

Allison Booth Chair's Report, Northway Preschool Playgroup : Academic Year 19/20

Welcome to our Annual General Meeting.

This is my first AGM as the Chair, and I wanted to start by recognising the fantastic contribution by our previous Chair – Emma Hancocks – who stood down for personal reasons in early March. Emma has been actively involved with the Playgroup for many years, was a long standing trustee and held the office of Chair for over 2 years. She was very committed to helping the playgroup continue to thrive and dedicated much of her spare time and energy to us. We have benefited greatly from Emma's involvement and I wish to record our sincere thanks and deep appreciation of everything she has done for Playgroup.

This has been a year of two distinct parts; pre-covid 19 (September 19 to March 20) and Living with Covid from 23 March 2020 onwards. We have all been living in unprecedented times and this has had a huge impact both on our individual lives but also the running of the Playgroup. Therefore, in this report I am not going to cover the year in a chronological order but start with how Playgroup has, very successfully, managed in this period of Covid. But, before that I am going to start with acknowledging the superb efforts of our staff.

On behalf of the trustees, I would like to say a huge thank you to all the staff for an amazing year. We thank you for your courage, commitment and dedication throughout this very difficult period and helping deliver valued services to the children, parents and supporting our local community. We know it has been challenging, but it is impressive how you've supported each other, enabled the children to have some sense of normality and the opportunity to play and continue their development. However, it is through Joyce and later Dawn's extraordinary efforts that the Playgroup was able to survive the lockdown and be in a position where we could reopen in June to vulnerable and key worker children. Wading through, and understanding, the complex financial information was stressful but enabled us to access the funding to furlough staff, pay 80% (as appropriate) and protect jobs. The incredible amount of ever changing guidance and instructions that needed to be analysed and implemented was a mammoth task which they successfully tackled to ensure children and staff were safe. I believe that it is a testament to their efforts that we never had to close a bubble or had cases of transmission in our setting – well done to you both, you are truly awesome.

The Playgroup numbers in June were very small as we were only providing for vulnerable and key worker children but started to increase as restrictions eased and more key workers took up places. Many parents remained cautious until the schools reopened fully in September. All staff were called back to work at the start of July so that we could be in a good position to reopen in September. An amazing amount of work was done in this period

and I have to say the Playgroup has never looked as splendid, particularly with the outdoor play area being so colourful with new stimulating and fun activities.

Back to the start of the academic year;

At the start of Term 1, we saw our overall numbers dip across all year groups but the trustees noted that this had been as expected and using historic patterns and Joyce's projections for likely increases was not too much of a concern but that we would monitor through our meetings. The staff reported that the children settled in well although there were a small number in the Nursery group who did take a little longer to settle. The feedback from the summer Kidz club was very positive and there were strong indications that the club would be profitable. All staff attended the new Ofsted framework training and would build necessary changes into their planning. We agreed that we should have an objective to look at the business plan over the year now we feel settled in the children centre. The 18/19 AGM reported on another successful year.

In Term 2 there was lots of activity and all the groups celebrated Diwali, Thanksgiving and Christmas, evidencing our commitment to British values covering diversity and Inclusion. The Preschool went on visits to the local care home to sing some Christmas Carols which both the children and residents thoroughly enjoyed. We launched our Facebook page and are delighted by the number of positive comments that we have received. We agreed that we should use this medium to advertise ourselves much more and celebrate what the children have been doing.

In term 3 we celebrated the Chinese New Year which the children also really enjoyed. Joyce reported an increase in the number of hours being taken in nursery which was very welcome and followed her predictions. The trustees noted that there has been a large increase of workload associated with SEND in Nursery. We were given additional funding by GCC due to under spend in Early years. All staff attended Total communication training on the inset day.

In a really challenging year, the children who are at the centre of everything we do, have continued to receive great support and be in a happy, secure and fun setting where they can develop and grow.

Finally, I would like to thank my fellow trustees for giving their time and their continued support to the Playgroup. I look forward to a time when we can go out and celebrate the work we do to keep our playgroup supporting the needs of the children, parents and local community. Although Covid is still impacting us, I look forward to another good year for Playgroup.

Financial Report
Academic year 2019/20

Presented to the AGM of Northway Pre-School Playgroup
28th January 2021

Charity Trustees for Financial year 2019/2020

Chairperson – Mrs Emma Hancox (Resigned March 2020)

Vice Chair – Mrs Allison Booth (Chair from April 2020)

Treasurer – Mrs Sam Morgan

Secretary – Mrs Allison Booth

Members

Ms Juliet Sherwood

Mrs Kirsty Pritchard

Mrs Leanne Exeter

Mrs Joanne Chew

Mrs Carly Cooke

.....

Details of Fees

Pre School £4.01 per hour

Nursery £4.01 per hour

Springboard £4.01 per hour

Northway Pre-School playgroup is a registered charity with the Charities commission for England and Wales. It is a requirement of all charities with an income over £10,000.00 per annum that their accounts are subjected to an independent audit once a year.

The appointed examiner for this financial period was Mr John Holloway and his signed examination statement is enclosed with this report. This report is copied to the Charity Commission and Gloucestershire PATA.

.....

General overview

The Trustees are responsible for ensuring that the Charity remains financially sustainable throughout any financial year. We oversee the financial reporting by the business manager who is delegated with managing the financial aspect of the group.

We set a budget at the beginning of the year with a deficit forecast of £32,772.04. Our opening account at the beginning of the year was £108,134.00. Looking at predicted income and spend and in the knowledge that our forecast at the beginning of the year is always worst case scenario because we can only count the children and their hours based on factual knowledge of placements that we hold in the September – we cannot include additional monies for A2YO, Pupil Premium, any new children, or any increases in hours throughout the year, because when we set the budget we are not aware of these possibilities becoming facts.

We review the forecast midyear which give us an updated prediction - however the finances are monitored daily by the business manager and any significant concerns would be raised to our Treasurer and board of Trustees immediately.

The finances are reviewed by the board of Trustees at every meeting (these are held once a term) and an up-to-date account is presented to the board.

In addition to this the Treasurer will carry out audits each term with the business manager to assist the board in remaining confident that the finances are all in order.

In March 2020, the government issued instruction to the country to go into lockdown due to a Covid 19 Pandemic that was sweeping the country. We were asked to stay open for vulnerable and key worker children however with 9 members of staff clinically vulnerable and our Insurance company advising us that those members of staff would not be insured we took the decision to close the group until June when we were asked to re-open.

We did re open to vulnerable children with reduced staff. The Government set up a furloughing scheme whereby we could furlough our staff and the government paid them 80% of their wage. We kept as many of our staff on furlough that we could, but we were limited as to how many, because we could only claim based on the percentage of fee-paying customers, not those in receipt of government funding. Playgroup paid the staff who were not furloughed the 80% that the others were receiving.

Our business Manager stayed in post during this time ensuring the continuation of the business and was not furloughed. A member of staff was taken off furlough in May to support the Business manager in what was a very difficult and very challenging time.

The business was in receipt of a small business grant and a percentage of an underspend in Early years from our local council during this time to aid the continuation of the business and the sufficiency of places in Early years.

I am happy to report that the external auditor has shown in our financial report that we recorded a profit of £14,854.00 at the end of the year.

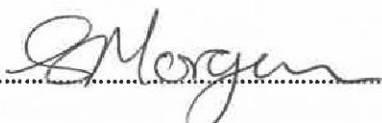
In addition £11,000.00 was ear marked for outstanding debits that were carry forward that had not been paid and cleared before we got to year end, this included the rent that we pay to Northway Infant School as we are still awaiting the Governors review. Even still we were delighted with the results given that the outlook had been considerable bleak in March when we first entered lockdown.

At the end of the financial year, our accounts were externally financially audited by a chartered accountant. His report is submitted to the Charity commission for England and Wales.

On the basis of the above report I am happy to report at this AGM another successful financial year.

Name.....SAM MORGAN.....
(Please print)

Official Position.....Treasurer.....

Signature..........

Independent Examiner's Report on the Accounts



Section A Independent Examiner's Report

Report to the trustees/members of

On accounts for the year ended

Set out on pages

Respective responsibilities of trustees and examiner

Basis of independent examiner's statement

Independent examiner's statement

Signed

Name

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

Address

Charity Name

NORTHWAY PRE-SCHOOL PLAYGROUP

Charity no (if any)

310720

(remember to include the page numbers of additional sheets)

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention (other than that disclosed below):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, 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."

John Holliday

Date

12-08-20

JOHN HOLLIDAY FCA

FELLOW OF CHARTERED CERTIFIED ACCOUNTANTS

ANAKA CROSSING

GRANGE ROAD

TEWKESBURY

GL20 8HZ

Charity name: **NORTHWAY PRE-SCHOOL PLAYGROUP**

Charity number:

Receipts and payments accounts for the period

Period start date **01-08-2019** Period end date **31-07-2020**

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year	Current year
£ p	£ p	£ p

Nursery Education Funding (Free for 3&4) **150792**

Nursery Education Funding (New for 2) **161291**

Children's fees **36026**

Milk refund **36842**

Grants (specify) **6181**

Grant **12180**

Grant **292**

Fundraising **2209**

Donations **10160**

Interest **14**

Other receipts **1103**

Sub total **0.00**

Income from the sale of equipment **0.00**

TOTAL RECEIPTS (A) 198318

Previous year **£0.00**

Current year **£0.00**

PAYMENTS

Employment costs (gross pay + employer's NIC) **175921**

Training costs **1130**

Premises (rent, heat etc) **14640**

Subscriptions **1248**

Insurance **1963**

Administration **2233**

Refreshments **683**

Consumables (paint, paper etc) **7011**

Fundraising costs **1421**

Other **647**

Sub total **0.00**

Purchases of equipment and other assets **0.00**

TOTAL PAYMENTS (B) 204846

Previous year **£0.00**

Current year **£0.00**

NET OF RECEIPTS AND PAYMENTS (A-B=C) £0.00

Cash funds* incl. deposit a/c last year end **£0.00**

Cash funds* incl. deposit a/c this year end **£0.00**

STATEMENT OF ASSETS AND LIABILITIES

*Note: cash funds include reserve/contingency/deposit accounts.

Current value **£ p**

Cash funds (agree with the balance of the receipts and payments a/c) **-**

Debtors (money owed to the charity on the period end date) **-**

Value of buildings and equipment (current or depreciated value) **-**

Liabilities (loans and any other money owed on the period end date) **-**

Net assets **£0.00**

Signed on behalf of the trustees (committee):

Name

Role

Date

161389

195676
25854
135535
161389

221530

Section B

Disclosure

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the examiner wishes to disclose

There was no active playgroup
activity been 12 March 2020 and
26 July 2020 because of

Cover 19.

HRC afford support during this
difficult time.

J. Hodge
12/8/20