



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	August	2022		31	July	2023

## 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

28 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	Sarah Pinnington	Chair	Started as chair in Sept. 2022	
2	Helen Groombridge	Treasurer	Took over treasurer role in January 2023	
3	Holly Broadley			
4	Carla Devereaux-Smith	Secretary		
5	Katie Johnson		Start date January 2022	
6	Odette Johnson			
7	Elspeth (Eppa) Hummerstone	Treasurer	Resigned Dec. 2022	
8	Julia Watt	(Manager)		
9	Helen Bridger / Shillito		Resigned Oct. 2022	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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)	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.

Two new policies have been adopted this academic year:

Conflict of interest policy  
Fees policy

## Section C Objectives and activities

**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 Preschool 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 children's progress.

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.

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)**

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**

A new manager, Julia Watt, was hired in August, 2022. We went into the 2022-23 year with stronger numbers of children attending as the effects of the pandemic began to subside.

On 15<sup>th</sup> March, 2023 the Playgroup was inspected by Ofsted and received a grade of Outstanding. This result was due to the efficient running of playgroup. Particular note was taken of the care of the staff: 'Children have strong bonds with their key persons and benefit from staff that are attuned to their needs and act as positive role models' (page 2 of the report).

## Section E Financial review

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

We aim to have a sufficient amount to cover all costs should BVP need to dissolve. Furthermore, the preschool sector struggles to remain viable and is vulnerable to financial difficulty due to ongoing challenges, such as a lack of or changes to funding.

### 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.

## Section F Other optional information

We are currently in a good financial position. We listened to our local community and extended the setting's opening hours, which has increased intake numbers. We also continue to fundraise successfully by arranging events within our local community (Summer Boot Fair & Winter Grand Prize Draw). Management has continued to operate with a strict expenditure policy, though we have invested money in necessary resource improvements and increased staffing levels as required by the higher intake numbers. All of which has allowed the preschool to run efficiently and cater to the needs of our families.

## Section G Declaration

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

### Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Julia Lewis	Helen Groombridge
<b>Full name(s)</b>	Julia Lewis	Helen Groombridge
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	23/5/24	



Welcome everyone, staff, trustees, and parents/carers.

### **Summary of the year**

Bridge Village Playgroup has had another excellent year, continuing to build on its foundations and growing and expanding with regards to practices within the setting, staffing, administration, and the running of the committee. Most significantly, Bridge Playgroup received an outstanding Ofsted inspection which will help to ensure that Playgroup remains a popular and desired setting, therefore ensuring its longevity and sustainability. Staff and Committee have all worked exceptionally hard over the last few years and the report is a recognition of this. Thank you everyone for your hard work and commitment.

### **Ofsted**

Bridge Playgroup had an Ofsted inspection on the 15<sup>th</sup> March 2023. This went extremely well with Playgroup receiving outstanding in all areas of the inspection and gaining an overall effectiveness grading of Outstanding. Management, staff, committee, children and parents were all mentioned and praised in the report, and this highlights what can be achieved when all these elements come together and work to support each other. The staff have always worked exceptionally hard, but they worked even harder on the day to illustrate the fabulousness of Playgroup. Julia has led the team with enthusiasm and dedication this year and what a great outcome for her first year as manager. The committee would also like to thank the local community, without their support, Playgroup would have had to close down in 2021 and we wouldn't be here celebrating the outstanding Ofsted success.

### **Staffing**

There have been some changes to staffing over the course of the year. Julia Watt took over as manager and has been working tirelessly throughout the year to continue to move playgroup forward; develop her own skills as manager and those of her staff as well, as supporting the needs of the children in Playgroup. Sarah Hinton took over as Playgroup deputy in the Spring term and has shown good skills in being second in command. In the autumn term we said goodbye to Francina and Rachel. Francina retired after over 20 years of dedication and commitment to Playgroup. Rachel left to return to Secondary English teaching. We were very sad to see both leave. Playgroup temporarily employed Katie Rees. Although she was an excellent member of addition, fitting in well with the Playgroup staff team and working well with the children, the cost of hiring someone from an agency was too high for Playgroup. We then recruited Tracey Talbott and Jeanine Mogford, both have been employed on a permanent contract and have been excellent additions to the team. They were both working during the Ofsted inspection. Due to staff sickness, we have been lucky to have Jane Mayne return to Playgroup to cover the shifts.

We now have a strong number of staff with Level 3 (or higher) qualifications with Dorothy Namata soon to complete hers, and many staff showing an interest in continuing their own professional development with a SENCO qualification.

Staff have continued to work exceptionally hard throughout the year and everyone is really grateful to them for this.

### **Committee**

The committee have also worked exceptionally hard over the course of the year, giving up their spare time and fitting in Playgroup work around their own families and job commitments. Policies, procedures and administrative supports have been set up which should hopefully ensure that even as members leave and new ones join, Playgroup will continue to run and be a viable and successful business, enabling staff to provide the high-quality care and education to all the future children attending the setting.

### **Intake**

Playgroup numbers have continued to grow and we have a really healthy intake, with many children on a waiting list. In the Spring term, Playgroup had to close their books to new admissions on Tuesdays and Wednesdays as we had reached capacity. In Spring, Playgroup was able to offer provision for the whole day. This has been a huge success and helps to make Playgroup a desirable setting for families. Friday had previously been our

quietest day with autumn numbers low, however they have gradually climbed over the academic year, and we now also have a good intake every day of the week.

### **Curriculum**

The curriculum set out for the children has been broad and enriching, being supported by trips of experiences brought into the setting. This was one of the many positive things recorded in the Ofsted report, highlighting how the curriculum meets the needs of children and ensures their learning needs are met, as well as enabling them to move forward and make progress. The curriculum will remain largely the same, with some adjustments made to meet the needs of those children moving through the setting in the next few years.

### **Fundraising and Promotion**

The Committee have been able to tweak the fundraising commitments of Playgroup, choosing to focus on a few key events over the course of the academic year which will raise enough money to ensure Playgroup's financial survival and ensuring the business remains viable whilst not burning out Committee members.

The Christmas Raffle was another HUGE success, and we are so grateful to have had the continued support of local businesses who submitted some great prizes. The annual Boot fair is approaching, with Odette Johnson kindly providing leadership and guidance on this event. We are extremely grateful for her input and help. Playgroup staff also led a sponsored bounce which was successful and gained us a good amount of money with very little output in terms of cost and effort. Coffee mornings have/will continue to act as a top up to raise money and bring parents/carers together.

### **Policies and procedures**

Two new policies have been adopted this academic year:

Conflict of interest policy

Fees policy

### **Fees**

To ensure sustainability, Playgroup Committee have voted to increase their fees as of September 2023. Parents have been informed of the increase and are aware of the changes. As of September, parents/carers will be asked to pay £6/hour per child and for those receiving funding, they will also be asked to make a voluntary contribution of £50 per term.

Thank you all for your hard work and a successful 2022-2023 academic year.

Sarah Pinnington  
Bridge Playgroup Chair.

**BRIDGE VILLAGE PLAYGROUP**  
**INCOME & EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 JULY 2023**

Ackland Webb  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

# **BRIDGE VILLAGE PLAYGROUP**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JULY 2023**

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The Trustees present their report with the financial statements of the trust for the year ended 31 July 2023.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT** **Governing document**

The trustees are responsible for managing the Trust in accordance with the constitution adopted on 9 November 1993 as amended by the scheme document dated 1 May 2018.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Administrative office**

Bridge Village Hall  
High Street  
Bridge  
Canterbury  
Kent CT4 5JY

### **TRUSTEES**

The trustees serving during the year were:

S Pinnington  
J Watt  
C D Smith  
H G Broadley  
E J Hummerstone  
O Johnson  
H Groombridge

### **INDEPENDENT EXAMINER**

Ackland Webb Ltd  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

Approved by order of the trustees on  
behalf by:

and signed on its

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# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OF BRIDGE VILLAGE PLAYGROUP**

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I report to the Committee on my examination of the accounts of the Trust for the year ended 31 July 2023.

## **Responsibilities and basis of report**

As trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Trust's governing document and generally accepted accounting principles.

Having satisfied myself that the accounts of the Club are not required to be audited under the Club's governing document and are eligible for independent examination, I report in respect of my examination of the Club's accounts. In carrying out my examination I have followed the principles laid down by the Charity Commission under section 145(5) (b) of the Charities Act 2011.

## **Independent examiner's statement**

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

- accounting records were not kept in respect of the Club; or
- the accounts do not accord with those records; or

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.

David Muggridge  
Ackland Webb Ltd  
Chartered Certified Accountants  
Suite 1, First Floor  
3 Jubilee Way  
Faversham  
Kent ME13 8GD

Date: .....

**BRIDGE VILLAGE PLAYGROUP  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2023**

	<b>31-Jul-23</b>	<b>31-Jul-22</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Fees	90,562	52,633
Raffles	1,660	2,208
Interest	23	-
Other income	-	695
Training and equipment grants	-	4,785
Coffee mornings	76	97
Cards/clothing	66	-
Bags to School	-	-
Easter event	-	-
Other events	-	4,136
Donations	6,056	2,976
Milk rebates	93	15
	<u>98,536</u>	<u>67,545</u>
<b>Expenditure</b>		
Supervisors	59,220	41,243
Employer pension contributions	531	274
Hire of Hall	2,758	2,348
Equipment, materials & resources	3,073	3,505
Fundraising event costs	762	503
Cost of services	-	2,118
Parties & outings	274	104
Refreshments	1,273	313
Sundries	-	-
Donations & gifts	-	332
Printing, postage & stationery	355	271
Ofsted fees, PSLA subscription & insurance	579	1,838
Advertising	31	-
Training	1,048	-
Cleaning & PPE	173	30
Telephone & computer	444	250
Repairs, renewals & garden maintenance	1,603	228
Accountancy charges	250	200
Bank charges	73	37
Depreciation	378	213
	<u>72,825</u>	<u>53,807</u>
<b>Surplus/(deficit) for the year</b>	<u><b>25,711</b></u>	<u><b>13,738</b></u>

**BRIDGE VILLAGE PLAYGROUP  
BALANCE SHEET  
AS AT 31 JULY 2023**

	31-Jul-23		31-Jul-22	
	£	£	£	£
<b>Assets</b>				
Computer equipment	319		425	
Fixtures & fittings	337		-	
Prepayments	885		517	
Bank current account	30,390		15,301	
Bank deposit account	10,023		-	
Cash in hand	57		57	
		42,011		16,300
<b>Liabilities</b>				
Trade creditors	-		-	
Pension creditor	-		-	
		-		-
<b>Net assets</b>		<b>42,011</b>		<b>16,300</b>
Represented by:				
Surplus brought forward		16,300		2,562
Surplus/(deficit) for the year		25,711		13,738
<b>Surplus carried forward</b>		<b>42,011</b>		<b>16,300</b>

Accepted and approved on behalf of the Trustee on

by:

H Groombridge  
Treasurer/Trustee