



**Our Constitution
&
Trustees' Annual Report
Year ended 31st August 2021**

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 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 Early Years Learning Alliance.

All committee members have the opportunity to look at a copy of the Committee Handbook produced by Early Years 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 Early Years learning Alliance Constitution Version

Organisational Structure:

Chairperson: Sarah Mason

Secretary: Jo Harley

Treasurer: Vacancy

Committee Members: Not less than 2 or no more than 9 others 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 have seen unprecedented challenges in the Pre-school in the last year, with the COVID-19 Pandemic. This had had a huge impact on the setting and we are working through the aftermath of several very difficult years.

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.

Parent feedback continues to be overwhelmingly positive. 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 fifth year. We have now considered ourselves a signing setting for approaching 13 years.

During the lock down period we were unable to run the setting so we set up welfare check calls with every family at the setting and for any child who was awarded with EYPP funding we contacted the families and offered them the value of this in food vouchers or something to enhance the children's lives during lock down.

We also provided regular zoom sessions for the children where we would do songs and signing.

When were able to be back in the setting we provided the school risers with their cultural capital trips focusing on outdoor activities such as Forest school and a visit to the Bird Lady of Fowey.

We also arranged for the children to have a football session with the Kixx football academy.

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 £7464.39 (down £4998.83 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 -£17992.06 this year. COVID-19 has meant that we have suffered a large loss this year which we are working hard to come back from for the year ahead. We had large wage outgoings due to having to have extra staff on site due to the governments recommendations to place an emphasis on outdoor education and the decision to top up furlough payments. We also did not receive as much funding or private fees as forecasted and we also had periods of reduced capacity due to the bubbles which were required.

We have several fundraisers planned for this next financial year, to try and pay for new resources and to free up any surplus from income to return to the contingency account. We were nominated for a Co-Op community fund donation and received £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).

We have also applied for several grants to assist with improvements and resources for the setting and this will hopefully also free up income to be moved back to the contingency fund to build this back up.

A new budget has been drawn up, which we are monitoring closely and we have raised fees for the next financial year.

Declaration

The Trustees declare that they have approved the Trustees Report above:

Signed on behalf of the Charity's' Trustees

Signature(s)

A handwritten signature in black ink, appearing to read 'S. Mason', is displayed within a light gray rectangular box.

Full Name(s)

Sarah Ellen Mason

Position (e.g. Secretary)

Chair

Date

23/06/2022

TYWARDREATH PRE-SCHOOL PLAYGROUP
FINANCIAL STATEMENTS
FOR THE YEAR TO 31ST AUGUST 2021

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 2021

	2021	2020
Fees received	69,306.54	81,453.40
Fundraising	157.10	49.91
Donations and Grants	2,560.96	1,750.34
Bank Interest Received	1.17	7.68
Photos	-	
	<u>72,025.77</u>	<u>83,261.33</u>
Wages	73,630.10	70,140.17
Rent & Rates	2,544.72	2,499.96
Water	432.18	463.06
Insurance	758.41	951.96
Computer Software	993.36	645.54
Snacks & Supplies	1,992.06	2,087.60
Educational Equipment	1,111.37	1,054.55
Educational events expenses	-	83.20
Training Expenses	821.60	790.75
Garden & Miscellaneous	252.17	270.53
Electricity	974.38	676.17
Postage, stationery & advert	395.91	375.57
Uniform & Wet weather gear	392.79	67.25
Cleaning	753.66	139.09
Repairs & Equipment	873.54	3,528.12
Telephone	931.45	1,147.06
Accountancy		744.00
Legal Fees	1,771.20	
Bad Debts	901.75	239.80
Registration fees	<u>487.18</u>	<u>434.40</u>
	<u>90,017.83</u>	<u>86,338.78</u>
Surplus for the year	<u>- 17,992.06</u>	<u>- 3,077.45</u>

TYWARDREATH PLAYGROUP

BALANCE SHEET

AS AT 31ST AUGUST 2021

	2021	2020
Contingency fund account	7,464.39	12,463.22
Bank Account	3,166.30	14,467.83
Building Society Account	10.00	10.00
Cash	681.00	2,372.70
	<u>11,321.69</u>	<u>29,313.75</u>
Accumulated fund brought forward	29,313.75	32,391.20
Surplus/(Deficit) for the year	- 17,992.06	- 3,077.45
Accumulated fund carried forward	<u>11,321.69</u>	<u>29,313.75</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 12 May 2022

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