courier	49.87
Rent	7,994.00
Repairs & Maintenance	4.50
Salaries	56,791.65
Staff Training	80.00
Stationery	61.84
Telephone & Internet	425.49
Warm Spaces Expense	39.10
Total Administrative Costs	70,651.73

Operating Profit

7,234.05

Other Income

Balance Sheet

Penhill Playgroup
As at 31 August 2023

31 AUG 2023

Current Assets

Cash at bank and in hand	
Penhill Playgroup	82,367.31
Petty Cash Account	168.35
Total Cash at bank and in hand	82,535.66
Total Current Assets	82,535.66

Creditors: amounts falling due within one year

Pensions Payable	70.65
Wages Payable - Payroll	0.10
Total Creditors: amounts falling due within one year	70.75

Net Current Assets (Liabilities) 82,464.91

Total Assets less Current Liabilities 82,464.91

Net Assets 82,464.91

Capital and Reserves

Current Year Earnings	9,142.27
Retained Earnings	73,322.64
Total Capital and Reserves	82,464.91

PENHILL PLAYGROUP

England & Wales - Charity number 1001217

Accounts



www.penhillplaygroup.com

**PENHILL PLAYGROUP STEERING COMMITTEE ANNUAL
GENERAL MEETING
MINUTES OF MEETING HELD ON**

Wednesday 28th September 2022

AT PENHILL PLAYGROUP, PENHILL ROAD, LANCING

PRESENT

Judith Atkinson, Katie Ayling, Sabrina Back, Sarah Brake, Nicola Kirk, Leena Tucker,

Meeting commenced at approximately 8pm

1. APOLOGIES FOR ABSENCE

Zoe Brown and Gemma Griffiths

2. WELCOME BY THE ACTING CHAIRPERSON

Everyone was welcomed to the meeting and thanked for coming.

3. MINUTES OF LAST MEETING

The minutes of the last Annual General Meeting, held on Tuesday 28th September 2021 were agreed as correct, proposed by Leena Tucker and seconded by Judith Atkinson.

4. MATTERS ARISING

Point 7 – Leena was going to check that as a Charity we are legally allowed to have virtual evidence and we are.

Point 10 – Gill and Judith were concerned that their names were still on the lease from the Guides. Katie did explain this to Christine Marchant, our contact from Girlguiding, but was told this was in hand.

5. CHAIRPERSON'S REPORT

No report.

6. MANAGER'S REPORT

Last September we only had 12 children registered with us, but this rose to 24 by the end of July 2022, with 8 children leaving to take up places at local schools.

During the year, we referred two children to speech and Language therapy, completed a referral report for the Child Development Centre and carried on supporting another 3 children who had already been receiving speech and language therapy support. One child was discharged from therapy during the year.

We applied for Inclusion funding to support two of the children and were awarded funding from April 2022 for one child and from September 2022 for the other. This money is being used to pay for an additional member of staff for two mornings, plus staff time to complete SEN paperwork and creation of resources.

Only one child was eligible for Early Years Pupil Premium this year and the small amount of money received helped pay towards the cost of our outing on the train, our transition to school information and our Leaver's party at Wot a Mess. This year, there was a second hand uniform shop at FABRIC (at the Old Police Station) and it was good to be able to let

families know about it so that they didn't have to spend a fortune on purchasing new uniform. The Councillor who set it up, offered to reimburse us for any uniform costs we incurred, but as we did not need to purchase any this year, it wasn't needed and the money can be kept for supporting the families most in need next year, of which there will probably be many more.

Our themes over the year ranged from Toys, Harvest and Polar animals, to Space, traditional tales and The Platinum Jubilee. We welcomed visitors from Sompting Wildlife Rescue, Keep Lancing Lovely and our committee member Nicola, who told us all about being a hairdresser. We were also visited by a number of pets, including a hamster, tortoise and stick insects, which the children really enjoyed seeing. Now the Covid restrictions have gone, we hope to be able to have more visitors to the setting to enable the children to learn more about the world and community around them.

We offered our Thursday afternoon outings again from January 2022. Initially we kept to local parks, shops and short walks around the neighbourhood as Covid was still a concern, although we were able to visit the library for World Book Day. After Easter we were able to take the children on two afternoon visits to Seaside Primary, which is always a beneficial experience for them and managed a short train trip to Shoreham, which the children all enjoyed. We had planned a bus trip, but it was due to take place during a heatwave, so we took the decision not to go as we felt it would put the children at too much risk from sun and heat exposure, so had a water fight in the garden instead, which went down a treat. Next year, we hope to return to offering a wide range of outings, including bus and train trips further afield.

Covid hit again during the year, resulting in staff and child absences, which we managed as well as we could, without having to close. The end of the summer term saw half the staff off with it and we were lucky that Nicky who we had recruited to join us in September, was able to come in and help for a day, as was Leena, which meant we didn't have to close or reduce the places on offer.

We continued to offer individual meetings with parents this year but were also able to organise group events again and held a Healthy Eating Picnic, an Open Day and Christmas Craft and Fundraising afternoon in the Autumn term, followed by an opportunity to join in the singing and ring games at the end of one of our sessions (attended by 15 adults and 12 children) and an Easter Craft Afternoon (attended by 18 adults and 12 children) in the Spring term. In the summer term, we held a Royal Lunch Party to celebrate the Queen's Platinum Jubilee (attended by 11 adults, 10 children and 4 siblings) as well as a Saturday Dad's Day (attended 6 dads, 6 children and 2 siblings) and summer fundraising afternoon. Attendance at these varied but were generally well supported and worthwhile and the craft and fundraising afternoons brought in non-Playgroup families too.

We didn't hold a Christmas songs morning in December as we had a confirmed case of Covid and didn't want to put any families at risk so close to Christmas. We also found that the cohort of children were not confident to sing in front of each other, let alone in front of an audience, so did not want to put any pressure on them to perform as it would not have put their needs and interests first.

Training

During the Academic year, Katie was involved in a project for West Sussex which involved providing training, alongside a colleague from Boundstone Nursery School for Reception and Early Years staff in the Adur area. There were four sessions, focused on the Transition to school, Communication, Physical Development and Personal Social and Emotional

Development (PSED). Although the sessions were not particularly well attended, they were appreciated and valued by those who came along and it is hoped that it will lead to closer working with schools. The Playgroup was paid £600 for Katie to take part in this year long project.

In January 2022, Katie committed to complete the Early Years Professional Development Programme, which ran between January and June, focusing on Speech, Language and Communication, Maths and PSED. The course was funded by the Government, which meant it was free to attend and every practitioner who took part received £1000 funding for their setting, some of which went towards paying Katie for the extra hours she worked to complete the course. It was a valuable training opportunity, which has been shared with other staff, but implementing all that was learned, will take time to do.

West Sussex have continued to provide online training at an additional cost, which we have accessed several times, including Katie, Hannah and Sarah completing their First Aid. All staff (and committee members) can access free online training through our subscription to Flick (which is now free as part of our Insurance deal) and also through Educare as part of our membership package with the Early Years Alliance.

This year we have also taken part in some Early Years Alliance online training, some of which has been free, others have cost a small fee and Katie has also taken advantage of some of the Anna Freud Centre free Early Years training, focusing on issues around children's mental health and wellbeing.

Staffing

Hannah joined us last September and has fitted in really well. She began her Level 2 apprenticeship with Best Practice Network in December and has regular online review meetings with her tutor, who has also been into the setting to observe her.

Phillippa was unable to complete her Level 3 Apprenticeship before the deadline in July and also took the decision to leave Playgroup at the end of the summer term.

Due to being awarded Inclusion Funding, we were able to appoint Hayley Ellaway in May as an additional member of staff, for two mornings a week, to ensure that every session has five staff members available. We have two children who require close supervision and ensuring we have five staff members available at each session, enables this to happen, without detriment to the other children attending.

Safeguarding

All staff are up to date with their safeguarding training and every staff meeting contains a safeguarding issue to discuss in order to ensure all that staff keep safeguarding at the front of their minds. One incident was reported to the Local Authority Designated Officer (LADO) during the year but was recommended to be dealt with as an internal disciplinary action and resulted in a written warning being issued.

Fundraising

We held two Saturday Table Sales in the Autumn Term which were well attended and supported. In the Spring term, we relied on our Easter chocolate raffle and uniform sales to raise money and in the Summer term, held another Saturday Table sale, as well as a raffle and fundraising afternoon. Zoe also sold plants she had cultivated and we held additional cake sales.

Stay and Play

This has continued to take place just on a Tuesday afternoon and numbers appear to have stabilised now, although it can fluctuate depending on the weather. We have had a number of children register for places with the Playgroup as a direct result of coming to Stay and Play, which is very positive. We had an issue with some parents/carers not keeping an eye on their child, which was raised as a concern by a couple of parents attending. Katie spoke to the parent/carer concerned offering support from herself or Sabrina, if needed during the session. Unfortunately the family decided not to return and some of their friends followed suit. There were also reports of the Stay and Play group being bad mouthed on social media, but as these weren't directly linked to Penhill, they were not responded to and no-one has raised any further issues or complaints that we are aware of.

Thanks must go to the staff and committee who have continued to support the Playgroup through some challenging times, including the resignation of our Chairperson earlier this year. Thank you to Leena for stepping up to take on this role temporarily. We are sad to be losing Zoe who has moved to Scotland, but who has contributed so much in her year with us and whose energy and enthusiasm will be missed. We desperately need more people willing to join the committee, so please speak to other parents or ask friends and family in the community if they would be interested in supporting our group in some way.

Where we are now – we started this term with 21 children on the register and two more have started this week, with another three due to start in November and 4 due to start after Christmas, so numbers wise, things are looking much healthier this year, although we need to re-look at our Admissions Policy and decide whether we feel it would be appropriate to have more 2 year olds per session. We have been lucky that several local childminders have recommended us to their parents, which we are very grateful for and it is good to be able to work in partnership with them, as we share their children's progress and development.

7. TREASURER'S REPORT

The accounts have been audited and approved and show the biggest loss to date of £11,443. Leena went through the Profit/Loss and Balance sheets (attached).

The funding from West Sussex was less this year as we had less children. Parent fees were slightly less, but there is an outstanding debt of about £300 which is slowly being paid off in chunks.

There was a discussion over the fact that the milk money was not able to be recouped in full. The Milk Scheme will be changing the way they deal with claims and will want to see copies of the register (with the names blanked out), but this has been put on hold for a year. The children are entitled to 1/3 pint of milk a day and despite our increased numbers are only getting through 4 pints a week, which is a lot less than the children are entitled to, yet we are still not able to claim the full cost back. There is a company called Cool Milk who can deal with the milk scheme on our behalf. Katie will send the details to Leena for further investigation.

Katie has agreed to become a bank signatory and is currently using Zoe's log in details to approve payments until she receives her own. Another bank signatory would be ideal so that there are three of us able to process payments.

Having discovered that we are now charged for paying in cash at the bank, as well as cheques, Leena will have another look at other Charity accounts to see if savings can be made by changing accounts. We are encouraging the use of BACS payments for paying fees and it can be used for Stay and Play payments but is more difficult to keep track of.

Now Katie can access viewing the accounts online, she should be able to keep an eye on payments made in more easily, without having to contact Leena to do it for her.

It was suggested charging accompanying adults to Stay and Play for their drink (50p). It may also be worth putting out a donations pot for drinks too.

Outings are not charged for, but we could ask for a voluntary donation to help with the cost of bus and train fares but make it clear that no child will be stopped from going if they do not contribute anything.

We have a parent/carer afternoon on October 13th and could hold a cake sale to raise a bit of money and perhaps put out any left over uniform for sale too. Judith has offered to make cakes for this.

We need to look at whether there are other areas where we could make savings, but our biggest expenditure is wages and with rising numbers, we need to hold on to our staff.

8. APPOINTMENT OF AUDITOR

Katie Wastell has agreed to be auditor for another year. Committee are all happy for her to continue in this role. Proposed by Katie Ayling and seconded by Leena Tucker.

9. ELECTION OF COMMITTEE

Members staying on:

Leena Tucker, Nicola Kirk, Judith Atkinson, Katie Ayling as Manager, Zoe Brown (until a replacement is found and has been approved)

Resignations:

Sophie Adams

New members:

Gemma Griffiths has expressed interest in joining the committee but was unable to attend the AGM, so will be proposed and seconded at the next meeting and will hopefully complete the required forms in readiness before then.

Officers:

Acting Chairperson	Leena Tucker
Vice Chair	Judith Atkinson
Secretary	Katie Ayling
Treasurer	Leena Tucker

We still desperately need to recruit more committee members. Nicola will speak to other parents and Katie will try and identify parents from Playgroup and Stay and Play that may be interested in joining. Leena has a friend who may be interested and would be able to support her with the financial side of things.

10. MEETING OPEN TO THE FLOOR

Christmas Table Sale – Katie will find out about booking the hall in November (26th). Agreed we should charge £10 a table.

11. DATE AND TIME OF NEXT MEETING

Next meeting: Tuesday 16th November 2022, 7.30pm at Leena's house (10 Rogate Close).

MEETING CLOSED AT APPROXIMATELY 9.10pm.



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

PENHILL PLAYGROUP

On accounts for the year ended

AUGUST 2022

Charity no (if any)

1001217

Set out on pages

1-5

(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 DD: MM/YYYY.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

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

Signed:

K. Wastell

Date:

29/9/22

Name:

KATE WASTELL

Relevant professional qualification(s) or body

FCCA

(if any):

--

Address:

PJCO, UNIT 6 RIVERSIDE BUSINESS
CENTRE, SHOREHAM BY SEA
BN43 6RE

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.

--

Profit and Loss

Penhill Playgroup

For the year ended 31 August 2022

	2022	2021
Turnover		
Clothing Sales	132.60	51.50
Donations	3,741.96	287.50
Fundraising from Raffles	204.00	125.00
General Fundraising	1,188.26	539.60
Interest Income	-	0.01
Milk Reimbursement	71.65	35.53
Other Revenue	-	11.00
Parent Paid Fees	2,662.65	2,956.15
Stay and Play Fees	836.90	267.00
Stay and Play Party's	73.60	-
West Sussex County Council Funding	43,150.62	48,595.08
Total Turnover	52,062.24	52,868.37
Gross Profit	52,062.24	52,868.37
Administrative Costs		
Advertising & Marketing	30.00	45.00
Audit & Accountancy fees	300.00	313.50
Bank Fees	117.55	96.16
Employers National Insurance	1,718.65	1,196.78
Entertainment	40.00	-
Entertainment - School Trips	13.95	5.80
Equipment	802.26	829.00
General Supplies	444.36	668.90
Gifts	66.25	110.38
Insurance	318.78	278.29
IT Software and Consumables	245.35	148.50
Memberships and Subscriptions	397.11	285.12
Milk	77.27	83.66
Music License	96.37	-
Pensions Costs	584.45	388.40
Postage, Freight & Courier	29.70	20.36
Printing	75.20	-
Rent	6,919.00	5,957.00
Salaries	51,925.68	46,747.22
Staff Training	480.00	243.00
Stationery	87.18	117.86
Telephone & Internet	455.09	488.78
Total Administrative Costs	65,224.20	58,023.71
Operating Profit	(13,161.96)	(5,155.34)

Profit and Loss

	2022	2021
Other Income		
Employers NI Receivable	1,718.65	1,196.78
Total Other Income	1,718.65	1,196.78
Profit on Ordinary Activities Before Taxation	(11,443.31)	(3,958.56)
Profit after Taxation	(11,443.31)	(3,958.56)

Balance Sheet

Penhill Playgroup As at 31 August 2022

	31 AUG 2022	31 AUG 2021
Current Assets		
Cash at bank and in hand		
Penhill Playgroup	72,962.23	84,523.35
Petty Cash Account	75.73	-
Total Cash at bank and in hand	73,037.96	84,523.35
Total Current Assets	73,037.96	84,523.35
Creditors: amounts falling due within one year		
Accounts Payable	-	217.51
NIC Payable	(284.68)	(500.29)
Petty Cash Account	-	40.18
Total Creditors: amounts falling due within one year	(284.68)	(242.60)
Net Current Assets (Liabilities)	73,322.64	84,765.95
Total Assets less Current Liabilities	73,322.64	84,765.95
Net Assets	73,322.64	84,765.95
Capital and Reserves		
Current Year Earnings	(11,443.31)	(3,958.56)
Retained Earnings	84,765.95	88,724.51
Total Capital and Reserves	73,322.64	84,765.95



Section A Independent Examiner's Report

Report to the trustees/ members of Charity Name PENHILL PLAYGROUP

On accounts for the year ended AUGUST 2022 Charity no (if any) 1001217

Set out on pages 1-5 (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 DD: MM/YYYY.

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 [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

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

Signed: K. Wastell Date: 29/9/22

Name: KATIE WASTELL

Relevant professional qualification(s) or body FCCA

(if any):

Address:

PJCO, UNIT 6 RIVERSIDE BUSINESS
CENTRE, SHOREHAM BY SEA
BN43 6RE

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.

Profit and Loss

Penhill Playgroup

For the year ended 31 August 2022

	2022	2021
Turnover		
Clothing Sales	132.60	51.50
Donations	3,741.96	287.50
Fundraising from Raffles	204.00	125.00
General Fundraising	1,188.26	539.60
Interest Income	-	0.01
Milk Reimbursement	71.65	35.53
Other Revenue	-	11.00
Parent Paid Fees	2,662.65	2,956.15
Stay and Play Fees	836.90	267.00
Stay and Play Party's	73.60	-
West Sussex County Council Funding	43,150.62	48,595.08
Total Turnover	52,062.24	52,868.37
Gross Profit	52,062.24	52,868.37
Administrative Costs		
Advertising & Marketing	30.00	45.00
Audit & Accountancy fees	300.00	313.50
Bank Fees	117.55	96.16
Employers National Insurance	1,718.65	1,196.78
Entertainment	40.00	-
Entertainment - School Trips	13.95	5.80
Equipment	802.26	829.00
General Supplies	444.36	668.90
Gifts	66.25	110.38
Insurance	318.78	278.29
IT Software and Consumables	245.35	148.50
Memberships and Subscriptions	397.11	285.12
Milk	77.27	83.66
Music License	96.37	-
Pensions Costs	584.45	388.40
Postage, Freight & Courier	29.70	20.36
Printing	75.20	-
Rent	6,919.00	5,957.00
Salaries	51,925.68	46,747.22
Staff Training	480.00	243.00
Stationery	87.18	117.86
Telephone & Internet	455.09	488.78
Total Administrative Costs	65,224.20	58,023.71
Operating Profit	(13,161.96)	(5,155.34)

Profit and Loss

	2022	2021
Other Income		
Employers NI Receivable	1,718.65	1,196.78
Total Other Income	1,718.65	1,196.78
Profit on Ordinary Activities Before Taxation	(11,443.31)	(3,958.56)
Profit after Taxation	(11,443.31)	(3,958.56)

Balance Sheet

Penhill Playgroup As at 31 August 2022

	31 AUG 2022	31 AUG 2021
Current Assets		
Cash at bank and in hand		
Penhill Playgroup	72,962.23	84,523.35
Petty Cash Account	75.73	-
Total Cash at bank and in hand	73,037.96	84,523.35
Total Current Assets	73,037.96	84,523.35
Creditors: amounts falling due within one year		
Accounts Payable	-	217.51
NIC Payable	(284.68)	(500.29)
Petty Cash Account	-	40.18
Total Creditors: amounts falling due within one year	(284.68)	(242.60)
Net Current Assets (Liabilities)	73,322.64	84,765.95
Total Assets less Current Liabilities	73,322.64	84,765.95
Net Assets	73,322.64	84,765.95
Capital and Reserves		
Current Year Earnings	(11,443.31)	(3,958.56)
Retained Earnings	84,765.95	88,724.51
Total Capital and Reserves	73,322.64	84,765.95

PENHILL PLAYGROUP

England & Wales - Charity number 1001217

Accounts



www.penhillplaygroup.com

**PENHILL PLAYGROUP STEERING COMMITTEE ANNUAL
GENERAL MEETING
MINUTES OF MEETING HELD ON**

Tuesday 28th September 2021

AT PENHILL PLAYGROUP, PENHILL ROAD, LANCING

PRESENT

Gillian Hearne, Sarah Brake, Katie Ayling, Judith Atkinson, Leena Tucker, Sabrina Back, Colette Poole (until 8.40pm), Zoe Brown

Meeting commenced at approximately 8pm

1. APOLOGIES FOR ABSENCE

None received.

2. WELCOME BY THE CHAIRPERSON

The Chairperson welcomed everyone to the meeting and thanked them for coming.

3. MINUTES OF LAST MEETING

The minutes of the last Annual General Meeting, held on Tuesday 22nd September 2020 were agreed as correct, proposed by Leena Tucker and seconded by Gill Hearne.

4. MATTERS ARISING

No matters arising.

5. CHAIRPERSON'S REPORT

No report.

6. SUPERVISOR'S REPORT

We ended the year with 23 registered children, 16 of whom left in July to start school. We lost 3 children to other settings over the course of the year, one because of moving house, and the other two because of the increased hours offered at other settings. Over the year, we began to receive enquiries from a number of 2 year olds and as they turned two and a half, they started attending regular sessions. However, this cohort remains very small, with currently only 8 being eligible to start school next September.

It was another challenging year, with two further national lockdowns which Early Years settings were asked to remain open for. The lockdown in November did not seem any different, but in January when schools were asked to close and settings remained open, we saw a huge drop in numbers. This gradually increased again, until all children returned in March, as the schools re-opened. All families who decided not to send their children in were regularly contacted by telephone/email/What's App and provided with ideas and suggestions of activities to do at home with their child. We lent scissors, books, games and provided glue/paper/card etc for families that needed them and dropped off "we miss you cards" with a chocolate for Valentine's Day for those children not coming into the setting. Our evaluation forms show that all these activities and keeping in touch during periods of lockdown and isolation were very much appreciated by the children and their families.

We are very lucky not to have had a positive case in either children or staff yet, although staff and child attendance was affected by self-isolation rules, which meant that we had to partially

close to some children a couple of times, as we did not have enough staff to provide appropriate cover. However, with support from Judith and some of our other volunteers, we managed to remain operational for most children throughout the year. In March, staff were able to begin lateral flow testing at home twice a week, which all staff members have agreed to take part in and continue to do.

We had one child who received an Education and Healthcare Plan (EHCP) during the year and for whom we received additional inclusion funding and a Disabled Access Fund payment. We referred three children to speech and language therapy support and supported three others who had already been referred. 5 children received Early Years Pupil Premium Funding and this was spent on purchasing school uniform for 2 children, to enable them to get used to it as part of their school transition process; it was also used to enable some children to come into the setting early, which supported both them and their parents to settle better; two children used the funding towards the cost of attending an extra session a week as both had not attended during Lockdown and some of it was spent on renewing our Twinkl subscription, supporting school transition through the provision of transition packs for parents and the purchase of additional uniform and book bags for children to take turns in borrowing in order to get ready for school. We also referred one EYPP family to SATT (Space at the Table) which provides food during school holidays for families struggling to provide meals. The family received a Christmas Hamper and money off vouchers for the local butcher, as well as vouchers to use at Half Term and Easter.

We offered individual one to one parent meetings with all parents during the year – in the Autumn term and again in the summer term. We also offered telephone calls and letting parents borrow their child's Learning Journal, as a way of sharing their child's progress. Most parents were happy to take up this opportunity, so one member of staff stayed to play and engage with the child, while the child's key person, engaged with the parent(s). This mostly worked well, but did cost more in terms of hall hire and staff time.

We held our Christmas Songs morning, with all the children, but without any parents or carers present. We recorded it all and had hoped to send it via What's App to the parents (with their permission), but the file was too big. We asked for permission to upload it to Facebook, but not all parents used Facebook and some did not give permission, so we purchased memory sticks and gave copies to each family. Although this was an unexpected cost, the amount we raised from our Christmas raffle covered the expenses.

We managed to take most of our older children on short outings in the community during the Autumn term, to outdoor places such as the Station, War Memorial, post box and sensory garden. After Christmas, we offered a Thursday afternoon session to these children and went on lots of short local walks, combined with play sessions at the hall, then as the weather improved, went to lots of local parks, the beach and litter picking. Southern Rail (working in partnership with Keep Lancing Lovely), provided every child with their own Thomas the Tank Engine rail safety book as a thank you for us making posters and displays to go up in the station windows. Thank you to our parent volunteers for helping with these outings. Following Government guidance, we did not take children on bus or train trips this year, which meant there were virtually no costs for our outings. We will need to ask parents how they feel about their children using public transport before deciding whether this is something we will be able to do again next year and whether will ask for a contribution towards the cost.

We continued to make use of our Facebook group, holding regular open sessions on a Tuesday afternoon so that parents/carers could interact with staff and share any concerns, ideas, thoughts, photos or worries. We regularly posted information there and lots of people found out about our Stay and Play through the group and through posts made on the Lancing and Sompting Parenting group. During Lockdown these open times were invaluable but we are now just holding them once a month and evaluating their usefulness.

We have been using What's App to share photos with parents of what their child has been doing at Playgroup and this has been successful. Parents have also used it as an opportunity to share what their child has been doing at home, which has been insightful too, so we are continuing to use this communication method, which works especially well for new starters, in order to reassure their parents that all is well. A Playgroup What's App group was also set up, where the parents could communicate with each other and this was well used too and still is. We tried utilising technology and held two Zoom catch up's during the year, one during the February half term as a number of children were being kept at home but were missing their friends, so we provided an opportunity for them to see each other and the staff. The other session was on our last day of term, for the Leavers as Phillippa and Sabrina were both isolating at home and didn't get the opportunity to say goodbye, so we managed to do this online instead. This would be something useful to do on a one to one or small group basis, should the need arise, but difficult to do as one big group.

Unfortunately our Leaver's Party at Wot a Mess had to be cancelled at the last minute due to Covid, so we set up our own messy play in the garden and had the climbing frame and physical activities out in the hall, so that our Leavers could still have a fun last day. Thank you to Judith and Beth who came in to help.

We were successful in applying for a grant to help with the extra costs of Covid and received just under £900 to help offset some of our extra costs of cleaning materials, and the extra time paid to staff for staying to clean. We also took the initiative to apply for a grant in the summer term to do with promoting Healthy Eating and were awarded over £800 with which to purchase a new sturdy display unit; fix our shed; create a growing/gardening area and hold a healthy eating parent picnic/information event. We are fortunate that Keep Lancing Lovely put us in touch with the local Men in Sheds group who offered to make our planters at cost price and also provide bug hotels, seating around the base of the tree and some free standing planters (if needed). Keep Lancing Lovely will help with giving advice on planting and maintenance and have offered to come in and work with the children to do this. Preparation work was carried out over the summer, but the installation is on hold as Men in Sheds have been hit by Covid. However, we have started some planting in containers, so that we hopefully have some food items we can use for our parent picnic next month.

Frank from Men in Sheds also fixed our wooden role play car, mending the steering wheel, adding a new gear stick and pedal and also fixed our access ramp for free, which we had been quoted almost £1000 to fix/re-new by Gardner and Scardifield. He has offered to re-new our wooden train board and give us a quote for mending the shed flooring and roof. However, he mentioned that it has been difficult to get hold of materials recently, so it may not be something he can fix straight away. It has been great to feel a part of the community again and to be involved with these local projects. Keep Lancing Lovely have big plans for next year which we hope to be part of too, which will demonstrate to the children and families in our care, how important the local community is and how we can support it as well as being supported by it.

Staffing

Jill Griffiths took the decision to leave at the end of the summer term and Sabrina, Judith and I interviewed 4 candidates for the post. All of them came in for visits to the setting so that we could see how each of them interacted with the children and staff and we were pleased to appoint Hannah Phillips who has made a great start and has a lovely rapport with both the children and staff.

Training

All training this year has been completed via webinars or online self-directed learning, which whilst not always ideal, has meant that we can access training which would previously have been difficult to attend, including free training and seminars run by national organisations We renewed our Flick online subscription, which has enabled us all to update our food hygiene

training and will provide the opportunity to update our child protection and safeguarding knowledge too. West Sussex training is now all pay as you go and varies in cost from £15 taster sessions to £50 or £60 all day sessions. They are starting to bring back some face to face training and all staff will need to complete their First Aid Training by the end of May 2022.

Phillippa has almost finished her Level 3. Unfortunately, her tutor's last two visits have had to be cancelled, so we're hoping all work and observations will be signed off at her visit in November. Phillippa still has a large number of off the job training hours to make up and is going to be working with a couple of local childminders to get some non-setting experience as part of this, as well as completing some online training through Flick and Educare (which we get free through our membership of the Early Years Alliance).

We hope that Hannah will want to undertake apprenticeship training once she has settled in and we will discuss the best option for her doing this, whether day release or distance learning. If we can enrol her in an Apprenticeship by the end of November we could receive a £3000 bursary for doing so, which would help towards the cost of it.

After completing a questionnaire about how the Transition process to school could work better in West Sussex, Katie was approached and asked to take part in and lead some training in the Adur area as part of a new Improved Outcomes project. She will be working alongside the SENCO from Boundstone Nursery to deliver 4 training sessions over the upcoming academic year. The Playgroup will receive money for this and Judith had agreed to come in and cover any sessions Katie needs to miss, but this will need to be reviewed.

Safeguarding

Katie and Sarah updated their Designated Person's Training in the Autumn term via an online webinar. Staff have continued to hold safeguarding discussions at each staff meeting along with being kept informed of any changes in policy or procedure. All new committee members have completed their EY2 Ofsted Registration and DBS checks and two parent volunteers also completed DBS checks before helping on our outings. Judith's DBS has also been updated. Risk Assessments and Policies have continued to be monitored, updated and amended, particularly those relating to Covid, as the guidance changes and these are shared with staff and parents, as appropriate.

All portable electrical items were PAT tested for free over the summer. A new cable for the computer was obtained and the vacuum cleaner cable had to be shortened, all of which was done cost-free by Matthew Ayling.

Stay and Play

As rules for Parent and Child groups changed, we were able to re-open our Stay and Play group. Initially we held a one off outdoors Easter special on the last Tuesday of the Spring term, which parents and carers had to book in advance. We were limited to 15 adults and filled all the spaces, although only 12 turned up on the day. The session worked well outside, helped by the unseasonably hot weather. After Easter we were allowed to re-open inside and agreed to just run the Tuesday afternoon session, with lots of activities outside as well as inside. Our numbers had to be limited and parents /carers booked in advance. It was good to welcome lots of new families to the sessions, who are continuing to attend.

This term, restrictions on numbers have been removed and we are getting around 10 families attending each session. We have also had a number of enquiries about Playgroup from Stay and Play families, although most children are not old enough to attend yet. A couple of families have asked about whether we will re-start the Friday Stay and Play session as they can't attend on Tuesdays. Another member of staff has agreed that they would be happy to work this session, but we need to do some more research into whether it would be well attended or not. Currently, the extra cleaning after Stay and Play means that it takes a lot longer to tidy up after a session, so Katie is reluctant to do this for an additional afternoon if numbers are low.

Fundraising

In December we raffled 3 Christmas Stockings and at Easter had a well supported Easter chocolate and giant egg raffle. Making the most of the good weather, we held a successful outdoor Table Top sale in July where we managed to sell a lot of items we had been donated as well as table space for others to sell items. It was a very successful event, well supported by both buyers and sellers. The Guides also did not charge us any rent for using the hall for the Table Top sale, for which they have been thanked.

Thanks, as usual, must go to the staff for continuing to come into work, despite all that was going on outside and making the Playgroup a fun, enjoyable and educational place to be. A number of parents and carers who have looked around recently have commented on what a lovely atmosphere the setting has, which is a really positive reflection on the staff.

Thanks also to Gill, Leena and Judith as the backbone of the committee who have valiantly coped with online committee meetings, despite not everyone being confident in using technology. Thank you all for being at the end of the phone and email when I have had concerns I needed to share and for offering your much valued support and advice.

Thanks to Sophie and Colette for continuing to support the Playgroup through their continued presence on the committee and we look forward to welcoming some new committee members to the team soon.

7. TREASURER'S REPORT

The accounts have been audited and approved and the loss is less than was thought due to an error in claiming back National Insurance. The loss is also less than it has been for previous years, despite the impact of the Pandemic.

Leena went through the Profit/Loss and Balance sheets (attached). It was asked whether we had claimed all the money back for the milk, as we had spent more than we received back, which is unusual. No other questions were raised.

It was suggested that it was not worth ordering any new uniform as very few people were buying it for their children to wear at Playgroup. We would just sell off what we have in stock.

Leena has changed the way she pays petty cash, providing Katie with money by BACS rather than cash and is accounting it separately to make it easier. She is also scanning receipts, documents and bills to have virtual rather than physical copies of supporting evidence, once she is sure that Charities are legally allowed to do so.

With both Gill and Judith leaving, there is a need to have two new signatories on the Playgroup Bank account and to approve any payments made. Zoe was asked and agreed and Katie will speak to Colette to ask her too. Gill will approve any payments to be made in October, to ensure that staff get paid as it can take some time to get new signatories approved and able to use the online banking system.

8. APPOINTMENT OF AUDITOR

Katie Wastell has agreed to be auditor for another year. Committee are all happy for her to continue in this role. Proposed by Leena Tucker and seconded by Judith Atkinson.

9. ELECTION OF COMMITTEE

Members staying on:

Leena Tucker, Sophie Adams, Colette Poole, Katie Ayling as Manager

Resignations:

Gill Hearne

Judith Atkinson (from end of November 2021)

New members:

Zoe Brown nominated by Leena Tucker and seconded by Judith Atkinson.

Officers:

Chairperson	Judith Atkinson until end November 2021
Acting Vice Chair	No one appointed at present
Secretary	Katie and Leena to share this until new Secretary appointed
Treasurer	Leena Tucker

We desperately need to recruit more committee members. Katie will speak to some parents from Playgroup and Stay and Play. It may be worth putting out a plea on Facebook, as not all committee members need to be associated with the Playgroup. Hopefully this will also increase the range of skills brought to the committee.

10. MEETING OPEN TO THE FLOOR

Christmas Table Sale – Katie will find out about booking the hall in November (not 28th). Need to look at the space to work out how many tables we can offer. It would be good to provide hot drinks and a seating area and maybe a Santa’s Grotto?

St Michael’s Church are planning a Christmas Tree Festival again this year, the first weekend of December and the Playgroup has been asked if it would like to sponsor a tree, as we had planned to last year, before it was cancelled. Cost will be £30. All agreed to go ahead with this. Zoe will ask about whether her work might be able to provide us with a 5ft tree.

Gill pointed out that she and Judith are named on the Lease agreement and as both are leaving the committee, a new agreement should be made. Katie will contact Christine at the Guides about this.

It is also worth bearing in mind that our rent may increase next year (from January), partly due to the rise in energy prices and also, over the summer Katie had a number of conversations with Christine at the Guides about whether we are charged for setting up and clearing away. Katie assumed this was part of the rent, but apparently we are only charged for our operating hours, so the Guides may decide to increase the rent to reflect this, but we should have notice of any increases being made.

Gifts were then presented to the Officers as a thanks for the work they have done to support the Playgroup over the last year.

11. DATE AND TIME OF NEXT MEETING

To save paying additional rent and because the Guide Hall is now being used every evening, it was agreed that future meetings would take place at Leena, Katie or Zoe’s house

Next meeting: Tuesday 16th November 2020, 7.30pm at Leena’s house.

MEETING CLOSED AT APPROXIMATELY 9.10pm.



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity name
PENNILL PLAYGROUP

On accounts for the year ended

31-08-2021

Charity no (if any)

1001217

Set out on pages

2-4. (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 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").

Independent examiner's statement

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.

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.

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

Signed:

[Signature]

Date:

20/09/21

Name:

KATIE WASTELL

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

ACCA

Address:

PJCO, UNIT 6 RIVERSIDE BUSINESS CENTRE, BRIGHTON ROAD SHOREHAM BY SEA BN43 6RE

Profit and Loss

Penhill Playgroup
For the year ended 31 August 2021

	2021
Turnover	51.50
Clothing Sales	287.50
Donations	125.00
Fundraising from Raffles	539.60
General Fundraising	0.01
Interest Income	35.53
Milk Reimbursement	11.00
Other Revenue	2,956.15
Parent Paid Fees	267.00
Stay and Play Fees	48,595.08
West Sussex County Council Funding	52,868.37
Total Turnover	52,868.37
Gross Profit	52,868.37
Administrative Costs	45.00
Advertising & Marketing	313.50
Audit & Accountancy fees	96.16
Bank Fees	1,196.78
Employers National Insurance	5.80
Entertainment - School Trips	829.00
Equipment	668.90
General Supplies	110.38
Gifts	278.29
Insurance	148.50
IT Software and Consumables	285.12
Memberships and Subscriptions	83.66
Milk	388.40
Pensions Costs	20.36
Postage, Freight & Courier	5,957.00
Rent	46,747.22
Salaries	243.00
Staff Training	117.86
Stationery	488.78
Telephone & Internet	58,023.71
Total Administrative Costs	(5,155.34)
Operating Profit	(5,155.34)
Other Income	1,196.78
Employers NI Receivable	1,196.78
Total Other Income	1,196.78

2021

Profit on Ordinary Activities Before Taxation	(3,958.56)
Profit after Taxation	(3,958.56)

Balance Sheet

Penhill Playgroup
As at 31 August 2021

31 AUG 2021

Current Assets	
Cash at bank and in hand	84,523.35
Penhill Playgroup	84,523.35
Total Cash at bank and in hand	84,523.35
Total Current Assets	84,523.35
Creditors: amounts falling due within one year	
Accounts Payable	217.51
NIC Payable	(500.29)
Petty Cash Account	40.18
Total Creditors: amounts falling due within one year	(242.60)
Net Current Assets (Liabilities)	84,765.95
Total Assets less Current Liabilities	84,765.95
Net Assets	84,765.95
Capital and Reserves	
Current Year Earnings	(3,958.56)
Retained Earnings	88,724.51
Total Capital and Reserves	84,765.95