



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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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)

	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



CHARITY COMMISSION
FOR ENGLAND AND WALES

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