



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month June	Year 2020		Day 31	Month May	Year 2021

## 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				
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)

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## 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)**



**Full name(s)**

CAREY FRANCIS

**Position (eg Secretary, Chair, etc)**

CHAIR

**Date**

30/03/2022



## ANNUAL GENERAL MEETING 30<sup>th</sup> 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)

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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.



# PETER PAN PLAYGROUP

## ANNUAL ACCOUNTS 2020-2021

*ANNUAL ACCOUNTS 2019-2020  
(FOR COMPARISON)*

Opening Balance	£48,888.91	£48,208.63
<b>INCOME</b>		
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		
<b>TOTAL</b>	<b>£103,098.30</b>	<b>£96,779.61</b>
<b>EXPENDITURE</b>		
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
<b>TOTAL</b>	<b>£95,587.31</b>	<b>£96,099.33</b>
<b>BALANCE</b>	<b>£7,510.99</b>	<b>£680.28</b>
<b>TOTAL FUNDS</b>	<b>£56,399.90</b>	<b>£48,888.91</b>
<b>REPRESENTED BY</b>		
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
<b>TOTAL</b>	<b>£56,399.90</b>	<b>£48,888.91</b>