



**Our Constitution
&
Trustees' Annual Report
Year ended 31st August 2022**

Old Town Hall

2 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 Alliance.

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

Organisational Structure:

Chairperson: Sarah Mason

Secretary: Jo Harley

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

A very positive year for pre-school as we began to return to normal after the unprecedented challenges that we faced during COVID-19.

We have implemented lots of great changes within the pre-school, which has really helped us begin to recover for this challenging time.

These changes have included introducing the staff wellness policy and menopause policy which focuses on ensuring we are providing an inclusive, nurturing, and supportive working environment to our employees.

We also 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 sixth year. We have now considered ourselves a signing setting for approaching 14 years.

We have had our first full year back in the setting and began our fundraising activities to be able to enhance the provision at the setting.

We also welcomed back parents into the setting for drop off and collection which enables them to see the projects that the children are working on and speak to staff about their child and hear about their time at pre-school.

Our school risers were able to join us for the full range of cultural activity trips, which included trips to Cardinham woods to follow the Superworm trail, A train ride to Lostwithiel to visit Guy at the fire station, who inspired lots of the children. A trip to the beach to do a beach clean and a trip to the Eden project in glorious sunshine.

We were also able to take the school risers up to Tywardreath Primary School to use their forest school, which all helps to prepare them for their transition to school.

We held some fantastic fundraising activities which were well attended by all of our families. We had a Christmas Crafternoon, where the children were able to make Christmas cards and gifts, it was a really lovely creative fun space for the children and their grown ups. We also held a Halloween disco with the children looking fantastic in lots of amazing fancy dress. We also held a tombola and raffle with prizes donated from some wonderful local businesses.

Our local pub The New Inn held a fundraising music event with all the proceeds going towards Pre-school. It was a full weekend of music and was well received by the whole village.

Our pre-schoolers made hand print designs for parents to purchase on tea-towels, mugs and fridge magnets. They are a fantastic reminder of their time at pre school and the towel had all the names of the children, which is a lovely keepsake for families to remember those first friends that their child made in their time at pre-school.

Through our fundraising, we were able to completely overhaul the accessible toilet, we had a fantastic plumber Alistair who ripped out the old bathroom and installed all new equipment, painted and installed new splashbacks and replaced all of the flooring. The children were all amazed with it when they returned from the holidays to this bright and airy room.

We also installed a new hand-wash basin in the main room, so that the children are able to wash their hands after messy play or playing in the garden. The children have all been given their own hand towel on their peg. They enjoy having the independence to wash their hands and then find their towel to dry their hands.

We also replaced the gate and fencing to the garden which has really refreshed the garden entrance. One of our lovely practitioners left this year and as a permanent reminder of her we installed Beth's musical wall in the garden. We hope the children have lots of fun, making lots of lovely music and songs.

We also participated in our local village Carnival, this years theme was the Royal jubilee we dressed up as characters from Alice in Wonderland. The children made decorations at pre-school and we had session for all parents and committee to go on and create some art work and costumes for the day. Our local butcher James Kittow kindly donated his tractor and float and we decorated this with some wonderful art work by the children and parents. Everyone looked amazing and we were thrilled to be awarded first place.

We also held our annual sports day and leavers ceremony at the end of term.

We had several running races and games and all the children were brilliant at getting involved and encouraging their friends to do their best. Each child receives a medal and stickers for participating.

Each pre-school leaver was presented with a frame of photographs from their time at pre-school as a keep sake.

The ceremony and sports day was held at our local running track who generously allowed us to use the track and even opened the cafe early for us so that parents could get refreshments.

Financial Review

The pre-school operates and holds a contingency fund, which was originally calculated to include a Half Terms Outgoings, plus Redundancy Fund for qualifying staff, however this has been much depleted in recent years. It has remained untouched for the past year and future budgeting will mean that we start to rebuild this fund.

The current contingency stands at £5165.19 (down £2229.20 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.

The setting has a deficit of -£1654.39 as of the 31st August, we have worked very hard to recover from the period during COVID-19, and the hard work that had been done by the staff and committee members has really be incredible to have achieved such a small deficit after the previous year.

We have made some great progress with implementing a budget and this is now monitored closely and this should enable us to start to drive towards reducing this deficit further and ensuring we work towards profit making for future years.

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 also continue to apply 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.

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

19/06/2022

TYWARDREATH PRE-SCHOOL PLAYGROUP

FINANCIAL STATEMENTS

FOR THE YEAR TO 31ST AUGUST 2022

**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 2022

	2022	2021
Fees received	86,197.89	69,306.54
Fundraising	1,449.95	157.10
Donations and Grants	8,061.16	2,560.96
Bank Interest Received	0.80	1.17
Photos	-	-
	<u>95,709.80</u>	<u>72,025.77</u>
Wages	77,715.66	73,630.10
Rent & Rates	2,888.28	2,544.72
Water	496.19	432.18
Insurance	403.47	758.41
Computer Software	546.36	993.36
Snacks & Supplies	1,191.36	1,992.06
Educational Equipment	2,805.52	1,111.37
Educational events expenses	671.22	-
Training Expenses	1,133.00	821.60
Garden & Miscellaneous	169.74	252.17
Electricity	1,196.98	974.38
Postage,stationery & advert	516.79	395.91
Uniform & Wet weather gear	55.96	392.79
Cleaning	1,102.33	753.66
Repairs & Equipment	4,553.68	873.54
Telephone	432.60	931.45
Accountancy	720.00	-
Legal Fees	203.10	1,771.20
Bad Debts	96.75	901.75
Registration fees	465.20	487.18
	<u>97,364.19</u>	<u>90,017.83</u>
Surplus for the year	<u>- 1,654.39</u>	<u>- 17,992.06</u>

TYWARDREATH PLAYGROUP

BALANCE SHEET

AS AT 31ST AUGUST 2022

	2022	2021
Contingency fund account	5,165.19	7,464.39
Bank Account	4,502.11	3,166.30
Building Society Account	-	10.00
Cash	-	681.00
	<u>9,667.30</u>	<u>11,321.69</u>
Accumulated fund brought forward	11,321.69	29,313.75
Surplus/(Deficit) for the year	- 1,654.39	- 17,992.06
Accumulated fund carried forward	<u>9,667.30</u>	<u>11,321.69</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

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

Date 7 March 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Tywardreath Pre-school playgroup

On accounts for the year
ended

31 August 2022

Charity no
(if any)

1029667

Set out on pages

2-3

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2022**.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Lois Stephen

Date:

7 March 2023

Name:

Mrs Lois Stephen

Relevant professional
qualification(s) or body
(if any):

Chartered Certified Accountant

Address:

Peter Williams & Co, Latham Park, St Blazey Road
Par, Cornwall, PL24 2HY

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

