



# Windmills Opportunity Playgroup Annual Report FY2021



Windmills Opportunity Playgroup, Sheddingdean Community Centre, Maple Drive, Burgess Hill, West Sussex, RH15 8UA ♦ Tel: 01444 220378  
Email: [admin@windmillsplaygroup.co.uk](mailto:admin@windmillsplaygroup.co.uk) ♦ Web: [www.windmillsplaygroup.co.uk](http://www.windmillsplaygroup.co.uk) ♦ Charity No: 1072977 ♦ Ofsted No: 113835



# Trustees' Annual Report for the period

Period start date				Period end date			
From	1	August	2020	To	31	July	2021

## Section A Reference and administration details

Charity name

Registered charity number

Charity's principal address

### 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	Paloma King	Chair		
2	Sue Hastie			
3	Sam Palmer			
4	Mike Wigg		December 2020 onwards	

### Names of persons involved with the charity, but not a member of the board of trustees

	Name	Office (if any)
1	Teresa Langley	Business Manager
2	Cheryl Jolly	Room Leader

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document	Trust Deed
How the charity is constituted	Trust
Trustee selection methods	Appointed by existing trustees

## Section C Objectives and activities

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

The trustees shall hold the trust fund and its income upon trust to apply them for the following objects

To advance the education of children from birth to five years some of whom have special educational needs through disability, deprivation or otherwise and without prejudice to the generality thereof in particular

[i] to provide safe and satisfying group play in which parents have the right to take part and ,

[ii] to promote and support other charitable activities whereby parents and families may help such children in the Counties of East and West Sussex

You will see from the Manager's report this year that the playgroup has continued to provide its excellent pre-school learning throughout the year, despite the extra constraints of the on-going COVID situation has imposed. I would like to start by commending the whole staff team, led by Teresa and Cheryl for the dedication and professionalism they have consistently shown. We are all now very aware of the hardships and the heartache for some families, which the pandemic has inflicted on us as a society, I can say that although our staff have had their fair share of personal difficulties, they have given of their very best to the playgroup.

I will not repeat the statistics in the Manager's report, but I would like to make reference to the extremely high level of parent engagement throughout this difficult academic year. It is heartening to see that parents feel part of their children's learning and are using the tools available to them to work with staff for their child's continued development.

It is now public knowledge that the Sheddingdean Association will be disbanding in November 2021. They have indicated to Mid Sussex District Council that they will give up their lease for the building. During the spring and summer terms of 2021, the Trustees and Manager have been engaged in discussions with the Council to ensure the stability of our Playgroup, which will be caused by the proposed changes. At the end of the summer term in July 2021 the Trustees informed the Council that their preference would be to expand the playgroup provision in the academic term 2021-2022, by including a Monday session. This has been agreed to and will be put into effect in January 2022. Meanwhile, at close of business in July 2021 the Council did not have a firm idea of who might take over the Lease of the building. Let me re-assure you all, that the Council is determined to maintain the Playgroup in situ and will be managing the building themselves for the foreseeable future. Windmills will be entering into a renewed Lease Agreement, which will support our current status (i.e., maintaining a Lease on the Maple Room) which is paramount to our effective delivery.

It is hoped that by November 2021, the Council will be in a position to advise who the long term Lease holders will be. However, until that is confirmed and ratified by a new Lease, the Council will be covering all repair and utilities costs in the same way as the Sheddingdean Association has done during their tenure.

As in the previous year the Trustees have had a challenging time and I would like to thank them for the many hours of dialogue and commitment to work with Mid Sussex District Council on behalf of the Playgroup. Although we are all volunteers, we take our role very seriously and I would like to assure staff, Donors, and community leaders that we will continue to work to make Windmills a strong, stable Playgroup which can demonstrate a professional adherence to the needs of today's early learning agenda, as well as maintain our well-regarded place in the community.

Thank you.

**Paloma King**

Chair.

The 2020/2021 academic year was once again influenced by the global COVID 19 pandemic. I am very proud to say that Windmills remained open throughout the entire year for all children. As a team we have adapted our practice and implemented our risk assessment in our commitment to keep everyone at Windmills safe. Father Christmas even had to visit in a COVID safe way out of hours to leave presents and read the children a story virtually. I would like to take this opportunity to thank my team for their professionalism and support throughout this time.

Engagement with our families remained a priority and we adapted our methods to maintain contact, this was mainly through the Tapestry online journal. The interaction on Tapestry has been very positive and 97% of our families accessed their record during the Summer 21 term. We invited our families to complete our parent questionnaire and 81.82% strongly agreed and 18.18% agreed that the information provided on Tapestry was informative. This is something that we plan to build on and enhance going forward as we value the partnership working that the Tapestry tool provides us with our families.

Windmills remains very busy and during the summer term we operated at 100% capacity whilst maintaining a waiting list for places. Our school transition plan was implemented for the nineteen children that were transitioning to school, we worked in partnership with all of our feeder schools and secured visits for the majority of the children. We provided detailed reports for each child including learning and development progress, health information and the more personal little traits of the children. We also supported school visits which were very beneficial for the children. Although the COVID restrictions remained in place, I feel that our transition plan for our school leaver cohort was very effective and the children were as prepared for school as was possible.

The Windmills staff team remained unchanged throughout the academic year with the exception of the introduction of an apprentice Millie Hicks who joined us in October 21. Millie is now undertaking an Early Educator Level 3 apprenticeship.

During the summer holidays I was invited to a community event organised by Sheddingdean Baptist Church thanking the local community for their support during the pandemic. I attended the event; it gave me the opportunity to reflect on the importance that Windmills have as the only early years provider within the local community and how much our provision is appreciated.

Finally, I would like to thank my team for their ongoing professionalism throughout the last year I genuinely do appreciate the dedication you give to Windmills. Additionally, I thank the trustee board for the time and commitment that you voluntarily give Windmills, we could not do it without you.

Thank you.

**Teresa Langley**

Business Manager.

## Section F

## Financial review

We end the year with healthy bank balance totalling just under £70k with a deficit for the year of £3306. This was achieved by having a very tight control on expenses in a time when we had to contend with the effects of COVID. Our accounts are produced on a cash basis and in July 2020 (last financial year) we received a £13k free entitlement prepayment in respect of Autumn 2020 term, however in July 2021 we did not take any prepayment in respect of Autumn 2021 term (next financial year). We tend to have a 2 year cycle of a significant number of the "younger" two years olds followed by a year of mainly "older" three or four year olds. This was an "older" year as can be seen reflected in the reduced parent fee income from FY2020.

We received a small increase to our free entitlement funding from April 2021 but at the same time the extra payments we normally receive has reduced. The net effect is most likely a reduction in funding.

Four unexplained payments totalling £425 were received from MSDC in June 2021 however it took three months for them to confirm that they had paid us in error and request it be returned. The return will be in 2021/22's accounts.

Throughout COVID, where have grants have been available, we have taken advantage of them and were very pleased to be eligible for an unexpected WSCC grant of £898 which made a welcome contribution to our extra COVID related cleaning costs. We had hope to receive £1k apprentice grant from the Education and Skills Funding Agency (ESFA) in June, but this is now expected in November. As we produce our accounts on a cash basis this does not appear in the figures.

Last year's restructuring coupled with the net loss of one staff member has enabled us to take on another apprentice, we were also able to give all the staff a small pay rise.

Due to COVID we have been unable to do any real fundraising for the entire year but by encouraging internet purchasing through Easyfundraising we raised £84, and it looks this will be increased considerably in the next financial year.

Thank you to all our regular donors, be it direct or through Virgin Money Giving and a big thank you to the Three Oaks Trust whose support over the years has been invaluable and very much appreciated.

Looking forward, we will be opening 5 days a week from January 2022. This will increase our income and our salary and rental bill but should enable us to spread the cost of other regular expenditure across 5 days rather than 4. We will also be able to offer the full 30 hour extended free entitlement, which we have not been to offer before.

Thank you

Sue Hastie

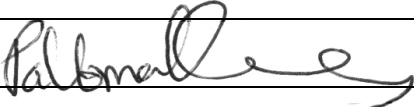
Trustee

## 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)	Paloma King	

Position (eg Secretary, Chair, etc)	Chair	
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Date	1 <sup>st</sup> November 2021
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# Independent examiner's report on the accounts

## Section G

## Independent Examiner's Report

Report to the trustees/  
members of

**Windmills Opportunity Playgroup**

On accounts for the year  
ended

31<sup>st</sup> July 2021

Charity no  
(if any)

1072977

Set out on pages

6 to 12

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees consider that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the general Directions given by the Charity Commission of the 2011 Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken provide all the evidence that would be required in an audit, and consequently in my opinion the accounts present a 'true and fair view'.

**Independent  
examiner's statement**

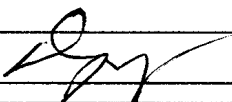
- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
    - to keep accounting records in accordance with section 145 of the 2011 Act; and
    - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

## Section H

## Disclosure

Only complete if the examiner needs to highlight material problems.

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

Signed: 

Date: 30/10/21

Name: Mr Donald Galloway

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

Eur LC, CEng, FIRT

Address: 70 London Road

Burgess Hill

RH15 8NB

**Windmills Opportunity Playgroup**  
**Financial Activities Comparison - Cash Basis**  
**August 2020 - July 2021**

		Total	
	FY2021	FY2020	% Change
<b>Income</b>			
4010 Parent Fees	£6,170	£13,408	-54%
4110 WSCC Fees	£71,414	£80,896	-12%
4150 Unexplained income	£425		
4160 Childrens Uniform	-£207	£82	-354%
4250 Grants restricted purpose accomplished	£4,634	£7,173	-35%
<b>Total Income</b>	<b>£82,435</b>	<b>£101,558</b>	<b>-19%</b>
<b>Expenditures</b>			
6005 Payroll Expenditure	£78,935	£94,178	-16%
6070 COVID related costs	£1,096	£380	188%
6110 Toys	£20	£69	-71%
6120 Playgroup equipment	£565	£516	9%
6130 Resources/materials (consumables)	£300	£427	-30%
6135 Playgroup Activities (EYPP)	£908	£240	279%
6140 Toilet Consumables	£185	£177	4%
6150 Kitchen Consumables	£43	£69	-38%
6160 Snack Time	£6	£64	-91%
6180 Office Equipment	£23	£180	-87%
6310 Rent / Lease	£4,763	£3,541	34%
6320 Repairs and maintenance	£368	£349	5%
6330 Utilities	£943	£1,896	-50%
6410 Advertising/Promotional/Website	£249	£130	92%
6420 Telephone / Mobile /Internet	£1,083	£1,083	0%
6430 Dues and Subscriptions Admin	£888	£765	16%
6440 Dues and subscriptions - playgroup	£528	£446	19%
6450 Insurance	£793	£721	10%
6470 Printing Postage and stationary	£163	£318	-49%
6610 Staff Uniform	£380	£122	212%
6620 Staff Training	£465	£625	-26%
6630 Staff Travel and other misc. costs	£100	£288	-65%
<b>Total Expenditures</b>	<b>£92,803</b>	<b>£106,583</b>	<b>-13%</b>
<b>Net Operating Income</b>	<b>-£10,368</b>	<b>-£5,025</b>	<b>-106%</b>
<b>Other Income</b>			
4310 Donations and legacies	£6,903	£8,226	-16%
4318 Donation restricted purpose accomplished		£43	-100%
4320 Fundraising	£84	£486	-83%
4610 Interest income	£74	£319	-77%
<b>Net Other Income</b>	<b>£7,062</b>	<b>£9,074</b>	<b>-22%</b>
<b>Net Income/(Expenditure)</b>	<b>-£3,306</b>	<b>£4,048</b>	<b>-182%</b>



**Windmills Opportunity Playgroup**  
**Balance Sheet Comparison - Cash Basis**  
 As of July 31, 2021

	Total		
	FY2021	FY2020	% Change
<b>Cash at bank and in hand</b>			
1100 Cash	0	0	
1290 HSBC Windmills Op (2556)	813	1,210	-33%
1300 HSBC Savings (8262)	31,684	34,481	-8%
1310 Virgin Savings (1439)	33,854	33,790	0%
1320 Virgin Reserve (1440)	3,639	3,632	0%
<b>Total Cash at bank and in hand</b>	<b>£ 69,990</b>	<b>£ 73,113</b>	<b>-4%</b>
<b>Creditors: amounts falling due within one year</b>			
<b>Credit Cards</b>			
2020 TL Credit Card	226	42	432%
2030 MW Credit Card	0	0	
<b>Total Credit Cards</b>	<b>£ 226</b>	<b>£ 42</b>	<b>432%</b>
<b>Total net assets (liabilities)</b>	<b>£ 69,764</b>	<b>£ 73,070</b>	<b>-5%</b>
<b>Charity funds</b>			
3010 Opening Balance Equity	76,054	76,054	0%
3110 Retained Earnings	-2,983	-7,032	58%
<b>Surplus/(Deficit)</b>	<b>-3,306</b>	<b>4,048</b>	<b>-182%</b>
<b>Total Charity funds</b>	<b>£ 69,764</b>	<b>£ 73,070</b>	<b>-5%</b>

**Windmills Opportunity Playgroup**  
**Grants, Donations and Fundraising**  
 August 2020 - July 2021

**Donations (unrestricted)**

Virgin Money Giving	£738
Chatterbox	£50
Donation on behalf of the late Janet Willcock	£100
The Three Oaks Trust	£6,000
Misc.	£15

**Total for Donations (unrestricted)****£6,903****Fundraising (unrestricted)**

Easyfundraising	£84
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**Total for Fundraising (unrestricted)****£84****Grants (restricted)**

Furlough claim	£2,044
SSP Claim	£192
Jase	£500
WSCC for COVID Costs	£898
BHTC for Rent	£1,000

**Total for Grant (restricted)****£4,634**

# Windmills Opportunity Playgroup Reserves

As of July 31, 2021

## Running costs

2 years monies needed if no grants,  
donations and fundraising received

£ 45,000

## Running costs Total

£ 45,000

## Other

Redundancy in case of closure

£ 16,000

Reinstating of premises in case of closure

£ 5,000

## Total Other

£ 21,000

## Grand Total

£ 66,000