



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	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	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)

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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)

Hannah Smith

Full name(s)

Hannah Smith

Position (eg Secretary, Chair, etc)

Chair

Date

3.3.2025



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)

Opening Balance	£30,466.66	£55,272.41
INCOME		
Children's Uniform	£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 ²	£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:

Claire Nunweek

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.