



Trustees' Annual Report for the period

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

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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:

- (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

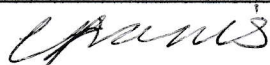
Section G

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

30/03/2023



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:

Date:

28th Feb 2023

Name:

Jayne Thomas

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

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.

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