

PETER PAN PLAYGROUP

England & Wales · Charity number 1031364

Details

Status Registered

Legal form Other

Registered 1994-01-26

Register [View on the Charity Commission register](#)

Contact

Address Copthorne Village Hall
Copthorne Bank
Copthorne
Crawley
RH10 3RE

Phone 07745255501

Email info@peterpanplaygroup.co.uk

Website www.peterpanplaygroup.co.uk

Activities

Objects: TTO 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.

Activities: Provider of pre-school education for children aged 2.5 to 5.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£216,655	£181,600	-	-
2024-05-31	£185,838	£130,032	-	-
2023-05-31	£93,160	£117,966	-	-
2022-05-31	£98,966	£100,094	-	-
2021-05-31	£103,098	£95,587	-	-

Trustees

Name	Role	Appointed
Hannah Louise Smith	Chair	2022-03-30
Ashleigh Dackombe		2023-03-30
Jessica Dixon		2024-07-16
Laurie Kirsten Morris		2022-03-30
Lucy Farrar		2026-04-17

PETER PAN PLAYGROUP

England & Wales - Charity number 1031364

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month June	Year 2024		Day 31	Month August	Year 2025

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Copthorne Village Hall
Copthorne Bank
Copthorne, West Sussex
Postcode <input type="text" value="RH10 3RE"/>

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	Hannah Smith	Chair		
2	Laurie Morris	Treasurer		
3	Ashley Dackombe	Secretary		
4	Jessica Dixon	Trustee		
5	Stephanie Part	Trustee		
6				
7				
8				

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)

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Pre-School Learning Alliance Constitution (now called Early Years Alliance)

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

Elected from Membership during the Annual General 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.

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 involved 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 Pre-school 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)

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

▪ *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has an outstanding Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

▪ *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

▪ *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

▪ *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

See Attached AGM Minutes and Financial Annual Report.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Reserves Policy is that the Playgroup will retain enough money to pay all staff the relevant redundancy if the playgroup should become insolvent.

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

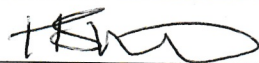
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

HANNAH SMITH

Position (eg Secretary, Chair, etc)

CHAIR

Date

17.4.2026



ANNUAL GENERAL MEETING 17th APRIL 2026

Attendees:-

Hannah Smith (Chair), Laurie Morris (Treasurer), Sarah Lawson (Playgroup Manager), Lucy Farrar, Emily McLaughlin, Dan Morris, Angie Durrant.

Apologies:- Ashleigh Dackombe (Secretary), Jess Dixon (Trustee)

It was confirmed that a quorum was present so the meeting could proceed.

CHAIR'S REPORT

Our accounts periods has been extended this year by three months (to 31st August) to allow the accounts and budget to both line up with the school year. We made this decision to simplify reporting and planning for the playgroup. We have also opened two new bank accounts to organise funds more efficiently and to place our surplus funds into interest bearing savings accounts.

In the new extended financial year our cash balance increased by £35k of which £31k was a pre-payment of fees for autumn 2025 from West Sussex County Council. This payment is included in our year end cash balance of £121k.

We started the year with an attendance of 92% in the mornings and 46% in the afternoons. This increased to 98% and 60% by July.

Following the resignation of both Lucy and Karen after working at Peter Pan for over 20 years, Jennie and Angie took over the role as joint managers and Sarah took on the administration role alongside also working as a practitioner.

We raised £3471.69 through fundraising for the year which included £190 from our stall at the Copthorne Carnival, £560 from the Santa float and over £1000 from our sponsored bounce! Funds are being saved to put towards our brand new garden (hopefully being completed Summer 2026).

Staff were given a 10% pay rise in April 2025

In the coming year (25/26) we started at 86% attendance in the mornings and 50% in the afternoons. As of April 2026, we are now full every morning with most afternoons now over 16 children. September 2026 is already looking to be very busy.

ELECTION OF THE COMMITTEE

Hannah Smith, Ashleigh Dackombe, Laurie Morris & Jess Dixon will continue with their positions.

The following committee members were voted in by a show of hands to the following roles.

POSITION	NAME
Chair	Hannah Smith
Treasurer	Laurie Morris
Secretary	Ashleigh Dackombe
Trustee	Jessica Dixon
Trustee	Lucy Farrar

The Financial Report is attached.



PETER PAN PLAYGROUP ANNUAL ACCOUNTS 2024-2025

ANNUAL ACCOUNTS 2024-2025

ANNUAL ACCOUNTS 2023-2024
(FOR COMPARISON)

Opening Balance	£86,272.69	£30,466.66
INCOME		
Children's Uniform	£365.50	£320.75
Fees	£210,985.29	£182,929.45
Voluntary contributions	£424.00	
Fund raising	£3,471.69	£1,802.09
Interest	£1,408.48	£786.19
TOTAL	£216,654.96	£185,838.48
EXPENDITURE		
Advertising	£68.40	£98.75
Bank Charges	£77.50	£60.00
Children's Uniform costs	£1,255.86	£191.70
DBS	£136.99	£47.60
Entertainer	£563.23	£144.96
Equipment (includes items bought with fund raising)	£4,239.67	£1,890.26
Fund Raising Costs	£349.77	£131.06
Insurance	£981.52	£1,021.68
Mobile Phone/Wifi	£418.99	£244.00
Payroll	£267.60	£184.80
Pension	£6,011.20	£4,502.21
Professional Fees	£1,498.04	£831.85
Provisions	£1,845.72	£110.09
Rent	£13,885.56	£11,186.00
Stationery/Postage	£306.66	£70.79
Tax NI	£13,016.52	£7,430.95
Training Courses	£775.25	£302.00
Staff Uniform	£398.69	
Wages	£135,503.28	£101,583.75
TOTAL	£181,600.45	£130,032.45
BALANCE	£35,054.51	£55,806.03
TOTAL FUNDS	£121,327.20	£86,272.69
REPRESENTED BY		
CAF MAIN A/C	£32,587.67	£41,404.61
EYPP	£3,961.62	
SAVINGS	£38,000.00	
CAF FUND RAISING	£6,454.33	£5,603.95
CAF CONTINGENCY	£40,323.58	£39,213.87
TOTAL	£121,327.20	£86,272.69

Accounts period has been extended by 3 months to end of August 2025 to line up with the school year and budget

Total funds include pre payment for fees for Autumn 2025 (£31061.69)



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
PETER PAN PLAYGROUP

**On accounts for the year
ended**

31/08/2025

**Charity no
(if any)**

1031364

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2023.

**Responsibilities and
basis of report**

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 (other than that disclosed below *) 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:

Date:

17.03.26

Name:

JESSICA McDONNELL

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

ICAS (Institute of chartered Accountants Scotland)

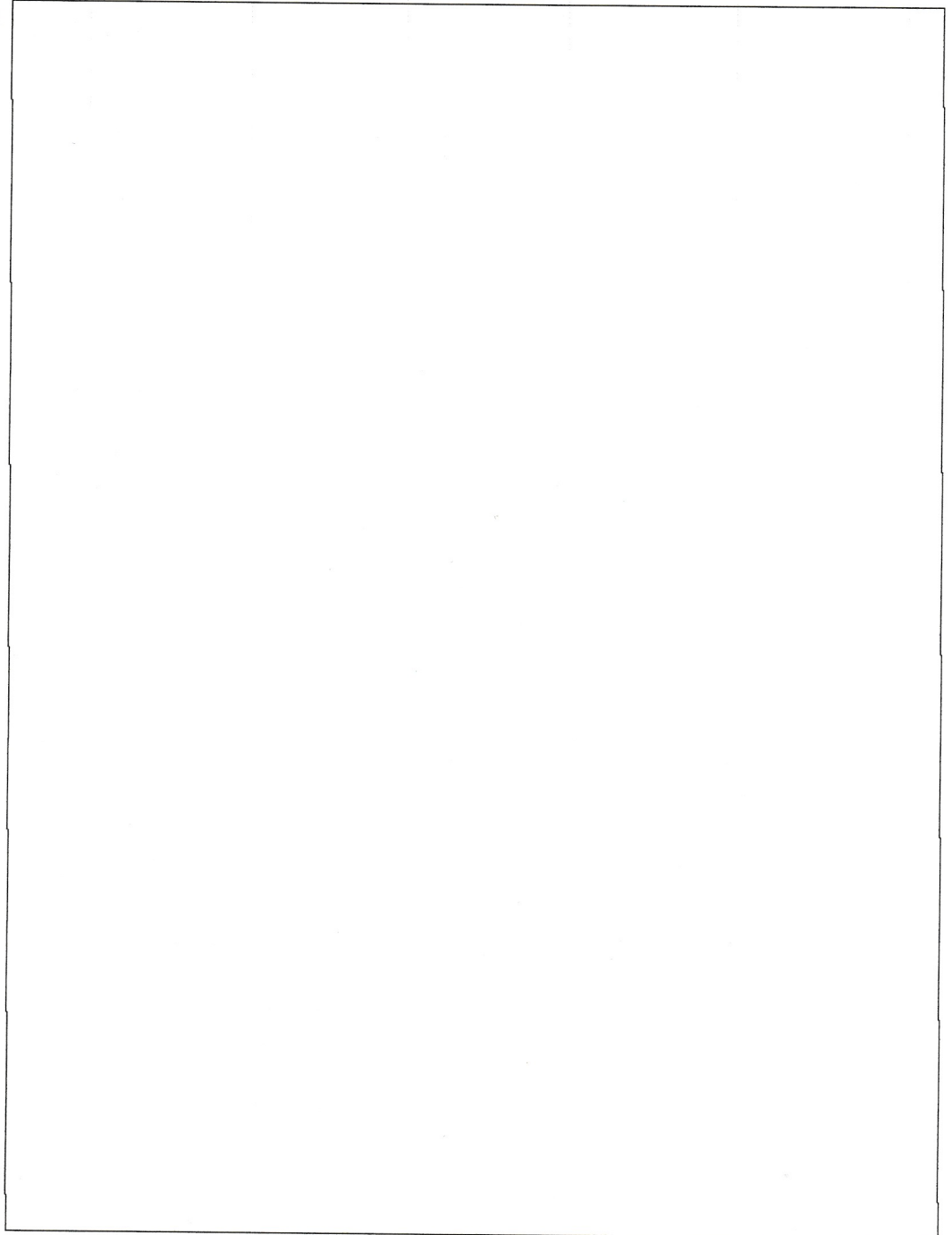
Address:

2 Alpine Cottages, High Street, Nutfield, Redhill

RH14HH

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.



PETER PAN PLAYGROUP

England & Wales - Charity number 1031364

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month June	Year 2023		Day 31	Month May	Year 2024

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Copthorne Village Hall	
Copthorne Bank	
Copthorne, West Sussex	
Postcode	RH10 3RE

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	Hannah Smith	Chair		
2	Laurie Morris	Treasurer		
3	Ashley Dackombe	Secretary		
4	Ella Chapman			
5	Danielle Butt			
6	Stephanie Dart			
7	Jessica Dixon			
8				

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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Constitution (now called Early Years Alliance)
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected from Membership during the Annual General 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.

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:

- 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 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 areas;
- instigating and adhering to and furthering the aims and objects of the Pre-school 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)

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

▪ *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has an outstanding Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

▪ *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

▪ *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

▪ *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

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.

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

See Attached AGM Minutes and Financial Annual Report.

Section E**Financial review**

Brief statement of the charity's policy on reserves

The Reserves Policy is that the Playgroup will retain enough money to pay all staff the relevant redundancy if the playgroup should become insolvent.

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)

HSMW

Full name(s)

Hannah Smith

Position (eg Secretary, Chair, etc)

Chair

Date

3.3.2025


Peter Pan Playgroup



Copthorne Village Hall, Copthorne Bank,
Copthorne, RH10 3RE

 WWW.PETERPANPLAYGROUP.CO.UK

 INFO@PETERPANPLAYGROUP.CO.UK

 : 07745 255501

 Waiting List 01342 714692

Registered Charity 1031364
Ofsted Registration 113640

ANNUAL GENERAL MEETING 3rd MARCH 2025

Attendees:-

Hannah Smith (Chair), Laurie Morris (Treasurer), Stephanie Dart, Leanda Bradshaw, Danielle Butt, Vicky Pritchard, Clare Jones, Sarah Lawson, Angie Durrant, Jennie Beauchamp

Apologies:- Ashleigh Dackcombe (Secretary)

It was confirmed that a quorum was present so the meeting could proceed.

CHAIR'S REPORT

The accounts have now stabilised after last years timing delay with the summer term funding and money being borrowed from the contingency account to pay wages. Although this does mean profit for this year is showing as much more than expected as the missed payment is included in this years numbers.

We started the year with a 97% attendance rate with 65% attendance in the afternoons. By the end of the year this has increased to 100% in the mornings and 95% in the afternoons. This is a change from previous years where we have been quieter in the afternoons. This temporary change in strategy was to increase revenue and to cater for increased demand for spaces.

Ultimately it was decided that taking so many children in the afternoon (especially for an afternoon session only) was not something we wanted to continue for the time being and we have now reverted back to our normal numbers from September 24.

This did lead to an increase in income which means more money sitting in the bank. As mentioned in the accounts we are looking to completely renovate the garden once the new park has been completed, and these funds will go towards this.

We also started asking parents for a small voluntary donation per term for snack which explains the decrease in our outgoings for provisions. Our session cost has also increased to £20.

Although we didn't have any staff leave or start during this financial year Lucy (Manager) and Karen (Administrator) announced that they would be leaving at the end of the school year after over 20 years working at Peter Pan. Plans were put in place to find their replacements.

We raised £1802.09 in funding for the year which included £771 from our sponsored scoot, £207 from the carnival stall and £515 from the Santa float. We used some of the money to replace some construction toys, purchase a big wooden set of scales for the garden and to help cover our Christmas party entertainer.

Staff were given a 10% pay rise in two parts over the year (December & April) in line with minimum wage increases.

In the coming year (24/25) we started at 92% attendance in the mornings and 48% in the afternoons with numbers increasing all the time. Spaces are also filling up fast for 25/26.

ELECTION OF THE COMMITTEE

Ashleigh Dackcombe has kindly agreed to continue as secretary for one more year. Hannah Smith and Laurie Morris will continue with their positions.

The following committee members were voted in by a show of hands to the following roles.

POSITION	NAME
Chair	Hannah Smith
Treasurer	Laurie Morris
Secretary	Ashleigh Dackcombe
Committee Member	Clare Jones
Committee Member	Leanda Bradshaw
Committee Member	Molly Heasman

The Financial Report is attached.



PETER PAN PLAYGROUP ANNUAL ACCOUNTS 2023-2024

ANNUAL ACCOUNTS 2023-2024

ANNUAL ACCOUNTS 2022-2023
(FOR COMPARISON)

	ANNUAL ACCOUNTS 2023-2024	ANNUAL ACCOUNTS 2022-2023 (FOR COMPARISON)
Opening Balance	£30,466.66	£55,272.41
INCOME		
Children's Uniform Fees	£320.75	£221.00
Fees	£182,929.45	£91,044.84
Fund raising	£1,802.09	£1,634.00
Interest	£786.19	£260.54
TOTAL	£185,838.48	£93,160.38
EXPENDITURE		
Advertising	£98.75	£68.40
Bank Charges	£60.00	£66.00
Children's Uniform costs	£191.70	£901.64
DBS	£47.60	£40.00
Entertainer	£144.96	£205.00
Equipment (includes items bought with fund raising)	£1,890.26	£2,999.60
Fund Raising Costs	£131.06	£246.13
Insurance	£1,021.68	£864.97
Mobile Phone/Wifi	£244.00	£234.00
Payroll	£184.80	£171.36
Pension	£4,502.21	£4,025.96
Professional Fees	£831.85	£835.05
Provisions	£110.09	£978.81
Rent	£11,186.00	£11,289.00
Stationery/Postage	£70.79	£101.13
Tax NI	£7,430.95	£7,319.00
Training Courses	£302.00	£404.00
Staff Uniform		£22.31
Wages	£101,583.75	£87,193.77
TOTAL	£130,032.45	£117,966.13
BALANCE	£55,806.03 ¹	£-24,805.75
TOTAL FUNDS	£86,272.69	£30,466.66
REPRESENTED BY		
PETTY CASH	£50.26	£50.26
CAF MAIN A/C	£41,404.61	£7,359.87
CAF FUND RAISING	£5,603.95	£5,119.08
CAF CONTINGENCY	£39,213.87	£17,937.45
TOTAL	£86,272.69	£30,466.66

1 A payment of £36k for the whole summer term was received in June 2023 70% of this should have been received in April 2023 this is distorting the income comparative YoY.
The actual real increase in income is £41k driven by an increase in funding rates and a decision to take significantly more children in the afternoon.

A summary of the true surplus on an accrual basis is shown below	£
balance above	55,806
Summer term funds received June 2023	36,971
Revised surplus	18,835

The reasons for this surplus are outlined above, there is no expectation to repeat this next year.
There is a plan to renovate the garden with some of the available funds, this will only be actioned once the Council finalise their plans for the adjoining new village park

2 The movement of £21k between years in the contingency account is a result of a timing difference of when funds were moved into the account.



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name PETER PAN PLAYGROUP

On accounts for the year ended

31/05/2024 Charity no (if any) 1031364

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2023.

Responsibilities and basis of report

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 (other than that disclosed below *) 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: [Signature]

Date: 11/02/2025

Name: MRS CLAIRE NUNWEEK

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

ACCA ACCOUNTING QUALIFICATION

Address:

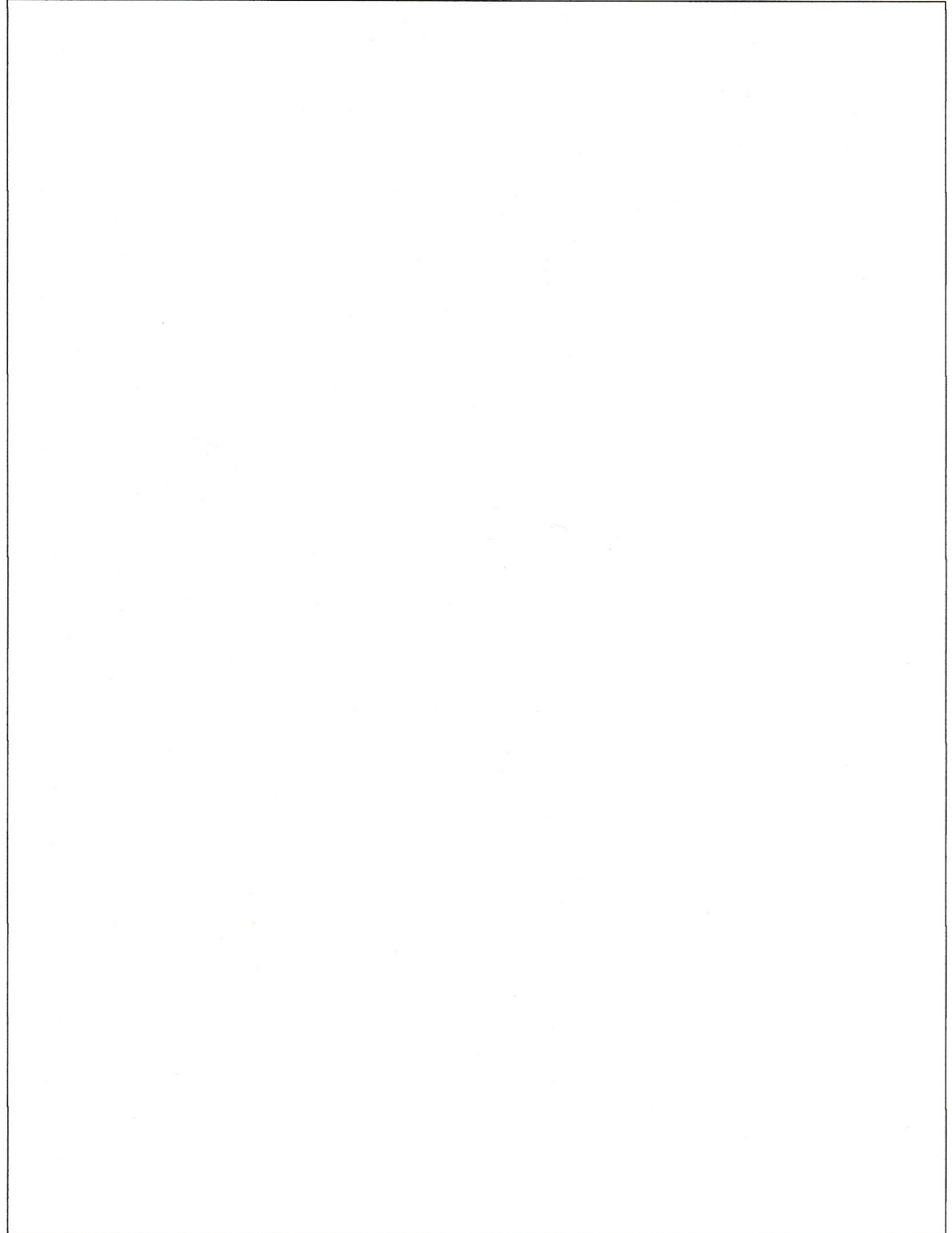
THE FORDS, COOLHAM ROAD, BROOKS GREEN, HORSHAM, WEST SUSSEX, RH13 0JW

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.



PETER PAN PLAYGROUP

England & Wales - Charity number 1031364

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	June	2022		31	May	2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Copthorne Village Hall
Copthorne Bank
Copthorne, West Sussex
Postcode <input type="text" value="RH10 3RE"/>

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	Carey Francis	Chair		
2	Laurie Morris	Treasurer		
3	Ashley Dackombe	Secretary		
4	Ann Barrack			
5	Hannah Smith			
6	Kim Falshaw			
7				
8				

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)

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Pre-School Learning Alliance Constitution (now called Early Years Alliance)
How the charity is constituted <i>(eg. trust, association, company)</i>	Association
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Elected from Membership during the Annual General 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 involved 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 Pre-school 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)

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

▪ *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has an outstanding Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

▪ *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

▪ *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

▪ *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

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.

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

See Attached AGM Minutes and Financial Annual Report.

Section E**Financial review**

Brief statement of the charity's policy on reserves

The Reserves Policy is that the Playgroup will retain enough money to pay all staff the relevant redundancy if the playgroup should become insolvent.

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)

CAREY

Full name(s)

CAREY FRANCES

Position (eg Secretary, Chair, etc)

CHAIR

Date

26/3/24



ANNUAL GENERAL MEETING 26th MARCH 2024

Attendees:-

Carey Francis (Chair), Laurie Morris (Treasurer), Ashleigh Dackombe (Secretary), Louisa Wyatt, William Aplin, Louise Stinson, Harriot Wilde, Dani Butt, Hannah Smith, Karen Carey, Lucy Webb

Apologies:- Ann Barrack, Kim Falshaw

It was confirmed that a quorum was present so the meeting could proceed.

CHAIR'S REPORT

Unfortunately, an estimates payment was missed from the Free Entitlement claim in this financial year. A payment of £25,879.96 should have been paid in April but we didn't receive the funding until June, after the end of the financial year. If we had received this payment at the correct time, we would have had an excess of £1,074.21 which is an increase of £2,201.70 on last year. Due to the payment not being made in April, we needed to borrow £10,000 from the Contingency Account (this is a holding account for redundancy payments) to cover the staff wages. This was then transferred back in June.

We started the year with an 83% attendance in the mornings and 43% attendance in the afternoon. By the end of the school year we had 100% attendance in the morning and an 74% in the afternoon.

If we had received the Free Entitlement payment, our fees would have increased by £18,917.33, which is reflected in the increased number of children that attended from the start of the school year. Our wage bill also increased, along with the pensions and Tax contributions due to the increased staffing levels that were needed.

In staff news, Kirsty left at the end of the school year and we welcomed Clare to our team in September. Cherry also rejoined us in January 2023.

We raised £1,634 in fund raising this year, which included a sponsored scoot which raised £610.00, the carnival raised £219.50, the Christmas Float raised £570 with £94.10 being made at the Christmas Raffle. We used the fund raising this year for resources for the garden including a sunshade, artificial grass, a table and some bark. We also bought some wooden toys, memory and balance toys and a dentist kit.

In the coming year (2023-2024) we started the year with a 97% attendance rate with 65% attendance in the afternoons with an average of 17 children each afternoon, so we are looking forward to a very busy year.

ELECTION OF THE COMMITTEE

Carey Francis has very kindly agreed to continue as our chair but only until September 2024. Ashleigh Dackombe and Laurie Morris will continue in their roles until the next AGM.

The following committee members were voted in by a show of hands to the following roles.

POSITION	NAME
Chair – Until September 2024	Carey Francis
Treasurer	Laurie Morris
Secretary	Ashleigh Dackombe
Committee Member	Hannah Smith
Committee Member	Dani Butt

The Financial Report is attached.



PETER PAN PLAYGROUP

ANNUAL ACCOUNTS 2022-2023

ANNUAL ACCOUNTS 2022-2023

ANNUAL ACCOUNTS 2021-2022
(FOR COMPARISON)

Opening Balance	£55,272.41	£56,399.90
INCOME		
Children's Uniform	£221.00	£306.50
Fees	£91,044.84	£98,007.47
Fund raising	£1,634.00	£647.33
Interest	£260.54	£5.31
TOTAL	£93,160.38	£98,966.61
EXPENDITURE		
Advertising	£68.40	£106.40
Bank Charges	£66.00	£96.00
Children's Uniform costs	£901.64	£629.84
DBS	£40.00	
Entertainer	£205.00	
Equipment (includes items bought with fund raising)	£2,999.60	£2,019.34
Fund Raising Costs	£246.13	£25.50
Insurance	£864.97	£840.13
Mobile Phone/Wifi	£234.00	£224.00
Payroll	£171.36	
Pension	£4,025.96	£2,827.25
Professional Fees	£835.05	£1,021.58
Provisions	£978.81	£941.06
Rent	£11,289.00	£9,435.07
Stationery/Postage	£101.13	£92.10
Tax NI	£7,319.00	£5,200.43
Training Courses	£404.00	£555.00
Staff Uniform	£22.31	
Wages	£87,193.77	£76,080.40
TOTAL	£117,966.13	£100,094.10
BALANCE	-£24,805.75 ¹	-£1,127.49
TOTAL FUNDS	£30,466.66	£55,272.41
REPRESENTED BY		
PETTY CASH	£50.26	£33.67
CAF MAIN A/C	£7,359.87	£22,763.85
CAF FUND RAISING	£5,119.08	£4,727.83
CAF CONTINGENCY	£17,937.45	£27,747.06
TOTAL	£30,466.66	£55,272.41

1 A payment of £25,879.96 (70% of the Free Entitlement) was due in April 2023 but this was not paid until 6th June when we received 100% of the Free Entitlement. This was after the end of the Financial year

This would leave us with an excess of £1,074.21

2 £10,000 was transferred from the Contingency Account on the 23rd May to cover wages, this was then paid back in June in the new financial year.



Section A

Independent Examiner's Report

Report to the trustees/ members of

PETER PAN PLAYGROUP

On accounts for the year ended

31/05/2023

Charity no (if any)

1031364

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2023.

Responsibilities and basis of report

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 (other than that disclosed below *) 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:

[Handwritten signature]

Date:

22nd March 2024

Name:

JAYNE THOMAS

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

[Empty box]

Address:

12 FINLERY WAY
HENFIELD
BMS9 9FH

PETER PAN PLAYGROUP

England & Wales - Charity number 1031364

Accounts



Trustees' Annual Report for the period

Period start date		Period end date					
From	Day 1	Month June	Year 2021	To	Day 31	Month May	Year 2022

Section A Reference and administration details

Charity name	PETER PAN PLAYGROUP
Other names charity is known by	
Registered charity number (if any)	1031364
Charity's principal address	Copthorne Village Hall
	Copthorne Bank
	Copthorne, West Sussex
	Postcode RH10 3RE

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	Carey Francis	Chair		
2	Stroma Stratton	Treasurer		
3	Laura Kelly	Secretary		
4	Ann Barrack			
5	Hannah Smith			
6	Laurie Morris			
7				
8				

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)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Constitution (now called Early Years Alliance)
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected from Membership during the Annual General 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.

--

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 involved 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 Pre-school 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)

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

▪ *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has an outstanding Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

▪ *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

▪ *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

▪ *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

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.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

See Attached AGM Minutes and Financial Annual Report.

Section E Financial review

Brief statement of the charity's policy on reserves

The Reserves Policy is that the Playgroup will retain enough money to pay all staff the relevant redundancy if the playgroup should become insolvent.

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)

Carey Francis

Full name(s)

CAREY FRANCIS

Position (eg Secretary, Chair, etc)

CHAIR

Date

30/03/2023

Peter Pan Playgroup



Copthorne Village Hall, Copthorne Bank,
Copthorne, RH10 3RE

WWW.PETERPANPLAYGROUP.CO.UK

INFO@PETERPANPLAYGROUP.CO.UK

: 07745 255501

Waiting List 01342 714692

Registered Charity 1031364
Ofsted Registration 113640

ANNUAL GENERAL MEETING 30th MARCH 2023

Attendees:-

Carey Francis (Chair), Lennie Wright (Treasurer), Laura Kelly (Secretary) Ann Barrack, Peter Barrack, Laurie Morris, Kim Falshaw, Harriot Wilde, Melanie Ford, Natalie Hollman, Ashleigh Dackombe, Lauren Fay, Emilia Cogdell, Olga Mandziuk, Emily Ryder, Paul Ellis, Matthew Ware, Zeba Khan, Tahira Khan, Karen Carey, Lucy Webb

Apologies:- Hannah Smith

It was confirmed that a quorum was present so the meeting could proceed.

CHAIR'S REPORT

We made a small loss of £1,127 this financial year. We started the year at only 59% capacity, with an average of 8 children in the afternoons. We kept staffing to a minimum during this time to save costs. In January we heard the sad news that Jack and Jill would be closing and we managed to accommodate 7 of their children. By March we were at 100% capacity in the mornings with an average of 18 children in the afternoons.

Due to the reduced number of children at the beginning of the year, the income we received from Fees and the Free Entitlement was reduced by £1,671 compared to the previous year. We also gave all staff a 5% pay rise in April 2022 which resulted in our wage bill increasing by £3,644, which, in turn, also increased our pension and HMRC contributions.

We had to close for a week at the beginning of February 2022 as 4 members of staff contracted Covid which also contributed to the reduction in income. The Covid rules at the time meant that staff were not allowed back to work until they had a negative test, so the decision was made to close Peter Pan completely.

The costs to purchase the Childrens' Uniform have risen greatly this year, but we have a stock of items which will be sold in the future school years.

We had been running two charities with the same name, one an Unincorporated Charity and the other a Charitable Incorporated Organisation (CIO). The CIO was opened in 2013 but no assets were ever transferred. The current trustees held an Extra Ordinary General Meeting where they agreed to dissolve the CIO and to remain as an Unincorporated Charity. It was decided that trustees may look into setting up another CIO at a future date.

In staff news, all staff renewed their Paediatric First Aid Training. Kirsty left at the end of the school year and we welcomed Clare to our team in September.

We did not hold many fund raising events during this year due to the covid restrictions, the only fund raising this year was from the Father Christmas float which made £635. Amongst other resources we bought a bug rug, a sun awning, streamers, trellis and fencing for the garden.

ELECTION OF THE COMMITTEE

Carey Francis has very kindly agreed to continue as our chair for another year. Our Treasurer Lennie Wright and Secretary Laura Kelly have both resigned their positions on the committee.

The following committee members were voted in by a show of hands to the following roles.

POSITION	NAME
Treasurer	Laurie Morris
Secretary	Ashleigh Dackombe
Committee Member	Ann Barrack
Committee Member	Kim Falshaw
Committee Member	Hannah Smith

The Financial Report is attached.



PETER PAN PLAYGROUP

ANNUAL ACCOUNTS 2021-2022

*ANNUAL ACCOUNTS 2020-2019
(FOR COMPARISON)*

Opening Balance	£56,399.90	£48,888.91
INCOME		
Children's Uniform Fees	£306.50	£262.80
Fund raising	£98,007.47	£99,678.02
Covid Grant from WSCC	£647.33	£1,419.93
Interest	£5.31	£1,725.86
		£11.69
TOTAL	£98,966.61	£103,098.30
EXPENDITURE		
Advertising	£106.40	£60.00
Bank Charges	£96.00	£75.00
Children's Uniform costs	£629.84	£246.11
DBS		£138.32
Ducklings		£312.00
Equipment (includes items bought with fund raising)	£2,019.34	£2,025.48
Fund Raising Costs	£25.50	£90.00
Ink Cartridges		£29.98
Insurance	£840.13	£825.86
Mobile Phone/Wifi	£224.00	£276.98
Pension	£2,827.25	£2,569.52
Professional Fees	£1,021.58	£997.39
Provisions	£941.06	£903.97
Rent	£9,435.07	£9,275.16
Stationery/Postage	£92.10	£89.44
Tax NI	£5,200.43	£4,928.33
Training Courses	£555.00	£150.00
Staff Uniform		£157.26
Wages	£76,080.40	£72,436.51
TOTAL	£100,094.10	£95,587.31
BALANCE	-£1,127.49	£7,510.99
TOTAL FUNDS	£55,272.41	£56,399.90
REPRESENTED BY		
PETTY CASH	£33.67	£45.20
CAF MAIN A/C	£22,763.85	£26,508.44
CAF FUND RAISING	£4,727.83	£4,438.08
CAF CONTINGENCY	£27,747.06	£25,408.18
TOTAL	£55,272.41	£56,399.90



Section A Independent Examiner's Report

Report to the trustees/ members of

PETER PAN PLAYGROUP

On accounts for the year ended

31/05/2022

Charity no (if any)

1031364

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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:

[Signature]

Date:

28th Feb 2023

Name:

Jayne Thomas

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

[Empty box]

Address:

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.

--

PETER PAN PLAYGROUP

England & Wales - Charity number 1031364

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month June	Year 2020		Day 31	Month May	Year 2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Copthorne Village Hall	
Copthorne Bank	
Copthorne, West Sussex	
Postcode	RH10 3RE

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	Carey Francis	Chair		
2	Stroma Stratton	Treasurer		
3	Laura Kelly	Secretary		
4				
5				
6				
7				
8				

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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-School Learning Alliance Constitution (now called Early Years Alliance)
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected from Membership during the Annual General 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.

--

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 involved 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 Pre-school 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)

The charity advances education by supporting and promoting the learning and development of young children. The public benefit is to the children and parents receiving the charity's services. The objects of the charity are achieved in the ways described below under the various headings.

The services are provided to children whatever their race, culture, religion means or ability. Any parents that are unable to afford the fees can apply to the local authority. As an Ofsted registered childcare provider, the charity also receives Government funding to enable all three and four year old children as well as disadvantaged two year olds to access free part-time childcare places. The charity also offers parents flexible hours at the childcare provision to help working parents to afford the fees. The service is available to any child that lives within the local authority.

▪ *Promoting their care and safety:*

The charity looks after the children and their safety by ensuring that the staffing ratios for the childcare provision that are required by law are adhered to. The setting has an outstanding Ofsted report and only takes in the number of children that it is registered with Ofsted to care for.

▪ *Promoting their education and promoting parental involvement:*

This objective is achieved through encouraging parents to be members and trustees of the charity so that they can have their say in how the childcare services are run.

Trained and qualified early years practitioners work with the children to support them in achieving the early learning goals for each of the seven areas of learning and development within the Early Years Foundation Stage. The opportunities provided are tailored to meet children's personal learning and development needs in order to help them reach their full potential.

▪ *Promoting their health and wellbeing:*

The provision creates an atmosphere where the children feel at ease and are able to open up to trained and experienced practitioners about issues that concern them. Children are monitored closely to see if there are any underlying problems and they are encouraged to engage with the staff and other children. All children have one on one time with staff.

All food provided by the provision is healthy and no food that causes common allergies is allowed on the premises.

▪ *Providing services of support to them and their families and carers:*

The charity holds regular meetings with parents and on occasions holds specialist training where a need is identified.

Parents/carers and family members are also encouraged to speak to staff about any issues that concern them that may affect their child's education or development.

The Trustees confirm that they have regard to the Charity Commission's public benefit guidance where relevant.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

See Attached AGM Minutes and Financial Annual Report.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Reserves Policy is that the Playgroup will retain enough money to pay all staff the relevant redundancy if the playgroup should become insolvent.

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)



Full name(s)

CAREY FRANCIS

Position (eg Secretary, Chair, etc)

CHAIR

Date

30/03/2022


Peter Pan Playgroup



Copthorne Village Hall, Copthorne Bank,
Copthorne, RH10 3RE

 WWW.PETERPANPLAYGROUP.CO.UK

 INFO@PETERPANPLAYGROUP.CO.UK

 : 07745 255501

 Waiting List 01342 714692

Registered Charity 1031364
Ofsted Registration 113640

ANNUAL GENERAL MEETING 30th MARCH 2022

Attendees:-

Carey Francis (Chair), Lennie Wright (Treasurer), Holly Moon, Claire Kidgell, Emilia Cogdell, Hannah Smith, Ann Barrack, Peter Barrack, Louise Stinson, Kate Still, Laurie Morris, Leanne Page, Fiona Hide, Zeba Khan, Lucy Webb and Karen Carey,

Apologies:-

Laura Kelly (Secretary)

After a very challenging previous year, we have managed to make a profit of £7,510 this financial year. We are roughly back to the same amount of profit as the year prior to the covid pandemic.

We started the school year with 71% attendance and by the end of the year we were completely full.

We were very lucky as WSCC continued to pay the Free Entitlement for children even if they weren't able to attend during this time, so we were able to continue to pay all staff their usual wages. We were also able to give staff a 10% pay rise in February 2021. In March 2021 both Cherry and Sam moved on to other positions and we welcomed Kirsty and Lou to our team

We successfully obtained a Covid Contain Outbreak Management Fund from WSCC of £1,725. We used some of the money towards PPE, partitioning and the rest went on staffing, covering additional time cleaning before and after each session.

With fund raising we held a sponsored treasure hunt which raised £402, the Christmas party raised £80 and we were given a cheque for £750 for helping with the Santa Float. We haven't spent any fund raising money this financial year.

We are now looking forward to a good year as we are coming to the end of the covid restrictions. The committee would like to thank all the staff for all their hard work during the last few years.

ELECTION OF THE COMMITTEE

The following committee very kindly agreed to continue for another year.

POSITION	NAME
CHAIR	Carey Francis
TREASURER	Lennie Wright
SECRETARY	Laura Kelly
Committee Member	Sam Melton-Ball

We would also like to welcome the following parents/guardians to our committee:-

Hannah Smith
Ann Barrack
Emilia Cogdell
Laurie Morris

The Financial Report is attached.

COPTHORNE VILLAGE HALL, COPTHORNE BANK, COPTHORNE, RH10 3RE



WWW.PETERPANPLAYGROUP.CO.UK  INFO@PETERPANPLAYGROUP.CO.UK  : 07745 255501

PETER PAN PLAYGROUP

ANNUAL ACCOUNTS 2020-2021

*ANNUAL ACCOUNTS 2019-2020
(FOR COMPARISON)*

Opening Balance	£48,888.91	£48,208.63
INCOME		
Children's Uniform Donation	£262.80	£322.25
Fees	£99,678.02	£94,991.26
Fund raising	£1,419.93	£1,427.60
Covid Grant from WSCC	£1,725.86	
Interest	£11.69	£38.50
Outing		
TOTAL	£103,098.30	£96,779.61
EXPENDITURE		
Adjustment		
Advertising	£60.00	£50.00
Bank Charges	£75.00	£60.00
Children's Uniform costs	£246.11	£458.73
DBS	£138.32	£237.30
Ducklings	£312.00	
Equipment (includes items bought with fund raising)	£2,025.48	£1,556.44
Fund Raising Costs	£90.00	£330.00
Ink Cartridges	£29.98	£35.00
Insurance	£825.86	£824.61
Magazine Subscription		
Mobile Phone/Wifi	£276.98	£188.00
Outing		
Pension	£2,569.52	£2,551.34
Photographs		
Professional Fees	£997.39	£790.94
Provisions	£903.97	£831.76
Rent	£9,275.16	£10,021.33
Stationery/Postage	£89.44	£48.25
Tax NI	£4,928.33	£5,517.69
Training Courses	£150.00	£489.00
Staff Uniform	£157.26	£46.53
Wages	£72,436.51	£72,062.41
TOTAL	£95,587.31	£96,099.33
BALANCE	£7,510.99	£680.28
TOTAL FUNDS	£56,399.90	£48,888.91
REPRESENTED BY		
PETTY CASH	£45.20	£45.20
CAF MAIN A/C	£26,508.44	£23,193.85
CAF FUND RAISING	£4,438.08	£3,106.73
CAF CONTINGENCY	£25,408.18	£22,543.13
TOTAL	£56,399.90	£48,888.91