



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	Aug	2023		31	July	2024

Section A Reference and administration details

Charity name

Bridge Village Playgroup

Other names charity is known by

n/a

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	Resigned January, 2024	
2	Helen Groombridge	Treasurer		
3	Odette Johnson			
4	Julia Watt		Resigned January 2024	
5	Holly Broadley		Resigned Nov. 2023	
6	Carla Devereaux Smith	Secretary	Resigned Nov. 2023	
7	Eppa Hummerstone		Resigned Sept 2023	
8	Julia Lewis	Secretary Chair	Appointed secretary Nov. 2023, appointed Chair in January 2024	
9	Alexandra Allchurch	Secretary	Joined in Nov 2023. Appointed secretary in January 2024	
10	Catherine Powell		Joined November 2023	
11	Julie Burr		Trustee from Nov 2023-January 2024	
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.

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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. 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.

We offer places for SEN children and the staff undertake the period training to ensure they have the required skills to meet the needs of these children.

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 significant investment was made into our outdoor space. New fencing was installed along the perimeter, the ground was levelled and new artificial turf was installed. Playgroup now has a fenced and gated area of the garden that is reserved for our sole use. We also have new role play instalments (a shop and boat feature) to enrich the experience of our children during their outdoor play.

The policies and procedures were fully updated.

Section E Financial review

Brief statement of the charity's policy on reserves

The Playgroup has restricted funds in a savings account that are added to each month as we build towards sufficient funds to cover 6-months' worth of expenses. These would be use to sustain the charity during any unforeseen events such as a pandemic.

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

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Julia Lewis	Lay Hwe Sie
Full name(s)	Julia Lewis	Lay Hwe Sie
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	29/05/25	

AGM – Chair's report

6th July, 2024



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

Summary of the Year:

The year got off to a good start with strong numbers of children registered and with Playgroup in a secure financial situation. This was a huge relief after several years of being in a financially precarious position. The manager, Julia Watt, was going into her second year of running the Playgroup and was arranging for us to have our first apprentice. Higher numbers of children and increased workloads required the hiring of more staff and by Christmas we had reached a comfortable staffing level. The Playgroup, however, went into a period of huge transition in the first week of term in January, when the Chair Sarah Pinnington-Auld and the manager Julia Watt tendered their resignations. Thanks to our incredible staff and countless volunteer hours given by the committee, we are ending the academic year again in a position of strength, having overcome some tremendous challenges.

Committee:

Recruitment to the committee has been an issue this past year. Three committee members resigned in the summer of 2023, as their children were leaving Playgroup. It took a few months to replace two of those vacancies. We started the year with several potential committee members who decided not to go through with the DBS/EY2 checks, or undertook them and shortly after, resigned from the committee. The committee began the 2023-24 years under the leadership of Sarah Pinnington-Auld, who felt it necessary to resign in early January. Sarah guided the committee and the Playgroup through many challenges in her year and a half tenure and I thank her for all her hard work and dedication in making Playgroup a place where children can thrive. I joined the committee in early December, and in January, Catherine Powell and Alex Allchurch joined, taking the committee to 5 committee members, 3 of whom have children in the setting, the minimum as stipulated in our Constitution. When Sarah resigned, I took on the role of interim chair, leaving the position of secretary vacant. Alex took on the role of secretary in my place. Helen Groombridge and Odette Johnson have been the foundation of

our committee this year and we have relied on their knowledge and experience to guide us. Both Helen and Odette will be resigning from the committee at the end of this academic year. Their incredible generosity and skills have left an indelible mark on Playgroup and they will be greatly missed. We welcome new members Emmy Bocaage, Kate Hall and Rebecca Sie (Lay Hwa Sie).

Achievements of the committee this year include fundraising over £6,000, creating the new garden, assisting the management team in updating all of Playgroup's policies and procedures and streamlining many of our organizational systems to ensure the security of our data.

Staffing:

There have been many staff changes this year. In the autumn, we welcomed back Jane Mayne. Mandy Johnson and Susan Williams joined the team in October. Julia Watt resigned in January 2024 and her official last day was on 10th April. Sarah Hinton stepped up as interim manager and Sue Williams as deputy manager. Also in January, our apprentice Shannay Grant started her 21-month apprenticeship with us under the mentorship of Sue Williams. We were very pleased to welcome back Dorothy Nagata and Jeanine Mogford in February and March respectively.

The staffing structure has changed since Julia Watt resigned, with the role of the manager now distributed to the roles of manager, deputy manager and Senco lead. Tracey Talbot has undertaken significant training to equip her to be Senco lead and support the rest of the staff in the provision of care to our Sen children.

We are currently accepting internal applications for the manager role and hope to have the position filled permanently by the end of the term. We will be advertising a new part-time role of administrator to support the management team in completing the increasingly levels of documentation required in an early years' setting. This role should be filled by the beginning of the next academic year and will be trialled for a three-month period.

I know I speak for all the committee members and parents when I say that the greatest asset of the BVP is our staff. I have spent a great deal of time in the setting in the last 6 months and I can say with confidence that the level of care our children receive is incredible. Our Ofsted 'Outstanding' rating reflects the hard work, dedication and passion our staff give to the Playgroup children each and every day.

Fundraising:

Years of successful fundraising, in particular from the Christmas Raffles and Boot Fairs, meant we started the year with a funding pot of £6,500 set aside for the new garden. This was used, in addition to top-up-funds, to level the ground, install new fencing, install artificial turf, install additional fencing to create a section of the garden that can be secured at night, a covered structure to provide all-weather access to the play structures (a playhouse and boat). The impact of the garden cannot be understated. The children now spend a significant amount of time outdoors in a variety of stimulating play and activities. It has in many ways reduced pressures on the staff as the garden does not need to be packed away at the end of the day, unlike the hall. For the first time in its 40-year history, Playgroup has a dedicated space of its own.

Despite the success of fundraising, the amount of work, done largely by the committee, to run fundraising events such as the boot fair have become unsustainable. There are no plans for large investment in Playgroup in the coming year. In order to reduce the pressures on the committee, fundraising will be limited to the Christmas Raffle and simple events such as toddler bounce. Our strong financial position also means that we do not foresee a need to fundraise to run our core activities.

Finances:

Helen Groombridge (treasurer) to present in a separate report.

Fees:

A new fees policy was introduced in April. The voluntary contribution request to parents was eliminated, as our financial reserves no longer justify this request to parents. We thank the generosity of parents in the past few years who donated to the BVP and helped bring us into such a healthy financial position. We have not increased our fees from £6 an hour, but increases may be required next year, depending on the impact of the Free Early Education and funding for two-year-olds. We eliminated the lunchtime charge and have added a care package that we kept to an absolute minimum and applies only to the three- and four-year-olds as the level of funding for these age-group is still below the £6 fee we charge for unfunded hours.

The New Village Hall

In March, the village of Bridge voted 'yes' to the referendum The Bridge Neighbourhood Plan. This result means a plan for development on the recreation ground and abutting field will go ahead. This development includes the construction of a new village hall. The Village Hall committee are eager to start work on the plans for the new hall which will include a dedicated space to Playgroup with its own garden. These plans are in the early stages and will require research and consultation in the coming months. The Village Hall Committee hope to complete the new village hall by September 2026. This is an ambitious deadline and puts additional pressure on the committee to make significant decisions regarding the future of Playgroup in the coming months. These decisions include: future capacity, design of the new Playgroup space, safeguarding requirements, budgeting for the new garden and applying for grants that are only available to early years charities. It has not currently been decided how this work will be undertaken by the committee. It may require a separate working group, but with volunteers always difficult to recruit, this is expected to further stretch the current committee.

Thank you all for your support of the BVP.

Julia Lewis

(Interim Chair)

BRIDGE VILLAGE PLAYGROUP
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JULY 2024

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 2024

The Trustees present their report with the financial statements of the trust for the year ended 31 July 2024.

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
J Lewis
A Allchurch
C Powell
J Burr

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

I report to the Committee on my examination of the accounts of the Trust for the year ended 31 July 2024.

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 2024**

	31-Jul-24	31-Jul-23
	£	£
Income		
Fees	138,458	90,562
Raffles	1,510	1,660
Interest	336	23
Coffee mornings	-	76
Cards/clothing	9	66
Other events	1,105	-
Donations	3,949	6,056
Milk rebates	-	93
	<u>145,367</u>	<u>98,536</u>
Expenditure		
Supervisors	96,109	59,220
Employer pension contributions	999	531
Hire of Hall	4,452	2,758
Equipment, materials , resources & fundraising costs	5,444	3,835
Parties & outings	-	274
Refreshments	987	1,273
Sundries	103	-
Legal fees	953	
Printing, postage & stationery	640	361
Ofsted fees, PSLA subscription & insurance	997	579
Advertising	106	31
Training	1,826	1,048
Cleaning & PPE	310	173
Telephone & computer	845	444
Repairs, renewals & garden maintenance	11,576	1,603
Accountancy charges	713	250
Bank charges	69	73
Depreciation	490	378
	<u>126,619</u>	<u>72,831</u>
Surplus/(deficit) for the year	<u>18,748</u>	<u>25,705</u>

**BRIDGE VILLAGE PLAYGROUP
BALANCE SHEET
AS AT 31 JULY 2024**

	31-Jul-24		31-Jul-23	
	£	£	£	£
Assets				
Computer equipment	227		319	
Fixtures & fittings	300		337	
Trade debtors	1,047		-	
Prepayments	706		885	
Other debtors	299		-	
Bank current account	38,420		30,390	
Bank deposit account	20,359		10,023	
Cash in hand	51		51	
		61,409		42,005
Liabilities				
Accruals	438		-	
Other creditors	218		-	
		(656)		-
Net assets		60,753		42,005
Represented by:				
Surplus brought forward		42,005		16,300
Surplus/(deficit) for the year		18,748		25,705
Surplus carried forward		60,753		42,005

Accepted and approved on behalf of the Trustee on.....by:

.....
H Groombridge
Treasurer/Trustee