



Overton

Preschool Playgroup

Overton Community Centre
Winchester Street
Overton
RG25 3HS
Tel: 01256 770370
Registered Charity 1075540

ANNUAL REPORT 2019-20

Legal and Administrative Information

Charity Name	Overton Playgroup
Also known as	Overton Preschool Playgroup
Registered charity no:	1075540
For the financial year beginning on	1 st September 2019
For the financial year ending on	31 st August 2020
Charity's principal address	Community Centre Winchester Street Overton Hampshire RG25 3HS
Governing Document	Early Years Alliance (was Preschool Learning Alliance) Preschool Constitution 2011, approved by the members at a General Meeting held on 19 th September 2012
Objects of the Charity	To enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups.
Professional Advisers	Georgina Jackson (Accounts Administrator)

Introduction to Overton Preschool Playgroup

Overton Playgroup has been in the heart of the village of Overton for 40 years, providing care and education to local children by our qualified and experienced staff. We are registered to care for 26 children from age two at the Community Centre setting and 18 children from age three at the Overton Primary School setting in any one session. Last year we were able to provide places for 79 children at both our Community Centre and School settings (44 and 35 respectively) which is 7 more than the previous year.

Overview

This has been the most unusual and challenging year at OPP, and a year of two halves.

The year started out very positively, with a strong number of children including a full Preschool setting, a positive financial forecast and an enthusiastic Committee continuing our program of 40 events to celebrate our 40th anniversary. With both settings rated as Outstanding by Ofsted, this looked to be one of our best years yet. Extended opening hours continued to gain popularity and being in a profitable position enabled us to plan for additional trips and activities for the summer term.

Unfortunately, the Coronavirus Pandemic changed all of this and we were shut down by Government restrictions on 24th March, losing the last 2 weeks of the spring term, and with it all our plans for events and activities. At the time we did not know how long this would last, but sadly not all of our children were able to return before the end of the year, and for our Preschoolers it meant we lost the chance to say our usual goodbyes.

Despite these challenges, the team at OPP did all they could to enable children to return safely in the second half of the summer term, to as normal an environment as possible. The professionalism, hard work and kindness of the staff made the end of the year a positive one despite the situation, and the dedication of the whole team made the year one to remember.

Staffing

We are extremely lucky to have such an experienced, hardworking and well-qualified team at Overton Preschool Playgroup, led since 2000 by Amanda Igo.

We have 4 salaried staff and 4 sessional staff.

Leader -	Amanda Igo NNEB NVQ4
Room Leaders -	Angela Cowperthwaite NVQ3
	Linda Shanks NVQ3

Keypersons -	Hazel Duncombe NVQ3
	Helen Wragg NVQ3
	Amanda Phillips NVQ3
	Jo Markham NVQ5

SENCO -	Eva Jones NVQ3
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Early in the autumn term, Tracy Boyt resigned her position, and was replaced by two bank staff initially. Once of these, Jo Markham, was given permanent hours as a key person in January. Leanne Britton continued volunteering and working for us in order to complete her NVQ3 qualification. This was successfully completed at the end of the year, despite the disrupted working, as we found imaginative ways to complete the tasks.

All staff work as a Keyperson and have assigned a number of children for whom they will have particular responsibility ensuring the children settle quickly, assisting him or her in Playgroup activities and keeping the parent or carer informed of the child's progress. The Keyperson keeps a record of each child's progress by making regular observations, which are noted in the child's Learning Journey and a play plan is then formulated according to each child's needs.

Professional Development

Angela Cowperthwaite and Linda Shanks have continued in their roles as Room Leader at the two settings, also acting as the Safeguarding officer in their respective settings.

Amanda Igo attended courses titled “Cultural Capital” (part of the new Ofsted framework) and “Ready Steady Ofsted”, to ensure all staff were up to date with the new Ofsted requirements. She also attended *Provider briefings* and *Birth to 4* meetings within Hampshire Children’s Services. All staff completed their First Aid qualification in January, which must be refreshed every 3 years. This was done as a blend between online and in-person training as a group for the first time, which was very successful. While the settings were shut due to Covid-19 lockdown, staff were encouraged to access e-learning courses made available through the Early Years Alliance.

Quality Assurance

There were no visits from Ofsted, and so we retain our Outstanding rating at both of our settings, as ever working to the highest standards.

Enrolment

The year began in a stronger position than last year, with Preschool more or less full right from the start and a good number of children registered for Playgroup. Flexible start dates and options supported this, and we attracted a good number of newcomers to the village as well as younger siblings from families we have previously known.

For the forthcoming academic year, we have 59 children on our register so far, 34 preschool children and 25 playgroup children, with Preschool full and some children needing to attend sessions at the Community Centre setting. Playgroup is also busier than previous years in September, as some children who turned two in the spring or summer term have already started, rather than waiting for September, which should lead to a more settled start to the new academic year.

We offer a very flexible variety of session times at both the Community Centre and school settings and are well set up to welcome children from the age of two. We accept applications from birth. It is always our intention to provide Early Years’ Education to as many local children as our space and ratios allow and this will continue to be a driving factor when deciding upon session times.

We are pleased to be able to offer the Government 30 hours funding for eligible 3 and 4 year olds.

Although, as discovered by Preschool settings across the country the implementation of the government 30 hours funding has proved problematic. The funding rate provided is lower than our standard hourly rate, which has adversely affected Playgroup finances. For the coming year Playgroup is set to continue providing the 30 hours with no additional charges or restrictions but whilst the government-funding rate is not scheduled to change but costs such as rents and pay rates will be expected to rise, the offer will need to be kept under review. In addition to financial effects, the administrative implementation has proved time-consuming and in some cases, applications have been difficult for the parents.

Playgroup and Preschool settings

Overton Preschool Playgroup benefits from having two distinct classrooms; one in the heart of the village within the Community Centre and the other based within Overton Primary School. However, due to the restrictions placed on the way we operated this year, we had to be very flexible about this. We were unable to return to the Primary School site when we re-opened in June and so adapted our offering to take place in two distinct rooms within the Community Centre. This meant we had to rethink how we shared the garden, entrances and facilities in order to keep the two groups of children separate, but also meant that staff were able to communicate better, even if social distancing did mean we had to remain in separate bubbles.

Changes due to Covid-19

The coronavirus pandemic had an incredibly significant impact on all aspects of our operation. We were closed along with all childcare settings on Government instruction from 24th March, which meant we lost 2 weeks of the spring term, with several children not attending prior to this date too.

Communicating to parents what was happening was key, and individual email addresses were set up for staff members to use with their key children. Initially this was simply as a point of contact, but once we started the Summer term this was used to make suggestions of activities which could be completed at home and to share what other children within their group had been doing, to try to maintain friendships and stop the children feeling so isolated at home. Private Facebook groups were also created, to share videos and pictures with others who attend the same setting. All parent communications had to be sent by email, and the Chair and Amanda worked hard to stay on top of the ever-changing Government guidance, to put into place safe operating procedures and communicate necessary changes to parents. Most staff were furloughed during this time, meaning we were able to claim a proportion of their wages from the Government scheme, while we paid them in full. The Committee also had to operate via email, although luckily there was not too much to do while we were shut!

With a significant amount of planning, research, risk assessments and new procedures, we were so glad to be able to open again on June 1st to a reduced number of children. Overton Primary School decided at short notice that we would be unable to return to Preschool this year and so the planning began over. We were fortunate to be able to hire the rest of the Community Centre, enabling us to operate as two bubbles for the two settings, though this did bring limitations on space and flexibility. Fortunately, we were able to accommodate almost all of the children who wanted to return, and had 16 confirm a place for the rest of the term at Playgroup, and 12 at Preschool. On our first day, we opened to 6 preschoolers and 10 playgroup children and all of the planning and preparation paid off. Despite significant changes behind the scene, the experience for the children was as close to normal as possible, and we were highly praised by parents for what we were able to offer. It was just brilliant to have smiling faces back, and over the remaining weeks a few more children joined us as guidance changed and our procedures showed this would be appropriate.

This was an incredibly challenging time, requiring complex decision-making based on guidance that was not always clear and constantly changing. Everyone involved went above and beyond, and the professionalism and leadership skills of Amanda were vital in making this such a success. There were financial challenges too, as we lost income from fees and fundraising. We were able to take advantage of the Furlough scheme and made an early decision to pay all of our staff full pay throughout, as they are our most valuable asset.

Overton Playgroup and the local Community

Being located at the heart of the village, we feel very central to the community and aimed to involve the whole village in celebrating our 40th year, both by ensuring some events were open for everyone in the community, and by attending village events such as the Christmas Market to provide free craft activities for children. The children worked together to plant a commemorative apple tree in the Community Orchard, and one at the Community Centre, with the help of Overton Biodiversity Society. We held a Preloved Sale in the Community Centre, arranged a storyteller to visit during October half-term for a bespoke story, a Christmas party for the adults to enjoy and a Christmas film morning for the children of the village.

To better support working parents, we continued with our extended opening hours, offering breakfast at Preschool from 8am and “after school” club until 3:45pm, with Playgroup open from 8:15am until 3:45pm. This has proved very popular, and has definitely contributed to the higher numbers of children attending, as well as helping parents avoid the rush at pick up and drop off at school.

We have continued with our monthly feature in the Test Magazine, covering topics from reading, preparing children for starting school, celebrating Christmas with small children, and how to be more “green” with small children. OPP are proud to have set up a crisp packet-recycling scheme, with over 60kg of crisp packets returned to Walkers for recycling so far, in conjunction with Plastic Free Overton.

Students

This year we offered training to one student from Peter Symonds College towards her NVQIII in Childcare, who also worked with us last year, as well as continuing to support Leanne Britton to complete her NVQIII.

Parent Management Committee

Overton Preschool Playgroup is managed by a voluntary Parent Management Committee, which is an essential part of OPP. They not only manage and organise the fundraising activities throughout the year but they also act as Trustees for Playgroup (which is a Registered Charity) and oversee the staff, finances and administration.

The Committee consists of three officers (Chair, Secretary and Treasurer) and no fewer than two and not more than nine other elected members. Committee members are elected for one year at the Annual General Meeting. The Committee are able to co-opt a further three members, during the course of the year. A list of the charity Trustees for 2019/2020 is attached at the end of this report.

The Management Committee have continued to meet on a monthly basis through the year to ensure the smooth running of the business carrying out functions including:

- Banking and Petty Cash
- Health and Safety risk assessments
- Fundraising and events
- Website and social media management
- Newsletters

In addition to the usual roles carried out by the committee extensive effort was made to continue to celebrate our 40th Anniversary year in style, to raise the profile of OPP in the local area, add a social element for parents and some fun activities for the children. We were delighted to reach the target of 40 events by the end of the year, and were excited to plan some special events for the community and our children for the summer, though sadly many of these were unable to happen due to Covid-19 restrictions.

Events and fundraising

Regular events this year included the Preschool Christmas Singalong held at Overton Primary School, with a twist as we held it outside in the woods (and it only rained for a bit!) a Christmas Singalong at the Kingfisher centre in the village and the Christmas Party for all of our children. Unfortunately, we had to cancel the Spring Fair, Sponsored Bike ride / Scoot in the grounds of Overton Primary School and the Preschool Leaver's Party, due to Covid-19 restrictions.

Continuing our celebration of the 40th Anniversary in 40 ways, we hosted a popular Race Night at the ORC and a storytelling event. Merry Go Round Storytelling entertained children with a story about Red the Squirrel's Whizz Band Fireworks Surprise at the Community Centre in half-term, which was open to the whole community, as was the Race Night. We organised a great Christmas party, aptly titled the Ruby Christmas Cracker featuring a local band and a big raffle, which the staff came to as their staff party. For the kids we held a matinee showing of *Arthur Christmas* too. Some of these events were fundraisers, some were to raise our profile in the community and some were just plain fun! We are very grateful to the local community and businesses who help to make these events possible and successful.

Sadly, we were unable to take the children to our arranged trips to the Watercress Line, 4 Kingdoms and or to enjoy the visits to the settings from two different animal experiences.

Funds raised by the charity are spent directly on resources to enrich the learning environment for the children. In addition to the usual events and schemes, we have maximised income from passive fundraising by promoting schemes such as Amazon Smile and Easy Fundraising, as well as looked for innovative ways to raise funds such as registering as a collector for crisp packets, which are returned to Walkers for recycling in exchange for cash, raising £160 so far.

The Southern Coop chose us to be their charity partner for another year from April, which was great news. Over the last year, they collected over £400 and supported us with goods for a range of activities. We also were lucky to receive a grant of £200 from WH Smith to support reading in the Early years and used this to create a cosy reading corner at Playgroup.

Parent Survey

Responses to the Parent Questionnaire were universally positive, reflecting the understanding and respect that the parents have for the staff and the dedication the staff put into the children's welfare and enjoyment of their time at OPP. Suggestions for improvements have been reviewed and actioned where practical.

The committee will continue to prioritise open and relevant communication with parents and carers, and actively look for ways to improve this, especially as people other than parents bring an increasing number of children, and Coronavirus restrictions in place make direct communication trickier.

Some examples of comments from the questionnaire:

"How lucky I feel to have had such an amazing establishment, service and team right on my doorstep for my little one to enjoy and flourish within and as a stepping stone into school."

"Well done to all the staff and the committee for handling this difficult year so smoothly."

"He absolutely loves his teachers."

"I'm so pleased to see the friends he has made and bonds with all the staff."

We are very grateful to the voluntary commitment of the parents for their time and dedication to OPP. In addition to the committee members, we would also like to thank all the parents who helped in various ways including as a parent helper for outings or supplying fruit for snack time. We also extend specific thanks to Playgroup parents who have helped at the various events, and come along to support us. Without the help of the parents, staff and committee, it would be impossible to run our fundraising events.

CHARITY TRUSTEES 2019-2020

Name of Trustees	Dates during which named trustees acted, if not during the whole period of this report	Method of appointment or election
Laura Harrison, Chair		Re-elected at AGM 2019
Katie O'Brien, Secretary		Re-elected at AGM 2019
Chris Shaw, Treasurer		Re-elected at AGM 2019
Jo Shepherd		Elected at AGM 2019
Dawn Finnis		Re-elected at AGM 2019
Zena Luckhurst		Re-elected at AGM 2019
Krissy Reid		Re-elected at AGM 2019
Sarah Warriss-Simmons		Re-elected at AGM 2019
Emma Restell	Until December 2019	Re-elected at AGM 2019
Elinor Harvey	Until December 2019	Re-elected at AGM 2019
Fiona Ferguson	Until February 2020	Re-elected at AGM 2019

Treasurer report, OPP fiscal 19/20

As my second treasurer report starts to take shape and form, I'm pleased to initially say that we are still in good financial shape. This is again down to the amazing efforts of the staff, committee and parents in fundraising and driving our business forward. As the village has expanded with new developments and new families join our community, we have managed to attract more than our fair share of children to look after.

This is down to a number of factors including a flexible drop off / pick up structure, strong community spirit and tradition, balanced costs and fees and our OFSTED Outstanding rating. I have to pass thanks again to Laura, the wider committee and the staff in maintaining this and allowing growth. Without consideration of the finances and the willingness of the community to support a charity such as ours could very quickly start to regress.

Summary of finances

Our aims from last year have not changed in the sense that we need to enrich and invest in the children while still maintain a sensible grip on expenditure and a watchful eye on income streams. We still have the same 3 revenue streams as last year – Fees, Government funding and donations. We expect to make a healthy surplus to be reinvested back into the charity and while COVID will of course affect us and that has to be acknowledged, we are fortunate in the sense that we could re-open quickly and safely and didn't dent finances too badly.

Income

- **Fees:** No major changes to the fee structure over the year after a few tweaks and review in the previous year. Always under consideration and regularly reviewed in line with peer and competitive modelling, we feel that they are in the right place. Fees are up year on year due to child numbers again rising.
- **Vouchers and Government funding:** Always my biggest fear as its not a lever we directly control, government funding has again increased year on year. Again, down in the most part to children's numbers growing. The importance of this revenue stream and the need to claim every penny on offer through the vouchers is still incredibly important.
- **Fundraising and events:** A tricky one with an up and down year in terms of ability to execute due to COVID but a solid return against the backdrop. Sadly down on last year, however not a long term trend we expect to see.

In summary, a combination of growth, support from the community and generosity has allowed income to grow and I want to thank everyone who has paid a bill, or brought a Christmas card or anything in between. Every penny counts and it is appreciated and noted.

Expenditure

- **Rent and associated costs:** Rents have risen in line with inflation and while we don't want costs to rise, we accept that it has to happen on occasion. We've also seen repairs and improvements / safety improvements to the settings to partially justify the rent increases. However due to site closure and a sensible agreement between the OPP and the OCA we managed to not pay for lockdown and as such rents year on year fell. This is of course not expected next year.
- **Wages:** Wages rose year on year, however this was expected in line with last years reviews and our thinking that we need to pay in line with living wage and ethical wage. Fluctuating

staff numbers and the COVID enforced break affected it too, however it is in tolerance levels.

- Resources: Up on last year but expected in line with surplus. Expected to be the same next year in line with a positive cash flow and surplus this year.

Next year planning and key initiatives / review of topics from last year:

Last years first paragraph of this section said that it would be a “business as normal year”. I could not have been more wrong! However, the finances stood up and in actual fact I think we managed to navigate a odd year well. Again, this is based on the actions of the staff, committee and community. Thank you all!

As we move into the new year we need to continue to do what we do well and maintain that “feeling” and network. This allows us to plan spending more effectively and create more experiences for the children which is ultimately what its all about. Spending will of course be monitored and adjusted accordingly but cash reserves are in line and we are able to again invest back into the charity.

Overton Playgroup**Statement of Financial Activities for the year ended 31 August 2020**

	Note	Total year to 31.8.20 £	Total year to 31.8.19 £
Incoming Resources			
Fees including vouchers		53,592	53,037
Hampshire County Council - Pre-school vouchers		134,602	98,683
Fund Raising	3	4,322	6,060
Grants - HMRC Furlough Grant		4,499	-
Gift Aid		62	320
Other income	4	281	153
Investment income	5	512	618
Total Incoming Resources		197,869	158,870
Less: cost of generating funds			
Fundraising and publicity	6	2,363	1,510
Net incoming resources available for charitable application		195,506	157,360
 Resources Expended - Charitable expenditure			
Staff Costs	7	134,447	117,145
Cost of activities in furtherance of the charities objectives	8	21,047	21,971
Catering Costs	9	299	171
Managing and administering the charity	10	2,600	2,991
Total Resources Expended		158,393	142,277
 Net movement in funds		37,113	15,083
Balances brought forward at 1 September 2019		134,013	118,930
 Balances carried forward at 31 August 2020		171,126	134,013

Overton Playgroup
Balance Sheet as at 31 August 2020

	2020		2019	
	£	£	£	£
Current Assets				
HSBC Savings Account	20,085		20,046	
Nationwide Savings Account	120,001		100,001	
Current a/c	30,857		13,776	
Petty Cash	<u>100</u>		<u>54</u>	
		171,043		133,877
Debtors - Barclaycard		83		136
		<u>171,126</u>		<u>134,013</u>
Reserves				
Unrestricted Funds		<u>171,126</u>		<u>134,013</u>
		<u>171,126</u>		<u>134,013</u>

The financial statements are approved by the Trustees and signed on their behalf by:

.....

Chairman

.....

Treasurer

.....

Date

1 Accounting Policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005), applicable accounting standards and the Charities Act 1993.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.2 Funds structure

Funds held by the charity are

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

1.3 Incoming Resources

Fees

Income is recognised upon receipt.

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable

1.4 Interest receivable

Interest is included when receivable by the charity.

1.5 Resources expended

Expenditure included in the direct charitable expenditure is that relating to the provision of playschool services.

Fundraising expenditure is that expenditure directly incurred related to the Charity's fundraising activities.

All other expenses relate to managing and administering the charity.

1.6 Irrecoverable VAT

The charity does not require to be registered for VAT therefore, irrecoverable VAT is charged against the category of resource expended for which it was incurred

2 Related party transactions

The trustees received no remuneration either during the current or proceeding year.

Out of pocket expenses were not claimed by the trustees in either year, the value of these contributions is not known.

3 Fundraising Income

	2020	2019
	£	£
Events	2255.12	4427.05
General	1310.72	712.27
Language Hour		395.00
Xmas Cards	366.62	469.00
Donations	389.82	56.46
	4,322.28	6,059.78

4 Miscellaneous Income

	2020	2019
	£	£
Merchandise	280.5	152.5
Training refund		0
	280.50	152.50

5 Investment Income

	2020	2019
	£	£
Interest on cash deposits	512.4	617.61

6 Fundraising and Publicity costs

	2020	2019
	£	£
General	1668.08	1085.13
Childrens events	662.86	301.99
Marketing & Advertising	31.98	123.00
	2,362.92	1,510.12

7 Staff costs

	2020	2019
	£	£
Staff Costs including ER's NI	127,862	112,862.07
Pension (NEST)	5,080	3,097.99
Training	650	245.00
Other Staff Costs	855	940.00
	134,447	117,145.06

No employee earned more than £50,000 per annum in either year in above accounts.

8 Direct Charitable Expenditure

	2020	2019
	£	£
Rent	13,828.00	15,596.00
Resources - Consumables	1,860.68	2,036.98
Resources	2,853.93	1,551.93
Maintenance	108.34	180.00
Insurance	1,415.48	1,234.74
Cost of Sales	174.00	348.00
Printing and stationery	4.55	120.11
Telephone	587.50	775.68
Other Costs	214.25	127.09
	<u>21,046.73</u>	<u>21,970.53</u>

9 Catering Costs

	2020	2019
	£	£
Groceries	298.96	170.59
	<u>298.96</u>	<u>170.59</u>

10 Management and Administration of the Charity

	2020	2019
	£	£
Audit and Accountancy	2,499.31	2,635.17
Fees & Subscriptions	85.00	331.39
Bank Charges	0.00	12.00
Miscellaneous	15.99	12.43
	<u>2,600.30</u>	<u>2,990.99</u>

11 Staff numbers

The average number of employees (including casual and part-time staff) during the year was as follows:

	2020	2019
Full Time	3	3
Part Time	8	6
	<u>11</u>	<u>9</u>

Overton Playgroup

Accounts for the year ended

31 August 2020

INDEPENDENT EXAMINERS REPORT

Independent examiner's report to the trustees

I report on the accounts of the charity for the year ended 31/8/20, which are set out on the following pages

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

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 Commissioners (under section 145(5) of the 2011 Act); and
- To state whether any 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- a) which gives me reasonable cause to believe that in any material respects the requirements
 - to keep accounting records in accordance with section 130 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

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

David Carter

19 April 2021