

Chairperson's report

Current Committee members:

Co-chairs: Wendy Ross/ Karena Corkill
Secretary: Natalie Cooper
Treasurer: Louise Parker
Health and Safety: Ruth Measures
Safeguarding: Aimee Nightingale
Advertising: Vacant

Other members: Michelle Groom

Administrator: Christine Ambrose

Report

Please note that this annual review runs alongside our financial year which is from September 2020 to September 2021. There may be some reference to beyond September 2021 but this review is predominantly reflecting the last academic year.

The earlier part of last year continued to see restrictions due to COVID, with reduced staffing and sessions offered. Two staff did an admirable job by offering as many sessions as possible and once again, we thank parents for their understanding and cooperation during this difficult time. All staff were back at Playgroup for March 2021 and after initial understandable anxieties, the summer term ran smoothly. The increased cleaning measures and strict following of NHS COVID guidance ensured that we were running as safely as was possible. Thank you to all our colleagues for your increased workload during these times.

I think that as an Early Years setting we should all be very proud of the way that we have managed this pandemic, thus far. We have seen and heard of a number of Early Years settings locally, who have not been able to continue for various reasons and have subsequently closed. We have worked together, cared, reflected, adapted and shown compassion when needed. Well done everyone.

During this time, we were fortunate to be able to recruit a replacement to take over the administration for Tansor. Christine Ambrose joined us in March 2021 and is proving to be an invaluable member of our team.

She was previously a Nursery Manager and therefore joins us with a wealth of Early Years' experience.

During the lockdown period we became increasingly conscious of our vulnerability to staff being required to isolate and therefore took the decision to employ another member of staff. This recruitment was made also to support a child with additional needs. Our new staff member was employed in March 2021 and remained with playgroup until the end of her fixed term contract in October 2021.

Recognising that there was still a child with additional needs and there are always children who require additional support within a setting, we employed a replacement who will be joining Tansor very soon.

These strategic moves ensure that we are now in a much stronger position regarding regular and cover staff.

Progress since last year

Our successes have been;

- Purchased new furniture which is colourful and more age appropriate.
- New outside covered area to allow for sheltered outside play during all weathers.
- Sustained healthy intake of numbers coming into playgroup, despite initial concerns over a large number of leavers.
- Recruitment of new staff to ensure children with additional needs are supported along with ensuring adequate cover should there be a need.
- Ongoing management of safe operating procedures during the pandemic.
- Extremely positive feedback from our recent 'Leavers' questionnaire'. 8/10 families responded to the questionnaire.
- Positive feedback regarding use of Tapestry to post recordings of events during the pandemic where parents would normally be invited into Playgroup.
- Extremely positive feedback from parents regarding the handling/communication/organisation of Playgroup during the Coronavirus pandemic.
- Last year parents were not invited in sadly, but this year we are hoping to do more. Last year's parents attended a leavers presentation outside. Christmas singing and action songs were

posted on tapestry and they seemed to be well received by all. Parents knew entering playgroup wouldn't be allowed. No Nursery setting, or school at this time let children/parents/staff gather together inside. Parent consultations happened outside over the wall, and we talked on the phone to a couple of parents. We still maintained a good relationship with all our families. This is something we pride ourselves on.

- In our recent leavers questionnaire, all of the parents that responded believed we prepared their child well for starting school, and that their children built up strong bonds with the staff at Tansor.

Safeguarding

We are required to report that there have been no Safeguarding issues to report during this period.

Registration update

Children on role:-

Autumn 2020 - 26 children, 19 x 3/4 yr olds & 7 x 2 yr olds

Spring 2021 - 24 children, 18 x 3.4 yr olds & 6 x 2 yr olds

Summer 2021 - 30 children, 18 x 3/4 yr olds & 6 x 2 yr olds

Autumn 2021 - 20 children, 10 x 3/4 yr olds & 10 2 yr olds

There are 3 registration forms for Jan 2022 starters and 3 more possibilities.

At this time of the year to say we have 10 for Sep 2022 is good. In fact 20 on the books 'now' is good! (that's not to say all 20 attend each day). On a busy morning we have 15 children. Afternoons are quieter as the young ones go home for a sleep. Afternoons tend to get busier later in the year. On a busy afternoon we have 10. The woodland session is always quiet until Easter as by then some of our 2 year olds have turned 3 and are able to attend. Unfortunately, until then... this session runs at a loss as we still hire the hall on this day.

In summary

The committee is always keen to hear parents' thoughts, there is no need to wait for a questionnaire. We have an email address, Facebook and a website, and encourage parents to talk to committee members.

We also encourage parents to refer us to friends, neighbours and acquaintances. Follow us on Facebook and occasionally share our posts to spread the word. Our website is kept up to date for new parents to view...there is even a virtual tour.

Tensor Playgroup Annual Accounts 2020-2021

	Jan	Feb	Mar	Apr	May
Income Totals	6,396.04	3,132.90	3,939.15	8,022.93	5,184.26
EYFunding	4,184.12	3,085.75	3,360.41	4,125.49	4,125.49
Fees	1,620.00	10.00	445.00	2,995.00	480.00
Higher Needs				249.60	249.60
Fundraising	500.00	11.36	83.00		9.70
Disability Fund				615.00	
EYPP	36.92	25.79	33.74	37.84	37.84
IT					281.63
Bank					
CJRS					
Snack donation	55.00		17.00		
Training					
Expenditure Totals	-2,505.92	-3,692.03	-3,674.76	-8,192.55	-5,467.14
Stationery					
Mileage					
COVID					
ICO					
Ofsted			-50.00		
Wildlife Trust					
Website	-84.00				
Zoom		-14.39	-14.39	-14.39	-14.39
Gift			-24.00		-40.00
Cleaning			-20.49	-46.90	-21.21
Tapestry					
H&S					
Fees	-165.00				
Mobile	-14.36	-14.36	-14.36	-14.36	-14.56
DBS					-148.80
Robbie	-18.00	-18.00	-18.00	-18.00	-18.00
Snacks	-32.66	-17.69	-32.75	-36.55	-28.72
Fundraising	-208.49		-38.00		
Specialist					
Training				-46.25	
Insurance					
Pension	-58.86	-58.49	-88.05	-86.61	-71.79
IT				-293.98	-683.36
HMRC	-215.25			-44.21	
Bonus		-700.00			
Administrator		-1,196.84		-941.80	
Equip	-323.94	-67.93		-122.54	-398.30
Rent				-2,950.00	
Pay	-1,385.36	-1,604.33	-3,374.72	-3,576.96	-4,028.01
Grand Total	3,890.12	-559.13	264.39	-169.62	-282.88

Current Account

Business Account

Opening balance: 18475.46
Closing balance: 25810.72

Opening balance:
Closing balance:

Profit: 7335.26

Profit:

We experienced another turbulent year as a result of the ongoing COVID-19 pandemic but the third lockdown in early 2021 resulted in reduced opening hours and staffing during this period and making savings on some of our expenses, we achieved a financial buffer for any further challenges we may face next year.

Income

Fees and Funding - Our income increased from the previous financial year as we

Snack Donations - In the past, parents brought fruit donations to share for snack purchase and handle the food.

Expenditure

Hall Rental - As Playgroup was only operating during the mornings of the spring £6000 per year in future.

Specialist Lessons - Spending increased as we were able to invite a speech therapist

Equipment - Our profit enabled us to buy some new tables and chairs, which have

Gifts - We purchased a few thank you gifts for professional advisors (HR, accountants)

Zoom - As we were unable to hold committee meetings in person, we temporarily

IT Purchases - We purchased an iPad for our new childcare assistant to upload photos

Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020
5,718.53	4,731.53	4,282.55	8,086.15	4,078.17	4,165.85	4,271.14	183.97
4,174.09	4,174.09	3,951.75	3,585.02	3,802.44	3,926.28	3,969.51	
1,080.00	70.00	20.00	4,490.00	255.00	145.00	80.00	
249.60	249.60	249.60					
137.00		23.36			57.87	186.00	
37.84	37.84	37.84	11.13	11.13	16.70	9.28	
	200.00						
							183.97
40.00					20.00	26.35	
				9.60			
-5,444.77	-4,235.54	-6,634.12	-4,914.48	-3,372.65	-3,888.38	-2,835.57	
				-15.49			
						-18.45	
-11.75				-3.00		-11.90	
-35.00							
						-60.00	
-14.39	-14.39						
-37.98							
			-28.50				
-121.20							
					-123.40		
-14.56	-14.56	-14.56	-14.36	-14.36	-14.36	-14.36	
-26.00							
-18.00	-18.00	-18.00	-18.00	-18.00	-18.00	-18.00	
-34.01	-28.11		-10.00	-20.50	-13.58	-10.51	
	-20.00						
						-270.00	
				-57.60	-239.99		
-887.52							
-81.85	-85.29	-68.74	-89.36	-91.28	-64.67	-85.66	
-59.99							
	-505.83			-344.36			
		-991.99					
-15.99	-21.75	-1,521.93	-240.31	-190.25	-141.07	-54.46	
			-1,000.00				
-4,086.53	-3,527.61	-4,018.90	-3,513.95	-2,617.81	-3,273.31	-2,292.23	
273.76	495.99	-2,351.57	3,171.67	705.52	277.47	1,435.57	183.97

30,160.36
30,163.40

3.04

emic. The second nationwide lockdown in November 2020 caused minimal c
rg levels. However, by operating as efficiently as possible with staff to child
nal profit of £7338. This will enable us to fund Forest School training for staff

e were able to remain open during lockdowns.

k time but, following COVID, we now ask parents to make a donation so that

term, our hall rental costs reduced, however we expect them to return to ap

rapist to playgroup to work with some of the children.

/e proved a great success.

ing etc) who supported and advised the committee this year.

y subscribed to Zoom to continue business.

photos to Tapestry and a laptop for our new administrator.

Grand Total
62,193.17
46,464.44
11,690.00
1,248.00
1,008.29
615.00
333.89
281.63
200.00
183.97
158.35
9.60
-54,857.91
-15.49
-18.45
-26.65
-35.00
-50.00
-60.00
-84.00
-86.34
-101.98
-117.10
-121.20
-123.40
-165.00
-173.12
-174.80
-216.00
-265.08
-266.49
-270.00
-343.84
-887.52
-930.65
-1,037.33
-1,109.65
-1,691.99
-2,138.64
-3,098.47
-3,950.00
-37,299.72
7,335.26

disruption
ratios
f and

only staff

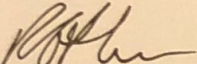
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TANSOR PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31st AUGUST 2021

	2021 £	2020 £
Income		
Fees & Funding Received	60,186	45,384
Fundraising Income	1,008	1,173
Coronavirus Job Retention Scheme	184	2,750
Other	200	353
Snack Donations	158	0
Business Account Interest	3	46
	<u>61,740</u>	<u>49,706</u>
Expenditure		
Hall Rental	3,950	5,863
Salaries incl. Bonus & Other Staff Costs	38,992	34,626
PAYE / NI	1,110	1,613
Pension	931	757
Specialist Lessons	270	80
Catering / Snack Purchases	265	14
Materials / Equipment	3,098	1,480
Mobile Phone	173	164
Tapestry Fees	121	121
Administration	2,154	1,783
Insurance	888	916
Payroll / Audit Fees	216	276
Gifts	102	0
Website / Advertising	84	104
Fundraising Expenses	266	261
Staff & Committee Training & Travel Expenses	353	551
DBS / ICO / Ofsted	260	85
Cleaning	117	294
Premises Expenses / Health and Safety	123	145
Covid-19 Expenses	27	81
Zoom	86	0
IT Purchases	756	0
Wildlife Trust	60	0
	<u>54,402</u>	<u>49,214</u>
Surplus / (Loss) for the Year	<u>7,338</u>	<u>492</u>
Add Balance brought forward	<u>48,636</u>	<u>48,144</u>
	<u><u>55,974</u></u>	<u><u>48,636</u></u>
Represented By:		
Current Account	25,811	18,475
Reserve Account	30,163	30,160
	<u><u>55,974</u></u>	<u><u>48,636</u></u>

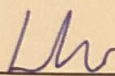
ACCOUNTANT'S REPORT

I certify that the above financial statement is in accordance with the books, records, and documents provided to me, and consider them to be a correct summary thereof.



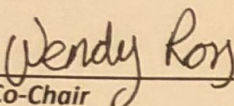
Auditor

09/11/21
Date



Treasurer

14/11/21
Date



Co-Chair

15/11/21
Date

Registered Charity No. 1035283

Ofsted registration number 220301