

Bredon Playgroup



Bredon Playgroup, Church Rooms, Dock Lane, Bredon, Tewkesbury, GL20 7LG.

Tel: 01684 773536 / bredonplaygroup@gmail.com

Charity no. 1053149 / Ofsted Register no. 205313

Trustees Report for Year Ending 31st August 2023

AIMS:

Bredon Playgroup is a community pre-school run by experienced staff and managed by a committee of parents. We are self-financing and a registered charity. Our aim is to provide:

- Quality and consistency so that every child makes good progress and no child gets left behind.
- A secure foundation through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly.
- Partnership working between practitioners and with parents and/or carers.
- Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

Whilst doing this we offer a safe and stimulating environment for children to learn through play. Children need to learn to express themselves, to develop their skills and to be socially confident. Building these skills we enable children to enter school confidently and enthusiastically.

OBJECTIVES:

Our key objectives for the year 2022/23 included:

- Explore opportunities to increase income aside from fundraising – eg. extended hours, holiday club.
- Continued close monitoring of day to day expenses.
- Ensure continued availability of funds to support succession planning and enhancing the management team.

- Availability of training budget to allow staff to pursue personal development in specific areas of interest ie SENCO, ECAT etc. Alongside statutory training obligations.
- Managing the reserves fund within the restraints of the policy.
- Monitor staffing ratios to ensure the balance of staff and wage bill is appropriate

REVIEW OF ACTIVITIES & ACHIEVEMENTS:

- Tricky year staffing wise with multiple long term staff sickness absences at the same time. Impacted both finances and team morale.
- Team focus remained the development of children, early identification of areas requiring additional support and working closely with parents to help put measures in place.
- Fundraising events were supported by parents employers match funding schemes – doubling the funds raised for the Autumn Party.
- Introduction of the Bear Hunt at the end of the summer term was a huge success.
- Unfortunately the succession plan to recruit a Deputy Playleader to take on an administration management role alongside working within ratio was unsuccessful. The recruitment crisis also made it difficult to attract any new staff, bank or permanent.
- Staff absence and inability to recruit restricted opportunities to trial expanded hours or a holiday club.
- An already tight budget was squeezed further in April 2023 with the NLW increasing by 9.7% and funding only increasing by 5.3%.

FUTURE PLANS:

Our plans for the year 2023/24 include:

- Review staff benefits and consider enhancing these where possible to encourage staff retention and recruitment.
- Understand the impact of the introduction of the new funding structure from April 2024. Will we need to restructure our offer in order for the business to remain sustainable?
- Maximise fundraising to help offset the potential hike in NLW from April 2024.
- Ensure child numbers v staff cost balance. Look to increase attendance for children not using full NEF entitlement.
- Explore opportunities to increase income aside from fundraising – extended hours/holiday club.
- Recruit more committee members to join trustees – DBS/EY2
- Assess availability of funds to support succession planning
- Availability of training budget to allow staff to pursue personal development in specific areas of interest ie SENCO, ECAT etc. Alongside statutory training obligations.

FINANCES:

- Summary for 2022/2023:

Income v Expenditure	Income £	Expenditure £
Fees/Funding	76695	
Sale of uniform	585	
Fundraising	6164	
Services and Supplies	114	
Wages/PAYE/Pension		74395
Rent/Insurance		10552
Services & Supplies		537
Expenses		2588
Training		562
Fundraising Expenses		1481
Telephone/Broadband		485
Total	83558	80283
Net income	-7042	

Although the final figures for 2022/23 show a large deficit, the late arrival of the Summer 2022 term rent of the Church Rooms pushed its payment into the 2022/23 accounts. In addition, an unexpected donation of £1500 from the closure of a local setting was received. With these figures excluded the final position would have been:

Income	£ 82058
Expenditure	£ 85781
Net Income	-£ 3723

- Total cash summary at 31st August 2023

	£
Current Account	7418
Savings Account	52605
Petty Cash	1256
Total Cash	61279

POLICY ON RESERVES:

Playgroup hold reserves to provide financial security and stability and ensure that we can meet legal obligations should we have to close. We aim to keep sufficient reserves to cover 1 full term of running costs, salary payments of notice periods and staff redundancy costs. The reserves also include a small contingency to cover staff long term sick payments, replacement of equipment of significant cost and costs associated with any possible temporary or permanent premises relocation.

The target reserve fund for 2022/23 was calculated at £55000. Therefore the financial position at the end of the year was £6000 in excess of the reserve target. This money will go some way to secure a good financial position for the start of the 2023/24 year.

FUNDRAISING:

Our principle source of income is Nursery Education Funding and fees, supported by fundraising. Fundraising activities had great support from playgroup families and the community. Additional donations from match funding scheme boosted the overall total.

Event	Income £	Expenditure £	Net Income £
Autumn Party	368	31	337
Christmas Show	1984	239	1746
Spring Fundraising	757	0	757
Summer Bear Hunt	675	129	546
Misc Fundraising	879	0	879
Total	4663	399	4265

Our primary aim of fundraising is to ensure that we can continue to replace aged and damaged toys and improve the playgroup environment, however it is becoming more apparent that fundraising money is required to 'plug the gap' caused by funding levels not being enough to cover the delivery of the EYFS.

The huge hike in NLW year on year is forcing the use of reserves to make ends meet and therefore adding pressure on fundraising efforts to replenish the reserves fund. Should the NLW hike again without the support of a significant rise in the NEF rate, fundraising activities for 2023/24 will need to be increased further to minimise the impact on the reserves holding.

TRUSTEES:

The following Trustees were nominated and elected by the Committee to serve throughout the year 2022/23:

Chair – Robyn Wilson

Secretary – Emma Green
(succeeded by Sarah Dittmann November 2023)

Treasurer – Catherine Roylance

CONTACT DETAILS:

Playgroup Manager -Tracey Ford

Bredon Playgroup,
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Dock Lane,
Bredon,
Tewkesbury,
GL20 7LG.
Tel: 01684 773536
bredonplaygroup@gmail.com
Charity no. 1053149
Ofsted Register no. 205313

PROFESSIONAL ADVISERS:

Bank: Santander

Independent Accounts Examiner: Charlotte Millar

Insurance: Morton Michel

Payroll: PATA UK

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	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details		
	Toys & Educational Equipment	-	-
	Furniture & fittings	-	-
	Computer	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Details		
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	R Wilson	Robyn Wilson	23/11/23
	C Roylance	Catherine Roylance	23/11/23



Report to the trustees/
members of

Charity Name
Bredon Playgroup

On accounts for the year
ended

31 August 2023

Charity no
(if any)

1053149

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 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 (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:

C Millar

Date:

17 June 2024

Name:

Charlotte Millar

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

Association of Accounting Technicians, 20023756

Address:

65 Queensmead, Bredon

Tewkesbury, Glos

GL20 7NF

Only complete if the examiner needs to highlight 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.