



Overton

Preschool Playgroup

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

ANNUAL REPORT 2021-2022

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 2021
For the financial year ending on	31 st August 2022
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 41 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 60 children at both our Community Centre and School settings (33 and 27 respectively).

Overview

We have had a very successful year at Overton Preschool Playgroup, and are very happy that we have been able to return to operating as normal after the government declared end of Covid restrictions earlier this year.

We began the year optimistic to embrace the new normal, with our finances in good shape despite our various interruptions of the previous year. Both our settings continued to provide a safe-haven for our children to get back to what they do best: play and learn, while the government gave the Chair and Manager plenty of extra reading with ever changing covid rules and advice.

However, we still faced challenges through the year with both our settings having to close due to separate cases of covid - and storm Eunice! I remember saying this last year, but it is still 100% true this year - I am proud to say that we were able to support our children and keep our closures to the absolute minimum, thanks to our wonderful staff who worked in a different setting or on a different day to enable us to stay open as much as we did. They all truly shone in difficult circumstances.

Our staff worked unstintingly to ensure our children's time at Playgroup and Preschool was as normal as possible, full of education, fun and outdoor play in all weathers. They also supported our big initiative of the year, the Octopus Challenge, which we successfully completed and earned our Plastic Free status as well as teaching children and their families more about reducing, reusing and recycling. On top of this, we finished the year with a profit which we look forward to investing in new equipment for both settings.

The professionalism, hard work, dedication and positivity of the staff made this 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
	Leanne Britton NVQ3
	Clare Miller
SENCO -	Eva Jones NVQ3
Preschool Assistant	Laura Enters BSc Social Policy

Clare Miller started as keyperson in September and has had a great first year with us.

Helen Wragg resigned her position at the end of the autumn term and has been missed by staff, committee and children alike. Laura Enters began as Bank staff in December, and we were very happy that she decided to become a Preschool Assistant earlier this year and will become a keyperson this year.

All our Keypersons have assigned a number of children for whom they have particular responsibility helping them settle quickly, assisting him or her in 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.

It has been difficult to maintain the level of training usually completed, due to lockdowns and changes to training opportunities, but the staff has used the Services for Young Children online learning platform to keep up to date with safeguarding and the new reformed EYFS. Amanda has continued to access the provider briefers meetings, Angela has accessed safeguarding meetings, Linda has attended birth to 4 meetings and Eva has attended her SENCO meetings. Inset days continue to be used to reflect Playgroup and Preschool practice and as a result of the pandemic staff have joined lots of social media early years groups where they have been able to share ideas, new information and latest updates.

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 strongly, with Preschool 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 number of newcomers to the village as well as younger siblings from families we have previously known.

For the coming academic year, we have 56 children on our register so far, 28 for each setting, with Preschool full and many children attending 5 days a week. Playgroup is also busier than previous years in September, as some children who turned two last spring or summer term started then, rather than waiting for September, which should lead to a more settled start to the new academic year.

We offer a 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. As a charity, 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 also pleased to be able to offer the Government 30 hours funding for eligible 3 and 4 year olds.

Playgroup and Preschool settings

We benefit from having two separate classrooms in two different locations; Playgroup in the heart of the village within the Community Centre and Preschool based within Overton Primary School. Since Covid, Preschool continues to flex to fit in with the staggered start and finish times at Overton Primary School and Playgroup children enter our Playgroup room via the garden.

Overton Playgroup and the local Community

As we are located at the heart of the village, we feel very central to the community and have missed the level of involvement we have had in previous years, due to social restrictions lifting slowing after Covid-19. However, we managed to hold one community event, our May Fair, in the Community Centre in May this year, which was wonderfully supported by our children, their parents, previous children and parents and the community as a whole. A great way to restart our in-person fundraising events which we hope to organise more of this year.

We have continued with our monthly feature in the Test Magazine, broadening our subject range to activities to enjoy with our children during all sorts of weathers and times of year, our participation in Light Up Overton at Christmas, and how to help children transition – whether to join us at Playgroup or Preschool or whether starting at “big school”. The best advice given being to enjoy an ice-cream or iced lolly when it gets hot!

We also worked with the children and their families on our Octopus Challenge, inspired by the work of Plastic Free Overton and Sustainable Overton to look at what we do in our settings. We pledged to make changes such as reducing our use of single use plastic by encouraging our children to bring reusable water bottles, reusing plastic, e.g. yogurt pots that come in our children’s packed lunches as glue and paint pots, and recycling our old toys at our fundraising May Fair event. We are pleased to share that we have gained our Plastic Free status.

Parent Management Committee

Overton Preschool Playgroup is managed by a voluntary Parent Management Committee, which is an essential part of Overton Preschool Playgroup. 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 2020/2021 is detailed 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
- PR

Events and fundraising

We successfully ran a number of fundraisers, with our events and fundraising team working very hard to ensure our Christmas cards, sponsored bike ride and May Fair raised vital funds to invest back into our settings for our children. A special mention must go to one of our parents, Josh, who cycled 100 miles to raise funds for us.

Funds raised by the charity are spent directly on resources to enrich the learning environment for the children. In addition to the events mentioned a second ago, we

have maximised income from passive fundraising by promoting schemes such as Amazon Smile and Easy Fundraising.

The Southern Coop chose us to be their charity partner for another year from April, which was great news. We are very pleased that they have selected us again for this coming year, thank you to Stuart and the Coop for your support.

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 Overton Preschool Playgroup. 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.

Some examples of comments from the questionnaire:

"We chose Overton Preschool Playgroup because, quite simply, playgroup seemed like a very happy place where all the children were having fun- a first impression which has proved to be absolutely true."

"The staff have done so incredibly well to continually provide a great experience for our child through all the challenges associated with the pandemic."

"3 children of my own have attended this playgroup/preschool over the last 9 years and they have always been amazing and attended to each child in a way that the child's needs were met."

We are very grateful to the commitment of the parents for their time and dedication to Overton Preschool Playgroup. In addition to the committee members, we would also like to thank all the parents who helped in various ways including supporting our fundraising, as parent helpers or supplying fruit for snack time.

Thank yous

At this point I would like to say a big thank you to those members of the Parent Management Committee who are standing down from the Committee this evening. Your support, hours volunteered, positivity, enthusiasm and help have been very much appreciated. By me as the Chair over a very trying couple of years, and I'm sure Amanda and the staff will not mind me thanking you on their behalf - for allowing them to concentrate on what they do best, letting our children experiment, learnt, thrive and have fun.

We mustn't forget those Committee members who will stay on this year and any parent who volunteers their time to us. Thank you from all of us. We could not do what we do so well without you.

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
Susannah Teixeira, Chair		Re-elected at AGM 2021
Sarah Hands, Treasurer		Re-elected at AGM 2021
Amy Smith, Secretary		Re-elected at AGM 2021
Beth Wilkes		Elected at AGM 2021
Chris Shaw		Re-elected at AGM 2021
Claire Whitlam		Re-elected at AGM 2021
Emma Booth		Re-elected at AGM 2021
Emma Riggs		Re-elected at AGM 2021
Georgie Corlett-Pitt		Elected at AGM 2021
Katy Dibbern	June 2022 to date	Co-opted June 2022
Lucy Quick		Re-elected at AGM 2020

Overton Playgroup

Accounts for the year ended

31 August 2022

INDEPENDENT EXAMINERS REPORT

Independent examiner's report to the trustees

I report on the accounts of the charity for the year ended 31/8/22, 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) which, in my opinion, attention should be drawn to in order to enable a proper understanding of the accounts to be reached.



David Carter

29 May 2023

Overton Playgroup
Statement of Financial Activities for the year ended 31 August 2022

	Note	Total year to 31.8.22 £	Total year to 31.8.21 £
Incoming Resources			
Fees including vouchers		44,262	34,959
Hampshire County Council - Pre-school vouchers		131,815	133,452
Fund Raising	3	3,398	2,956
Other income	4	-	206
Investment income	5	98	62
Total Incoming Resources		179,574	171,635
Less: cost of generating funds			
Fundraising and publicity	6	170	1,417
Net incoming resources available for charitable application		179,404	170,218
Resources Expended - Charitable expenditure			
Staff Costs	7	138,544	132,597
Cost of activities in furtherance of the charities objectives	8	25,437	27,230
Catering Costs	9	976	741
Managing and administering the charity	10	3,178	3,352
Total Resources Expended		168,134	163,920
Net movement in funds		11,270	6,297
Balances brought forward at 1 September 2021		177,337	171,040
Balances carried forward at 31 August 2022		188,606	177,337

**Overton Playgroup
Balance Sheet as at 31 August 2022**

	2021	2021
	£	£
Current Assets		
HSBC Savings Account	48,511	20,087
Nationwide Savings Account	20,091	120,001
Current a/c	120,001	37,249
Petty Cash	3	102
	<u>188,606</u>	<u>177,440</u>
Creditor - Barclaycard		(17)
	<u>188,606</u>	<u>177,423</u>
Reserves		
Unrestricted Funds	<u>188,606</u>	<u>177,423</u>
	<u>188,606</u>	<u>177,423</u>

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

Heidi
Chairman

Deek
Treasurer

18/01/2023
Date

Notes to the financial statements for the year ended 31 August 2022

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 received 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

General Fundraising
Xmas Cards
Donations and Grants

4 Miscellaneous Income
Merchandise

5 Investment Income
Interest on cash deposits

6 Fundraising and Publicity costs
General

7 Staff costs

Staff Costs including ER's NI
Pension (NEST)
Training
Other Staff Costs

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

	2022 £	2021 £
General Fundraising Xmas Cards Donations and Grants	2448.04 372.81 577.6	1901.91 538.57 515.5
	3,398.45	2,955.98
Miscellaneous Income Merchandise	-	206.00
	2022 £	2021 £
Investment Income Interest on cash deposits	97.72	62
Fundraising and Publicity costs General	2022 £	2021 £
	170	1417.33
Staff costs	2022 £	2021 £
Staff Costs including ER's NI	132,841	128,592
Pension (NEST)	5,460	3,782
Training	147	147
Other Staff Costs	95	76
	138,544	132,597.46

8 Direct Charitable Expenditure

Rent
Resources - Consumables
Resources
Maintenance
Insurance
Printing and stationery
Telephone & Internet
Other Costs

2022	2021
£	£
17,121	15,590
1,762	3,426
3,574	4,916
652	728
1,671	1,407
53	-
604	760
	403
<u>25,437.22</u>	<u>27,230.38</u>

9 Catering Costs

Groceries
Food Vouchers

2022	2021
£	£
435.94	425.68
540.00	315.00
<u>975.94</u>	<u>740.68</u>

10 Management and Administration of the Charity

Audit and Accountancy
Fees & Subscriptions
Miscellaneous

2022	2021
£	£
2,516	2,523
231	301
431	528
<u>3,177.50</u>	<u>3,351.92</u>

11 Staff numbers

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

Full Time
Part Time

2022	2021
3	3
6	7
<u>9</u>	<u>10</u>

Overton Playgroup

Accounts for the year ended

31 August 2022

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 and the Companies (Accounts) Regulations 2008.

The accounts have been prepared on a going concern basis.

The accounts have been prepared on a cash basis.

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