



Trustees' Annual Report for the period

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

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	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 (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

Full name(s)

CAREY FRANKS

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 ²	£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:

Date:

22nd March 2024

Name:

JAYNE THOMAS

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

Address:

12 FINLERY WAY
HENFIELD
BN5 9FH

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.