



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	August	2020		31	July	2021

## Section A Reference and administration details

Charity name Bridge Village Playgroup

Other names charity is known by -

Registered charity number (if any) 1029286

Charity's principal address Bridge Village Hall

High Street

Bridge

Postcode CT4 5JZ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mary Daw	Manager	Mary was in place for the full year but left the position at the end of this period (31 July 2021)	
2	Simone Lipson Green	Treasurer	Simone was in place for the full year but left the position at the end of this period (31 July 2021)	
3	Kayleigh Woodward	Chair		
4	Odette Johnson			
5	Eppa Hummerstone	Treasurer	Eppa took over as Treasurer on 01 August 2021	
6	Zoe Anderson		Zoe left the Committee on 31 July 2021	
7	Sarah Pinnington	Manager	Started 01 August 2021	
8	Holly Broadley		Joined in September 2021	
9	Carla Devereaux	Secretary	Carla joined the Committee in September 2021	
10	Helen Bridger	Member	Helen joined the committee informally in September 2021	
11				
12				
13				
14				

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution (Pre-School Learning Alliance) 1 May 2018
How the charity is constituted (eg. trust, association, company)	Unincorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	We ask parents if they would like to join, and then we nominate them to become trustees in a Committee Meeting

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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### Summary of the objects of the charity set out in its governing document

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involve in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Bridge Village Playgroup is a charity-run pre-school that operates out of the Village Hall in Bridge. We employ 6 members of staff who have all been with the Pre-school for many years, and are very experienced and well-regarded in the community. Our primary activity is to provide early-years education for children aged 2 to 4.

As a charity-run pre-school we actively encourage parents to get involved in the running of the pre-school through the Committee, which includes current and ex-parents of children at the pre-school.

The pre-school Manager keeps in close contact with the Early Years specialist team at Kent County Council to ensure that we are compliant with all requirements from Ofsted and are meeting the needs of all children attending the setting.

We follow the Early Years Foundation Stage Curriculum and use the local authority tracking system to track and follow the childrens' progress.

Monitoring/ tracking kids

An indication of some of the activities undertaken at the pre-school are as follows:

- walks around the village and trips to the local recreation ground for outdoor play activities. These are aimed at allowing the children to develop their gross motor skills and give them an opportunity to run, climb and explore their natural environment.
- trips to the local allotment to grow vegetables, observe growth and changes and to develop their Understanding of the World; one of the areas of the curriculum.
- sensory play activities to encourage discussion around the child's experience of engaging in these activities, to help develop their verbal skills
- role-play activities including dressing up, and setting up different themed areas such as a travel agent, shop, etc.
- numeracy activities to aid early development of counting and general understanding of number as well as shape and space. Many of these activities are also explored in our outdoor environment where we have access to sand and water play; activities which also extend their scientific understanding.
- early phonics activities with stories which also focus on developing all aspects of Phase one phonics ie alliteration, voice sounds, rhythm and rhyme.
- those children who will be attending Primary School the following September, also have a focused morning carpet session which are planned because of observations carried out over the week and target their specific needs. These sessions are also aimed at providing them with small challenges and extend their learning, as well as preparing them for school readiness.

During this academic year we have continued with certain measures to

- ensure the safety of staff and children in relation to Covid-19, such as :
- parents are not allowed within the village hall premises; if they do come in to sooth their child then parents/carers and staff will use facemasks for that period.
  - Windows and doors remain open during sessions
  - We make greater use of our small outdoor area and have recently been granted funding to buy more resources to support the learning outside
  - The premises are cleaned at the end of each session by staff
  - Children all have their hands sanitised at the start and end of each session, as well as throughout the day when they have been touching their mouths or faces or if they have been outside.
  - Staff carry out twice weekly lateral flow tests and report it to the manager as well as on the Government website. Although mandatory testing was ended as of 24<sup>th</sup> February 2021, as a staff we have continued to test at least once a week.
  - The setting's Covid policy is updated regularly and is available to parents when there has been a case of Covid or if it has been requested. All parents/carers have received a copy of the Covid policy.

Trustees have considered the Charity Commission's guidance on public benefit when planning the charity's activities

#### **Additional details of objectives and activities (Optional information)**

The Charity relies heavily on a team of volunteers that make up the Committee. Due to the difficulties involved with fundraising during lockdowns and with Covid-19 restrictions in place, the Committee initiated a GoFundMe fundraiser to support the pre-school through this difficult period. The volunteers raised over £5,000 in early 2021.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The pre-school has been in significant financial difficulty due to the ongoing Covid-19 pandemic, and due to a historic shortfall in cashflow. Furthermore, the Manager of the pre-school who had been in place for 25years announced that she would be retiring in July 2021.

The Committee therefore set about to urgently fundraise to enable the pre-school to continue operating, and to recruit a new Manager. We were successful with both of these endeavours. We raised over £5,000 to keep the pre-school open, and we hired a new Manager to start in August 2021.

The pre-school managed to continue providing a safe and caring environment for the small number of children that did attend during the 2020-2021 academic year.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The pre-school is currently operating with very little money and would like to build up a financial reserve to ensure that there are sufficient funds available if the charity was to be dissolved.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The new Treasurer and Manager are concerned by the historic financial performance of the Charity, and are putting in to place a number of key measures for the Academic Year 2021-2022 to improve the situation. It has been noted that the charity has made a loss in 4 of the last 6 years, and that this is partly due to low numbers of children attending, and a generous staffing provision.

## Section F Other optional information

The charity faces much uncertainty going forward in the 2021-22 period, with financial viability, low child numbers, and staff retention all identified as principal risks.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Eppa Hummerstone	Kayleigh Woodward
Position (eg Secretary, Chair, etc)	Treasurer	Chair

Date

**BRIDGE VILLAGE PLAYGROUP**  
**INCOME & EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2021**

Ackland Webb  
Chartered Certified Accountants  
Canterbury Innovation Centre  
University Road  
Canterbury  
Kent CT2 7FG

**BRIDGE VILLAGE PLAYGROUP**  
**FOR THE YEAR ENDED 31 JULY 2021**

**Accountant's approval certificate**

In accordance with instructions given to us, we have prepared without carrying out an audit, the attached Income and Expenditure Account and Balance Sheet for the year ended 31 July 2021 from the accounting records of Bridge Village Playgroup and from information and explanations given to us.

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Ackland Webb  
Chartered Certified Accountants  
Canterbury Innovation Centre  
University Road  
Canterbury  
Kent CT2 7FG

**Client approval certificate**

I approve the attached Income and Expenditure Account and Balance Sheet for the year ended 31 July 2021 and confirm that I have made available all relevant records and information for their preparation.

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Simone Lipson-Green  
Treasurer  
Bridge Village Playgroup



**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2021**

	<b>31-Jul-21</b>	<b>31-Jul-20</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	35,361	33,727
Raffles	-	849
Interest	-	5
Other income	4,967	5,339
Training and equipment grants	-	120
Coffee mornings	-	-
Cards/clothing	-	18
Bags to School	-	-
Easter event	-	-
Other events	463	1,728
Donations	3,579	-
Milk rebates	36	124
	<u>44,406</u>	<u>41,910</u>
<b>Expenditure</b>		
Supervisors	42,075	39,556
Employer pension contributions	320	338
Hire of Hall	1,719	3,299
Equipment, materials & resources	342	93
Parties & outings	-	158
Refreshments	232	355
Sundries	89	134
Donations & gifts	500	-
Printing, postage & stationery	46	254
Ofsted fees, PSLA subscription & insurance	802	507
Advertising	-	-
Training	-	-
Cleaning & PPE	138	261
Telephone & computer	136	177
Repairs, renewals & garden maintenance	-	-
	<u>46,399</u>	<u>45,132</u>
<b>Surplus/(deficit) for the year</b>	<b><u>(1,993)</u></b>	<b><u>(3,222)</u></b>

**BRIDGE VILLAGE PLAYGROUP  
BALANCE SHEET  
AS AT 31 JULY 2021**

	31-Jul-21		31-Jul-20	
	£	£	£	£
<b>Assets</b>				
Other debtors	-		-	
Prepayments	-		-	
Bank current account	2,505		1,567	
Bank deposit account	-		3,038	
Cash in hand	57		-	
	<u>57</u>	2,562	<u>-</u>	4,605
<b>Liabilities</b>				
Trade creditors	-		50	
Pension creditor	-		-	
	<u>-</u>	-	<u>-</u>	(50)
<b>Net assets</b>		<u><b>2,562</b></u>		<u><b>4,555</b></u>
Represented by:				
Surplus brought forward		4,555		7,777
Surplus/(deficit) for the year		(1,993)		(3,222)
		<u>2,562</u>		<u>4,555</u>
<b>Surplus carried forward</b>		<u><b>2,562</b></u>		<u><b>4,555</b></u>

**Bridge Village Playgroup**  
**Chairpersons Annual Report 2020-2021**



Playgroup has had a very challenging year due to COVID-19. The staff all remain the same and continue to be dynamic, innovative and a nurturing team. We ended the year with a small number of children. All members of staff have completed all relevant levels of their child protection training. First aid training has been completed.

The end of this year we will say good bye to Mary as she will be retiring and we wish her all the best. Simone will also leave playgroup as our treasurer. Thank you to you both for your continued commitment.

We will welcome Sarah as the new playgroup manager and Eppa as the new treasurer at the beginning of the school year. I'm sure you will all join me in giving them a massive welcome.

Mary and the team continue to liaise with Tracy Butterfill, the setting improvement partner from KCC to ensure all necessary requirements for the setting are met. The level of training which our staff complete is a true reflection of their committed professionalism.

The staff are currently still complying with all of the COVID-19 changes and the children continue to adapt and accept these in their stride. The children are doing amazing and that's all thanks to the amazing team that we have at playgroup. The children have not been able to explore many of the opportunities that would have been previously explored such as a trips to the park or allotment and using the walking bus. These will slowly filter back in with the easing of lockdown during the summer.

Due to falling on financial hardship we launched a GoFundMe campaign to allow us to open our doors from April-July. We raised a massive £5000 with support from the local community, family and friends. Fundraising has had a massive dip this year as we have not been able to raise half as much as we would usually raise. This academic year we have managed to have a sponsored bounce, handprint keepsakes, cake sale, donation from Chads company, GoFundMe via PayPal and direct donations which totalled **£7098.23**.

Due to slight lifting of restrictions we were able to visit the allotment and plant potatoes and we managed some trips to the park and walks around Bridge Village. We still have access to our resident stick insects, this year we had the pleasure of some little border collie puppies – truly heart melting.

The children have been able to enhance their baking skills this year as we have had lots of baking coming home, this has included chocolate chip cookies, pizzas and home made cakes!

I would like to give a huge massive thanks to the Parish Council who have been so helpful and supportive during COVID-19. We have found ourselves in a somewhat tight spot with regards to finances and they have allowed us a reprieve until Christmas on paying hall fees. They also donated a massive £500 to the GoFundMe campaign.

Finally, the biggest thank you is to Mary and her amazing team, Jane, Judith, Julia, Roz, and Francina. You are all truly marvellous in helping our children to grow, believe in themselves and become the children they are today. You all really do give them the best start to their education and allow them to shine as individuals.

Myself and the committee would like to wish all of the children that moved on to school this year all the very best of luck and we will miss you all.