



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2020		Day 31	Month 03	Year 2021

Section A Reference and administration details

Charity name	FOUNDRY LANE PRE-SCHOOL PLAYGROUP		
Other names charity is known by	FLCP		
Registered charity number (if any)	1078048		
Charity's principal address	Foundry Lane		
	Shirley		
	Southampton		
	Postcode	SO15 3JT	

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	Judith Stephens	Chairperson	04/10/18-current	
2	Rachael Young	Treasurer Non-office	04/10/18-10/03/21 11/03/21-current	
3	Niall Dunphy	Treasurer	11/03/21-current	
4	Louise Higgs	Secretary	10/10/19-current	
5	Hayley Stala		08/11/18-current	
6	Cathy Baggott		08/10/16-11/03/21	
7	Clair Phillips		08/10/16-current	
8	Sean Taylor		08/10/15-current	
9	Julia Boustred	H & S Officer	06/10/16-current	
10	Martin Jenner		10/10/19-current	
11	Theresa Broomhill		10/10/19-11/03/21	
12	Hannah Noble		10/10/19-11/03/21	
13	Rajni Pathak		10/10/19-11/03/21	
14	Kaley McGrory		10/10/19-11/03/21	
15	Lorna Taylor		10/10/19-current	
16	Katy Ward	Non-office Secretary Non-office	06/10/16-04/10/18 04/10/18-09/10/19 10/10/19-current	
17	Harriet Dunphy		11/03/21-current	
18	Keiley DeCelis		11/03/21-current	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bank	HSBC PLC	55 Above Bar Street, Southampton, SO14 7DZ
Independent Examiner	SWP Accountants Ltd	Unit 4 Basepoint, Andersons Road, Southampton, SO14 5FE

Name of chief executive or names of senior staff members (Optional information)

Manager: Mrs S Mason, Deputy Manager: Miss R Hopkins

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Pre-school Learning Alliance Model Pre-School Constitution 2011
How the charity is constituted (eg. trust, association, company)	Unincorporated entity
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or re-appointed annually at the Annual General Meeting held in October.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- There is a child protection policy in place. Disclosure and Barring (DBS) checks are carried out prior to commencement of employment or trusteeship. Regular checks are carried out in line with statutory requirements.
- FLCP provide information packs to new trustees so they are aware of their duties and the aims of the playgroup. They are also offered training and support from the Southampton Voluntary Services.
- Foundry Lane Community Playgroup rents rooms from Foundry Lane Primary School and benefits from operating within the protective environment of purpose-built educational facilities. We also benefit from the input of the headteacher and senior members of teaching staff at trustee meetings as the primary school has a place as a trustee on the committee.
- The trustee committee has overall control of the playgroup's activities but the day to day running has been delegated to the manager and deputy manager. They are in charge of 1 full time practitioners and 5 part time practitioners. A Finance Officer is also employed part time.
- The trustees give their time voluntarily and receive no remuneration or other benefits.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The aim of the playgroup is to enhance the development and education of children under statutory school age, by encouraging parents to understand and provide for the needs of their children through the playgroup by,

- 1) Offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of the parents to take responsibility for and become involved in the activities of such groups, ensuring such groups offer opportunities for all children whatever their race, culture, religion, means or ability.
- 2) Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area.
- 3) Instigating and adhering to and furthering the aims and objects of the Early Years Alliance.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings.
- The playgroup continues to offer the opportunity for children under statutory pre-school age in the local area to benefit from structured play, education and care, in which parents can be involved, most notably by acting as trustees on the committee.
- During 2020/21 we had 42 children enrolled. Of these eight children had English as a second language, two child with additional needs and one with a child protection plan.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During 2020/21 the staff and committee have focused efforts on making sure the setting survived the Covid-19 pandemic:

- At the end of March 2020, the pre-school was forced to shut for a short period of time due to vulnerable staff and children. The manager, deputy manager, finance officer and chair worked together to support the staff, parents and children.
- When the setting was reopened in June, the team helped parents that were key workers that needed childcare and made sure that vulnerable children were supported. The staff worked incredibly hard to manage the increased fear and burden the pandemic brought. From trying to give children a sense of normality to having to implement a strict cleaning protocol with very little guidance on how this would work with pre-school children.
- Even through the difficult period, the team managed to work together to achieve many objectives.
- The manager and practitioners continued to work with the primary school early years team to improve the curriculum for pre-schoolers and for moderation purposes.
- All staff completed ACE (Adverse Childhood Experiences) training to identify and support vulnerable children. The deputy manager went on to complete an accredited level 2.
- The Manager gained a Level 3 SENCO award.
- One staff member finished their Level 3 EYE and was promoted to lead practitioner.
- The manager, deputy manager and lead practitioner updated their higher-level training and all practitioners completed the Early Years Alliance sustained shared thinking training.
- Trustees used the Southampton Voluntary Services to improve their knowledge and better support the playgroup.
- Staff wellbeing became an important part of 2020/21 and the staff undertook a wellbeing course run by the HR consultant to further support the team.
- More full-time staff were taken on to improve the quality of childcare with the aim of freeing up the manager and deputy manager to focus on staff training and push towards achieving Outstanding with Ofsted.
- The AGM was delayed until March 2021 to enable continuity of committee during this difficult period.

Section E

Financial review

Brief statement of the charity's policy on reserves

FLCP hold a contingency fund in a savings account to cover expenses including staff redundancy in the event of the playgroup's closure. It is felt prudent to hold 1 term funds for expenditure in reserve. This would give the trustees time to find other sources of income should grants start to decline or plan the closure of the playgroup over time.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of funds are local authority funding and session fees from parents. We rely on the continued support of the local authority to fund the majority of the session fees. Very little fundraising was raised due to the pandemic.

Our highest expense is staff wages. We promote continual professional development to all of our staff, which ensures they are well equipped for working in the Playgroup. A HR consultant with knowledge of early years committee run settings continues to support the management and trustees. This has also been invaluable in supporting the team with wellbeing.

The accounts for 2020/21 have been recorded in the same way as 2019/20 accounts to give a good reflection of the income and expenditure.

A budget forecast for the playgroup, including monthly monitoring is in place. Costs have significantly increased in terms of cleaning, but the manager has worked on trying to find the best prices to try and counteract the rises. The Manager and committee continually seek to identify and assess the best ways in which to invest any reserves to enhance the Playgroup provision in line with our objectives. The playgroup had surplus this year due to support from the early years funding which continued to fund the setting with reduced numbers. However, going into 2021/22, the child numbers are significantly reduced, so any surplus will be used to cover the shortfall in funding. Funding for the Autumn and Spring term will be significantly reduced.

Section F

Other optional information

Section G
Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	J Stephens	L Higgs
Full name(s)	JUDITH STEPHENS	LOUISE HIGGS
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	15-2-2022	15-2-2022



Foundry Lane Community Playgroup Receipts and payments accounts		CC16a	
For the period from	01/04/2020	To	31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations & Grants	130,570		-	130,570	118,606
Fundraising Events	446		-	446	1,008
Session Fees	1,107		-	1,107	9,339
Interest on Deposit Account	18		-	18	88
Uniform (Child)	39		-	39	1
CJRS and SSP	2,355		-	2,355	-
			-	-	-
Sub total (Gross income for AR)	134,535	-	-	134,535	129,041
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	134,535	-	-	134,535	129,041
A3 Payments					
Costs of Fundraising	-		-	-	17
Wages and National Insurance	110,064		-	110,064	101,838
Staff Training	151		-	151	744
Hire of Rooms	4,103		-	4,103	5,212
Cleaning	2,352		-	2,352	1,911
Purchase of Consumables and Books	619		-	619	933
Purchase of Food and drink	52		-	52	480
Purchase of Uniforms	600		-	600	352
Insurance	809		-	809	799
Licences	519		-	519	413
Telephone and Postage	540		-	540	354
Stationary, photocopying and advertising	959		-	959	1,530
Equipment and Resources	385		-	385	453
Ofsted fees	50		-	50	50
Consultancy fees	1,252		-	1,252	1,756
Independent examination fee	180		-	180	180
Sundry expenses	391		-	391	191
Refurbishment			-	-	-
Fundraising Purchases for Playgroup	1,689		-	1,689	1,868
Sub total	124,713	-	-	124,713	119,080
A4 Asset and investment purchases, (see table)					
Purchase of Fixed Assets	-		-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	124,713	-	-	124,713	119,079.92
Net of receipts/(payments)	9,822	-	-	9,822	9,961
A5 Transfers between funds					
A6 Cash funds last year end	86,443			86,443	76,482
Cash funds this year end	96,265			96,265	86,443

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current bank account	51,873		-
	Deposit bank account	43,885	-	-
	Petty cash	507	-	-
	Total cash funds	96,265	-	-
(agree balances with receipts and payments account(s))				
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Laptop	Unrestricted	368	-
	A-Frame climbing equipment	Unrestricted	720	-
	5 piece solid hardwood kitchen	Unrestricted	300	-
	TTS Table (2019)	Unrestricted	137	-
	Vertical Blinds	Unrestricted	465	-
	Water table (2019)	Unrestricted	132	-
	Wooden Playhouse	Unrestricted	200	-
	Food cart (2019)	Unrestricted	139	-
	Sand and Water Play Tray	Unrestricted	144	-
	Patio play set (2019)	Unrestricted	180	-
	Apex shed	Unrestricted	758	-
	Giant Polydron set	Unrestricted	132	-
	Enchanted house	Unrestricted	216	-
	Super Outdoor Tray table	Unrestricted	240	-
	PC-Lenova C260 All-in-one PC	Unrestricted	450	-
	Lockable Storage	Unrestricted	300	-
	Mats (2019)	Unrestricted	120	-
			Fund to which liability relates	Amount due (optional)
B5 Liabilities	Pensions	Unrestricted	234	06 April 2021
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

J. Stephens
L. Higgs

JUDITH STEPHENS
LOUISE HIGGS

15-2-22
15-2-22



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Foundry Lane Community Playgroup

On accounts for the year
ended

31/03/2021

Charity no
(if any)

1078048

Set out on pages

3 & 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

16/2/2022

Name:

STUART POLLARD

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

ACA ICAEW

Address:

UNITY BASEPOINT, ANDERSONS ROAD,
SOUTHAMPTON, SO14 5FE

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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



Foundry Lane Community Playgroup

Receipts and payments accounts

CC16a

For the period
from

01/04/2020

To

31/03/2021

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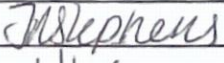
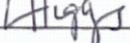
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			-	-

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	Lockable Storage	Unrestricted	300	-
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	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Pensions	Unrestricted	234	06 April 2021
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JUDITH STEPHENS	15-2-22
	LOUISE HIGGS	15-2-22