



Windmills Opportunity Playgroup Annual Report FY2022



Windmills Opportunity Playgroup, Sheddingdean Community Centre, Maple Drive, Burgess Hill, West Sussex, RH15 8UA ♦ Tel: 01444 220378
Email: admin@windmillsplaygroup.co.uk ♦ Web: 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	2021	To	31	July	2022

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			

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

This past academic year has seen Windmills Opportunity Playgroup expand its provision by opening sessions on Mondays. This was accomplished with no extra recruitment but with the goodwill of the current staff, some of whom extended their hours and others changed their working days to accommodate the new structure. I would like to thank all staff and in particular Teresa (Business Manager) and Cheryl (Room Leader) who led the implementation of this offer.

As we are aware the Covid Pandemic has subsided – but not gone away. Therefore, I can report that all Covid-related policies and procedures continue to be adhered to. I thank staff and Parent/Carers for being mindful of the need to continue our Covid- safe regulations.

In last years' Chair's Report I advised about the forthcoming Lease renewal discussions (for the Maple Room) we were engaged in with Mid Sussex District Council. As information, the main Lease for the rest of the building was retained by the Landlords (MSDC). To date, there has been no interested party in taking up the full repair Lease proposed by MSDC. Although the Council does hire out evening and weekend use of the property, we remain the sole daily users of the Hall. As a consequence, we maintain a good and regular working relationship with the Council and many times liaise on behalf of the Council with contractors who maintain the building. This is in large part to the pro-active and professional approach from our Manager, Teresa.

This year we have been successful with a number of small funding applications. Please see financial report for further information. In particular I would like to formally thank The Three Oaks Trust for their continued support of the playgroup.

My thanks to the Trustees for another strong year and their support of my role. In a small Charity such as ours the role of the trustees is crucial to the overall management of the organisation. The Trustees as well as the Manager, Teresa Langley have fulfilled their roles exceptionally well.

Well done to the staff, who this year had significant personal issues to contend with, as well as maintaining the high quality early learning for which we are well-known for.

Thank you.

Paloma King

Chair.

The autumn term saw significant changes to the 'Early Years Foundation Stage' which is the statutory framework outlining the early years curriculum we offer. These changes primarily saw a much greater emphasis on spending time engaging with the children and less on completing paperwork. These changes were welcomed by the team and very quickly became embedded in our practise.

The spring term saw us adding in Mondays which gave the opportunity to provide the 30 hour offer for the first time. The additional staffing hours were covered by the existing team changing their working patterns; we did not recruit any further staff.

With the Covid-19 restrictions easing in the Spring term, it was very much felt by the team that reintroducing some parent engagement activities should be prioritised. A highlight being 'The Queen Who Came to The Jubilee Tea'. The children had worked hard in the lead up to the event creating bunting and making the scones. The families were invited in for the tea party and this was supported by the Friends of Windmills parent group who organised a raffle and cake sale. The feedback we received was very positive and the event was enjoyed by the entire Windmills community - staff, children, parents, and trustees alike.

This academic year has once again been influenced, in part, by the effects of Covid-19. Over the course of the academic year, with the exception of one member of staff, all have contracted the virus - and this has had a significant impact on the day-to-day operations of the playgroup. Unfortunately, this did result in a two-week closure at the end of the autumn '21 term- when 3 members of the team tested positive on the same day. It is also important to acknowledge that we have identified within our current cohort that there is a greater need for support within the communication and personal, social development, in which we attribute as an indirect consequence of the pandemic. We are actively reaching out to our health partners for support and making appropriate referrals.

I have now been the manager of Windmills Opportunity Playgroup for six years. As I look back over this period, I am very proud of the early years provision that we offer to our local community. Both myself and my team continue to strive to make Windmills the very best it can be and provide an environment where children can flourish.

I would like to take this opportunity to thank the parent volunteers that kindly offered their time to the Friends of Windmills, organising fund raising events during the summer term which were very successful. I would also like to express my gratitude to my team and trustee board for their continued professionalism, commitment and hard work.

Thank you.

Teresa Langley

Business Manager.

Section F

Financial review

We retain our healthy bank balances at year end totalling just under £77k, our operational loss was £2615 but overall, we ended with a surplus for the year of £6974, which was a little unexpected. In the last couple of weeks of our financial year we received some extra free entitlement funding that we weren't expecting, had some very successful fundraising and Childhelp in Hassocks who used to support us prior to Covid gave us a £2000 lump sum and reinstated their regular donation. Thank you, Childhelp Hassocks.

We did not escape COVID this year and had to shut for a short while just before Christmas as there were not enough "well" staff which meant we had to refund some parent fees. Fortunately, we did not lose our free entitlement funding as we still had all the usual bills to pay.

In November, our landlord changed from the Sheddingdean Community Association (SCA) to Mid Sussex District Council (MSDC). We now pay a regular monthly amount rather than the haphazard invoices that we used to get from SCA. It makes budgeting easier.

We opened 5 days a week from January with a reasonable take up of places.

In April we increased the staff's basic rates to try and maintain some sort of differential above the national living wage and at the same time our Free entitlement funding rose by 4% for the 2 year olds and 3.5% for the 3/4 year olds. We gave notice to our parents that parent fees would rise in the autumn term, which would be by a similar percentage.

At the end of May, Burgess Hill Town Council granted us £1000 to offset our rental costs.

During the previous year, when due to covid we were the only users of the building, we had to fund the majority of the cleaning of it. This is now picked up by MSDC and along with the acquisition of a substantial quantity of "no longer required" anti bac we reduced our spend on cleaning/cleaning materials significantly. Spend was up on maintenance, a new fire extinguisher, various carpentry repairs, new barrier mesh, for when the grass is too wet, ready for next winter and other bits and pieces. Our bank has introduced charges, thankfully minimal. We did not issue any staff uniform this year, instead plan to do this at the start of the academic year going forward. The staff training budget was not consumed, we had access to some excellent and cheap training as a perk of our insurance and the planned first aid training will take place this coming year.

Virgin Money Giving closed in November 2021 and although we have only a handful of regular donors it is all extremely welcome. Other alternatives to Virgin all charge a rate that makes no sense for us. We approached our supporters to continue giving to us but directly and we will make the Gift Aid claims, they all continued, some even increasing their donation.

Thanks to our parents and supporters for the fundraising activities during the last couple of weeks of term, for so long Covid has prevented us from doing any. Also worth noting is that purchases made through Easyfundraising all add up, even the pence, we received £142 from them this year.

And again, a big thank you to the Three Oaks Trust whose support over the years has been invaluable and very much appreciated.

Thank you

Sue Hastie

Trustee

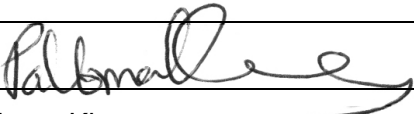
Section G

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

Date

1st November 2022



Independent examiner's report on the accounts

Report to the trustees/
members of

Windmills Opportunity Playgroup

On accounts for the year
ended

31st July 2022

Charity no
(if any)

1072977

Set out on pages

6 to 11

**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.

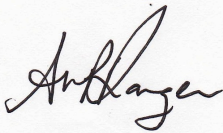
Section I

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:

30th October 2022

Name:

Alan Ranger

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

FRICS

Address:

3 Coopers Close, Burgess Hill, RH15 8AN

Windmills Opportunity Playgroup
Financial Activities - Cash Basis
 August 2021 - July 2022

	Total		
	Aug 2021 - Jul 2022	Aug 2020 - Jul 2021 (PY)	% Change
Income			
4010 Parent Fees	9973.45	6170	62%
4012 Parent Closure Refund	-725.00		
4110 Funding	80647.28	71414	13%
4140 Additional Income	90.00		
4150 Unexplained income		425	-100%
4160 Childrens Uniform	143.50	-207	169%
4250 Grants restricted purpose accomplished	3644.53	4634	-21%
Total Income	93773.76	82435	14%
Expenditures			
6005 Payroll Expenditure	82789.99	78935	5%
6070 Covid-19 / cleaning costs	201.97	1096	-82%
6110 Toys	76.85	20	284%
6120 Playgroup equipment	656.96	565	16%
6130 Resources/materials (consumables)	381.28	300	27%
6135 Playgroup Activities (EYPP)	567.25	908	-38%
6140 Toilet Consumables	254.86	185	38%
6150 Kitchen Consumables	50.44	43	17%
6160 Snack Time	8.30	6	51%
6180 Office Equipment	45.69	23	95%
6310 Rent / Lease	5772.57	4763	21%
6320 Repairs and maintenance	638.30	368	74%
6330 Utilities	557.32	943	-41%
6410 Advertising/Promotional/Website	366.31	249	47%
6420 Telephone / Mobile /Internet	1118.10	1083	3%
6430 Dues and Subscriptions - Admin	639.27	888	-28%
6440 Dues and subscriptions - Playgroup	608.48	528	15%
6450 Insurance	878.41	793	11%
6460 Bank Charges / Professional Fees	40.00		
6470 Printing Postage and stationery	327.78	163	102%
6610 Staff Uniform		380	-100%
6620 Staff Training	182.00	465	-61%
6630 Staff Travel and other misc. costs	226.35	100	126%
Total Expenditures	96388.48	92803	4%
Net Operating Income	-2614.72	-10368	75%
Other Income			
4310 Donations and legacies	8277.98	6903	20%
4318 Donation restricted purpose accomplished	180.00		
4320 Donations with Gift Aid	440.00	0	
4350 Fundraising	819.18	84	874%
4610 Interest income	51.08	74	-31%
Total Other Income	9768.24	7062	38%
Other Expenditures			
4800 Other Types of Expenditures	180.00		
Total Other Expenditures	180.00	0	
Net Other Income	9588.24	7062	36%
Net Income/(Expenditure)	6973.52	-3306	311%

Windmills Opportunity Playgroup Balance Sheet

As of July 31, 2022 - Cash Basis

	As of Jul 31, 2022	Total As of Jul 31, 2021 (PY)	% Change
Cash at bank and in hand			
1100 Cash	0	0	
1290 HSBC Windmills Op (2556)	1587	813	95%
1300 HSBC Savings (8262)	38599	31684	22%
1310 Virgin Savings (1439)	33895	33854	0%
1320 Virgin Reserve (1440)	3644	3639	0%
Total Cash at bank and in hand	77725	69990	11%
Net current assets	77725	69990	11%
Creditors: amounts falling due within one year			
Credit Cards			
2020 TL Credit Card	987	226	338%
2030 MW Credit Card	0	0	
Total Credit Cards	987	226	338%
Total net assets (liabilities)	76738	69764	10%
Charity funds			
3010 Opening Balance Equity	76054	76054	0%
3110 Retained Earnings	-6290	-2983	-111%
Surplus/(Deficit)	6974	-3306	311%
Total Charity funds	76738	69764	10%

Windmills Opportunity Playgroup
Grants, Donations and Fundraising
 August 2021 to July 2022

Grants (Restricted)

JASE Training and assessment - apprentice	500
HMRC - SSP	145
HMRC - Apprentice Grant	2000
BHTC - rent	<u>1000</u>
Total Restricted Grants	<u><u>3645</u></u>

Donations (Restricted)

To supply food assistance over summer holidays to our low income families	<u>180</u>
Total Restricted Donations	<u><u>180</u></u>

Donations (Unrestricted)

The Three Oaks Trust	6000
Childhelp Hassocks	2000
Regular donations	100
Regular gift-aided donation	<u>618</u>
Total Unrestricted Donations	<u><u>8718</u></u>

Fundraising

Easyfundraising	143
Cake sale	165
Sponsored event	354
Funday	<u>158</u>
Total Fundraising	<u><u>819</u></u>

**Windmills Opportunity Playgroup
Reserves
August 2021 to July 2022**

Running Costs

2 years monies needed if no grants, donations and fundraising received	<u>40000</u>
Running Cost Total	<u><u>40000</u></u>

Other

Redundancy in case of closure	17270
Reinstating premises in case of closure	5000
Professional fees - lease negotiations	<u>2000</u>
Total Other	<u><u>24270</u></u>
Grand Total	<u><u>64270</u></u>