

Registered Office

Brightlingsea Playcentre
Bayard Recreation Ground
Regent Road
Brightlingsea
CO7 0NL

Telephone No: 07951 268498

Registered Charity No: 1026524

Ofsted No: EY423746

Accountant

Martyn Lewis
1 Brook Street
Wivenhoe
CO7 9DS

Bankers

Lloyds Bank
27 High Street
Colchester
CO1 1DU

Staff and Management Structure

Sept 2018/Aug 2019

Staff**Managers**Carolyn Rix
Patricia Moylan**Supervisors**Natalie Calderwood
Toni Lungley
Patricia Moylan**Assistants**

Dierdre Barham	Donna Bees
Jo Kerridge	Karen Pink
Jo Harvey	

Management Committee Members**Officers:****Chairperson**

Kate Shaw

Secretary

Sally Harman

Treasurers

Kelly Gee

Present Members:Lora Goreham
Lorna Kernaghan-Andrews
Georgina Griggs

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1. BRIGHTLINGSEA PRE-SCHOOL

HISTORY

The Brightlingsea Playcentre has been established in Brightlingsea for over thirty years. We changed our name to Brightlingsea Pre-school when the new demountable building was put in place in 2010; however, our registered name remains Brightlingsea Playcentre. We are a registered charity, and are run by a Parent Management Committee. Our premises are based in an attractive setting, surrounded by large playing fields. We have our own large garden which the children love to play in. We are open for ten three hour sessions per week, with a lunch club and a breakfast club too.

AIMS

- To enhance the development and education of children under statutory school age in a parent-involving, community-based group.
- To provide a safe, secure and stimulating environment.
- To work within a framework, this enables equality of opportunity for all children and families.

At the Brightlingsea Pre-school we aim to develop children's social skills, support their development and education in a caring, play-based environment. During childhood children can follow their spontaneous inclination to explore their ideas and relationships for their own sake rather than to serve any external purpose. As they do so, they build up a picture of the world and the way it works. By this, they learn through play.

At aged two, children are able to experience the learning opportunities of the "Foundation Stage" of their education, and are working towards achieving "Early Learning Goals". Our key-person system enables us to ensure a planned curriculum tailored to the needs of each individual child.

We recognise the importance of play as a way of learning. By means of developmentally appropriate play activities and a high level of individual adult input, we are able to offer a curriculum which ensures children will make good progress towards achieving the Early Learning Goals by the end of the Foundation Stage (Year 1 of Primary School).

FUNDING

We are funded by the government for thirty-eight weeks of the year, which means that we are able to open for the same amount of weeks as the local Infant school.

Children are funded by the government to receive 5 free pre-school places the term after their third birthday.

Children who are not yet eligible for funding currently pay £12.50 a session.

We are also a registered provider for two year olds and are able to apply for funding for those who are eligible.

SESSIONS

We are open for ten sessions a week from Monday to Friday. We provide a play based environment where children are able to develop their social skills by making new friends as well as being encouraged to learn through play based activities.

We use themes, which change regularly, to structure certain elements of play. Within each theme we explore a wide variety

of craft materials, cooking, music, modelling, different art mediums and different cultures.

Each individual child who attends the pre-school will be allocated a key person, who will plan for individual children and keep a record in an individual learning journal of the child's development, they will be able to answer any questions from parents, and work in partnership with parents to build up this learning journal. We also offer parent appointments to come in and discuss their child's progress, as well as learning journals available to take home. The child's learning journal will be given to parents to keep at the end of the child's time at the pre-school.

STAFF

There are ten members of staff which was reduced to nine by February 2020, who work for the Brightlingsea Pre-school; one member of staff holds a degree in Early years. One has a Degree in Early Childhood and seven hold Diploma in pre-school practice or NVQs level 3. One has a Diploma in pre-school practice level 2.

We also attend other training such as:

Safeguarding

Health and safety

Early Years Foundation Stage Training

First Aid

2. CHAIRS REPORT – Kate Shaw

The Brightlingsea Playcentre Pre-school is an asset to this community. It gives a good start to the children's school life.

Brightlingsea has continued to grow in population with several housing developments now completed which means there is a continual need in the community for good pre-school education.

Our business has continued to provide provision for children, however, we have seen reduced numbers using it. We feel there is a number of reasons for this, such as, the school also provide a provision for pre-school children. Also, COVID -19 has had an impact with parents being wary of sending their children to attend pre-school. We also had to close for part of the year from March the 20th to the 1st of June.

It has been difficult to promote our service as we have not been able to show people around the setting when we the children are in session. We have also had to change many of our normal procedures which includes children being dropped off at the door rather than parents coming into our building.

However, we continue to provide an invaluable opportunity for children to come to a welcoming place to play and make friends, with children that they will go to school with. This is a time for parents to make new friends too. It is also a chance for parents to become actively involved in the pre-school and how it is run and this can be through joining the management committee or giving ideas or donating some of their time.

We have a fantastic team of staff; they have a continued commitment to the pre-school and to the children who attend it through these difficult times.

I would like to thank the staff for all their hard work and dedication this year.

Our achievements over the last year have been very much in keeping in line with our development plans for the pre-school.

We have:

- We have increased our advertising in the local community, we have developed a website.
- We have created support for our families during lockdown through a private Facebook page.
- We continue to support families in need who have children with special educational needs. Helping them to access the best services for their children's educational and wellbeing.
- Continued to help our staff develop within their roles, including in house training and online training during lockdown.

Our aims for this year are:

- We will continue to advertise ourselves during this difficult time, including doing a leaflet campaign within Brightlingsea.
- To continue to provide an excellent service, tailoring our care to the needs of our children.
- To increase our hours of business to cater for families who need longer hours of childcare.

3. MANAGER AND STAFF REPORT

STAFF ACHIEVEMENTS

The staff are led by Carolyn Rix and Patricia Moylan. We have two supervisors in our three and over room, who work with all the staff, in ensuring that all children are individually planned for and have a great time whilst with us.

This year has been a difficult one, with COVID-19 disrupting the children's time within pre-school. Having to close to children was a difficult decision but a necessary one. During the time we had to close we offered support to our families by sending home resources to those who were in need. Kept in contact with all families through a dedicated private page on Facebook and being available to our families throughout all the days of lockdown.

We are now back in pre-school and;

- We are continuing to include pre-school activities for all the children who attend. This is in keeping with individual structured play to suit individual needs.
- Along with the pre-school activities, our planning ensures that each child is catered for as an individual, including those children who have additional needs. It is flexible so that the children can initiate child led activities, leading to experiences of learning through play.
- We have continued to embrace the Early Years Foundation Stage Curriculum, and the free flow system, we feel that all of this has improved the quality of provision for the children.

- We work within the pre-school to improve children's speech and language skills using our Eklan speech and language training, making a real difference to children who have a speech delay.

Development Plans

The staff and committee members are always striving to improve the Playcentre, our main aims for the year ahead are:

- We are striving to keep our facility open by advertising and welcoming all new enquiries.
- We will ensure that we are doing all we can to ensure that all children are treated equally and receive individual care and attention.
- To continue to train and supervise our staff to improve and refresh their knowledge and skills.
- That we ensure we work in partnership with parents/carers as well as childminders and other agencies to strive to ensure all children are catered for.

FURTHER INFORMATION

A copy of our recent OFSTED report can be viewed at the Playcentre or on-line at www.ofsted.gov.uk

Treasurers Report – Kelly Gee

The Brightlingsea Pre-school is a registered charity, which is run by a Parent Management Committee. Our costs are covered by:

Two year old funding (where criteria is met)

Government Funding received for our three and four year olds.

Fees of £12.50 per session.

Two year olds are entitled to funding if the families meet the government criteria.

Funding for our 3 and 4 year olds is payable only from the start of the term following a child's third birthday. In addition, it covers 38 weeks of the year.

Non-funded children pay £12.50 per session.

We also have a breakfast club which £5.00 for 1 hour and a Lunch club which is £2.50 for half an hour.

Financially we have made a **profit due** to lowering staffing costs and carefully budgeting our income.

We have continued to budget carefully to ensure that we have enough money to pay the wages and bills. All in all the finances of the Pre-school are in a stable position.

We would prefer to have more children attending which would help to put us in a stronger position financially, however, with COVID-19 it is difficult to recruit more families. Fundraising is also a difficult prospect in these times.

5. ACKNOWLEDGEMENTS

Thank you to all the staff, as usual you have all pulled together and kept the pre-school a wonderful place for children, especially during these difficult times.

Thank you to the council for the continued use of their building, and for all the work they have put in to keep the pre-school building and surrounding grounds in good condition.

Thank you to our new committee members for joining us and all their work they do to support us.

Thank you to all the parents/carers who have supported the pre-school over the years, especially in this last year, where parents have offered more support and appreciation for our pre-school.

Brightlingsea Playcentre

Receipts and Payments Account for the Year Ended

31 August 2020

	<u>2020</u>	<u>2019</u>
Income		
Fees	162,750	205,675
Fund Raising	0	0
Donations		100
Other Income	<u>207</u>	<u>275</u>
	162,957	206,050
Less: Expenditure		
Wages	144,130	197,241
Rent	0	10,405
Rates & Repairs	438	534
Insurance	1,619	1,567
Consumables	821	2,360
Equipment	721	955
Accountancy	300	300
Administration	454	635
Sundry Expenses	3,343	6,466
Course Fees	1,614	0
Depreciation - Equipment	<u>1,749</u>	<u>2,332</u>
	155,189	222,795
SURPLUS/(DEFICIT) OF INCOME OVER EXPENDITURE	<u>£7,768</u>	<u>(£16,745)</u>

Brightlingsea Playcentre

Balance Sheet as at

31 August 2020

	<u>2020</u>		<u>2019</u>	
<u>Fixed Assets</u>				
Building at Cost	300,469		300,469	
Addition in Year	<u>0</u>	300,469	<u>0</u>	300,469
Equipment	41,472		41,472	
Additions in Year	<u>0</u>		<u>0</u>	
	41,472		41,472	
Less: Depreciation	<u>36,983</u>	4,489	<u>35,487</u>	5,985
Office Equipment	2,598		2,598	
Additions in Year	<u>0</u>		<u>0</u>	
Less: Depreciation	<u>2,256</u>	342	<u>2,142</u>	456
Furniture and Fixtures	2640		2640	
Additions in Year	<u>0</u>		<u>0</u>	
Less: Depreciation	<u>2,224</u>	416	<u>2,085</u>	555
		<u>305,716</u>		<u>307,465</u>
<u>Current Assets</u>				
Cash at Bank	45,556		36,630	
Debtors	<u>0</u>		<u>0</u>	
Cash at Building Society	5		5	
Cash in Hand	<u>5</u>		<u>14</u>	
	45,566		36,649	
<u>Current Liabilities</u>				
Creditors	<u>300</u>	45,266	<u>900</u>	35,749
		<u>350,982</u>		<u>343,214</u>
<u>Financed By:</u>				
Accumulated Fund				
Balance as at 01/09/2019		343,214		359,959
ADD: Surplus/ LESS: Deficit		<u>£7,768</u>		<u>(£16,745)</u>
		<u>350,982</u>		<u>343,214</u>

The Balance Sheet and the Accounts to which it relates were approved by the Trustees at the Annual General Meeting of the Brightlingsea Playcentre on 13th November 2020

K Shaw

Signed.....(Trustee)

G Griggs

Signed.....(Trustee)

BRIGHTLINGSEA PLAYCENTRE
Registered Charity 1026524

Independent Examiner's Report to the Trustees of Brightlingsea Playcentre

I report to the Charity trustees on my examination of the accounts of Brightlingsea Playcentre (The Charity) for the year ended 31st August 2020.

Responsibilities and Basis of Report

As the trustees of the Charity 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 Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

M Lewis

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MARTYN LEWIS

Martyn Lewis Chartered Accountants

1 Brewery House

Brook Street

Wivenhoe

Essex

CO7 9DS

Dated: 20th November 2020