

Trustees' annual report for the year ended 31st August 2023

Full name

Frampton Community Playgroup

Registered charity number

1036095

Principal address Frampton Village Hall, Middlegate Lane East, Frampton, Boston, Lincs, PE20 1AU.

Trustees Chairperson – Melissa Reeve Treasurer – Vacant. Secretary – Joanne Clark. Committee members - Susan Simmons, Karen Morris, Emily Dawson, Nicolas Goodley, Seanna Kerslake, Natalie Bussey, Rebecca Pearson, Lucy Purdy, Joanne Taylor and Megan Simmons.

Senior employee

Sue Simmons, Pre school Manager

Governing document The charity is operated under the rules of its constitution dated 1st March 2011.

Overall management of the charity is the responsibility of the trustees who are selected when they show an interest in becoming members and attend a meeting, and if they are still prepared to help, then they are elected on by two existing committee members.

Day to day project activity is managed and carried out by volunteers and paid staff.

Bankers Lloyds TSB Bank PLC, Market Place, Boston, Lincolnshire.

Independent examiner Ayesha Smith, FMAAT registered member in practice.

Aims and objectives The principal object of the charity is to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups. We run for the benefit of the children who attend. We are not a profit making organisation.

Activities We provide care in a stimulating and nurturing environment for children aged two to four years every weekday during school term time from 9.15am to 12.15pm. We are a committee run provision. We are Ofsted registered enabling us to maintain a high provision of care, by involving parents in the everyday running and decision making. We are inspected regularly by Ofsted. Our main aim is to provide opportunities for play and social experience during the important pre-school years. We ensure that all our staff are trained or are currently undergoing training to a high standard of qualification. We pride ourselves on a high ratio of staff to children to ensure that each child gets the time spent with them that they need. Each term the children are sent home with a 'homelink' book, which keeps their parents informed about their development and progress. Children are also further supported with individualised learning.

Summary of the main achievements during the period .

We returned in September with 14 children on roll and ended in July 2023 with 24 children on roll, which included some leavers and new starters.

We celebrated and took part in many different events and celebrations, giving children an array of new knowledge and different experiences, such as "Chinese New Year", "Bee day", "National

Cheese Lovers Day” , “National Pizza Day” and many others which we linked to the Early Years foundation stage.

We fundraised for national charities which included “Christmas Jumper Day”, children in need and comic relief.

We were lucky to have a session from “Kixx” who provide sporting activities.

We had a great visit from the local fire service, the children loved exploring the fire engine and especially making the siren go.

One of the highlights was celebrating the “Kings Coronation” where we invited parents in to do lots of themed crafts and we all enjoyed a lovely buffet.

In June and July we had extra transition sessions for the children who were going onto schools.

We ended the academic year with a summer party, where all of the childrens families were invited.

Once again, workload increased due to a number of children with additional needs who needed extra support.

Kerri successfully gained her Level three senco training and Nicola gained the Level 2 qualification.

Once again we ended the year with a party for everyone and their parents and carers.

Working with other organisations and networks We work in conjunction with Children’s Links, as we are one of their members, and we work closely with Early Years consultancy support from Lincolnshire County Council and the speech and language service. They are available to give us help and guidance where necessary, on a wide range of issues from training and education to help with premises, and every day running issues. We are also members of the Early years alliance.

Managing major risks The biggest risk this last financial year have again been the ever increasing running costs that we have to deal with, as we have to ensure the group remains financially viable, alongside having to deal with the and all the extra responsibilities that that are always being changed.. We are also under pressure to continually replace items. Everyday expenses like wages, rent, consumables etc, have increased again over the past year, and due to increase even more over the next financial year. The increase in paperwork required for tracking and management has significantly increased our wage bill yet again, as staff seek for overtime payments for necessary / mandatory work they have to do. We try to manage this by keeping costs to a minimum. The group has been running for over 30 years and so far has not been in any serious financial difficulty.


Other than finances the group struggles to attract volunteers to take on major roles within the group for any length of time, although we do seem to have some new parents to the group that are beginning to be more interested in a committee role. Due to the transient nature of children through Playgroup to Nursery, adults do not stay on the list of trustees (as a rule) for long enough to provide stability. Existing trustees are trying to promote the group and the benefit that other trustees can bring.

Other information Preschool supports children with special needs and will accommodate where possible. We are also a member of the Early years Alliance, who keep us informed of changes in education and provide general help where necessary.

The charity’s policy on reserves The preschool was able to initiate a reserves account some years ago. In the last year we haven’t added funds to this account. We now hold a minimum 6 months

operating costs as reserves, and in each month this year have had up to six months in working capital at all times. As such, we are now working well above the Charity's Commission suggestion that it is best practice to hold six months running costs. The trustees declare that they have approved the trustees' report above.

Signed on behalf of the trustees:

Signed: The image shows a handwritten signature in black ink. The signature appears to be 'S Simmons', with a stylized 'S' followed by the name 'Simmons' in a cursive-like script.

Susan Simmons

Date: 22.02.24

Frampton Playgroup Accounts to 31st August 2023

Overview:

Starting Balance:	14,898.01
Income to date:	57,971.18
Expenditure to date:	53,880.14
Profit / Loss:	4,091.04

Current registered cashflow Amount:	18,989.05
Transfer to Reserves	

18,989.05

Reserves Account to date:	25,183.61
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Total playgroup has:	44,292.66
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Income to date:	57,971.18
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Fees from parents	10,058.26
Early years funding	46,975.82
Fundraising	674.50
Donations	250.00
Refunds / Rebates	12.60
Other	0.00

Expenditure to date:	53,880.14
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Rent	4,379.00
Wages	42,103.67
Petty Cash	670.00
Consumables	1,050.12
Equip.	1,747.02
Admin.	2,219.28
Accountancy	835.00
Courses	0.00
Other	876.05

**Independent examiner's report to the trustees of
Frampton Community Playgroup
For the year ended 31st August 2023**

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(3)(a) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- follow the procedures laid down in the general directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 1993 Act.

or

2. to which, in my opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Signed Ayesha Smith
Mrs Ayesha Smith FMAAT

Date 09/02/2024