

# PRIMROSE HILL UNDER FIVES PLAYGROUP

England & Wales · Charity number 1038590

## Details

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**Other names** PRIMROSE HILL NURSERY

**Status** Registered

**Legal form** Other

**Registered** 1994-06-14

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** School Crescent  
Lydney  
GL15 5TA

**Phone** 01594 844450

**Email** [info@prhn.co.uk](mailto:info@prhn.co.uk)

**Website** [www.primrosehillnursery.co.uk](http://www.primrosehillnursery.co.uk)

## Activities

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**Objects:** THE AIM OF THE GROUP IS TO EMBODY THE VISION OF PATA THROUGH THE ENHANCEMENT OF THE DEVELOPMENT, CARE AND EDUCATION OF CHILDREN PRIMARILY UNDER STATUTORY SCHOOL AGE AND ALSO OF CHILDREN AND YOUNG PEOPLE OF SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY (VOLUNTARY MANAGED) GROUPS AND BY: (A) OFFERING APPROPRIATE PLAY FACILITIES AND TRAINING COURSES, 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 AND YOUNG PEOPLE, 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 AREA

**Activities:** The Nursery operates at Primrose Hill C of E sch .We are a nursery for children aged 3 -5 yrs

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Gloucestershire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-07-31	£141,956	£143,886	-	-
2024-07-31	£147,252	£136,808	-	-
2023-07-31	£134,937	£133,315	-	-
2022-07-31	£126,702	£131,897	-	-
2021-07-31	£121,273	£133,366	-	-

## Trustees

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Name	Role	Appointed
Amanda Mason		2022-10-12
Gillian Vaughan		2024-11-27
Joanne Lewis		2025-10-15

**PRIMROSE HILL UNDER FIVES PLAYGROUP**

England & Wales - Charity number 1038590

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# Accounts

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

RENTONDALE ALL SAINTS CHURCH CHARITY  
12/2025

CC16a

## Receipts and payments accounts

For the period from	01/08/2024	To	31/07/2025
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
NURSERY EDUCATION FUNDING	123,929	-	-	123,929	127,364
CHILDRENS FEES	16,923	-	-	16,923	18,382
MILK	652	-	-	652	536
FUNDRAISING	206	-	-	206	954
OTHER INCOME	246	-	-	246	16
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>141,956</b>	<b>-</b>	<b>-</b>	<b>141,956</b>	<b>147,252</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>141,956</b>	<b>-</b>	<b>-</b>	<b>141,956</b>	<b>147,252</b>
<b>A3 Payments</b>					
WAGES NIC & PENSION COSTS	122,236	-	-	122,236	116,298
RENT	5,114	-	-	5,114	4,833
COURSE FEES & TRAINING	1,283	-	-	1,283	233
SUBSCRIPTIONS, INSURANCE	782	-	-	782	698
ADMIN COSTS	2,995	-	-	2,995	3,342
REFRESHMENTS	2,609	-	-	2,609	1,794
EQUIPMENT, TOYS, BOOKS, ETC	1,971	-	-	1,971	4,771
CONSUMABLES	1,497	-	-	1,497	1,697
MAINTENANCE, & OTHER COSTS	5,399	-	-	5,399	3,142
	-	-	-	-	-
<b>Sub total</b>	<b>143,886</b>	<b>-</b>	<b>-</b>	<b>143,886</b>	<b>136,808</b>
<b>A4 Asset and investment purchases, (see table)</b>					
asset purchases	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>143,886</b>	<b>-</b>	<b>-</b>	<b>143,886</b>	<b>136,808</b>
<b>Net of receipts/(payments)</b>	<b>- 1,930</b>	<b>-</b>	<b>-</b>	<b>- 1,930</b>	<b>10,444</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>139,502</b>	<b>-</b>	<b>-</b>	<b>139,502</b>	<b>129,058</b>
<b>Cash funds this year end</b>	<b>137,572</b>	<b>-</b>	<b>-</b>	<b>137,572</b>	<b>139,502</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	LLOYDS BANK ACCOUNT	77,147	-	-
	LLOYDS FUNDRAISING ACCOUNT	60,420	-	-
	CASH BALANCE	5	-	-
	<b>Total cash funds</b>	<b>137,572</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

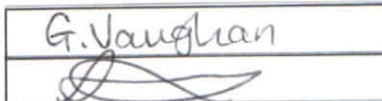

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	ALUMINIUM CONSERVATORY	UNRESTRICTED	25,500	-
	KITCHEN AND STORAGE UNITS	UNRESTRICTED	7,650	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
*		G. Vaughan	30/09/2025
*		A. MASON	30/09/2025



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Primrose Hill Under Fives Playgroup

**On accounts for the year  
ended**

31 July 2025

**Charity no  
(if any)**

1038590

**Set out on pages**

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2025.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*Stephen Humphries*

**Date:**

25/09/2025

**Name:**

Stephen Humphries

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

FCA

**Address:**

Griffiths Marshall, 4<sup>th</sup> Floor, Llanthony Warehouse, The Docks,  
Gloucester, GL1 2EH



**PRIMROSE HILL NURSERY**  
**ANNUAL GENERAL MEETING**

**Held at Nursery**

**3.25pm**

**Wednesday 15<sup>th</sup> October 2025**

**Those Present:** Katherine Brown (Manager and Nominated Person), Amanda Mason, Gillian Vaughan, Joanne Lewis, Janna Liddington-Smith.

**Apologies:** Kayleigh Lewis, Nicole Cooper, Madison Moulton.

**1. READING OF LAST YEAR'S AGM MINUTES**

Minutes of last year's AGM have been read by the committee and were approved as a correct reflection of the meeting.

**2. MANAGER'S REPORT**

Katherine gave the Manager's Report, including Health and Safety (LH), SEND, Finance (CC), Occupancy, Staffing and safeguarding.

Firstly, I would like to say a big thank you to all our dedicated staff, committee members and families for their continued support throughout the year.

**STAFF**

All the staff work hard to keep the nursery running as usual and offering a safe and welcoming place for the children to play and learn. Congratulations go to Becky who completed her Level 3 Apprenticeship in December. All our staff team are now qualified to Level 3 or above.

We had a few staffing changes this year, with Lauren and Nikki moving on to new opportunities at the end of the academic year. Due to lower occupancy in September, we chose not to recruit immediately and instead redistributed their hours among the remaining team. This has meant temporarily reducing our daily capacity from 26 to 24 children to maintain appropriate staff-to-child ratios. We've since decided to advertise for bank staff to help cover staff sickness and ensure continuity of care.

**OCCUPANCY**

At the end of the academic year, we had 21 children leave us to start school. The majority of children got their first choice of school. We met and worked with the different Reception Teachers to help support all the children's transitions.

Our occupancy rates over the year were initially slightly higher than last years (Autumn Term 81%, Spring Term 90% and Summer Term 93%). We had 15 families using the Government funded 30 hrs for 3–4-year-olds, although some were not taking up the full 30 hours. We had 13 families using the new Government Funded 15 hours for 2-year-olds and 2 families using the Achieving Two-Year-Old funding.

Due to limited space, we were unable to accommodate some 2-year-olds, resulting in those families enrolling elsewhere. The extension of government funding in September 2024, to include children from 9 months, may also influence our enrolment, as families may choose to remain with their initial provider for continuity. While this could affect future admissions, our numbers have gradually increased this term, so it remains too early to assess any long-term impact.

This academic year we currently have 34 children on roll. We have had more enquiries in September and as a result 5 additional children have joined us since the autumn term began. Our current occupancy rate is 77% (lower than last year, but higher than the previous year).

Following last year's AGM, we implemented a refundable £25 registration fee, which has helped ensure families commit to their places and reduced last-minute cancellations.

## **SAFEGUARDING**

Safeguarding is always a top priority of the nursery, and all staff are trained in recognising and responding to signs and symptoms of all forms of abuse. In line with updated EYFS requirements, safeguarding training must now be renewed every two years rather than every three. The majority of our team completed their most recent safeguarding training in the Spring Term, with some staff members due to renew their training this term.

## **CURRICULUM AND LEARNING**

Our curriculum remains flexible and responsive, allowing children to take the lead in their learning. Staff plan activities based on children's interests, seasonal themes, and developmental needs. Observations are recorded regularly, allowing us to track progress and tailor support effectively. Children have responded well to outdoor learning opportunities with Primrose Patch continuing to be a valuable space for exploration.

## **PREMISES AND RESOURCES**

Our thanks go to Bellway Homes for generously providing us with a new gate for our outdoor space and replacing the edging around our digging area and planters at Primrose Patch. Chris Mills also worked hard over the Summer Holidays carrying out essential pond repairs ensuring that the children can continue to enjoy Primrose Patch.

## **PARENT ENGAGEMENT AND COMMUNITY**

We've held a number of successful events this year, including our stall at the Holy Trinity's Autumn Fayre, our Mince Pie & Mingle and our Sports Day. Communication with families remains a priority, and we continue to use Family, our termly newsletters, Facebook page, and face-to-face conversations to keep parents informed and involved.

## **SATISFACTION SURVEY 2024/2025 RESULTS**

This was sent out to all our parents, not just those whose children would be leaving us. We had 21 responses out of a possible 39 families.

All the information has been collated and evaluated. The unabridged version is available on our website. We appreciate all parents/carers taking the time to complete our survey. Staff have reviewed all the comments and discussed how we can improve on any of the issues raised.

Several responses suggested bringing the start time of nursery closer to the school start time. We are aware that this can be an issue for families who have to wait after dropping their school children off. However, Nicky is a registered childminder and is able to take a limited number of children from 8.20-8.50 within the nursery building as part of her childminding business. This is run separately to nursery with the children then joining us to start our day at 8.50. This has already been advertised on Family, Facebook and a poster is on the window by the door but may need to be advertised again.

## **HEALTH & SAFETY REPORT 2024 - 2025**

Thankfully we have not had any significant accidents/incidents over the last academic year. Further changes have been made to the layout and the overall volume of toys has been reduced, which has helped to reduce the number of accidents happening in the main playroom.

We have for the first time in a long time got no children on roll with allergies. Staff are aware of procedures should a child with allergies enrol over the course of the year. The new nutritional guidance has been discussed and Laura and Nicky are going to review the shopping and develop a 2 week rolling snack plan. Any lunchboxes that are being brought in that don't comply with our policies and the guidance have a slip placed in them to advise on the number of treats or banned items such as nuts and sweets. Little Lunches has been offered to all families as a paid for healthy lunch option which complies with the nutritional guidance and are delivered daily. Parents are still able to provide their own.

Risk assessments and Health and Safety policies have been reviewed. Updates need to include the new nutritional guidance. PAT testing is due to be completed on the 20th October 2025. As above repairs have been made at Primrose Patch, reducing the risk of trips and splinters. A gate has been added to the garden to ensure children cannot return inside without an adult's supervision.

Fire drills have already taken place this academic year, which has reminded staff that the register, first aid kit, any medication and a phone must be taken each time all staff are out on the playground.

All staff have completed Paediatric First Aid training in July 2025. Staff who need to complete their Food Hygiene and Manual Handling have been informed and will be enrolled on courses.

Laura Hopson  
Health and Safety Officer

## **SEND REPORT 2024-2025**

We are committed to providing an inclusive environment where every child is supported to reach their full potential. Lauren took over as SENCO last year, completing the 'New to SENCO' training in January and a workshop on 'Self-Directed Play and Neurodiversity'. She also introduced Makaton to all the children to support their communication skills.

Last year, we supported 3 children with identified SEND needs. Each child with SEND has a My Plan tailored to their needs, which is reviewed regularly with input from parents and any outside agencies as appropriate e.g. Health Visitor, Advisory Teaching Service. Support strategies may include one-to-one or small group interventions, visual aids and sensory resources. We also make referrals to external agencies when appropriate, such as speech and language therapy. There are still delays in accessing external support, but we continue to support the children using the Graduated Approach, to give them the best chances possible.

As of this term, we are supporting 7 children with identified SEND needs. We continue to monitor and assess children's development closely to ensure early identification and intervention. We're currently using Gloucestershire County Council's 'Ready for Learning' assessments with our current cohort to help identify areas where children may benefit from extra support as they prepare for their transition to school.

From this September, Laura has taken over from Lauren as SENCO. Before she left us, Lauren provided a thorough handover, ensuring a smooth transition and continuity of support for all our children with special educational needs.

## **TREASURERS REPORT**

The accounts for year-end 31.07.25 have been compiled by Griffiths Marshall.

This year ended with an in-year deficit of £1930.00

This was mainly due to necessary maintenance work carried out at Primrose Patch.

Fundraising activities raised a total of £246.00 less costs.

The accounts are healthy, but numbers are down.

Cath Chamberlin  
Treasurer.

### 3. SIGNING OF FINANCIAL ACCOUNTS

The annual accounts audited by Griffiths Marshall (Independent Examiners) were shared with the group and these were then signed as true record. These accounts will now be sent to the Charity Commission.

### 4. ELECTION OF NEW COMMITTEE

Kayleigh Lewis has stepped down as Chairperson. Amanda and Gillian were willing to continue as Treasurer and secretary, respectively, without any opposition or other candidates coming forward. Katherine Brown is also willing to remain on the committee as the nominated person.

Position	Name	Nominated by	Seconded by
Chair	Joanne Lewis	Amanda Mason	Gillian Vaughan
Treasurer	Amanda Mason	Janna Liddington-Smith	Gillian Vaughan
Secretary	Gillian Vaughan	Amanda Mason	Joanne Lewis
Committee members	Katherine Brown (nominated person)  Janna Liddington-Smith		

### 5. ANY OTHER BUSINESS

We have been invited to attend the Autumn Fayre at Holy Trinity Church on Saturday 8<sup>th</sup> November. It was agreed that we would sell sweet cones as in previous years and mystery children's books (where books are wrapped and the title only revealed after purchase). Katherine will ask for donations from parent's on Family. It was also suggested that we could do some type of game where the prizes were also sweets to try and get more interest. Any money raised will go towards the Christmas party for all the children.

There was no further business to discuss.

**Meeting closed at 4pm**

**PRIMROSE HILL UNDER FIVES PLAYGROUP**

England & Wales - Charity number 1038590

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# Accounts

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## PRIMROSE HILL NURSERY

### ANNUAL GENERAL MEETING

Held at Nursery

3.25pm

Wednesday 27<sup>th</sup> November 2024

**Those Present:** Katherine Brown (Manager and Nominated Person), Natasha Andrzejuk-Smith, Amanda Mason, Kayleigh Lewis, Gillian Vaughan, Joanne Lewis, Amy Biddle.

**Apologies:** Rachel Yeomans, Cath Chamberlin (Administrator), Kirsti Hardman, Rhianna Hughes.

#### 1. READING OF LAST YEAR'S AGM MINUTES

Minutes of last year's AGM have been read by the committee and were approved as a correct reflection of the meeting.

#### 2. MANAGER'S REPORT

Katherine gave the Manager's Report, including Health and Safety, SEND, Finance, Occupancy, Staffing and safeguarding.

#### OFSTED

Last year we had our first Ofsted Inspection with new management, new staff members, post-Covid and with a new inspection framework! We're extremely proud of the results as the Nursery was awarded an Ofsted 'Good' overall, with 'Outstanding' judgements in two of the four areas inspected.

The inspector spent the whole day with us, speaking to the staff, children and families who attended and taking into account all their views. She praised the children saying, "Children behave extremely well and develop positive attitudes."

It is important to us that the Nursery is a welcoming and safe place for all children and the Inspector recognised this saying, "Relationships are warm, friendly and affectionate. Staff help new children to feel safe as they settle into nursery life."

We are thankful for the community we have at Primrose Hill Nursery. Each member of staff and every one of our children and the families that attend, contribute to making our nursery the warm and welcoming place it is.

#### STAFF

I would like to say a big thank you to all our staff. All the staff work hard to keep the nursery running as usual and offering a safe and welcoming place for the children to play and learn.

There were a few changes this year, Chrissy decided to take a step back and become bank staff. Lauren took on the playleader role and has started her Level 5 apprenticeship this term. Lauren has also taken on the role of SENCO.

Becky is in the process of completing her Level 3 apprenticeship and is just waiting for her end point assessment.

## OCCUPANCY

At the end of the academic year, we had 18 children leave us to start school. As this was a smaller cohort than last year, the majority of the children got their first choice. We met and worked with all the different Reception Teachers to help support all the children's transitions.

Our occupancy rates over the year were lower than previous years (Autumn Term 69%, Spring Term 86% and Summer Term 93%). We had 17 families using the Government funded 30 hrs, although some were not taking up the full 30 hours, 6 families using the working parent's entitlement for two year olds in the summer and 6 children using Achieving 2 year old funding.

With the introduction of the early years funding for two-year-olds of working parents in April, we had a lot of interest. However, due to the size of the setting we are restricted in the number of two-year-olds we can accommodate at any one time and as we were full, some children started at different settings, this has had an impact on the number of children starting with us in September.

This academic year we currently have 20 children who will be going to School in September 2024, and 15 children in the younger age group (going to school in Sept 25/26) and 2 in our youngest age group (going to school in Sept 26/27). We have 12 families using the Government 30-hour funding, although again not all are taking up all the 30 hours. We also have 9 children using the working parent's entitlement for two-year-olds and 3 children using the Achieving-two-year-old funding and 1 child using the 9month – 24months working parent's funding.

Over the summer we had a number of parents who had booked to start in September, withdraw their place so although we were expecting a higher occupancy at the start of this term, it is slightly reduced at 78%. We may need to consider a registration fee as we had turned families away, only to find that we now have space. Due to our Provider Agreement with the LA, this would need to be refundable for funded families once they start.

## SAFEGUARDING

Safeguarding is always a top priority of the nursery and all staff are trained in recognising and responding to signs and symptoms of all forms of abuse. Some staff updated their Prevent Duty training this term and will also be completing the Safeguarding refresher course next term. As manager and the Designated Safeguarding Lead, I ensure that all relevant safeguarding meetings are attended by the most suitable staff member to ensure that the needs of the children are being met.

## HEALTH & SAFETY REPORT 2023 - 2024

Thankfully we have not had any significant accidents/incidents over the last academic year. General accidents have been analysed and no accident "hot spots" were identified this time. The changes made to the lay out and supervision in these spaces has helped to reduce the number of accidents happening in

these areas. The nursery was reorganised over the summer holidays to open the space for children to play and gain more clearance around tables and chairs to again reduce the number of trips and falls inside.

We have a smaller number of children with Food Allergies/Intolerances/dietary preferences this year. To avoid cross contamination, we are ensuring these children's snacks are prepared first and they are provided on individual plates. This year we have moved from placemats to plates for all children for ease of cleaning and drying.

Risk assessments and Health and Safety policies have been updated. Updates include the safe supervision of children on our new outdoor play equipment. PAT testing was completed in October 2024 and the Fire extinguishers were serviced alongside the schools in the Summer of 2024. Repairs have been made to our new equipment after the slide and pump were broken soon after installation. Repairs have been made to the fence and one of the toilets.

Fire evacuation procedures were reviewed, and it was felt that the process could be sped up by keeping the register (with emergency contact details included in the file), children's medication and the First Aid Kit in the conservatory, close to the emergency exit. Shelves have been added to the conservatory to ensure these are safely stored out of the children's reach. The register and emergency contacts are locked away overnight ensuring compliance with GDPR. After a fire drill this academic year, we have decided that the register, first aid kit, any medication and a phone must be taken each time all staff are out on the playground.

A number of staff have updated their Basic Food Hygiene and Manual Handling training this term. All staff will need to renew their First Aid training in the Summer of 2025.

Laura Hopson  
Health and Safety Officer

### **SATISFACTION SURVEY 2023/2024 RESULTS**

This was sent out to all our parents, not just those whose children would be leaving us. We had 20 responses out of a possible 35 families.

All the information has been collated and evaluated. The unabridged version is available on our website. We appreciate all parents/carers taking the time to complete our survey. Staff have reviewed all the comments and discussed how we can improve on any of the issues raised. We are aware that some parents would like more observations made on their children, but we feel that we have to have a balance between spending time writing observations and actually spending time with the children.

This academic year we also sent out a survey for all our new starters. All responses were positive. We received some suggestions about what to include in the Welcome Pack and we have also decided that it would be beneficial to have a staggered start time for new parents to allow them time to get to know their key person.

## SEND REPORT 2024

Last year we had an EHCP approved for one child so that he can have one-to-one support whilst in the setting, this was then increased from 15 hours to 30 hours in October. We had 4 other children on a 'My Plan' and made referrals to both Speech & Language Therapy and SCAAS – Social Communication and Autism Assessment Service where appropriate. We are aware that there is still a long waiting list for certain NHS services, but we continue to support the children using their 'My Plans' to give them the best chances we can.

From this September Lauren has taken over the SENCO role and will be supported by Katherine while she undertakes the necessary training.

## TREASURERS REPORT

The accounts for year-end 31.07.24 have been compiled by Griffiths Marshall.

This year ended with an in-year surplus of £10,444.00

Fundraising activities raised a total of £954.00 less costs.

The accounts are healthy, but numbers are down.

Cath Chamberlin  
Treasurer.

It was agreed that we would leave this surplus in the reserve pot for the time being and review this at the next meeting as per our Finance policy.

### 3. SIGNING OF FINANCIAL ACCOUNTS

The annual accounts audited by Griffiths Marshall (Independent Examiners) were shared with the group and these were then signed as true record. These accounts will now be sent to the Charity Commission.

### 4. ELECTION OF NEW COMMITTEE

Rachel Yeoman and Natasha stepped down as Chairperson and Committee Members. Amanda was willing to stand as Treasurer and without any opposition or other candidates coming forward. Katherine Brown is also willing to remain on the committee as the nominated person.

Katherine will support all new committee members with the completion of their DBS checks and EY2 forms as necessary. Katherine will inform Ofsted of the changes to the committee.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

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CC16a
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## Receipts and payments accounts

For the period from	01/08/2023	To	31/07/2024
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
NURSERY EDUCATION FUNDING	127,364	-	-	127,364	118,352
CHILDRENS FEES	18,382	-	-	18,382	15,042
MILK	536	-	-	536	573
FUNDRAISING	954	-	-	954	585
OTHER INCOME	16	-	-	16	385
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>147,252</b>	<b>-</b>	<b>-</b>	<b>147,252</b>	<b>134,937</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>147,252</b>	<b>-</b>	<b>-</b>	<b>147,252</b>	<b>134,937</b>
<b>A3 Payments</b>					
WAGES NIC & PENSION COSTS	116,298	-	-	116,298	114,347
RENT	4,833	-	-	4,833	4,833
COURSE FEES & TRAINING	233	-	-	233	1,266
SUBSCRIPTIONS, INSURANCE	698	-	-	698	711
ADMIN COSTS	3,342	-	-	3,342	2,933
REFRESHMENTS	1,794	-	-	1,794	2,038
EQUIPMENT, TOYS, BOOKS, ETC	4,771	-	-	4,771	2,415
CONSUMABLES	1,697	-	-	1,697	1,651
MAINTENANCE, & OTHER COSTS	3,142	-	-	3,142	3,121
<b>Sub total</b>	<b>136,808</b>	<b>-</b>	<b>-</b>	<b>136,808</b>	<b>133,315</b>
<b>A4 Asset and investment purchases, (see table) asset purchases</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>136,808</b>	<b>-</b>	<b>-</b>	<b>136,808</b>	<b>133,315</b>
<b>Net of receipts/(payments)</b>	<b>10,444</b>	<b>-</b>	<b>-</b>	<b>10,444</b>	<b>1,622</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>129,058</b>	<b>-</b>	<b>-</b>	<b>129,058</b>	<b>127,436</b>
<b>Cash funds this year end</b>	<b>139,502</b>	<b>-</b>	<b>-</b>	<b>139,502</b>	<b>129,058</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	LLOYDS BANK ACCOUNT	79,278	-	-
	LLOYDS FUNDRAISING ACCOUNT	60,219	-	-
	CASH BALANCE	5	-	-
	<b>Total cash funds</b>	<b>139,502</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

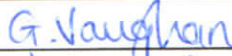

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	ALUMINIUM CONSERVATORY	UNRESTRICTED	25,500	-
	NEW KITCHEN AND STORAGE UNITS	UNRESTRICTED	7,650	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	G. VAUGHAN	10/12/24
	K. LEWIS	11/12/24

**PRIMROSE HILL UNDER FIVES PLAYGROUP**

England & Wales - Charity number 1038590

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# Accounts

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# PRIMROSE HILL NURSERY



## ANNUAL GENERAL MEETING HELD AT NURSERY 3.20PM 11<sup>th</sup> OCTOBER 2023



**Those Present:** Rachel Yeomans (Chair), Katherine Brown (Manager and Nominated Person), Natasha Andrzejuk-Smith, Amanda Mason, Kayleigh Lewis, Gillian Vaughan and Angela Hughes.

**Apologies:** Cath Chamberlin (Administrator), Veysel Kaplan and Millie Warrington.

### 1. READING OF LAST YEAR'S AGM MINUTES

Minutes of last year's AGM have been read by the committee and were approved as a correct reflection of the meeting.

### 2. MANAGER'S REPORT

Katherine gave the Manager's Report, including Health and Safety, SEND, Finance, Occupancy, Staffing and safeguarding.

### STAFF

I would like to say a big thank you to all our staff. This year we welcomed Nikki, Lauren and Becky onto our team and Kayley returned from maternity leave in May. All the staff work extremely hard to keep the nursery running as usual and offering a safe and welcoming place for the children to play and learn.

During the school holidays, we have been busy decluttering and decorating the nursery to provide a more homely environment for the children. Earlier in the year we introduced wearing slippers inside and this not only enabled the children to practice their independence ready for school but also helps to keep the nursery floors clean where the children play. All the children have benefited from a calmer and less cluttered environment.

### OCCUPANCY

At the end of the academic year, we had 29 children leave us to start school. As there was a high demand for places at all the local primary schools, we had children going to 7 different local schools in the area. We met and worked with all the different Reception Teachers to help support all the children's transitions.

Our occupancy rates over the year were high (Autumn Term 81%, Spring Term 90% and Summer Term 97%). We had 21 families using the Government funded 30 hrs, although some were not taking up the full 30 hours. With a larger number of children going to school, this meant that we were unable to offer places to younger children who would be remaining in the September and may explain why our September intake is lower this year.

This academic year we currently have 17 children who will be going to School in September 2024, and 16 children in the younger age group (going to school in Sept 25/26). We have 12 families using the Government 30-hour funding, although again not all are taking up all the 30 hours. We also have 7 children using the Achieving-two-year-old funding.

Our occupancy is quite low at present, but that is not unusual after having so many children leave us at the end of the school year. We do have children waiting to start or increase their hours in January 24 and are still having some enquiries. I am also regularly posting on our Facebook page to improve our online presence.

## **SAFEGUARDING**

Safeguarding is always a top priority of the nursery, and all staff are trained in recognising and responding to signs and symptoms of all forms of abuse. As manager and the Designated Safeguarding Lead I ensure that all relevant safeguarding meetings are attended by the most suitable staff member to ensure that the needs of the children are being met.

## **HEALTH & SAFETY REPORT 2022**

Thankfully we have not had any significant accidents/incidents over the last academic year. General accidents have been analysed and accident "hot spots" were identified. This led to changes being made to the lay out and supervision in these spaces to reduce the number of accidents happening. The nursery was also significantly decluttered over the summer holidays creating more open space for children to play and more clearance around tables and chairs to again reduce the number of trips and falls inside.

We continue to have a number of children with Food Allergies/Intolerances and also a number of children with dietary preferences to avoid certain foods/ food types. To avoid cross contamination, we are ensuring these children's snacks are prepared first and they are provided on individual plates.

Risk assessments and Health and Safety policies have been updated over the holidays. Updates include the safe supervision of children on the school's new outdoor play equipment. PAT testing was completed on the 3rd October 2023 and the Fire extinguishers were serviced alongside the schools in the summer of 2023. Repairs were also made to the conservatory roof at the end of September 2023.

Fire evacuation procedures were reviewed, and it was felt that the process could be sped up by keeping the register (with emergency contact details included in the file), children's medication and the First Aid Kit in the conservatory, close to the emergency exit. Shelves have been added to the conservatory to ensure these are safely stored out of the children's reach. The register and emergency contacts are locked away overnight ensuring compliance with GDPR.

Two members of staff completed Paediatric First Aid courses over the last Academic year meaning 8 out of 9 practitioners now hold relevant First Aid certificates. I attend an Infection Control in Early Years and School Settings update in September 2023 with the South West Health Protection Team and information was fed back to the wider staff team. Health and Safety will continue to be reviewed at regular staff meetings throughout the academic year.

Laura Hopson  
Health and Safety Officer

## **SATISFACTION SURVEY 2022/2023 RESULTS**

This was the first year that we had an online survey for parents/carers. This was sent out to all our parents, not just those whose children would be leaving us. We had 26 responses out of a possible 50.

All the information has been collated and evaluated. The unabridged version is available on our website. We appreciate all parents/carers taking the time to complete our survey. Staff have reviewed all the comments and discussed how we can improve on any of the issues raised.

## **SEND REPORT 2023**

Last year we had an EHCP approved for one child so that he can have one-to-one support whilst in the setting. We also received DAF funding (Disability Access Fund) and were able to purchase some equipment to help support his sensory needs.

We had 4 other children on a 'My Plan' and made referrals to both Speech & Language Therapy and SCAAS – Social Communication and Autism Assessment Service, where appropriate. We received support from Gloucestershire's Early Help Team and all staff were trained in Total Communication.

We are aware that there is a long waiting list for certain NHS services, but we continue to support the children using their 'My Plans' to give them the best chances we can.

At the end of the academic year, Nicky decided to step down as our SENCO due to personal commitments. The position was offered to all staff to apply for; however, no-one felt that they are able to take on the position at this time. Katherine has now taken on the role but is currently training one of the other staff members to step into a deputy role, with a view to become SENCO at a later date. Katherine will be undertaking 'new to senco' training this term, and has previous experience in writing My Plans, attending multi-agency meetings, writing My Assessments and completing EHCP's (Education and Health Care Plans) etc.

We would like to thank Nicky for all her hard work over the years as SENCO.

## **TREASURERS REPORT**

The accounts for year-end 31.07.23 have been compiled by Griffiths Marshall.

Copy of all account details attached.

This year ended with a in year surplus of £1622

Fundraising activities raised a total of £585.00 less costs.

The accounts are healthy, but numbers are down.

Cath Chamberlin  
Treasurer.

### 3. SIGNING OF FINANCIAL ACCOUNTS

The annual accounts audited by Griffiths Marshall (Independent Examiners) were shared with the group and these were then signed as true record by the chairperson (Rachel Yeomans) and the treasurer (Amanda Mason). These accounts will now be sent to PATA and the Charity Commission.

### 4. ELECTION OF NEW COMMITTEE

Rachel was willing to stand for another year as Chairperson and Amanda was also willing to stand as Treasurer and without any opposition or other candidates coming forward. Natasha Andrzejuk-Smith was willing to remain on the committee but as a general member. Katherine Brown is also willing to remain on the committee as the nominated person.

Katherine will support all new committee members with the completion of their DBS checks and EY2 forms as necessary. Katherine will inform Ofsted of the changes to the committee (EY3a Form)

Position	Name	Nominated by	Seconded by
Chair	Rachel Yeomans	Natasha Andrzejuk-Smith	Gillian Vaughan
Treasurer	Amanda Mason	Kayleigh Lewis	Natasha Andrzejuk-Smith
Secretary	Kayleigh Lewis	Rachel Yeomans	Amanda Mason
Committee members	Katherine Brown (nominated person)  Natasha Andrzejuk-Smith  Gillian Vaughan		

### 5. ANY OTHER BUSINESS

- **SAFEGUARDING CHAMPION**

Amanda Mason agreed to continue as the committee Safeguarding Champion.

- **SIGNING OF POLICIES & PROCEDURES**

All updated policies and procedures to be read. Officers will sign documents as soon as they have been read.

- **UPCOMING FUNDRAISING**

Holy Trinity church have asked us if we would like a stall at their Autumn Fayre on Saturday 4<sup>th</sup> November. We agreed that we would sell sweet cones like last year. Katherine will put a post onto Family asking for donations of sweets. Anything raised will go towards the Nursery Christmas

party, which we will have at the church again as this worked well last year.

The School have a Christmas Fayre on Friday 25<sup>th</sup> November. We discussed possible stalls such as a teddy tombola, but need to check what the school have before we can advertise it.

Other fundraising avenues were discussed. Katherine will apply for the blue token scheme at Tesco to raise money to update our outdoor area. She will also look into the logistics of running a lottery/raffle type fundraiser throughout the year.

## **6. DATE OF NEXT MEETING**

**WEDNESDAY 6<sup>th</sup> DECEMBER 2023 @ NURSERY**

**Meeting Closed 4.30pm.**



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity name  
Primrose Hill Under Fives Playgroup

**On accounts for the year  
ended**

31/07/2023	Charity no (if any)	1038500
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**Set out on pages**

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: 20/9/23

Name: IAN PRICE

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

INSTITUTE OF CHARTERED ACCOUNTANTS  
IN ENGLAND AND WALES

**Address:**

GRIFFITHS MARSHALL  
20 NEWERNE STREET  
LYDNEY, GLOUCESTERSHIRE, GL15 5RA



CHARITY COMMISSION  
FOR ENGLAND AND WALES

PRIMROSE HILL UNDER FIVES PLAYGROUP

No (if any)  
1038590

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/08/2022	To	Period end date 31/07/2023
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
NURSERY EDUCATION FUNDING	118,352	-	-	118,352	107,103
CHILDRENS FEES	15,042	-	-	15,042	18,411
MILK	573	-	-	573	615
FUNDRAISING	585	-	-	585	392
OTHER INCOME	385	-	-	385	181
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>134,937</b>	<b>-</b>	<b>-</b>	<b>134,937</b>	<b>126,702</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>134,937</b>	<b>-</b>	<b>-</b>	<b>134,937</b>	<b>126,702</b>
<b>A3 Payments</b>					
WAGES NIC & PENSION COSTS	114,347	-	-	114,347	103,280
RENT	4,833	-	-	4,833	4,833
COURSE FEES & TRAINING	1,266	-	-	1,266	999
SUBSCRIPTIONS, INSURANCE	711	-	-	711	659
ADMIN COSTS	2,933	-	-	2,933	3,310
REFRESHMENTS	2,038	-	-	2,038	1,712
EQUIPMENT, TOYS, BOOKS, ETC	2,415	-	-	2,415	2,585
CONSUMABLES	1,651	-	-	1,651	2,122
MAINTENANCE, & OTHER COSTS	3,121	-	-	3,121	4,747
	-	-	-	-	-
<b>Sub total</b>	<b>133,315</b>	<b>-</b>	<b>-</b>	<b>133,315</b>	<b>124,247</b>
<b>A4 Asset and investment purchases. (see table) asset purchases</b>					
	-	-	-	-	7,650
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,650</b>
<b>Total payments</b>	<b>133,315</b>	<b>-</b>	<b>-</b>	<b>133,315</b>	<b>131,897</b>
<b>Net of receipts/(payments)</b>	<b>1,622</b>	<b>-</b>	<b>-</b>	<b>1,622</b>	<b>- 5,195</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>127,436</b>	<b>-</b>	<b>-</b>	<b>127,436</b>	<b>132,631</b>
<b>Cash funds this year end</b>	<b>129,058</b>	<b>-</b>	<b>-</b>	<b>129,058</b>	<b>127,436</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	LLOYDS BANK ACCOUNT	69,545	-	-
	LLOYDS FUNDRAISING ACCOUNT	59,508	-	-
	CASH BALANCE	5	-	-
	<b>Total cash funds</b>	<b>129,058</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))		OK	OK



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	ALUMINIUM CONSERVATORY	UNRESTRICTED	25,500	-
	NEW KITCHEN AND STORAGE UNITS	UNRESTRICTED	7,650	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
✗		RACHEL YEOMANS	11/10/23
✗		Amanda mason	11/10/23

**PRIMROSE HILL UNDER FIVES PLAYGROUP**

England & Wales - Charity number 1038590

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# Accounts

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# PRIMROSE HILL NURSERY



## ANNUAL GENERAL MEETING HELD AT NURSERY 3.20PM 12<sup>th</sup> OCTOBER 2022



**Those Present:** Rachel Yeomans (Chair), Katherine Brown (Manager and Nominated Person), Becky Nelmes, Natasha Andrzejuk-Smith, Amanda Mason, Molly Adhiambo

**Apologies:** Helen Morgan, Cath Chamberlin (Administrator), Gemma O'Shea, Clare Smith, Chloe Evans, Nikki Thomas, Sumeyye Sezer

### 1. READING OF LAST YEAR'S AGM MINUTES

Minutes of last year's AGM were read in full by all those in attendance and then approved and signed by the Chairperson (Rachel Yeomans).

### 2. MANAGER'S REPORT

Katherine gave the Manager's Report, including Health and Safety, SEND, Finance, Occupancy, Staffing and safeguarding.

### STAFF

Firstly, we would like to say a big thank you to all our staff. All the staff work extremely hard to keep the nursery running as usual and offering a safe and welcoming place for the children to play and learn.

At Christmas we said goodbye to Sandra, our previous Manager, as she took the decision to retire from nursery and later in the Summer Kerry also left us for pastures new. They were both such valuable members of the Primrose Hill Team and will be missed.

Katherine became sole manager in January as well as the Designated Safeguarding Lead. Laura stepped up into the role of Deputy Manager, Health & Safety Officer and is our Deputy Designated Safeguarding Lead. Also in January, we appointed a new nursery assistant, Kayley, who is currently on maternity leave. In September we were lucky enough to be able to appoint Nikki Thomas as Playleader and Lauren Moore and Becky Nelmes as nursery assistants. It is wonderful to be able to have a larger team working together. Both Nikki and Lauren are trained as Level 3 Practitioners and Becky is currently undertaking her apprenticeship for her Level 3.

### OCCUPANCY

Last year we had 21 children leaving to start school. This coming academic year we currently have 28 children on register who will be going to school next year (Sept 2023) and 12 children in the younger group (School Sept 2024/5). We have 81% occupancy and only have limited availability for spaces, with children on waiting lists already and more children set to join us after half term. Seventeen of our families use the Government Funded 30 hours.

## **SAFEGUARDING**

Safeguarding is always a top priority of the Nursery, and all staff are trained in recognising and responding to signs and symptoms of all forms of abuse, including our new staff members. Myself and Laura have now taken on the role of Designated Safeguarding Lead and Deputy. The nursery completes a safeguarding audit each year to make sure that we are up to date with all necessary and relevant information. All relevant safeguarding meetings are attended by the most suitable staff member to ensure that the needs of the children are being met.

## **HEALTH & SAFETY REPORT 2022**

Having taken up the position of Health and Safety Officer in January 2022 I have spent time looking at the nurseries policies, procedures and risk assessments with regards to Health and safety and amended them accordingly. This has included producing detailed daily cleaning sheets to ensure the nursery environment is as clean and healthy as it can be. Risk Assessments for specific events such as Sports Day and nursery party events (this year's included a bouncy castle,) have been introduced and shared with staff.

The nursery now has a number of children with food allergies so snack procedures have been re-looked at and a Food Allergy Risk Assessment has been completed along with each child now having a snack placemat. Those children with an allergy have information detailing the allergy on the back and a small red triangle to alert staff on the front to ensure that staff remain vigilant to these.

Fire extinguishers have been installed in the main nursery room in summer 2022. This means the nursery no longer relies on the ones in the school corridor just outside of the nursery door and improves fire safety in our room. Yearly PAT testing was completed in September 2022.

6 members of the nursery team completed First Aid training in July 2022. First Aid kits have been checked and re-stocked for the new academic year and will be checked regularly. Three new members of nursery staff have joined us this year and are completing the Nursery Induction procedures.

Laura Hopson  
Health & Safety Officer

## **SATISFACTION SURVEY 2021/2022 RESULTS**

This year we sent out surveys to all the parents in the setting, not just those who were leaving us. We had 23 out of 44 returned. All the information has been collated and evaluated. The unabridged version will be available on our website. All of the feedback was excellent or good. One of the suggestions was for parent stay and play sessions so we will be looking at offering those.

## **SEND REPORT 2022**

The SEN Code of practice has been in place since September 2014, there has not been any current changes that effect the graduated pathway of Early Help and Support for children, young people and families just some slight changes on how we refer the children.

Currently we have three children with a 'My Plan' in place and a new child starting with us that has disabilities that we will observe and refer to the necessary agencies.

Speech and Language – 1

EAL children - 2

Observations are currently being carried out which may lead to My Plans being completed.

I feel confident within my SEND position and have the support of Kim Nicholls who is the Early Years Locality Lead – Forest of Dean and Gloucester who forms part of the from the Early Years Service – Education, Outcomes and Intervention Gloucestershire County Council, to give guidance and support where needed.

I'm sure we can continue to give any child in need of additional support the best chances.

Nicky Howley  
SENDCO

### **TREASURERS REPORT**

The accounts for year-end 31.07.22 have been compiled by Griffiths Marshall.

Copy of all account details attached.

This year ended with a in year deficit of £5195.

New Kitchen & Storage Units fitted at a cost of £7650

Fundraising activities raised a total of £392.00 less costs. This was photo commission money. No fundraising activities this year!

The accounts are healthy, and numbers are constant.

Cath Chamberlin  
Treasurer.

### **3. SIGNING OF FINANCIAL ACCOUNTS**

The annual accounts audited by Griffiths Marshall (Independent Examiners) were shared with the group and these were then signed as true record by the chairperson (Rachel Yeomans) and the secretary (Becky Nelmes). These accounts will now be sent to PATA and the Charity Commission.

### **4. ELECTION OF NEW COMMITTEE**

Rachel was willing to stand for another year and without any opposition or other candidates coming forward. Helen Morgan has requested to step down as Treasurer and now that Becky is employed as an apprentice with us, she will need to step down as well.

Katherine Brown, Amanda Mason and Natasha Andrzejuk-Smith were willing to remain on the committee. Nikki Thomas had informed Katherine prior to the meeting that she would like to join the committee.

Katherine will support all new committee members with the completion of their DBS checks and EY2 forms as necessary. Katherine will inform Ofsted of the changes to the committee (EY3a Form)



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name PRIMROSE HILL UNDER FIVES PLAYGROUP

On accounts for the year ended

31 JULY 2022

Charity no (if any)

1038590

Set out on pages

1 AND 2 (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 DD / MM / YYYY.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: [Signature]

Date: 23/09/2022

Name: IAN PRICE

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

FCA INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES

Address:

BEAUMONT HOUSE, 172 SOUTHGATE STREET
GLOUCESTER
GL1 2EZ

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	LLOYDS BANK ACCOUNT	68,501	-	-
	LLOYDS FUNDRAISING ACCOUNT	58,923	-	-
	CASH BALANCE	12	-	-
	<b>Total cash funds</b>	<b>127,436</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

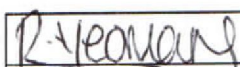

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	ALUMINIUM CONSERVATORY	UNRESTRICTED	25,500	-
	NEW KITCHEN AND STORAGE UNITS	UNRESTRICTED	7,650	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
x 	x RACHEL YCOMANS	x 23/09/2023
x 	x REBECCA NEMES	x 23/09/2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

PRIMROSE HILL UNDER FIVES PLAYGROUP

No (if any)  
1038590

CC16a

## Receipts and payments accounts

For the period from	Period start date 01/08/2021	To	Period end date 31/07/2022
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
NURSERY EDUCATION FUNDING	107,103	-	-	107,103	102,308
CHILDRENS FEES	18,411	-	-	18,411	17,316
MILK	615	-	-	615	590
FUNDRAISING	392	-	-	392	871
OTHER INCOME	181	-	-	181	188
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>126,702</b>	<b>-</b>	<b>-</b>	<b>126,702</b>	<b>121,273</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>126,702</b>	<b>-</b>	<b>-</b>	<b>126,702</b>	<b>121,273</b>
<b>A3 Payments</b>					
WAGES NIC & PENSION COSTS	103,280	-	-	103,280	89,596
RENT	4,833	-	-	4,833	4,515
COURSE FEES & TRAINING	999	-	-	999	475
SUBSCRIPTIONS, INSURANCE	659	-	-	659	657
ADMIN COSTS	3,310	-	-	3,310	2,568
REFRESHMENTS	1,712	-	-	1,712	1,499
EQUIPMENT, TOYS, BOOKS, ETC	2,585	-	-	2,585	3,258
CONSUMABLES	2,122	-	-	2,122	2,413
OTHER COSTS	4,747	-	-	4,747	2,885
<b>Sub total</b>	<b>124,247</b>	<b>-</b>	<b>-</b>	<b>124,247</b>	<b>107,866</b>
<b>A4 Asset and investment purchases, (see table)</b>					
NEW KITCHEN AND STORAGE UNITS	7,650	-	-	7,650	-
ALUMINIUM CONSERVATORY	-	-	-	-	25,500
<b>Sub total</b>	<b>7,650</b>	<b>-</b>	<b>-</b>	<b>7,650</b>	<b>25,500</b>
<b>Total payments</b>	<b>131,897</b>	<b>-</b>	<b>-</b>	<b>131,897</b>	<b>133,366</b>
<b>Net of receipts/(payments)</b>	<b>- 5,195</b>	<b>-</b>	<b>-</b>	<b>- 5,195</b>	<b>- 12,093</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	132,631	-	-	132,631	144,724
<b>Cash funds this year end</b>	<b>127,436</b>	<b>-</b>	<b>-</b>	<b>127,436</b>	<b>132,631</b>