



Our Constitution & Trustees' Annual Report

Year ended 31st August 2020

Old Town Hall
Fore Street
Tywardreath
Par
Cornwall
PL24 2QP

Registered Charity No: 1029667

Objectives and Activities

Summary of the objectives of the charity set out in its governing document

We provide a 'traditional playgroup' pre-school education, regulated by OFSTED, to any child and family who wish to attend our setting. This is regardless of individual/family circumstances.

While we have private fee charges for all children who do not yet qualify for the government funding scheme, we do assist any family applications for assistance in paying for pre-school fees. We will also accept childcare vouchers in payment for fees and therefore provide an education for any child in our local area who wishes to use our pre-school.

We also try to involve ourselves in activities in the local area such as Carnivals etc. to provide a setting very much with the local community at its heart.

The Trustees of the pre-school are aware of the requirement for the charity to provide its activities with public benefit in mind, and provides the pre-school education as a much needed and long standing setting in our local community.

Tywardreath Pre-school Constitution:

The aim of the pre-school is to enhance the development and education of children under the statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- Offering appropriate play facilities and training courses, together with the right of parents to take responsibilities for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
- 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 area.
- Instigating and adhering to and furthering the aims of the Pre-school Learning Alliance.

All committee members have the opportunity to look at a copy of the Committee Handbook produced by Cornwall Pre-school Learning Alliance. This gives all relevant information on the roles and responsibilities of being an elected Committee member.

Structure, Governance and Management

Tywardreath Pre-school Playgroup is a Committee run pre-school governed by the Pre-school Learning Alliance Constitution Version

Organisational Structure:

Chairperson:	Adam Gater
Secretary:	Lucy Pemberton
Treasurer:	Vacancy

Committee Members:	Not less than 2 or no more than 9 other elected Members and if the Committee decides it can co-opt up to 3 further Members on to the Committee at any one time
--------------------	--

Staff Members:	In addition to the Committee there is also a minimum of 5 pre-school staff and 1 administration staff
----------------	---

According to our Constitution 2011 Version:

The overall management and control of the Pre-school will rest with the individual members of the management committee ("the committee"). As well as being responsible for the management of the Pre-school the committee members are also the charity trustees of the Pre-school.

The Officers and Committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee members are eligible for re-election unless they have already served on the committee in any capacity for ten consecutive years.

Achievements and Performance

We continue to offer strong support to children through the Early Years Foundation Stage, ensuring children are happy, thrive and achieve through the seven areas of learning and make good foundation and progress in preparation for their transition to primary school education.

We appointed an assistant manager for learning and development in May 2020. The curriculum has a total revamp in Summer 2020 and we look forward to delivering a new rich and broad learning opportunities from September 2020.

Parent feedback was overwhelmingly positive at the end of summer term 2020. Comments can be found on our website www.tywplaygroup.co.uk The opinion of our children and families remains central to our practice.

We have had our Makaton Friendly Status renewed with The Makaton Society for the fourth year. We have now considered ourselves a signing setting for approaching 12 years.

The outdoor shelter has now been completed, meaning the garden is more accessible in most weathers wet or dry. The indoor split level play area has also been completed giving the children more variety for the learning in their play. Some sensory lighting, including a light tube has been installed under the structure for the children to enjoy.

The additional covered shelter at the back door has now been completed, with some much needed wellington storage so the children have a 'dry' area to put wellies on before entering the garden and also to remove them to prevent water and mud being walked inside the building.

The kitchen was completed refitted in August 2018 funded by pre-school fees, replacing the 16 year old kitchen that was funded by the National Lottery Fund.

Our big setting improvement this year was to replace the suspended ceiling and replace all lighting in the main room with LED. This has helped towards our environmental impact and the new LED lighting is also cheaper to run. Further savings will be made on heating, as the new suspended ceiling is topped with insulation.

Financial Review

The pre-school still operates and holds a contingency fund, which is calculated to include a Half Terms Outgoings, plus Redundancy Fund for qualifying staff.

The current contingency stands at £12,463.22 (down £7000 from previous year) and is reviewed on a yearly basis. This kept in a separate account to the general funds, and is used to bridge periods when cash flow becomes difficult. It is primarily kept in case of financial difficulty for the setting. If the contingency fund is used to bridge funding gaps it is replaced as soon as possible.

The setting has a deficit of -£3077.45 this year. We were closed from March 20th 2020 to May 31st 2020, due to government Covid-19 guidelines. We were still in receipt of nursery funding, but still had outgoings such as rent and utilities. The main cost was top up for wages and furlough pay, as we were only able to access partial furlough payments from the government.

When we opened from 1st June 2020 – end of July 2020 staff costs increased per head, as we placed an emphasis on outdoor education, as government Covid guidance for Early Years settings and schools was to remain outside for as much time as possible, to reduce the spread of the virus. Summer term 2020 private fees were less than forecast based on previous years, due to reduced capacity during Covid restrictions (limit of 15 children in a bubble) and some parents choosing to keep their children at home.

We have some fundraisers planned for this next financial year, to try and pay for new resources, to free up surplus from income to return to the contingency account.

We have been nominated for a Co-Op community fund donation. We are expecting this payment of approximately £2000 in November 2021. This money will be used totally for outdoor education (the biggest expense being staffing cost, due to a higher ratio on educational trips).

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)

Lucy Pemberton

Position (e.g. Secretary)

Secretary

Date

30/06/21

TYWARDREATH PLAYGROUP
FINANCIAL STATEMENTS
FOR THE YEAR TO 31ST AUGUST 2020

Peter Williams & Co
Chartered Certified Accountants
Latham Park
St Blazey Road
Par
PL24 2HY

TYWARDREATH PLAYGROUP

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR TO 31ST AUGUST 2020

	2020	2019
Fees received	81,453.40	82,024.36
Fundraising	49.91	184.66
Donations and Grants	1,750.34	1,005.00
Bank Interest Received	7.68	8.55
Photos	-	50.00
	<u>83,261.33</u>	<u>83,272.57</u>
Wages	70,140.17	66,685.14
Rent & Rates	2,499.96	2,499.96
Water	463.06	148.91
Insurance	951.96	763.16
Payroll & Software	645.54	710.86
Snacks & Supplies	2,087.60	2,072.64
Educational Equipment	1,054.55	1,317.78
Educational events expenses	83.20	146.00
Training Expenses	790.75	1,332.07
Garden & Miscellaneous	270.53	124.20
Electricity	676.17	1,116.00
Postage, stationery & advert	375.57	168.54
Uniform & Wet weather gear	67.25	466.60
Cleaning	139.09	264.42
Repairs & Equipment	3,528.12	1,137.31
Telephone	1,147.06	653.27
Accountancy	744.00	-
Bad Debts	239.80	-
Registration fees	434.40	278.08
	<u>86,338.78</u>	<u>79,884.94</u>
Surplus for the year	<u>- 3,077.45</u>	<u>3,387.63</u>

TYWARDREATH PLAYGROUP

BALANCE SHEET

AS AT 31ST AUGUST 2020

	2020	2019
Contingency fund account	12,463.22	19,455.54
Bank Account	14,467.83	12,071.20
Building Society Account	10.00	10.00
Cash	<u>2,372.70</u>	<u>854.46</u>
	<u>29,313.75</u>	<u>32,391.20</u>
Accumulated fund brought forward	32,391.20	29,003.57
Surplus/(Deficit) for the year	<u>- 3,077.45</u>	<u>3,387.63</u>
Accumulated fund carried forward	<u>29,313.75</u>	<u>32,391.20</u>

I have examined the above Balance Sheet and annexed Receipts and Payments Account together with the books and records kept by the group and confirm that they are in accordance therewith.



L M Stephen FCCA
Peter Williams & Co
Latham Park
St Blazey Road
Par
PL24 2HY

Date 29 JUNE 2021

TYWARDREATH PLAYGROUP
FINANCIAL STATEMENTS
FOR THE YEAR TO 31ST AUGUST 2020

Peter Williams & Co
Chartered Certified Accountants
Latham Park
St Blazey Road
Par
PL24 2HY

TYWARDREATH PLAYGROUP

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR TO 31ST AUGUST 2020

	2020	2019
Fees received	81,453.40	82,024.36
Fundraising	49.91	184.66
Donations and Grants	1,750.34	1,005.00
Bank Interest Received	7.68	8.55
Photos	-	50.00
	<u>83,261.33</u>	<u>83,272.57</u>
Wages	70,140.17	66,685.14
Rent & Rates	2,499.96	2,499.96
Water	463.06	148.91
Insurance	951.96	763.16
Payroll & Software	645.54	710.86
Snacks & Supplies	2,087.60	2,072.64
Educational Equipment	1,054.55	1,317.78
Educational events expenses	83.20	146.00
Training Expenses	790.75	1,332.07
Garden & Miscellaneous	270.53	124.20
Electricity	676.17	1,116.00
Postage, stationery & advert	375.57	168.54
Uniform & Wet weather gear	67.25	466.60
Cleaning	139.09	264.42
Repairs & Equipment	3,528.12	1,137.31
Telephone	1,147.06	653.27
Accountancy	744.00	-
Bad Debts	239.80	-
Registration fees	434.40	278.08
	<u>86,338.78</u>	<u>79,884.94</u>
Surplus for the year	<u>- 3,077.45</u>	<u>3,387.63</u>

TYWARDREATH PLAYGROUP

BALANCE SHEET

AS AT 31ST AUGUST 2020

	2020	2019
Contingency fund account	12,463.22	19,455.54
Bank Account	14,467.83	12,071.20
Building Society Account	10.00	10.00
Cash	<u>2,372.70</u>	<u>854.46</u>
	<u>29,313.75</u>	<u>32,391.20</u>
Accumulated fund brought forward	32,391.20	29,003.57
Surplus/(Deficit) for the year	<u>- 3,077.45</u>	<u>3,387.63</u>
Accumulated fund carried forward	<u>29,313.75</u>	<u>32,391.20</u>

I have examined the above Balance Sheet and annexed Receipts and Payments Account together with the books and records kept by the group and confirm that they are in accordance therewith.



L M Stephen FCCA
Peter Williams & Co
Latham Park
St Blazey Road
Par
PL24 2HY

Date 29 JUNE 2021