

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)

England & Wales · Charity number 1053824

Details

Status Registered

Legal form Other

Registered 1996-03-15

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

Contact

Address St. Christophers Church Hall
Lincoln Avenue
Cheltenham
GL51 3DD

Phone 07914740022

Email info@stchristophersplaygroup.uk

Website www.stchristophersplaygroup.uk

Activities

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 Charity's aims are to enhance the development and education of pre-school children by:(a) offering appropriate play facilities, ensuring avoidance of discrimination in such provision;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; (c) furthering the aim of Gloucestershire PATA.

Classification

- **How:** Provides Human Resources
- **What:** Education/training
- **Who:** Children/young People

Geography

- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£137,257	£143,479	-	-
2024-03-31	£124,693	£118,913	-	-
2023-03-31	£131,060	£109,633	-	-
2022-03-31	£115,254	£100,383	-	-
2021-03-31	£86,458	£73,085	-	-

Trustees

Name	Role	Appointed
Amy Ryan		2026-01-10
Elizabeth Ann Davis		2025-09-15
Karen Cookes		2019-04-26
Kludia Patefield-Smith		2025-09-15
Laura Pope		2024-09-30
Sophie Mecrow		2023-01-12

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)

England & Wales - Charity number 1053824

Accounts

**ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)
TRUSTEES' REPORT AND
RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2025**

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)
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ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)
Reference and Administrative Details
For The Year Ended 31 March 2025

Trustees

L Pope - Chair (appointed 30/09/2024)
K Cookes
S Mecrow
K Patefield-Smith (appointed 15/09/2025)
B Davis (appointed 15/09/2025)
A Ryan

Charity Number

1053824

Principal Address

St. Christophers Church Halls
1 Lincoln Avenue
Cheltenham
GL51 3DD

Independent Examiner

James Ebdon BA (hons) BFP FCA
BPC Partners Limited
Chartered Accountants
3 Royal Crescent
Cheltenham
GL50 3DA

The trustees present their report and the financial statements for the year ended 31 March 2025.

Objectives and Activities

Aims and Objectives

The aim of the Group is to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play 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, regardless of race, culture, religion, disability or means;
- (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; and
- (c) instigating, adhering to and furthering the aims of Gloucestershire PATA.

Public Benefit

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

The Playgroup provides a community service which benefits local children by providing a safe, stimulating and happy environment for children to experience their early years where learning is reinforced through play. The Playgroup operates as a fully inclusive setting, supporting children and families from a wide range of backgrounds and needs.

Activities undertaken to achieve the objectives

St Christophers Playgroup strives to deliver the Early Years Foundation Stage to children aged 2–4 years within a fully inclusive setting. Fully qualified childcare managers and practitioners undertake daily planning of activities to meet the needs and interests of each child. Staff use a key person approach so that progress and wellbeing are monitored, records are maintained, and appropriate "next steps" in learning can be planned. Cohort tracking supports effective planning and transition.

Staff undertake regular training to ensure they can meet children's needs and maintain compliance with safeguarding, health and safety and early years requirements. The Playgroup works closely with parents/carers and, where appropriate, external professionals and agencies (for example social workers and speech and language support) to help achieve the best outcomes for children.

The Playgroup has also forged links with the local primary school, including the use of one of its rooms each week for a dedicated pre-school session. This supports smoother transition to school through familiarisation activities such as visits to classrooms, lunch in the dinner hall and attending school productions.

The management of the Playgroup is undertaken by a committee made up predominantly of parents/local people, supporting community involvement and enabling parents to participate in their children's education from the earliest stages. Parents are also encouraged to support sessions and contribute to fundraising activities that build links with local businesses and the wider community. Children's learning journeys are now online, supporting engagement and communication between parents/carers and staff.

Policies and procedures are reviewed and updated regularly to ensure processes remain relevant and meet statutory obligations. Regular checks and risk assessments are undertaken in line with the Playgroup's responsibilities.

Achievements and Performance

Main achievements

St. Christophers Playgroup has provided a much-needed pre-school and playgroup facility for the local area for over 50 years. It continues to support children to learn and develop important social skills they will take into school and beyond. Staff help children to develop strong foundations in communication and language, staying safe, turn taking and conflict resolution, supporting each child in their early steps as a responsible member of the local community.

Positive relationships have been developed with parents, grandparents and carers who are invited into sessions regularly, whether as parent helpers or to "stay and play".

Key achievements and milestones during the year

Secured grant funding: The Playgroup successfully secured a grant from the County Council's *Build Back Better Community Fund*. This enabled the purchase of additional resources and equipment to enhance children's experiences, including a bouncy castle which proved particularly popular.

Fundraising and community events:

- The annual Christmas Bazaar brought families and the community together for a festive celebration and raised significant funds to support Playgroup activities.
- The Summer Teddy Bear's Picnic was successfully delivered despite a change of venue, using Bournside Secondary School sports hall, kindly provided free of charge, which supported fundraising.

Staffing and pay: Recognising the hard work and dedication of staff, the committee implemented wage increases to align with National Minimum Wage changes and to ensure staff continue to feel valued.

Challenges faced

Staff recruitment: The Playgroup continued to experience difficulty recruiting to fully staff the setting. Existing staff have supported the Playgroup by covering shortfalls where possible. The committee also recruited a new Special Educational Needs Coordinator (SENCO) who is expected to begin as soon as possible.

Facility use for fundraising events: The church's decision to charge a considerable rent for weekend use of the church halls would have reduced fundraising capacity, so the committee sought alternative venues. The Playgroup secured support from Bournside Secondary School, including free-of-charge facilities, enabling events to proceed successfully.

Financial Review

The principal source of funding continued to be Gloucestershire County Council funding for eligible children attending the setting. Non-funded children's fees also contributed to income, together with an optional snack charge each session. Fundraising income also supported activities and improvements (as outlined above).

Expenditure has been closely managed and limited to essential items only, and this discipline will need to continue into future years. Wages continue to be the largest area of expenditure and staffing levels will be monitored closely to ensure that legal ratios and service levels are maintained.

Reserves policy

The trustees aim to maintain unrestricted reserves sufficient to cover approximately 6 months of core operating costs, to provide stability in the event of unexpected reductions in income or increases in costs. At 31 March 2025 the charity held unrestricted funds of £100,316 (2024: £109,346). The trustees will keep this level under review in light of staffing and premises cost pressures and planned expenditure on resources and equipment.

Structure, Governance and Management

St Christophers Playgroup (Warden Hill) is an unincorporated charity registered with the Charity Commission.

The charity is governed by its constitution dated 9 June 1995 as amended on 9 June 2006, 26 April 2019 and 8 December 2022, which sets out the charity's objects and powers and the rules for administration of the charity, including the appointment and retirement of trustees. Trustees are responsible for ensuring the charity is administered in accordance with the governing document and charity law, and that the charity's assets are applied solely in furtherance of its charitable purposes.

St. Christophers Playgroup is overseen by a committee of up to 12 parents/local people, including three officer roles (Chairperson, Treasurer and Secretary) and up to nine trustee roles. Trustees volunteer their time and receive no financial benefit. This year there were five parents on the committee and one staff member.

The Playgroup management structure consists of a Playgroup Manager and a Playgroup Deputy Manager, supported by permanent staff including play workers. The Playgroup is a member of PATA which offers support and training to local settings and provides a payroll service to ensure tax and wage obligations are met.

Trustee and indemnity insurance is in place. All permanent staff hold at least an appropriate Level 3 qualification, are trained in paediatric first aid and health and safety, have up-to-date knowledge of EYFS, and hold enhanced DBS checks as required. Designated staff lead in key areas (including safeguarding, health and safety, food hygiene, SENCO, safer recruitment and data protection) and share knowledge with the wider team.

Trustees undergo DBS checks in line with statutory requirements and are also required to complete an EY2 with Ofsted to confirm their suitability.

Trustee meetings are held at least once a term, with trustees working collaboratively and maintaining contact between meetings. Conflicts of Interest are declared at meetings and confidentiality is confirmed annually. Policies and procedures are reviewed at least annually (or sooner when legislation changes), and updates are agreed and minuted at committee meetings. Committee members and staff are required to read and understand relevant policies.

Plans for future periods

The committee continues to identify opportunities to improve the Playgroup and enhance children's experiences. Plans include:

- Fundraising and community engagement: Continued development of major fundraising events, including the Christmas Bazaar at Bournside Secondary School, and building that relationship into 2026.
- Committee capacity: The committee aims to start the new academic year with a fully staffed committee to support ongoing improvements and sustainability.
- Staffing: Continued focus on recruitment and retention, including filling vacancies and maintaining required ratios and quality of provision.

The trustees' report was approved by the board of trustees and signed on its behalf by:



L Pope
Trustee

Date: 11th March 2026

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)
Independent Examiner's Report to the Trustees of ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)
For The Year Ended 31 March 2025

I report to the trustees on my examination of the receipts and payments accounts of ST CHRISTOPHERS PLAYGROUP (WARDEN HILL) (the Charity) for the year ended 31 March 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").

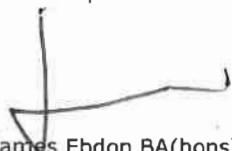
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

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



James Ebdon BA(hons) BFP FCA
Date: 11th March 2026
3 Royal Crescent
Cheltenham
GL50 3DA

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)
Receipts and Payments Account
For The Year Ended 31 March 2025

	Notes	2025 Unrestricted funds £	2024 Unrestricted funds £
RECEIPTS FROM:			
Donations and legacies	3	-	1,068
Charitable activities	4	133,327	121,074
Other trading activities	5	3,476	2,507
Investments	6	452	427
Other	7	1	43
		137,257	125,119
PAYMENTS FOR:			
Charitable activities	8	(143,479)	(118,922)
		(143,479)	(118,922)
NET RECEIPTS/(PAYMENTS)		(6,222)	6,197
NET MOVEMENT IN CASH FUNDS		(6,222)	6,197
RECONCILIATION OF FUNDS:			
Cash funds brought forward		110,036	103,839
CASH FUNDS CARRIED FORWARD		103,814	110,036

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)
Statement of Assets and Liabilities
At 31 March 2025

	2025	2024
	Total funds	Total funds
	£	£
Cash Funds		
Treasurer's account	62,808	69,482
Reserve account	41,006	40,554
	<hr/> 103,814	<hr/> 110,036
Liabilities		
PAYE and Pension Liabilities	(3,498)	(690)
	<hr/> (3,498)	<hr/> (690)
Net assets after liabilities	<hr/> 100,316	<hr/> 109,346

Assets retained for the charity's own use

Play equipment, toys and other resources are held for use in the day-to-day activities of the charity. Due to the nature of these items and their extensive use, the trustees consider that they have no material resale value at the year end.

On behalf of the board of trustees



L. Pope
Trustee

Date: 11th March 2026

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)
Notes to the Financial Statements
For The Year Ended 31 March 2025

1. General Information

St Christophers Playgroup (Warden Hill) is an unincorporated charity registered with the Charity Commission, registered charity number 1053824. The principal address is St. Christophers Church Halls, 1 Lincoln Avenue, Cheltenham, GL51 3DD.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared on a receipts and payments basis in accordance with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. They are a summary of cash received and cash paid during the year and therefore do not include accruals for income or expenditure.

2.2. Incoming Resources

Incoming resources are recognised when the funds are received, not when they are earned or when entitlement arises. This includes donations, grants, fundraising income, fees/charges (e.g., session fees), and other receipts. Bank interest is recognised when credited to the bank account. Income is shown gross (before any related costs) in the Receipts and Payments Account.

Where receipts relate to restricted funds, they are separately identified and applied only for the purposes specified by the donor or funder. Any receipts received in advance for a future period are included as receipts when received.

2.3. Resources Expended

Resources expended are recognised when payments are made, not when the liability is incurred. Payments include all operating costs and support costs (e.g., staffing, rent, utilities, insurance, supplies, administration), governance costs (e.g., independent examination/accountancy fees), and any capital payments. Payments are shown gross in the Receipts and Payments Account.

Payments that relate to restricted funds are identified separately and applied only in accordance with the relevant restriction. Payments made in advance (prepayments) are included as payments when paid.

3. Income from Donations and Legacies

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Donations and gifts	-	76
Grants	-	992
	-	1,068
	-	1,068

4. Income from Charitable Activities

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Playgroup provision:		
Local Authority Funding	115,469	84,237
Fees received	17,858	36,837
	133,327	121,074
	133,327	121,074

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2025

5. Income from Other Trading Activities

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Fundraising events	3,476	2,507

6. Investment Income

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Bank interest receivable	452	427

7. Other Income

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Other income	1	43

8. Charitable Activities

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Fundraising activities:		
Staging fundraising events	787	650
Employee costs:		
Wages and salaries	113,725	94,097
Expenses	1,238	1,167
Training	558	602
Premises expenses:		
Premises costs	14,882	13,233
General administration:		
Support and administration costs	2,842	1,287
Perishable/consumables /sundries	577	1,375
Insurance	1,284	1,235
Subscriptions	857	970
Other office costs	678	772
Sundry expenses	2,111	1,202
Toys/equipment	3,940	2,332
Total Charitable Activities	143,479	118,922

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2025

9. Transactions with Trustees

None of the trustees received any remuneration or any other benefits from an employment with the charity or a related entity during the current or previous year.

No trustee expenses have been incurred.

10. Related Party Disclosures

There have been no related party transactions in the reporting period that require disclosure.

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)

England & Wales - Charity number 1053824

Accounts



St Christopher's Playgroup Annual General Meeting

Annual Report

Closing Balances

Treasurers Account: £52,786.76 as of July 30th 2024

Reserve Account: unknown

Here are the key things we would like to shout about as achievements:

- Securing a grant from Gloucestershire County Council (GCC) towards the maintenance of the playgroup, we purchased a gazebo so the children can play safely outside during the summer months.
- A successful Christmas fayre in November last year raised over £1,400 which went towards a new play kitchen for the children. Maybe this year they will donate some cakes!
- We ran a successful Easter Egg raffle which raised funds to buy more toys and equipment for the children. Unfortunately we were unable to organise a Summer Fayre due to various other challenges and commitments.
- Staff wages were increased to reflect National Minimum Wage in April.
- The government increased free childcare hours, which led to an increase in children applying for places.

Main challenges the committee has faced:

- The cost of living – there has been a high rise in costs such as national minimum wage pushing up the monthly wages – wages account for approx. 70% of the playgroup's expenditure. The costs for hall rent has increased by £200 a month from this September
- Recruiting new committee members – luckily we have had 4 new members join since last September but we will always need more – the constitution states there is a minimum of 5 members required with the positions of chair, secretary and treasurer to be filled.
- The lack of committee members has meant the fundraising events have been difficult to organise. This may have an impact on next year's budget with the projected outgoings higher than the incomings for next year.

Finally, I would like to give a shout out to Kay, our independent playgroup administrator who joined last September and works weekly to support the committee and playgroup with admin tasks such as staff wages, supplier payments and keeping the accounts up to date. She is an invaluable member of the team!

Income and expenditure April 2023 to March 2024

Income

Month	Childrens Fees	Gloucestershire Funding	Deprivation Grant	Other Grants	Parties Outings	Fundraising	Donations	Clothing	Other Income	Bank Interest	Total
April	1,736.75	-	-	-	-	80.00	1.00	-	5.00	-	1,822.75
May	2,549.50	34,725.30	-	-	-	145.00	75.00	24.90	13.41	-	37,533.11
June	3,346.00	-	-	992.38	-	-	-	-	-	-	4,338.38
July	504.55	744.01	-	-	-	-	-	-	-	-	1,248.56
August	479.50	-	-	-	-	-	-	-	-	-	479.50
September	5,927.30	-	-	-	-	30.00	-	-	-	-	5,957.30
October	2,138.05	18,359.00	-	-	-	473.55	-	-	-	-	20,970.60
November	7,975.85	-	-	-	-	1,778.30	-	-	-	-	9,754.15
December	394.00	4,112.95	-	-	-	-	-	-	-	-	4,506.95
January	4,444.48	3,000.00	-	-	-	-	-	-	-	-	7,444.48
February	3,276.49	23,296.20	-	-	-	-	-	-	-	-	26,572.69
March	4,064.51	-	-	-	-	-	-	-	-	-	4,064.51
Total	36,836.98	84,237.46	-	992.38	-	2,506.85	76.00	24.90	18.41	-	124,692.98

Expenditure

Month	Salary	NI & Tax	PATA	Course	Premises	Admin	Expenses	Perishable/cons umables / sundries	Toys and equipment	Office consumables	Fundraising	Outings & Parties	Insurance	Other	Total
April	7,579.11	168.37	-	-	1,000.00	-	128.19	189.48	78.07	38.36	-	-	-	40.00	9,221.58
May	8,693.93	414.61	167.20	300.00	1,000.00	-	118.73	187.28	358.15	38.36	-	-	-	-	11,278.26
June	6,752.41	713.22	49.30	-	1,000.00	-	76.28	200.82	126.78	38.36	-	160.00	-	-	9,117.17
July	7,016.98	603.96	108.60	150.00	1,000.00	-	163.64	49.93	267.46	144.97	-	-	-	580.93	10,086.47
August	6,557.15	231.52	-	50.00	1,000.00	-	-	-	-	38.36	-	-	-	35.00	7,912.03
September	7,385.53	216.37	120.60	-	1,000.00	-	77.38	351.87	68.84	69.65	-	-	-	202.25	9,492.49
October	7,482.03	938.97	90.60	102.00	1,200.00	245.60	72.34	16.48	-	128.21	-	-	-	-	10,276.23
November	7,422.89	231.27	-	-	1,200.00	167.86	164.96	-	706.62	94.82	490.06	-	-	-	10,478.48
December	7,410.23	225.92	-	-	1,200.00	282.00	60.89	129.97	111.52	64.38	-	-	-	185.95	9,670.86
January	7,420.70	959.85	181.80	-	1,200.00	-	104.11	133.36	181.38	-	-	-	-	-	10,181.20
February	7,421.30	227.78	-	-	1,233.00	381.50	119.95	115.89	284.32	38.36	-	-	-	5.00	9,827.10
March	7,781.09	241.71	252.20	-	1,200.00	210.00	116.24	-	139.00	77.80	-	-	1,235.01	118.19	11,371.24
Total	88,923.35	5,173.55	970.30	602.00	13,233.00	1,286.96	1,202.71	1,375.08	2,322.14	771.63	490.06	160.00	1,235.01	1,167.32	118,913.11

<i>Bank starting balance (1st Apr 2023)</i>	103,828.62	<i>includes reserve a/c</i>
<i>Income</i>	124,692.98	
<i>Expenditure</i>	118,913.11	
<i>Transferred to reserve during period</i>	-	
<i>Predicted bank balance</i>	109,608.49	
<i>Bank ending balance (31st Mar 2024)</i>		
<i>Reserve ending balance (31st March 2024)</i>		

inc interest -
109,608.49



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

St Christopher's Playgroup.

On accounts for the year ended

APRIL 2024.

Charity no (if any)

1053824

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 04/2024

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

31/01/24

Name:

WILLIAM PERRY

Relevant professional qualification(s) or body

ACMA - 1-4LFI8R

(if any):

Address:

7 LARCH RUE
CHELTENHAM
GL53 0PY.

Section B

Disclosure

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

Give here brief details of any items that the examiner wishes to disclose.

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)

England & Wales - Charity number 1053824

Accounts



St Christopher's Playgroup Annual General Meeting 27th September 2023 @ 7.15pm

Annual Report

Closing Balances

Treasurers Account: £64,501.11

Reserve Account: £40,294.85

The past 12 months have been a big learning curve for the committee since last September. When we took over there was next to no committee members and due to this very little passover – we were very much chucked in at the deep end! We hope that we have helped support Karen and the playgroup the best we can, and I feel the committee is in a much stronger position now, I hope the following years only get better.

Here are the key things we would like to shout about as achievements:

- Securing a grant of £1000 from the local parish council which has been used to buy a new laptop for playgroup to use to perform key admin tasks. Also 2 x mobile cloakroom trolleys so children have easier access to their coats etc inside the main hall.
- A successful Christmas fayre in November last year and a number of other fundraisers including a Valentines cake sale, sponsored egg & spoon race and dress up days – raising approx. £1200 which has been used to purchase new equipment for the children to use/ replace the old tablets for staff for updating tapestry.
- Being able to support Karen and the playgroup through the routine OFSTED inspection – resulting in the playgroup receiving a 'Good' grade – weldone to Karen for all the time she puts in outside of hours and to all the staff for making the playgroup run as successfully as it does.
- Giving the staff updated contracts to reflect any updated hours/positions/salaries.
- Arranging an independent playgroup administrator which joined this September and will now be working weekly to support the future committee and playgroup with admin tasks such as staff wages, supplier payments and keeping the accounts up to date.
- Karen now has a business debit card which she can use to purchase items instead of having to use her own money and claim back expenses.

Main challenges the committee has faced:

- The cost of living – there has been a high rise in costs such as national minimum wage pushing up the monthly wages – wages account for approx. 70% of the playgroup's expenditure.
The costs for hall rent has increased by £200 a month from this September.
- Recruiting new committee members – luckily we have had 4 new members join since last September but we will always need more – the constitution states there is a minimum of 5 members required with the positions of chair, secretary and treasurer to be filled.



There are always things to do that will improve the playgroup and enhance the experience for the children who attend. Some things which the committee are working towards are below:

- Applying for a grant from the GCC to be used for an outside canopy to provide shade in the summer during outdoor play/ New outside play equipment such as building blocks and bikes.
- Fundraising so that the play kitchen can be replaced indoors.
- Organising the next main fundraising event of the year – the Christmas Fayre!!!

So that the committee can continue to support the playgroup with the above and carry on improving, we are looking to move into this new academic year with a full committee.

The positions currently filled are:

Chair – Carley Jones

Secretary – Sophie Mecrow (Also OFSTED nominated individual)

Safeguarding lead – Chloe Marks

We will now need the role of treasurer filled and additional members to support.

Finally, I would like to give a shout out to Elina Vikman who joined the playgroup Committee in September 2022 along with myself, then later picked up the position of Chair in January 2023. She has worked hard to get legal requirements with OFSTED up to date, staff contracts and generally being a great support for myself, and the committee over the past 12 months. She is not able to make tonight as her baby is due any moment!



New Volunteers

Name	Email	Phone

Income and expenditure April 2022 to March 2023

Income

Month	Childrens Fees	Gloucestershire Funding	Deprivation Grant	Other Grants	Parties Outings	Fundraising	Donations	Clothing	Other Income	Bank Interest	Total
April	1,489.05	1,056.69	-	-	-	104.00	-	-	250.00	-	2,899.74
May	2,566.55	33,187.13	-	-	-	24.00	-	-	5.00	-	35,782.68
June	3,798.50	2,464.61	-	-	-	139.40	-	2.00	-	-	6,404.51
July	924.50	452.57	-	-	-	-	-	-	-	-	1,377.07
August	-	920.42	-	-	-	-	-	-	-	-	920.42
September	3,086.15	-	-	-	-	16.69	-	1.00	-	-	3,103.84
October	1,969.00	27,446.16	-	-	-	9.00	-	11.00	-	-	29,435.16
November	4,690.56	-	-	-	-	1,612.54	-	3.00	-	-	6,306.10
December	1,490.50	2,430.39	-	-	-	-	-	-	-	-	3,920.89
January	2,985.50	-	-	-	-	-	-	-	-	-	2,985.50
February	2,871.05	27,957.21	-	-	-	50.00	-	9.50	-	-	30,887.76
March	3,795.30	2,983.66	-	-	-	237.90	-	19.90	-	-	7,036.76
Total	29,666.66	98,898.84	-	-	-	2,193.53	-	46.40	255.00	-	131,060.43

Expenditure

Month	Salary	NI & Tax	PATA	Course	Premises	Admin	Expenses	Perishable/cons umables / sundries	Toys and equipment	Office consumables	Fundraising	Outings & Parties	Insurance	Other	Total
April	5,235.00	92.23	210.52	-	800.00	-	154.22	-	-	26.97	57.00	-	-	-	6,575.94
May	6,097.70	95.98	50.65	170.00	1,400.00	-	205.85	143.88	64.96	26.97	-	-	-	-	8,255.99
June	6,373.54	969.78	101.05	-	950.00	-	86.07	358.79	223.75	26.97	-	-	-	-	9,089.95
July	6,081.00	109.89	64.80	150.00	2,850.00	-	152.29	-	89.98	26.97	-	100.00	-	300.00	9,924.93
August	5,126.87	120.07	45.65	-	950.00	-	116.20	50.00	-	222.12	-	-	-	65.00	6,565.91
September	7,033.92	106.08	-	-	975.00	-	164.01	50.00	1,445.42	33.71	-	-	-	-	9,808.14
October	7,283.45	516.39	111.10	160.00	1,970.00	-	118.92	240.91	428.37	33.71	-	-	-	-	10,862.85
November	7,435.21	328.69	137.20	285.00	50.00	-	158.87	189.11	49.12	87.59	764.32	-	-	-	9,485.11
December	7,074.86	545.21	56.10	-	1,000.00	-	86.54	-	936.00	33.71	70.04	-	-	213.00	10,015.46
January	7,014.98	300.61	61.10	-	1,000.00	-	48.10	184.92	298.78	33.71	-	-	-	-	8,942.20
February	6,925.24	663.17	61.10	-	1,000.00	-	228.74	135.85	-	235.97	-	-	-	-	9,250.07
March	7,496.59	306.55	256.10	-	1,000.00	-	135.24	155.90	276.00	59.93	-	-	1,170.92	-	10,857.23
Total	79,178.36	4,154.65	1,155.37	765.00	13,945.00	-	1,655.05	1,509.36	3,812.38	848.33	891.36	100.00	1,170.92	448.00	109,633.78

Bank starting balance (1st Apr 2022)	82,326.00	<i>includes reserve a/c</i>
Income	131,060.43	
Expenditure	109,633.78	
Transferred to reserve during period	-	
Predicted bank balance	103,752.65	
Bank ending balance (31st Mar 2023)	63,702.27	
Reserve ending balance (31st March 2023)	40,126.35	
inc interest	103,828.62	

- 75.97



Section A Independent Examiner's Report

Report to the trustees/ members of Charity Name St Christophers Playgroup (Warden Hill)

On accounts for the year ended March 23 Charity no (if any) 1053824

Set out on pages Income and Expenditure Apr 2022 - Mar 2023

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023

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: [Signature] Date: 22/08/23

Name: William Perry

Relevant professional qualification(s) or body (if any): Chartered Management Accountant

Address: 143 Salisbury Avenue, Cheltenham, GL52 7DQ

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.

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)

England & Wales - Charity number 1053824

Accounts



Trustees' Annual Report for the period							
Period start date				Period end date			
From	01	04	2021	To	31	03	2022

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Elina Vikmane	Chair	26/09/2022	
2	Louise Cook	Treasurer	26/09/2022	
3	Connie Ballinger		26/09/2022	
4	Phillipa Uddin		12/01/2023	
5	Chloe Marks		12/01/2023	
6	Sophie Mecrow	Secretary	12/01/2023	
7				
8	Karen Cookes	Staff Committee Member		

Section B Structure, governance, and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	PATA Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by the current trustees/committee members or at an AGM by general public

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees.
- the charity's organisational structure and any wider network with which the charity works.
- relationship with any related parties.
- trustees' consideration of major risks and the system and procedures to manage them.

St. Christophers Playgroup is overseen by a committee of up to 12 parents/local people. This includes 3 officer roles (Chairperson, Treasurer and Secretary) and up to 9 Trustee roles. Trustees volunteer their time for free and receive no financial benefit whatsoever. This year saw 6 parents on the committee and one staff member. The playgroup management structure consists of a Playgroup Manager and a Playgroup Deputy Manager. There are 3 other permanent staff who are Play workers, 2 staff who are fully qualified supply staff, and 2 Apprentices who are working towards their level 3 childcare qualification. The playgroup is a member of PATA which offers support and training to local settings, as well as providing a much-needed payroll service to ensure that the tax and wage obligations are fully met. Trustee and indemnity insurances are in place to enable the adequate management of risk. All permanent staff are fully trained in at least a level 3 appropriate qualification, with one apprentice, fully trained in 1st aid and H&S and have an up-to-date knowledge of the EYFS, as well as having an advanced DBS check on a regular basis. Designated staff are fully trained in key areas such as advanced H&S, Safeguarding, food hygiene, SenCo, Safer recruitment, data protection etc and they act as the lead in that area, passing their knowledge to the rest of the team on a regular basis. Regular checks and risk assessments are undertaken in line with the with the playgroup's statutory obligations. Trustees undergo a DBS check in line with statutory requirements and are also required to complete an EY2 with Ofsted to confirm their suitability. Trustees' meetings are held at least once a term. Trustees work collaboratively on all aspects of the roles and are in regular contact outside of the meetings. Trustees are required to declare any conflict of interests at each meeting and once a year sign a confidentiality agreement. Policies and procedures have been followed over the course of the year to ensure the adequate induction and training of trustees and that they understand the requirements of each role from the offset. TAR 2 March 2012 Appropriate training has taken place to ensure best practice, such as the Chairperson attending a safe guarding course. All policies and procedures are reviewed annually and updated as necessary or when relevant legislation takes effect. Staff and committee members are required to read and understand the policies and procedures and any review/update is agreed and minuted within an official committee meeting

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The Aim of the Group is to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by: (a) offering appropriate play 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, regardless of race, culture, religion, disability or means; (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas; (c) instigating and adhering to and furthering the aim of Gloucestershire PATA

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

St. Christophers Playgroup has provided a much-needed pre-school and playgroup facility for the local area for over 51 years. It provides a community service which benefits the local children by providing a safe, stimulating and happy environment for children to experience their early years where learning is reinforced through play. St. Christophers Playgroup strives to adequately deliver the Early Years Foundation Stage to 2-4 year olds within its fully inclusive setting. Fully qualified childcare managers and practitioners are employed to do this, who undertake daily planning of activities to meet the needs and interests of each child that attends the setting. They utilise a key person approach to ensure that the progress and wellbeing of all the children are constantly monitored and relevant records are frequently updated which allows for future planning and next steps to be developed and devised, along with adequate cohort tracking to be undertaken. All staff are well trained in all aspects of the role and attend regular training courses to enable them to successfully meet the needs of all children that attend the setting. Children are helped to learn and develop important social skills that they will take with them into school and beyond. Important foundations are set in skills such as communication, language, staying safe, turn taking and conflict resolution and all these skills assist each child with their first steps in becoming a responsible member of the local community. The management of the playgroup is undertaken by a committee made up of a majority of parents which also supports the local community by allowing parents the opportunity to be involved in their children's education from the very start. Parents can also be actively involved in each session that their child attends if they so wish. Parents can also become involved in their local community by fundraising which enables them to forge links with local businesses and local people. All children's learning journeys are now online so also providing more use of IT for parents, carers and staff to develop their skills in this essential area. In all of their work, the trustees have had regard to the guidance issued by the Charity Commission on public benefit. Policies and procedures are regularly reviewed and updated to ensure that the processes are relevant and meet the needs of the children at the setting as well as statutory obligations. The views of the children, parents and staff are always listened to and any feedback has been used to improve the way in which things are done. The staff communicate closely with each other and with other settings that the children may attend and accurately assess each child as required to ensure accurate TAR 4 March 2012 transition records. The staff work closely with parents/carers and outside agencies such as social workers, speech therapists etc to ensure the best possible outcome for the child. Positive relationships have been developed with parents, grandparents and carers and they are invited to the sessions on a regular basis whether as a parent helper or to stay and play in the session.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making.
- policy programme related investment.
- contribution made by volunteers.

The committee, made up fully of volunteers, provide an essential role for the playgroup as they not only manage and organise all the fundraising activities throughout the year, but they also manage the staff, finances, and administration of the playgroup. Over the course of the year, a number of fundraising events have been organised by the trustees to include a Christmas Bazaar, regular coffee mornings, Easter Event day, Valentines Disco, raffles and initiatives such as bags2school collections. These have been very beneficial to the funding of the playgroup and have enabled relationships to be built with the parents and carers of the children that attend the setting. Each event has been organised with the children in mind and has been fun and engaging for the children. All events raised money which have enabled the playgroup to buy much needed equipment or to build up reserves

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Here are the key things we would like to shout about as achievements:

- Fencing in the carpark so that the children now have access the grass area to extend outdoor play.
- Having an outside tap installed for water play
- Having the radiator covered and adjusted to improve the temperature of the venue
- Raising funds with the very successful Christmas Fayre which raised 1200 pounds and the subsequent events the giddy up cup and the queen's jubilee both raising money towards new pencils and paper stocks.

Things we said we would achieve this academic year from the last AGM:

- Help support the playgroup to moving to in the moment planning and having resources needed for that – complete and process is underway with new equipment purchased and being delivered soon. Delayed due to supply issues.
- New summer hats and outdoor canopies for the play areas – this is ongoing request that is with the church council.
- Outdoor play equipment - complete
- See through the restructure of the hall usage – ongoing and is with the church council.
- See through the update of toilet facilities if funding is improved – ongoing and is with the church council
- Raise a ton of money over the next academic year – starting with the Christmas Fayre.- DONE!

My daughter is no longer at playgroup and has graduated to school now. I have completed two turns as chair and now wish to hand over the baton to the next set of parents.

I think during my terms as a Chair the finances have been incredibly strong, and the team work put in from the staff and myself has also been a good strong relationship. I am pleased to hand over the playgroup in such a healthy state and wish the next generation of committee the best of luck.

I would like to thank Clare Hodges who despite having an incredibly busy home life has helped me to get all the accounts and books in order and continues to finish this project for us. It has been a huge, huge help.

I would also like to thank Karen and the team for all that fantastic efforts and dedication as without their input our little ones wouldn't flourish as well as they do in this lovely environment they have created.

Section E

Financial review

Brief statement of the charity's policy on reserves

St. Christopher's playgroup holds a reserve account and strives to keep one always term cost in the reserves for contingency against redundancy.

Details of any funds materially in deficit

-

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising).
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funding was from Gloucestershire County Council for the funding of children attending the setting. Non-funded children's fees also contributed to the revenue, with a charged, optional snack each session. Fundraising has also been a key factor in increasing revenue and will be crucial for any new committee to have more fundraising events throughout the year. Expenditure has been very closely managed again this year and has been limited to essential items only. This will also need to be continued into future years. Wages make up the biggest spend again this year and staffing levels should be monitored closely, without compromising service levels and legal ratios into the coming year. St. Christophers Playgroup has a reserve account but no other investments.

Closing balances:
 Business account £40050.38
 Treasurer's account £42275.62

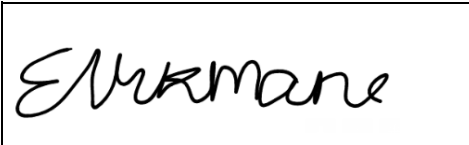
Section F Other optional information

The trustees and staff have again worked tirelessly this year to ensure that the playgroup continued to meet its financial objectives whilst still being the reputable, well regarded community playgroup it is renowned to be, with all the children continuing to thrive in its caring and stimulating environment. It has been a struggle again this year to ensure that a Committee has formed but this has now been done with a strong team and they have already had a great start to this academic year with fundraising. The playgroup continues to thrive with a waitlist and is much needed in the community as pre school options dwindle in the area. The playgroup continues to be in a healthy financial position.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Elina Vikmane	

Position (e.g., Secretary, Chair, etc)	CHAIR	
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Date	31/01/2023
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St. Christophers Playgroup	No (if any)
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CC16
a

Receipts and payments accounts

For the period from	01/04/2021	To	31/03/2021
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Section A Receipts and payments


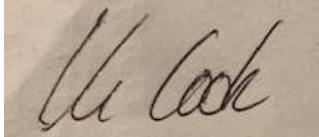
	Unrestricted funds £	Restrict ed funds £	Endowm ent funds £	Total funds £	Last year £
A1 Receipts					
Childrens Fees	22503.25	-	-	22503.25	11815.71
Gloucestershire Funding	78101.91	-	-	78101.91	69556.08
Grants	0.00	-	-	0.00	191.70
Fundraising	2568.34	-	-	2568.34	1309.55
Donations	250.00	-	-	250.00	105.00
Sale of clotihng	0.00	-	-	0.00	217.55
Other income	11816.36	-	-	11816.36	3262.71
Bank interest	14.79	-	-	14.79	7.33
Total receipts	115254.65	-	-	115254.65	86465.63
A3 Payments					
Employment costs (gross pay + Employer;s NIC)	82135.48	-	-	82135.48	57787.86
Training costs	1365.15	-	-	1365.15	1053.25
Premises (rent, heat etc)	9066.00	-	-	9066.00	6390.00
Insurance	820.16	-	-	820.16	737.02
Administration	153.60	-	-	153.60	656.79
Consumables (perishable/sundries)	1303.21	-	-	1303.21	566.84
Consumables (office admin)	742.02	-	-	742.02	1423.73
Equipment & toys	2824.94	-	-	2824.94	968.09
Fundraising costs	0.00	-	-	0.00	0.00
Expenses paid	1527.88	-	-	1527.88	3501.50
Other expenses	445.00	-	-	445.00	0.00
Total payments	100383.44	-	-	100383.44	73085.08
Net of receipts/(paym ents)	14871.21	-	-	14871.21	13380.55
A5 Transfers between funds	-	-	-	-	-

A6 Cash funds last year end	67454.79	-	-	67454.79	54074.24
Cash funds this year end	82326.00	-	-	82326.00	67454.79

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 £
B1 Cash funds	Treasurers Account (Lloyds Bank)	42275.62	-	-
	Business Deposit Account	40050.38	-	-
		-	-	-
	Total cash funds	82326.00	-	-
	(agree balances with receipts and payments account(s))	0	0	0

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

Signature	Print Name	Date of approval
	Elina Vikmane	31/01/23
	Louise Cook	31/01/23



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/ members of
ST CHRISTOPHER'S PLAYGROUP**

On accounts for the year ended 31 March 2022

Charity no 1053824

Set out on pages

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

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").

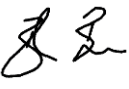
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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.

Signed: 

Date: 31/01/23

Name: Daryl Burns

Address: Rose Tree Cottage, Sunnyfield Lane, Cheltenham GL51 6JD

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).

Give here brief details of any items that the examiner wishes to disclose.

There are several expenses payments for which receipts are missing and which could not be verified. While I have no reason to doubt the veracity of these expenses, better management of receipts is needed. If no receipt is available, a note from the payee explaining the purpose will suffice.

ST CHRISTOPHERS PLAYGROUP (WARDEN HILL)

England & Wales - Charity number 1053824

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month 04	Year 2020		Day 31	Month 03	Year 2021

Section A Reference and administration details

Charity name **St,Christopher's playgroup**

Other names charity is known by

Registered charity number (if any) **1053824**

Charity's principal address
1 Lincoln Avenue
Hatherley
Cheltenham
Postcode **GL51 3DD**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Maxine Godfrey	Chair		
2	Caroline Weston	Secretary		
3	Hazell wood	Treasurer		
4	Laura w	Committee		
5	Natalie Hall	Committee		
6	Karen Cookes	Staff committee member		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Play group manager Karen Cookes , Karen Nichol Deputy

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	constitution
How the charity is constituted (e.g. trust, association, company)	Trust
Trustee selection methods (e.g. appointed by, elected by)	Appointed by the current trustees/committee members or at a AGM by general public

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

St. Christophers Playgroup is overseen by a committee of up to 12 parents/local people. This includes 3 officer roles (Chairperson, Treasurer and Secretary) and up to 9 Trustee roles. Trustees volunteer their time for free and receive no financial benefit whatsoever. This year saw 6 parents on the committee and one staff member. The playgroup management structure consists of a Playgroup Manager and a Playgroup Deputy Manager. There are 3 other permanent staff who are Play workers, 2 staff who are fully qualified supply staff, and 2 Apprentices who are working towards their level 3 childcare qualification

The playgroup is a member of PATA which offers support and training to local settings, as well as providing a much needed payroll service to ensure that the tax and wage obligations are fully met.

Trustee and indemnity insurances are in place to enable the adequate management of risk. All permanent staff are fully trained in at least a level 3 appropriate qualification, fully trained in 1st aid and H&S and have an up to date knowledge of the EYFS, as well as having an advanced DBS check on a regular basis. Designated staff are fully trained in key areas such as advanced H&S, Safeguarding, food hygiene, SenCo, Safer recruitment, data protection etc and they act as the lead in that area, passing their knowledge to the rest of the team on a regular basis. Regular checks and risk assessments are undertaken in line with the with the playgroup's statutory obligations.

Trustees undergo a DBS check in line with statutory requirements and are also required to complete an EY2 with Ofsted to confirm their suitability. Trustees meetings are held at least once a term. Trustees work collaboratively on all aspects of the roles and are in regular contact outside of the meetings. Trustees are required to declare any conflict of interests at each meeting and once a year sign a confidentiality agreement. Policies and procedures have been followed over the course of the year to ensure the adequate induction and training of trustees and that they understand the requirements of each role from the offset.

Appropriate training has taken place to ensure best practice, such as the Chairperson attending a safe guarding course.
All policies and procedures are reviewed annually and updated as necessary or when relevant legislation takes effect. Staff and committee members are required to read and understand the policies and procedures and any review/update is agreed and minuted within an official committee meeting

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The Aim of the Group is to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play 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, regardless of race, culture, religion, disability or means;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aim of Gloucestershire PATA

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

St. Christophers Playgroup has provided a much needed pre-school and playgroup facility for the local area for over 51 years. It provides a community service which benefits the local children by providing a safe, stimulating and happy environment for children to experience their early years where learning is reinforced through play. St. Christophers Playgroup strives to adequately deliver the Early Years Foundation Stage to 2-4 year olds within its fully inclusive setting. Fully qualified childcare managers and practitioners are employed to do this, who undertake daily planning of activities to meet the needs and interests of each child that attends the setting. They utilise a key person approach to ensure that the progress and well being of all the children are constantly monitored and relevant records are frequently updated which allows for future planning and next steps to be developed and devised, along with adequate cohort tracking to be undertaken. All staff are well trained in all aspects of the role and attend regular training courses to enable them to successfully meet the needs of all children that attend the setting. Children are helped to learn and develop important social skills that they will take with them into school and beyond. Important foundations are set in skills such as communication, language, staying safe, turn taking and conflict resolution and all of these skills assist each child with their first steps in becoming a responsible member of the local community.

St Christophers Playgroup has also forged links with the local primary school, with the use of one of their rooms each week for a dedicated preschool session for the preschool children. This has enabled the transition to school to be much smoother as many of the children attending playgroup will attend that primary school. The pre-schoolers often visited the classrooms during the course of the year as well as had lunch in the dinner hall and attended productions by the infant classes such as the Christmas Nativity.

The management of the playgroup is undertaken by a committee made up of a majority of parents which also supports the local community by allowing parents the opportunity to be involved in their children's education from the very start. Parents can also be actively involved in each session that their child attends if they so wish. Parents can also become involved in their local community by fundraising which enables them to forge links with local businesses and local people. All children's learning journeys are now online so also provides more use of IT for parents, carers and staff to develop their skills in this essential area. In all of their work, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Policies and procedures are regularly reviewed and updated to ensure that the processes are relevant and meet the needs of the children at the setting as well as statutory obligations. The views of the children, parents and staff are always listened to and any feedback has been used to improve the way in which things are done. The staff communicate closely with each other and with other settings that the children may attend and accurately assess each child as required to ensure accurate

transition records. The staff work closely with parents/carers and outside agencies such as social workers, speech therapists etc to ensure the best possible outcome for the child. Positive relationships have been developed with parents, grandparents and carers and they are invited to the sessions on a regular basis whether as a parent helper or to stay and play in the session.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

The committee, made up fully of volunteers, provide an essential role for the playgroup as they not only manage and organise all the fundraising activities throughout the year, but they also manage the staff, finances and administration of the playgroup.

Over the course of the year, a number of fundraising events have been organised by the trustees to include a Christmas Bazaar, regular coffee mornings, Easter Event day, Valentines Disco, raffles and initiatives such as bags2school collections. These have been very beneficial to the funding of the playgroup and have enabled relationships to be built with the parents and carers of the children that attend the setting.

Each event has been organised with the children in mind and has been fun and engaging for the children. All events raised money which have enabled the playgroup to buy much needed equipment or to build up reserves

Summary of the main achievements of the charity during the year

As you are all aware this last year has been one of many challenges particularly around COVID - 19. I took over as chair just as the pandemic was really hitting in April 2020.

We are extremely proud that during lockdowns and uncertainty and with the support of the staff we have been able to offer some provision of some kind throughout the whole time. The Treasurer Hazell and the Secretary Caroline have been a tremendous support to me throughout this time and between us we have really achieved a lot as your committee.

Here are the key things we would like to shout about as achievements:

- Fencing in the car park so that the children now have access the grass area to extend outdoor play
- Having an outside tap installed for water play
- Having the radiator covered and adjusted to improve the temperature of the venue
- Raising funds with the very successful Halloween walk, Peddlathon (£500) and Bounceathon (£400) - all contributed to improving the home corner and the reading corner.
- The gifts for playgroup Christmas fund raiser which was a huge success too help with this too.
- Writing and with the staff help implementing a pandemic policy.
- Organising playgroup photos - which were a big hit.
- Giving up lots of time to help playgroup stay open
- Producing an improvement plan for site usage in conjunction with the church
- Creating signs
- Completing a marketing drop
- Having the children's work shown off on the noticeboard in the car park
- Arranging having a fake tree within the playgroup to help with learning.

I as Chair still have a lot of things to address and improve with the support of a committee, if I am voted in for another term.

- Help support the playgroup to moving to in the moment planning and having resources needed for that
- New summer hats and outdoor canopies for the play areas
- Outdoor play equipment
- See through the restructure of the hall usage
- See through the update of toilet facilities if funding is improved.
- Raise a ton of money over the next academic year - starting with the Christmas Fayre.

Section E

Financial review

Brief statement of the charity's policy on reserves

St. Christopher's playgroup holds a reserve account and strives to keep one terms costs in the reserves at all times.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funding was from Gloucestershire County Council for the funding of children attending the setting. Non-funded children's fees also contributed to the revenue, with a charged, optional snack each session. Fundraising has also been a key factor in increasing revenue and will be crucial for any new committee to have more fundraising events throughout the year. Expenditure has been very closely managed again this year and has been limited to essential items only. This will also need to be continued into future years. Wages make up the biggest spend again this year and staffing levels should be monitored closely, without compromising service levels and legal ratios into the coming year. St. Christophers Playgroup has a reserve account but no other investments.

Closing balances:

**Business account £40,047.69
Treasurer's account £37,365.38**

- **Ensuring that staff had job security with up-to-date contracts and clear job descriptions**
- **Paying off outstanding tax bills from academic year 2018 - 2019 and 2019 - 2020**
- **Setting up card payment facilities**
- **Setting up gift aid registration**
- **Securing £200 funding from PATA**
- **Securing funding from the LA for a new printer on site (from October).**
- **Applying for a grant towards funding for new toilet facilities - ongoing**
- **Buying a playgroup Christmas tree**

Section F

Other optional information

Section F Other optional information

The trustees and staff have again worked tirelessly this year to ensure that the playgroup continued to meet its financial objectives whilst still being the reputable, well regarded community playgroup it is renowned to be, with all the children continuing to thrive in its caring and stimulating environment.

The trustees are especially pleased that for the 3rd year running, they have been able to ensure that a small profit was made and the objective of continuing to establishing a robust reserve fund has been successfully met. The trustees and staff are very happy about being able to invest the surplus money into playgroup and purchase much needed ICT equipment for staff and updating much needed everyday equipment such as tables.

The current chair and treasurer will be retiring from the committee in April after having an enjoyable year. The secretary is hoping to take on a new role as Treasurer for at least another year which will assist in ensuring the smooth transition to the new committee. As usual, the Chairperson and trustees will need to continue to remain cautious due to forecasted increases in expenditure, such as increases in national living wage, pensions and supplier's costs. With no increase in the funding rate per child for another year, close scrutinisation of all costs will need to continue.

The trustees are optimistic that with continued assistance and support of the excellent staff St Christophers Playgroup can continue to go from strength to strength in the future .

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	H.wood	
Full name(s)	Hazell wood	
Position (e.g. Secretary, Chair, et)	Tresurer	
Date	27/1/2022	

Charity name:

ST. CHRISTOPHER'S PLAYGROUP

Charity number:

1053824

Receipts and payments accounts for the period

Period start date: 1 APRIL 2018

01/04/20

Period end date: 31

01/03/21

RECEIPTS AND PAYMENTS

RECEIPTS	Previous year		Current year	
	£	p	£	p
Nursery Education Funding (Free for 3&4)	64,292.41		69,556.08	
Nursery Education Funding (New for 2)	0.00		0.00	
Children's fees	20,314.25		11,815.71	
Milk refund	0.00		0.00	
Grants (Gloucestershire deprivation grant)	3,044.23		0.00	
Other Grants	1,120.00		191.70	
Fundraising	1,476.35		1,309.55	
Donations	201.97		105.00	
Parties and outings receipts from parents	0.00		0.00	
Interest on business reserve account	30.51		7.33	
Sale of Clothing	0.00		217.55	
Other receipts	205.90		3,262.71	
Sub total	90,685.62		86,465.63	
Income from the sale of equipment	0.00		0.00	
TOTAL RECEIPTS	(A) £90,685.62		£86,465.63	
PAYMENTS	Previous year		Current year	
	£	p	£	p
Employment costs (gross pay + employer's NIC)	58,023.22		57,787.86	
Training costs	403.00		1,053.25	
Premises (rent, heat etc)	5,860.00		6,390.00	
Subscriptions	0.00		0.00	
Insurance	646.33		737.02	
Administration	1,355.99		656.79	
Consumables (perishable)	0.00		566.84	
Consumables (office admin)	947.55		1,423.73	
Consumables (play equipment, toys)	375.20		968.09	
Fundraising costs	0.00		0.00	
Outings and parties	255.00		0.00	
Expenses paid	1,187.22		3,501.50	
Sub total	69,053.51		73,085.08	
Purchases of of equipment and other assets	-		-	
TOTAL PAYMENTS	(B) £69,053.51		£73,085.08	
NET OF RECEIPTS AND PAYMENTS	(A-B=C) £21,632.11		£13,380.55	
Cash funds* incl. deposit a/c last year end	(D) £32,442.13		£54,074.24	
Cash funds* incl. deposit a/c this year end	(C+D) £54,074.24		£67,454.79	

STATEMENT OF ASSETS AND LIABILITIES

*Note: cash funds include reserve/contingency/deposit accounts.

	Current value	
	£	p
**Petty cash spending detailed in accompanying documents.		
*** Reserve funds transferred to main account to meet monthly costs		
Cash funds (agree with the balance of the receipts and payments a/c)	(E)	67,454.79
Debtors (money owed to the charity on the period end date)	(F)	0.00
Value of buildings and equipment (current or depreciated value)	(G)	0.00
Liabilities (loans and any other money owed on the period end date)	(H)	0.00
Net assets	(E-F+G-H)	£67,454.79

Signed on behalf of trustees (committee)	Name.....	H.Wood.
Date..... 28/01/2022	Role.....	Treasurer



Section A

Independent Examiner's Report

Report to the trustees/ members of

St. Christopher's Playgroup

On accounts for the year ended

31 March 2021

Charity no (if any)

1053824

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date: **28/01/2022**

Name: **Daryl Burns**

Relevant

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

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Address:

Rose Tree Cottage, Sunnyfield Lane

Up Hatherley, Cheltenham GL51 6JD

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Section B

Disclosure

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

Give here brief details of any items that the examiner wishes to disclose.

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