



# 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	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	Jessica Dixon	Trustee		
5	Stephanie Darr 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)

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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)

HANNAH SMITH

Position (eg Secretary, Chair, etc)

CHAIR

Date

17.4.2026





## ANNUAL GENERAL MEETING 17<sup>th</sup> 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)

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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 31<sup>st</sup> 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.

<b>POSITION</b>	<b>NAME</b>
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
<b>INCOME</b>		
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
<b>TOTAL</b>	<b>£216,654.96</b>	<b>£185,838.48</b>
<b>EXPENDITURE</b>		
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
<b>TOTAL</b>	<b>£181,600.45</b>	<b>£130,032.45</b>
<b>BALANCE</b>	<b>£35,054.51</b>	<b>£55,806.03</b>
<b>TOTAL FUNDS</b>	<b>£121,327.20</b>	<b>£86,272.69</b>
<b>REPRESENTED BY</b>		
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
<b>TOTAL</b>	<b>£121,327.20</b>	<b>£86,272.69</b>

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



**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.**