



Windmills Opportunity Playgroup

Annual General Report

1st August 2024 to 31st July 2025



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 Trustee's: Paloma King – Chair
Mike Wigg
Sam Palmer

Persons involved that are not trustee's: 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 Trustee's appointed: Approved by existing Trustee's



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

The most significant item to report from this year's Trustees is that Windmills were awarded CIO (Charitable Incorporated Organisation) status by the Charity Commission. This was an arduous process involving primarily the Manager, Teresa, and myself. We worked closely with a legal firm to ensure that our new Constitution would be fit for purpose. As is well understood having CIO status is a much more secure model of managing a charity, in particular, it ensures a limited liability on Trustees, which an un-incorporated status does not. Having achieved the status, Windmills now will be undertaking the prolonged process of instituting its existence. This will require a re-registration with Ofsted and another Inspection, as well as all the administrative changes which go with a new registration. We started this process with Ofsted towards the end of the summer term and anticipate having a full transition to the new charity number and new Ofsted registration by the beginning of the Spring term in January 2026.

As part of the new Constitution trustees had to commit to a further three years of service. Last year two of our long-standing trustees stepped down, but we were able to recruit a new Trustee, Fay Flude, who works in and understand the early years sector very well. Additionally, the new Constitution allowed us to assign trustee status to the Manager and the Room Leader, Cheryl Jolly.

Towards the end of the term Richard Webb also joined the trustee board as an Associate Advisor and he has been busy looking at various areas of governance, such as our insurance, lease and the new contracts which will have to be offered at the point of full transition to CIO. I welcome this support very much.

Our financial accounts continue to show a healthy balance sheet and I hope will demonstrate our commitment to well-managed financial controls.

You will see from the Manager's report that much good work was accomplished by the team. Windmills continues to hold a high standing on the local community, evidenced by the waiting lists every term. Our partner agencies value our provision, and we continue to be the first point of call for families with children with special needs. Our team of qualified teachers all contribute to this reputation and the Trustees are very grateful for their diligence and commitment to providing an outstanding learning environment for the children.

I would like to extend my thanks to my fellow Trustees and Teresa, in particular, for the support they have given me in my role as Chair.

Paloma King

Chair of Trustees





SECTION E – Manager’s Report

It is amazing how quickly it comes around to me writing my manager’s annual general report!

I have been the Manager at Windmills for the last nine years, and over that time have seen the setting change considerably. The last academic year has seen further changes that have come about from the changes the Government have implemented with working families funding. We are receiving applications for places increasingly for two-year-olds, who are now eligible for the working family’s element of funding up to fifteen hours.

Our cohort of children remains diverse, with us supporting 13 children & their families with English as a second language. Alongside 7 neurodiverse children and their families who are progressing through the referral processes. I am incredibly proud of our inclusive practice and delighted to share with you that it was positively recognised during our annual review by our Early Years Advisor, Sarah Bennet-Leyh from WSCC. Sarah has asked us to guide another setting she is supporting. I have agreed to facilitate a site visit and share our inclusive practice.

In recent months, we have noticed a significant increase in the requirements for information gathering. There is now a greater expectation for settings to take the lead in collecting and sharing this information. As you can imagine, this has considerably increased the workload.

I take great pride in the retention of staff at Windmills. My team is knowledgeable and has a solid understanding of the Early Years Framework. We are continually seeking to provide opportunities for personal development. Over the past academic year, two members of our team completed Level 2 Autism Awareness training. They shared their learning with the wider team, and the insights gained have led to changes in our learning environment, including the introduction of our quiet area, “The Nest.”

Every member of staff has actively pursued personal development training as part of their appraisal reviews, focusing on various areas such as gardening, sustainability, behaviour management, Makaton and EAL.

Recruitment has continued to be a challenge over this academic year; however, I am very pleased to say I have now successfully recruited Danielle, who comes to Windmills with a wealth of experience in early years. We continue to recruit and are actively working with our apprentice provider to find a suitable candidate.

Our curriculum is reviewed to ensure it is meaningful for the children we support, and this year, one highlight has been the introduction of our sensory garden. The children have been actively involved in the creation of the garden and caring for it. This is something we will continue to build on into the new academic year as part of our sustainability project.

At the end of another busy academic year, I would like to thank my team for their continued support and hard work. Additionally, to my trustees, thank you for the time you give to Windmill voluntarily. Windmill’s is a team effort, and I am very proud to be leading us into my tenth academic year as Manager.

Teresa Langley
Business Manager





SECTION F – Financial Report

Due to the introduction of the Working Families Childcare Funding Scheme the government we have seen a significant change in how we have received our income this academic year. Our parent contribution has dropped significantly by £10,000 over this academic year as more children are now eligible to receive Working Families funding. In addition, we have been successful in securing inclusion funding from West Sussex County Council for five children who have additional needs which has enabled us to enhance our staffing ratio.

Over the academic year as part of our due diligence review we opened an additional savings account at Cambridge & Counties to comply with the FCSC restrictions. This resulted in an increase in our interest rate and an additional £1,000 in income.

We would like to thank our families for their fundraising efforts over this academic year, we have held our annual cake sale, raffle and sponsored activity and have raised £625.

We would additionally like to thank our loyal donors for their support this year including Child Help Hassocks who make a monthly contribution.

Three Oaks Trust have been supporters of Windmills for many years and we are very grateful for their donations and ongoing support, thank you.

I would like to take this opportunity to thank Simon King who diligently and voluntarily reconciles our Quick Books accounts monthly.

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 handwritten signature in black ink, enclosed within a rectangular box. The signature appears to read "Paloma King".

Date: 30/11/2025



SECTION H – Independent Examiners Report of Accounts

Report to the Trustee's on the accounts from 1st August 2024 to 31st July 2025.

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.

Signed:	PAReas
Name:	PAUL READ
Relevant qualification or body (if any):	BANK MANAGER (NATWEST GROUP)
Address:	31 BRAMBLE GARDENS BURGESS HILL RH15 8UQ
Date:	30/11/25.



SECTION J – Balance Sheet (Cash Basis)

Cash at bank and in hand

1290 HSBC Windmills Op (2556)	4,259.33
1300 HSBC Savings (8282)	69,828.18
1330 Cambridge & Counties (0258)	70,000.00
Total Cash at bank and in hand	£144,087.51
NET CURRENT ASSETS	£144,087.51

Debtors: amounts falling due within one year

1370 Debtors	34.20
Total Debtor (uniform)	34.20
Total Debtors: amounts falling due within one year	£34.20

NET CURRENT ASSETS (LIABILITIES)	£144,121.71
TOTAL ASSETS LESS CURRENT LIABILITIES	£144,121.71
TOTAL NET ASSETS (LIABILITIES)	£144,121.71

Charity funds

3010 Opening Balance Equity	76,053.73
3110 Retained Earnings	50,650.03
Surplus/(Deficit)	17,417.95
Total Charity funds	£144,121.71



SECTION K – Financial Activity (Cash Basis)

Income

4010 Parent Fees	4,420.75
4110 Funding	
4111 2 YR Funding	42,665.46
4113 3/4 YR Funding	95,779.26
4115 Inclusion	18,578.00
4116 EYPP	5,358.72
4117 Deprivation	3,294.96
Total 4110 Funding	165,676.40
4160 Children's Uniform	388.50
TOTAL	£170,485.65

Expenditures

6005 Payroll Expenditure	
6010 Wages	119,131.42
6012 Tax	12,923.39
6014 Payroll admin	942.60
6016 Pension	7,509.98
Total 6005 Payroll Expenditure	140,507.39
6070 Cleaning costs	74.97
6110 Toys	735.70
6120 Playgroup Equipment	626.89
6130 Resources/materials (consumables)	753.79
6135 Playgroup Activities (EYPP)	5,056.37
6140 Personal Care -Toilet Consumables	179.15
6150 Housekeeping - Kitchen Consumables	207.46
6180 Office Equipment	254.82
6310 Rent / Lease	6,589.32
6320 Repairs and maintenance	956.13
6330 Utilities	403.84
6410 Advertising/Promotional/Website	187.26
6420 Telephone / Mobile /Internet	1,114.76
6430 Dues and Subscriptions Admin	1,045.29
6440 Dues and subscriptions - playgroup	524.48
6450 Insurance	1,805.34
6460 Bank Charges / Professional Fees	60.00
6470 Printing Postage and stationery	165.34
6610 Staff Uniform	453.80
6620 Staff Training	607.00
6630 Staff Travel and other misc. costs	1,635.20
6640 Solicitor / CIO	2,898.00
4800 Children's Uniform	437.54
Total Expenditures	£167,279.84

NET OPERATING INCOME £3,205.81



Other Income	
4310 Donations and legacies	9,450.00
4322 Donations with Gift Aid declaration	900.00
4324 Gift Aid Reclaimed	306.00
Total 4320 Donations with Gift Aid	1,206.00
4350 Fundraising	626.13
4610 Interest income	2,930.01
Total Other Income	£14,212.14
 NET INCOME/(EXPENDITURE)	 £17,417.95

SECTION L – Grants, Awards and Fund Raising

Grants

Three Oaks Trust	8,000.00
Child Help Hassocks	1,200.00
Burgess Hill Town Council	200.00
Budding Foundation	50.00
Total	9,450.00



Section M – Reserves Funding

Running costs for two terms #	£107,000
Redundancy Costs in the event of forced closure	£ 33,350
Premises reinstatement if event of forced closure	£ 5,000
TOTAL	£ 145,350

The running cost reserve funding has been calculated on the assumption that the playgroup with cease or have temporary loss of operation.

The calculation is based on Autumn 25 term costings and includes expenses such as staffing, amenities, service connections and insurance. The figures would allow the playgroup to continue to function for two terms without receiving WSCC funding.

Additional Unallocated Costs

Sensory Room Refurbishment	£13,500
Outside Environment Refurbishment	£ 5,000
Total	£18,500

The trustee board have been unable to allocate this spending due to the ongoing lease negotiation.