

**REGISTERED COMPANY NUMBER 03375306**  
**REGISTERED CHARITY NUMBER: 1063463**

**KINGS HEATH PLAYCARE**

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended**

**31st August 2021**

**KINGS HEATH PLAYCARE**  
**Contents of the Financial Statements**

**YEAR ENDED 31 AUGUST 2021**

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**Kings Heath Playcare  
Chair's Annual Report for AGM  
Covering September 2020 - August 2021**

**Chair's Report – prepared by Emily West, Chair is currently vacant**

Our AGM scheduled for Autumn 2021, to coincide with the start of term and welcoming new users to scheme, could not take place due to the COVID pandemic. We very much hope to return to an 'in-person' AGM in 2022. This Chair's reports covers the information we would like to share with families and interested parties covering the period September 2020 - August 2021.

This period includes the return of all pupils full-time to school and introduction of COVID bubbles to scheme, Ofsted returning to inspect the Infant provision at an interim level in November 2020 and a repeat full inspection in July 2021.

Kings Heath Playcare is a provision for wraparound childcare for Kings Heath Primary School and Holiday childcare provision. Registered charity 1063463 and a company registered in England and Wales 3375306.

**Current trustees 2020/21:**

Chair, vacant

Treasurer, Leanne Tattum

Secretary, Dan Moore

Claire Manzotti

Emily West

**Kings Heath Playcare  
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**Staffing**

We would like to say thank you to all the staff including our Manager Jo Hill, for all their incredible hard work and dedication to providing a safe and enjoyable environment for the children at scheme throughout the 2020-21 school year and all that involved. Providing care before and after school and also holiday club as the school operated with COVID restrictions in the Autumn and Summer terms, and the need for a key worker provision in Spring term.

We would like to thank Jo in particular for her handling of the logistics involved in maintaining the COVID bubbles for each year alongside managing staff isolation, holidays and other absence. In addition, supporting families when children were required to isolate and the 3rd National lockdown, including managing payments and credits for time not used.

**Current staffing**

- 20 members of staff – varying hours
- 1 manager
- 2 coordinators
- 15 play workers
- 2 bank staff

**Recruitment**

- Our recruitment in August 2021 was unsuccessful, we were unable to find suitable candidates, so increased hours for our current staff and used bank staff to cover these hours.

**Training**

- First aid, Child protection & safeguarding, Health & safety, Prevent duty: child sexual exploitation.

**COVID**

- The COVID bubbles for each year group established in September 2020 have been extremely successful, both in terms of managing infection and the feeling of safety for staff and childcare alike - but also in allowing stronger bonds to build between staff and children in their specific groups. The bubbles will remain in place for the foreseeable as the gains have been significant.
- Extra measures to protect children and staff including enhanced hygiene measures and continuous contact tracing have also been maintained.
- During the Spring term's 3rd National lockdown a key worker provision was once again made available.

**Kings Heath Playcare  
Chair's Annual Report for AGM  
Covering September 2020 - August 2021**

**Trustees**

We have seen no change in our Trustees this year, recruiting new board members during the COVID pandemic has been challenging, We continue to operate with four trustees on the board who work with Jo Hill and the Playcare staff. We have a treasurer and secretary in post; however the post of Chair is vacant.

As a group we believe that the Chair of the Board of Trustees is required to have professional experience of an education or childcare setting, to be able to advise Playcare with an informed view. The current cohort of trustees do not have this experience, however we anticipate welcoming a new Trustee with the relevant experience in Autumn 2021.

We are in need of more trustees to ensure that Playcare can provide good childcare and continue to run. The more parents who can join us and commit to Playcare, the lighter the load for us all and the more balanced our consensus decision can be. Trustees are expected to attend a meeting lasting approximately 1.5 hours each half term. There are some emails to read and respond to and some policies and documents to read before meetings. Please contact any of us or Jo Hill Scheme manager if you are interested in joining our board or would like further information. Your support is vital for Playcare to operate

We continue to work with school on an ongoing basis, with Paul Clabon and Adrian Broadbelt as key contacts, as well as with staff at the Community Centre. We thank them for their ongoing support.

**Kings Heath Playcare  
Chair's Annual Report for AGM  
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**Term time and holiday usage**

In term time most places are full, and some sessions have waiting lists.

**Term time Usage for 2020/ 2021**

We offer places to children in all year groups. The Infants operate from the school site including rooms in the house, the school halls, playground and ICT. The Junior children meet in the mornings in the large school hall and they walk to the Community Centre in the afternoons Monday to Thursday. On Friday all children are accommodated at the school site.

**Infant provision**

- Mornings – 44 places over four bubbles
- Afternoons – M/T/TH 64 places over four bubbles
- Afternoons W/F – 44 places over four bubbles

**Junior Provision**

- Mornings – 50 places over four bubbles
- Afternoons – 50 places, except Wednesdays over four bubbles

**Holiday usage**

Holiday provision continues to be popular, we have 40 Full Day places and the daily cost continues to be competitive with other holiday clubs in the local area. We welcome children from across the city, and see uptake from the wider south Birmingham area, with many children who attend several holiday sessions throughout the year. We once again managed Summer Playcare being closed for two weeks as the school site itself was closed. The closure had a minimal impact on usage, with many parents and families able to prepare for the closure due to the 4 months' notice we were able to give.

**Community Centre**

The future of the Community Centre remains uncertain. Birmingham City Council have decided to sell it along with many other similar buildings across the city. At present, there is a local community group made up of people from across Kings Heath who are working on a plan to take it over as a Community Asset Trust. Claire Manzotti continues to be our representative at the Community Centre, and we thank her for this. We will keep parents and carers updated.

We would like to note that the Community Centre was unavailable for our use for a significant portion of the 2020/2021 school year, meaning that children had to be accommodated on site in the school and as a consequence a reduced number of activities were able to be offered to children in the Junior provision bubbles.

**Kings Heath Playcare  
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**Safeguarding and Ofsted**

Safeguarding continues to be our main priority and is always on the trustee's agenda and the agenda when meeting with Jo or the co-ordinators. We take our role in safeguarding all the children who use Playcare as paramount to the service we offer.

We are registered and inspected by Ofsted and information about this can be found on the scheme website. We were inspected by Ofsted in November 2019, following which we received recommendations in a small number of areas and an action plan established and completed prior to December 2019. During the academic year 2020-21 we received an interim inspection in November 2020 where the inspector was satisfied that recommendations had been implemented and no additional action was needed. We were then subsequently re-inspected in July 2021, fitting with the timeline of 12-18 months for re-inspection if recommendations are given, and were pleased to achieve a 'Met' status with the inspector reporting significant progress since the previous inspection. The full Ofsted report is available on our website.

**Designated Safeguarding Leads**

We have 3 DSLs. Their training is updated periodically. Training is cascaded by staff to the team and all staff are updated on Safeguarding training once a month.

**Risk assessments**

As part of ensuring the safety of all our children, we ask staff to share risk assessments with us periodically and to share information about how these are updated annually. Staff routinely complete risk assessments.

**Parent communication**

We continue to maintain communications with our full parent cohort via email updates and our website, including managing place allocation for September 2021 via emails and our website.

For families using the key worker provision in Spring term we provided a separate communication stream in partnership with the messaging from the school, including separate payment arrangements.

**Website**

The website has been a key information point for our parents and families since early 2020, and vital to our communications during the COVID pandemic with all documentation regarding schemes provision 2021/2022 being made available here.

**Policy update**

Policies have continued to be updated this year, with adaptation and new policies as required for COVID measures, key worker provisions and holiday clubs. As a board of trustees we review policies on a regular basis and work with Jo to update them. Our Child Protection and Safeguarding policy is regularly updated. Policies are developed in collaboration with both the school and the Community Centre's policies and procedures.

**Kings Heath Playcare  
Chair's Annual Report for AGM  
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**Finances**

Leanne Tattum is our treasurer. Playcare have also contracted a new bookkeeper, Sally Wainwright, in the academic year 2020/21 to bring parent balances up to date and manage payments and cashflow in partnership with the Scheme Manager going forward. All parent balances have been reviewed, credit and debits balanced and an automated system put in place ready for 2021/22.

As mentioned above, fees have been managed to support children in isolation and during the 3rd National lockdown, with a separate payment procedure for key worker parents that used our wrap-around provision.

Staff received a small Christmas bonus.

All hourly paid staff received the 2.2% pay rise mandated for minimum wage, regardless of their rate of pay from April 2021.

We are increasing fees for the academic year 2021/22, morning session fees will increase by 25p to £3.75, afternoon session fees will remain the same, combined fees for both sessions will increase by 40p to £11.50. Full details of this increase have been shared with parents as part of place allocation, with an updated system confirming what total direct debit payment each family is required to make each month in place. Note: There was no fee increase in 2020/2021

**GDPR – General Data Protection Regulation**

We have a policy which covers all issues around GDPR. Staff have worked hard on ensuring that Playcare is compliant with the regulations. Emily West is our link trustee and we thank her for her support in this.



**Kings Heath Playcare  
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**In the next 12 months**

We anticipate continuing to adapt to the shifting requirements to operate during the COVID pandemic in the academic year 2021/22. As mentioned above COVID bubble arrangements by year group will remain in place, as well as enhanced procedures and hygiene practices and we will continue to monitor government and DFE recommendations and requirements in the new academic year.

In addition to this, we will continue our use of Noodle Now, the online training subscription provision for staff, and return to in person training when circumstances allow. Topics we anticipate covering are;

- Changes in the Early Years Foundation Stage, Encouraging positive behaviour, Safeguarding & Child Protection, British Values.
- Refresher for Designated Senior Leads in Safeguarding, Health & Safety, Risk Assessment completion, Motivating Boys in Early Years, Fire Safety Training.

We hope to once again work closely with the school on the maintenance and upkeep of our spaces in the school site, in particular the windows in the building used for our Infant provision.

With the appointment of the new bookkeeper we plan to use the better access to our cashflow to spend smaller amounts more frequently on resources for the children at scheme - moving away from spending in bulk at year end.

We would like to thank you all for showing your support for Playcare and the ongoing work of the scheme.

## **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF KINGS HEATH PLAYCARE**

I report on the accounts for the year ended 31 August 2021 set out on pages 8 to 15

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income was less than £250,000 and I am qualified to undertake the examination by being a qualified member of CIMA.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act) and
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

### **Independent Examiner's statement**

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

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006 and
- to prepare the accounts which accord with the accounting records, comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

Sally J Wainwright ACMA - Et Voila Accountancy Services Limited  
Isis Business Centre, Smith Road, Wednesbury, WS10 0PB

8th June 2022



**KINGS HEATH PLAYCARE**  
**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 AUGUST 2021**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>Note</b>	<b>£</b>	<b>£</b>	<b>2021 £</b>	<b>2020 £</b>
<b>INCOME FROM</b>					
Fees from playcare provision		191,592		191,592	194,632
Awards and Grants		1,286		1,286	3,384
Bank Interest Received		3		3	52
Other Income					17,959
<b>TOTAL INCOME</b>		<b>192,881</b>		<b>192,881</b>	<b>216,027</b>
<b>EXPENDITURE</b>					
Charitable activities	2	217,301		217,301	207,357
Governance costs		3,616		3,616	3,414
<b>TOTAL EXPENDITURE</b>		<b>220,917</b>		<b>220,917</b>	<b>210,771</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(28,036)</b>		<b>(28,036)</b>	<b>5,256</b>
<b>Transfer between funds</b>		<b>-</b>		<b>-</b>	<b>-</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(28,036)</b>		<b>(28,036)</b>	<b>5,256</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		159,681		159,681	154,425
<b>TOTAL FUNDS CARRIED</b>		<b>131,645</b>		<b>131,645</b>	<b>159,681</b>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

**KINGS HEATH PLAYCARE**  
**BALANCE SHEET**  
**31st August 2021**

	Notes	Unrestricted Funds	Restricted Funds	2021 £	2020 £
<b>FIXED ASSETS</b>					
Tangible assets	5	322		322	595
<b>CURRENT ASSETS</b>					
Debtors	6	7,046		7,046	8,372
Cash at bank		139,982		139,982	164,506
		147,028	-	147,028	172,878
<b>CREDITORS: Amounts falling due within one year</b>	7	(15,705)		(15,705)	(13,792)
<b>NET CURRENT ASSETS</b>		<u>131,323</u>	<u>-</u>	<u>131,323</u>	<u>159,086</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>131,645</u>	<u>-</u>	<u>131,645</u>	<u>159,681</u>
<b>NET ASSETS</b>		<u>131,645</u>	<u>-</u>	<u>131,645</u>	<u>159,681</u>
<b>FUNDS OF THE CHARITY</b>					
Unrestricted funds	9			131,645	159,681
General fund					
Restricted Funds					
<b>TOTAL FUNDS</b>				<u>131,645</u>	<u>159,681</u>

For the financial year ending 31 August 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Trustees Responsibilities**

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and

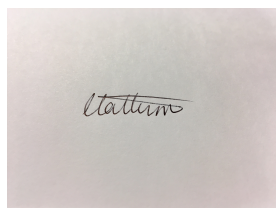
The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 20th May 2022 and were signed on its behalf by:

**L Tattum**

.....  
Ms L Tattum - Treasurer



**Kings Heath Playcare**  
**Notes to the financial Statements**  
**For the year ended 31 August 2021**

**1. ACCOUNTING POLICIES**

**Statutory information**

Kings Heath Playcare is a charitable company limited by guarantee and is incorporated in the United Kingdom (England and Wales). The registered office address and operational address is Kings Heath Primary School, Valentine Road, Kings Heath, Birmingham, B14 7AJ.

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

**Income**

Income is brought into account when it is more likely than not that the economic benefit of the income will accrue to the charity.

**Expenditure**

This is recognised when a liability is incurred, or a constructive obligation arises, that results in the payment being unavoidable. Liabilities are recognised as soon as an outflow of economic benefit is considered more likely than not under the legal or constructive obligation committing the charity to pay out resources.

**Governance Costs**

These are the costs associated with the general running of the charity and its strategic management, rather than the costs of its charitable activities and day to day management.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Tangible fixed assets and depreciation**

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:  
Computer equipment – 33.3% straight line

**Fund accounting**

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Public benefit entity**

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy/note.

**1. ACCOUNTING POLICIES (continued)**

**Going concern**

Based on the monetary assets and human resources available at 31 August 2021, the trustees believe that the charity is a going concern.

**VAT**

Since the charity is not VAT registered, all input VAT is charged with the expenses to which it refers.

**Kings Heath Playcare**  
**Notes to the financial Statements**

**2. EXPENDITURE ON CHARITABLE ACTIVITIES**

	2021	2020
£	£	
Staff related costs	182,573	173,236
External training	1,240	
Facilities	17,289	12,645
Legal, professional and other outside services	5,066	11,656
Financial and insurance	1,371	1,204
Bad debts		
Supplies	6,450	4,721
Activities, trips, games and play equipment	3,376	2,177
Marketing and Website	294	294
Administration expenditure	3,258	4,838
	<u>220,917</u>	<u>210,771</u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

During the year ended 31 August 2021 there were no trustee expenses (2020: Nil).

**4. STAFFING COSTS**

	2021	2020
£	£	
Salaries and wages	178,351	169,639
Social security costs	2,302	2,116
Employers pensions	1,920	1,481
	<u>182,573</u>	<u>173,236</u>

The average number of employees during the year was 21 (2020: 20) of which 9 were contracted all year round (2020: 8). Remaining staff are bank contracts or term time only

The charity has an Auto Enrolment Pension Scheme which opened on 1 April 2017.

**5. TANGIBLE FIXED ASSETS**

	Fixtures and Fittings £
<b>COST OR VALUATION</b>	
At 1 September 2020	
Additions	<u>827</u>
At 31 August 2021	<u>827</u>
<b>DEPRECIATION</b>	
At 1 September 2020	232
Provided during the year	<u>273</u>
At 31 August 2021	<u>505</u>
<b>NET BOOK VALUE</b>	
At 31 August 2021	<u>322</u>
At 1 September 2020	<u>595</u>

**Kings Heath Playcare**  
**Notes to the financial Statements**

**6. DEBTORS**

	2021	2020
	£	£
Trade Debtors - amounts owed for playcare fees	6,924	7,825
Prepayments and accrued income	122	547
	<u>7,046</u>	<u>8,372</u>

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2021	2020
	£	£
Trade creditors	1,148	
Overpayments and amounts received in advance from parents	6,686	
Taxation and social security	811	3,843
Accruals and deferred income	6,775	9,474
Other creditors	285	475
	<u>15,705</u>	<u>13,792</u>

**8. SHARE CAPITAL**

The company is limited by guarantee and does not have any share capital.

In the event of the company being wound up the members would be required to contribute an amount not exceeding £1.

**9. MOVEMENT IN FUNDS**

	At 01.09.20	Net movement in funds	Transfers between funds	At 31.08.21
	£	£	£	£
<b>Unrestricted Funds</b>				
General fund	159,681	(28,036)		131,645
<b>Restricted Funds</b>				
None				
<b>TOTAL FUNDS</b>	<u>159,681</u>	<u>(28,036)</u>		<u>131,645</u>

Net movement in funds, included in the above are as follows:

	Incoming Resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
<b>Unrestricted Funds</b>				
General fund	192,881	(220,917)		(28,036)
<b>Restricted Funds</b>				
<b>TOTAL FUNDS</b>	<u>192,881</u>	<u>(220,917)</u>	<u>-</u>	<u>(28,036)</u>

**Kings Heath Playcare**  
**Notes to the financial Statements**

**10 CONTINGENT LIABILITIES**

As at 31 August 2021 there were no contingent liabilities (2020: Nil).

**11 RELATED PARTY TRANSACTIONS**

Kings Heath Playcare is based at Kings Heath Primary School and takes all its term time pupils from the school. Mr M Court is the Headteacher of the school.

Kings Heath Primary School charges the charity for a share of utility and caretaking costs on a regular basis. In addition to this it charges for ad hoc hall hires, copying and equipment purchased via the school. Costs during the year were £17016 (2020: £NIL).



**Kings Heath Playcare****Detailed Statement of Financial Activities  
for the Year Ended 31 August 2021**

	2021 £	2020 £
<b>INCOME</b>		
<b>Incoming Resources from Charitable Activities</b>		
Fees from playcare provision	191,592	194,632
Awards and Grants	<u>1,286</u>	<u>3,384</u>
	192,878	198,016
Bank interest received	3	52
Other Income	<u></u>	<u>17,959</u>
<b>Total incoming resources</b>	192,881	216,027
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Supplies	6,450	4,721
Activities, trips, games and play equipment	3,376	2,177
Salaries and Wages	178,351	169,639
Social Security Costs	2,302	2,116
Employers pensions	1,920	1,481
Staff Training	1,240	
Rent and Rates	17,016	12,632
Light and heat		
Insurance	490	490
Cleaning	41	13
Repairs and Renewals		
Computer running costs		273
Printing, postage and stationary	1,270	1,473
Marketing and Website	294	294
Telephone	1,949	1,856
Sundry expenses		695
Legal and professional fees	3,553	8,242
Licenses and subscriptions	371	309
Bank Charges	879	714
Bad debts		
Depreciation	<u>273</u>	<u>232</u>
	219,775	207,357
<b>Governance costs</b>		
Accountancy	<u>1,142</u>	<u>3,414</u>
<b>Total resources expended</b>	220,917	210,771
<b>Net income/(expenditure)</b>	<u><u>(28,036)</u></u>	<u><u>5,256</u></u>