



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2021		Day 31	Month 03	Year 2022

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 11/03/21-17/11/2021	
3	Niall Dunphy	Treasurer	11/03/21-current	
4	Louise Higgs	Secretary	10/10/19-current	
5	Hayley Stala		08/11/18-current	
6	Clair Phillips		08/10/16-current	
7	Sean Taylor		08/10/15-current	
8	Julia Boustred	H & S Officer	06/10/16-current	
9	Martin Jenner		10/10/19-current	
10	Lorna Taylor		10/10/19-17/11/2021	
11	Harriet Dunphy		11/03/21-current	
12	Keiley DeCelis		11/03/21-17/11/2021	
13				
14				
15				
16				
17				
18				

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 4 full time practitioners. A Finance Officer is also employed part time.
- The trustees give their time voluntarily and receive no remuneration or other benefits.

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 2021/22 we had 40 children enrolled. Of these seven children had English as a second language, one looked after child 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.

Summary of the main achievements of the charity during the year

During 2021/22 the staff and committee have focused efforts on making sure the setting recovered from the Covid-19 pandemic and the impact this had on the children coming into the setting by:

- 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.
- Staff development plays an important role within setting. Two practitioners were given the opportunity to come up with areas that would improve the setting and how they would take the lead on this. After consideration, one chose to become the communication and language lead and the other chose to become the behaviour lead. The finance officer also completed a Level 3 in Payroll Management.
- All staff completed ACES training and the manager is a trained Mental Health First Aider.
- The setting fundraised for a special chair to commemorate a much loved and valued member of the team who passed away.
- Trustees used the Southampton Voluntary Services to improve their knowledge and better support the playgroup.
- During 2021/22, the effects of the pandemic on staff were still being felt. A trustee was nominated to support the staff during Autumn 2021.

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. Fundraising was kept to a minimum as due to the ongoing pressure of 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 2021/22 have been recorded in the same way as 2020/21 accounts to give a good reflection of the income and expenditure. One change has been made to improve transparency is outstanding fees and liabilities for the 2021/22 year have been recorded as this will be carried forward into 2022/23.

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 setting had its first year as a loss due to lower than hoped children numbers as this has been slow to pick up after the pandemic and also because government funding has not kept up with the rise in wages. However, going into 2022/23, the summer term has seen an increase in children but numbers for the Autumn are very low.

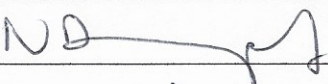
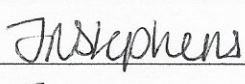
Section F**Other optional information**

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Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	ND 	J Stephens 
Full name(s)	NIALL DUNPHY	JUDITH STEPHENS
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR
Date	27/1/23	27/1/23



Charity Name Foundry Lane Community Playgroup	No (if any) 1078048	CC16a
Receipts and payments accounts		
For the period from 01/04/2021	To 31/03/2022	

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	119,735		-	119,735	130,570
Fundraising Events	1,287		-	1,287	446
Session Fees	4,970		-	4,970	1,107
Interest on Deposit Account	6		-	6	18
Uniform (Child)			-	-	39
CJRS and SSP	365		-	365	2,355
Sub total (Gross income for AR)	126,363	-	-	126,363	134,535
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	126,363	-	-	126,363	134,535

A3 Payments					
Costs of Fundraising	81		-	81	-
Wages and National Insurance	110,963		-	110,963	110,064
Staff Training	445		-	445	151
Hire of Rooms	5,048		-	5,048	4,103
Cleaning	2,208		-	2,208	2,352
Purchase of Consumables and Books	337		-	337	619
Purchase of Food and drink	75		-	75	52
Purchase of Uniforms	91		-	91	600
Insurance	1,402		-	1,402	809
Licences	727		-	727	519
Telephone and Postage	584		-	584	540
Stationary, photocopying and advertising	895		-	895	959
Equipment and Resources	650		-	650	385
Ofsted fees	50		-	50	50
Consultancy fees	1,000		-	1,000	1,252
Independent examination fee	180		-	180	180
Sundry expenses	97		-	97	391
Bank Charges	22		-	22	-
Refurbishment			-	-	-
Fundraising Purchases for Playgroup	1,674		-	1,674	1,689
Sub total	126,528	-	-	126,528	124,713

A4 Asset and investment purchases, (see table)					
Purchase of Fixed Assets	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	126,528	-	-	126,528	124,712.84

Net of receipts/(payments)	- 165	-	-	- 165	9,822
A5 Transfers between funds					
A6 Cash funds last year end	96,265			96,265	86,443
Cash funds this year end	96,100	-	-	96,100	96,265

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	51,624		-	
	Deposit bank account	43,891	-	-	
	Petty cash	585	-	-	
	Total cash funds	96,100	-	-	
	(agree balances with receipts and payments account(s))	OK	OK	OK	
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	
	Outstanding Fees	574	-	-	
		-	-	-	
		-	-	-	
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
			-	-	
			-	-	
			-	-	
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
	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	-	
	B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		Pensions	Unrestricted	197	06 April 2022
			-		
			-		

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

Signature

Print Name

Date of approval

N D Stephens

NIALA DUNPHY
JUDITH STEPHENS

27/1/23
27/1/23