



Windmills Opportunity Playgroup

Annual General Report

1st August 2023 to 31st July 2024



SECTION A – Administration Details

Charity Name:	Windmills Opportunity Playgroup
Charity Registered Number:	1072977
Charity Registered Address:	Sheddingdean Community Hall, Maple Drive, Burgess Hill, RH15 8UA
Current Trustees:	Paloma King – Chair Sue Hastie Mike Wigg Sam Palmer
Persons involved that are not Trustees:	Teresa Langley – Business Manager Cheryl Jolly – Room Leader

SECTION B – Structure, Management and Governance

Type of Governing Document:	Trust Deed
How is Charity Constituted:	Trust
How are Trustees appointed:	Approved by existing Trustees

SECTION C – Objectives of the Charity

Summary of the objectives set out in our governance document:

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

Windmills Opportunity Playgroup are a fully inclusive playgroup welcoming all children & their families to begin their learning journey in a safe, engaging & developmental environment. Learning through play in an outside environment is a fundamental aspect of the Early Years curriculum. Windmills are continually evaluating & adapting the environments with a view to ensuring that our children are happy, stimulated & making good development progress. At the heart of our care of the children we strive to ensure our ethos of learning through play is upheld.

- We aim to improve the overall appearance of the environment with bright, colourful and visual stimulating displays that allow the children to demonstrate curiosity about objects and the environment.
- We provide opportunities for the children to engage in open- ended and collaborative activities which allow them to initiate activities, seek challenges, show a 'can do' attitude and take risk, engaging in new experiences, and learning by trial & error.





SECTION D – Chair Report

This past academic year has proven to be a very challenging year for the Manager and her team, insofar as there have been some very significant health needs experienced by various members of staff (including Teresa). The trustees are very impressed and grateful at the extraordinary way in which the whole team pulled together (almost on a weekly basis) to ensure that ratios were met, but more importantly children were not impacted in any way and their learning journeys remained the focus of each day. A testimony of the strength of the staff team.

From a Trustees perspective one major event which occurred this year was the Ofsted inspection. This was received with positive expectation from the team as they were well prepared for a visit at any time. The Inspector was extremely complementary to all the staff and in particular to Teresa. The Report itself can be found on the Ofsted website in the usual way. Trustees were very happy with the outcome of Good in all areas with a verbal outstanding in many of them.

As you will see from our financial accounts we have a healthy surplus, mostly due to the difficulties in recruiting to the vacant Level 3 staff hours we have had for a couple of years. Unfortunately, recruitment into the early years sector has become increasingly difficult since the Covid pandemic and we certainly have been impacted in similar ways as other settings. On a positive note, our retention of staff has been very positive and we were able to support an Apprentice to full qualification. Currently we have engaged a parent who is keen to undertake a Level 3 EYFS qualification so we are hopeful that our recruitment squeeze will ease somewhat in the coming year.

Trustees continue the process of transitioning to a CIO (Charitable Incorporated Organisation) status and although it has been a slow start, we hope this will be finalised in the coming academic year of 2024-25. We are receiving professional services from a solicitor to ensure that the Constitution we finalise is fit for purpose and for the longer term future. From their recommendations, trustees decided not to pursue to name change from Playgroup to Preschool. This is something which can be changed at a later date.

At the end of July 2024, we said goodbye to a very long-standing trustee Sue Hastie, who had served a volunteer trustee for over 14 years. In this time Sue helped re-shape the financial systems and ensured a professional overview of the accounts. Additionally, up until Covid she was regularly at the playgroup helping with “odd jobs” and making tea for staff. Thank you Sue for your commitment to the playgroup.

I end by recording my thanks to the staff. A very big thank you to Teresa, and the trustees for their support of me in my role as Chair. It’s a team effort and I value the discussions we have to ensure the continued quality of early years learning which Windmills is renowned for.

Paloma king
Chair of Trustees





SECTION E – Manager’s Report

As a team, we were very aware that our Ofsted inspection would be due over this academic year. We have spent time reviewing all of our learning environments over the last two academic years and enhanced them where we felt it was appropriate. When we received notification that our inspection was happening, we felt prepared and ready to share the provision we offer our local community.

We were delighted to receive a ‘Good’ outcome in every area and I think this reflects the commitment and hard work that has been demonstrated by the entire team. The report identifies the work we do building relationships with our families and health partners which contributes to a child developing and learning and being prepared to transition to school. I would like to thank my team for their professionalism during the inspection which provided us the opportunity to showcase the work we do every day.

Staffing as Paloma reported, has been a challenge over this academic year, recruiting has been difficult but when I speak with other local managers, they are experiencing the same issues. I have recruited an unqualified part time member of staff who would be willing to carry out the level three once they have completed their probationary period. Our apprentice successfully completed their course, we have been actively advertising for a new apprentice however have as yet not been successful. We are very fortunate to have a team that are very dedicated to Windmills and retention is thankfully very good.

As I reflect on the academic year, I can share that we had 47 children on the register. The diversity of the cohort was recognised in the Ofsted report. We delivered a well-planned and exciting curriculum which we enhanced with a visit from Police Officer Karen, The Gateway dentist team, Louisa from Burgess Hill library, Laura from Diddi-dance and not forgetting Father Christmas and the Easter bunny.

After reaching out to local companies, In the spring term, we were fortunate to be given a donation of play sand from Wickes, Bean bags for our outdoor reading area, and £130.00 worth of plants and seeds from The Budding Foundation.

I would like to take this opportunity to thank my room leader Cheryl and my team for their ongoing support as we complete another academic year, every year presents its challenges, and we continue to adapt and meet the needs of the children in our care. I additionally would like to thank the trustees for their support it is always appreciated.

Teresa Langley

Manager





SECTION F – Financial Report

We record a surplus in excess of £26K for this financial year and our total assets in excess of £125K.

Our demand for places remains high and we again have remained at capacity for the academic year resulting in income of £160k.

Salaries are our biggest expense and over this academic year the staff team salaries were increased to take in account the changes of the national living wage.

We reviewed our insurance policy to ensure this was in line with the current operation of the setting and this resulted in a large increase to £1,740.

Mid Sussex retrospectively increased our rent by £63 per month and presented us with an invoice of £739, which was not budgeted.

We would like to thank our families for supporting our fund-raising efforts over the academic year at our cake sale, raffle and sponsored animal movement activity raising £360.

Our regular donors have again been very loyal and donated £1065 which is eligible for gift aid reclaim.

Child help Hassocks continue to make a monthly donation which is greatly appreciated.

We would like to thank The Three oaks Trust for their donation, they have supported us over many years which has been invaluable.

Teresa Langley
Business Manager



SECTION G – Trustee Declaration

The trustee board declare that they formally approve the reports details above.

Signed of behalf of Windmills Opportunity Playgroup Trustee Board:

Name: Paloma King

Position: Chair

Signed:

A rectangular box containing a handwritten signature in black ink, which appears to read "Paloma King".

Date: 14/10/2024





SECTION H – Independent Examiners Report of Accounts

Report to the Trustee's on the accounts from 1st August 2023 to 31st.July 2024.

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 which

1. 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

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

No comments

Signed:	PARead.
Name:	PAUL READ
Relevant qualification or body (if any):	BUSINESS MANAGER NATWEST GROUP.
Address:	31 BRAMBLE GARDENS BURGESS HILL WEST SUSSEX RH15 8UQ
Date:	13/10/24



SECTION J – Balance Sheet

Cash at bank and in hand

1290 HSBC Windmills Op (2556)	2,041.74
1300 HSBC Savings (8282)	124,627.82
Total Cash at bank and in hand	£126,669.56
NET CURRENT ASSETS	£126,669.56

Creditors: amounts falling due within one year

Trade Creditors	
2010 Creditors	742.11
Total Trade Creditors	£742.11
Total Creditors: amounts falling due within one year	£742.11

NET CURRENT ASSETS (LIABILITIES)	£125,927.45
TOTAL ASSETS LESS CURRENT LIABILITIES	£125,927.45
TOTAL NET ASSETS (LIABILITIES)	£125,927.45

Charity funds

3010 Opening Balance Equity	76,053.73
3110 Retained Earnings	23,069.09
Surplus/(Deficit)	26,804.63
Total Charity funds	£125,927.45



SECTION K – Financial Activity

Income

4010 Parent Fees	14,522.20
4110 Funding	
4111 2 YR Funding	27,390.96
4113 3/4 YR Funding	101,883.90
4115 Inclusion	11,199.84
4116 EYPP	2,433.96
4117 Deprivation	1,741.98
Total 4110 Funding	144,650.64
4160 Children's Uniform	21.00
4220 Grants Restricted	
4230 Grants restricted for a future use	1,000.00
4240 Prior restricted Income release	-1,000.00
Total 4220 Grants Restricted	0.00
4250 Grants restricted purpose accomplished	1,000.00
Total Income	£160,193.84
TOTAL	£160,193.84

Expenditures

6005 Payroll Expenditure	
6010 Wages	108,233.50
6012 Tax	9,171.95
6014 Payroll admin	749.70
6016 Pension	4,644.46
Total 6005 Payroll Expenditure	122,799.61
6070 Cleaning costs	28.49
6110 Toys	2,862.52
6130 Resources/materials (consumables)	720.49
6135 Playgroup Activities (EYPP)	2,154.25
6140 Personal Care -Toilet Consumables	254.26
6150 Housekeeping - Kitchen Consumables	234.16
6180 Office Equipment	540.76
6310 Rent / Lease	7,205.40
6320 Repairs and maintenance	1,322.70
6330 Utilities	384.27
6410 Advertising/Promotional/Website	129.59
6420 Telephone / Mobile /Internet	1,250.98
6430 Dues and Subscriptions Admin	983.13
6440 Dues and subscriptions - playgroup	676.88
6450 Insurance	1,742.52
6460 Bank Charges / Professional Fees	62.50
6470 Printing Postage and stationery	83.30
6610 Staff Uniform	365.18
6620 Staff Training	342.00
6630 Staff Travel and other misc. costs	931.86
6640 Managers Discretionary Spend	935.38
6780 Uncategorised Expenditure	-4.95
Total Expenditures	£146,005.28



NET OPERATING INCOME £14,188.56

Other Income	
4310 Donations and legacies	9,434.20
4312 Donations Restricted (header)	
4314 Donations restricted for future use	120.00
4316 Prior restricted donation released	-120.00
Total 4312 Donations Restricted (header)	0.00
4318 Donation restricted purpose accomplished	120.00
4320 Donations with Gift Aid	
4322 Donations with Gift Aid declaration	900.00
4324 Gift Aid Reclaimed	165.75
Total 4320 Donations with Gift Aid	1,065.75
4350 Fundraising	359.16
4610 Interest income	1,967.50
Total Other Income	£12,946.61
Other Expenditures	
4800 Other Types of Expenditures	330.54
Total Other Expenditures	£330.54
NET OTHER INCOME	£12,616.07
NET INCOME/(EXPENDITURE)	£26,804.63



SECTION L – Grants, Awards and Fund Raising

Grants

Three Oaks Trust	8,000.00
Child Help Hassocks	1,200.00
Parent Donation	234.20
Total	9,434.20



Section L – Reserves Funding

Running costs for two years	£46,500
Redundancy Costs in the event of forced closure	£29,750
Legal Fees for lease negotiation	£ 2,000
Legal Fees for CIO process	£ 1,500
Premises reinstatement if event of forced closure	£ 5,000
Sensory Room Refurbishment	£13,750
TOTAL	£98,500