

SPROWSTON NURSERY PLAYGROUP

England & Wales · Charity number 1107494

Details

Status Registered

Legal form Other

Registered 2005-01-06

Register [View on the Charity Commission register](#)

Contact

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Website www.sprowston-nursery-playgroup.org.uk

Activities

Objects: A) OFFERING APPROPRIATE PLAY FACILITIES AND TRAINING COURSES, TOGETHER WITH THE RIGHT OF PARENTS TO TAKE RESPONSIBILITY FOR AND TO BECOME INVOLVED IN THE ACTIVITIES OF SUCH GROUPS, ENSURING THAT SUCH GROUPS OFFER OPPORTUNITIES FOR ALL CHILDREN WHATEVER THEIR RACE, CULTURE, RELIGION, MEANS OR ABILITYB) 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 AREASC) INSTIGATING AND ADHERING TO AND FURTHERING THE AIM OF THE PRE-SCHOOL LEARNING ALLIANCE.

Activities: WE PROVIDE PRESCHOOL LEARNING FOR CHILDREN AGED 2.5yrs TO 5 yrs.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE THE SPROWSTON NURSERY PLAYGROUP.
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£136,857	£121,083	-	-
2023-08-31	£113,690	£104,890	-	-
2022-08-31	£91,514	£98,830	-	-
2021-08-31	£104,273	£95,822	-	-
2020-08-31	£130,116	£91,822	-	-

Trustees

Name	Role	Appointed
JULIE ANN CHETTLEBURGH	Chair	2013-01-29
Nicola Kastrati		2023-07-05

SPROWSTON NURSERY PLAYGROUP

England & Wales - Charity number 1107494

Accounts

SPROWSTON NUSERY PLAYGROUP

REPORT OF THE COMMITTEE OF TRUSTEES FOR THE YEAR ENDED 31AUGUST 2024

The committee presents their annual report and the financial statements for the year ended **31August 2024**.

Status

Sprowston Nursey Playgroup is a registered charity (no. 1107494) established by a constitution document dated 09 November 2004 as amended 11 November 2014.

The accounts are compliant with current statutory requirements in accordance with the constitution document.

Principal Activities

The principal activity of the trust is that of a nursery school. This is achieved by fees paid for attendance together with fund raising, grants and donations.

Review of Development, Activities and Achievements made during the Year

The committee believes the trust's affairs to be satisfactory.

The finance of the trust remains secure with funds being held in bank accounts of **£89,891**.

Reserves Policy

The financial security of the nursery and playgroup is dependent on the number of children moving into the locality and upon the birth rates. We need reserves to keep services running in times of lower children numbers attending. We would like to maintain the current reserve levels which roughly equate to six months expenditure.

Julie Chettleburgh

Chair

Sprowston Nursery Playgroup

Financial Activities Comparison

September 2023 - August 2024

	TOTAL	
	SEP 2023 - AUG 2024	SEP 2022 - AUG 2023 (PY)
Income		
Charitable activities	0.00	100.00
Child Uniform	1.82	42.62
Christmas Fayre Income 2023	1,035.00	0.00
Donations and legacies	920.00	10,001.00
Fund Raising Income	641.50	479.33
Government Funding	100,957.78	76,286.01
Parent Fees (Sales)	6,253.00	10,476.70
SEND Funding	26,362.22	16,044.38
Shed Fundraising	0.00	63.60
Total Income	£136,171.32	£113,493.64
Cost of Sales		
Child Uniform Purchases	189.70	0.00
Consumables	418.98	422.04
Equipment and Toys	1,611.66	939.79
Refreshments (Food and Drink)	218.94	263.43
Total Cost of Sales	£2,439.28	£1,625.26
TOTAL	£133,732.04	£111,868.38
Expenditures		
Accountancy	1,038.60	1,007.60
Advertising/Promotional	0.00	0.00
Website	225.00	345.00
Total Advertising/Promotional	225.00	345.00
Bank Charges	239.08	216.87
Child Welfare	0.00	112.00
Childrens Christmas Party Expenses	22.50	0.00
Christmas Fayre Expenses	96.57	0.00
Cleaning	333.74	291.09
Dues and Subscriptions	476.73	428.78
Fundraising Expenses	151.24	184.90
Insurances	1,309.74	1,249.18
Other Professional Services	379.95	1,610.15
Payroll Expenses	98,906.51	84,010.54
Cost of Labour	0.00	150.00
DBS checks	0.00	62.00
Employer Pension Expense	789.28	542.35
Staff Training	705.00	530.84
Staff Uniform	501.22	165.77
Staff Welfare	50.00	42.00
Total Payroll Expenses	100,952.01	85,503.50
Printing, Postage and Stationery	122.45	382.08
Rent or Lease of Buildings	11,818.00	10,000.00

Sprowston Nursery Playgroup

Financial Activities Comparison

September 2023 - August 2024

	TOTAL	
	SEP 2023 - AUG 2024	SEP 2022 - AUG 2023 (PY)
Repair and maintenance	379.40	732.42
Health & Safety	214.08	247.74
Total Repair and maintenance	593.48	980.16
Telephone / Internet	884.19	953.55
Total Expenditures	£118,643.28	£103,264.86
NET OPERATING INCOME	£15,088.76	£8,603.52
Other Income		
Interest Income	685.64	196.17
Total Other Income	£685.64	£196.17
Other Expenditures		
Depreciation Expense	589.18	453.85
Total Other Expenditures	£589.18	£453.85
NET OTHER INCOME	£96.46	£ -257.68
NET INCOME/(EXPENDITURE)	£15,185.22	£8,345.84

Sprowston Nursery Playgroup

Balance Sheet Comparison

As of August 31, 2024

	TOTAL	
	AS OF AUG 31, 2024	AS OF AUG 31, 2023 (PY)
Fixed Asset		
Tangible assets		
Fixtures and Fittings Cost	5,363.00	3,663.00
Fixtures and Fittings Depreciation	-1,024.97	-542.97
Office Equipment Cost	428.71	428.71
Office Equipment Depreciation	-214.36	-107.18
Total Tangible assets	£4,552.38	£3,441.56
Total Fixed Asset	£4,552.38	£3,441.56
Cash at bank and in hand		
Current Account 33451151	40,409.73	26,201.31
Petty Cash (£100.00)	22.90	1.91
Savers 70412546	49,841.04	50,243.94
Total Cash at bank and in hand	£90,273.67	£76,447.16
NET CURRENT ASSETS	£90,273.67	£76,447.16
Creditors: amounts falling due within one year		
Current Liabilities		
Accruals	240.00	240.00
HMRC 2023-24 (deleted)	0.00	90.82
HMRC 2024-25	432.34	0.00
NEST	11.29	442.70
Parent payment on account (Deposits)	1,160.00	1,393.00
Wages Control Account	0.00	-75.00
Total Current Liabilities	£1,843.63	£2,091.52
Total Creditors: amounts falling due within one year	£1,843.63	£2,091.52
NET CURRENT ASSETS (LIABILITIES)	£88,430.04	£74,355.64
TOTAL ASSETS LESS CURRENT LIABILITIES	£92,982.42	£77,797.20
TOTAL NET ASSETS (LIABILITIES)	£92,982.42	£77,797.20
Charity funds		
Opening Balance Equity	0.00	0.00
Retained Earnings	77,797.20	69,451.36
Surplus/(Deficit)	15,185.22	8,345.84
Total Charity funds	£92,982.42	£77,797.20

The accounts for Sprowston Nursery Playgroup were inspected by Sarah Heffer Accountancy Ltd and found to be in order.

A handwritten signature in black ink that reads "S. Heffer." The signature is written in a cursive style with a period at the end.

Sarah Heffer Accountancy Ltd
2025

SPROWSTON NURSERY PLAYGROUP

England & Wales - Charity number 1107494

Accounts

SPROWSTON NUSERY PLAYGROUP

REPORT OF THE COMMITTEE OF TRUSTEES FOR THE YEAR ENDED 31AUGUST 2023

The committee presents their annual report and the financial statements for the year ended **31August 2023**.

Status

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The accounts are compliant with current statutory requirements in accordance with the constitution document.

Principal Activities

The principal activity of the trust is that of a nursery school. This is achieved by fees paid for attendance together with fund raising, grants and donations.

Review of Development, Activities and Achievements made during the Year

The committee believes the trust's affairs to be satisfactory.

The finance of the trust remains secure with funds being held in bank accounts of **£76,447**.

Reserves Policy

The financial security of the nursery and playgroup is dependent on the number of children moving into the locality and upon the birth rates. We need reserves to keep services running in times of lower children numbers attending. We would like to maintain the current reserve levels which roughly equate to six months expenditure.

Julie Chettleburgh

Chair

Sprowston Nursery Playgroup

Financial Activities Comparison

September 2022 - August 2023

	TOTAL	
	SEP 2022 - AUG 2023	SEP 2021 - AUG 2022 (PY)
Income		
Charitable activities	100.00	7.00
Child Uniform	42.62	132.00
Donations and legacies	10,001.00	262.75
Fund Raising Income	479.33	595.10
Government Funding	76,286.01	68,327.52
Parent Fees (Sales)	10,476.70	8,236.00
SEND Funding	16,044.38	11,025.31
Shed Fundraising	63.60	1,904.00
Total Income	£113,493.64	£90,489.68
Cost of Sales		
Child Uniform Purchases	0.00	211.12
Consumables	422.04	351.93
Equipment and Toys	939.79	777.69
Refreshments (Food and Drink)	263.43	242.78
Total Cost of Sales	£1,625.26	£1,583.52
TOTAL	£111,868.38	£88,906.16
Expenditures		
Accountancy	1,007.60	1,131.01
Advertising/Promotional Website	0.00	18.29
	345.00	647.00
Total Advertising/Promotional	345.00	665.29
Bank Charges	216.87	244.11
Child Welfare	112.00	0.00
Cleaning	291.09	136.51
Dues and Subscriptions	428.78	359.64
Fundraising Expenses	184.90	214.20
Insurances	1,249.18	1,213.24
Interest Payable	0.00	1.35
Other Professional Services	1,610.15	74.98
Payroll Expenses	84,010.54	79,723.87
Cost of Labour	150.00	0.00
DBS checks	62.00	16.20
Employer Pension Expense	542.35	547.44
Staff Training	530.84	440.00
Staff Uniform	165.77	79.56
Staff Welfare	42.00	0.00
Total Payroll Expenses	85,503.50	80,807.07
Printing, Postage and Stationery	382.08	1,157.18
Rent or Lease of Buildings	10,000.00	10,000.00
Repair and maintenance	732.42	108.77
Health & Safety	247.74	263.41
Total Repair and maintenance	980.16	372.18

Sprowston Nursery Playgroup

Financial Activities Comparison

September 2022 - August 2023

	TOTAL	
	SEP 2022 - AUG 2023	SEP 2021 - AUG 2022 (PY)
Telephone / Internet	953.55	869.42
Total Expenditures	£103,264.86	£97,246.18
NET OPERATING INCOME	£8,603.52	£ -8,340.02
Other Income		
Apprentice Grant / Income	0.00	1,000.00
Interest Income	196.17	23.90
Total Other Income	£196.17	£1,023.90
Other Expenditures		
Depreciation Expense	453.85	196.30
Total Other Expenditures	£453.85	£196.30
NET OTHER INCOME	£ -257.68	£827.60
NET INCOME/(EXPENDITURE)	£8,345.84	£ -7,512.42

Sprowston Nursery Playgroup

Balance Sheet Comparison

As of August 31, 2023

	TOTAL	
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)
Fixed Asset		
Tangible assets		
Fixtures and Fittings Cost	3,663.00	1,963.00
Fixtures and Fittings Depreciation	-542.97	-196.30
Office Equipment Cost	428.71	0.00
Office Equipment Depreciation	-107.18	0.00
Total Tangible assets	£3,441.56	£1,766.70
Total Fixed Asset	£3,441.56	£1,766.70
Cash at bank and in hand		
Current Account 1151	26,201.31	19,159.22
Petty Cash (£100.00)	1.91	8.93
Savers 2546	50,243.94	50,063.71
Total Cash at bank and in hand	£76,447.16	£69,231.86
NET CURRENT ASSETS	£76,447.16	£69,231.86
Creditors: amounts falling due within one year		
Current Liabilities		
Accruals	240.00	240.00
HMRC 2023-24 (deleted)	90.82	0.00
HMRC Control Account 2022-23 (deleted)	0.00	447.20
NEST	442.70	0.00
Parent payment on account (Deposits)	1,393.00	860.00
Wages Control Account	-75.00	0.00
Total Current Liabilities	£2,091.52	£1,547.20
Total Creditors: amounts falling due within one year	£2,091.52	£1,547.20
NET CURRENT ASSETS (LIABILITIES)	£74,355.64	£67,684.66
TOTAL ASSETS LESS CURRENT LIABILITIES	£77,797.20	£69,451.36
TOTAL NET ASSETS (LIABILITIES)	£77,797.20	£69,451.36
Charity funds		
Opening Balance Equity	0.00	0.00
Retained Earnings	69,451.36	76,963.78
Surplus/(Deficit)	8,345.84	-7,512.42
Total Charity funds	£77,797.20	£69,451.36

The accounts for Sprowston Nursery Playgroup were inspected by Sarah Heffer Accountancy Ltd and found to be in order.

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Sarah Heffer Accountancy Ltd
2024

SPROWSTON NURSERY PLAYGROUP

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Accounts

SPROWSTON NURSERY PLAYGROUP

Minutes of AGM Wednesday 5th July 2023 @ 7:30pm Catton Room

Report for period September 2021-August 2022

1. ATTENDEES

Members/ Parents – Nicola Kastrati, Laura Shingfield, Anna Bevan, Rachel Larter, Heather Suckling, Jamie Furness, Mariana Mistreanu, Gavin Leeder

Non Members - Julie Chettleburgh, Amanda Churcher, Rachel Barrett, Sam Double, Gemma Hart, Charmaine Petch, Michelle Green, Isabel Stubbs

Julie chaired the meeting thanking everyone for coming.

Safeguarding and code of conduct – if anyone has any concerns regarding safeguarding then they can bring to attention of the staff at any time, any safeguarding concern regarding Rachel, bring to Julie's attention. Also in these unprecedented times, any safeguarding concern in the wider community can be reported to social services directly.

2. Minutes of the previous meeting

The minutes of the previous AGM on Wednesday May 11th 2022 were all good and agreed.

3. Treasurer's Report

Thank you to Nikki Kastrati for taking on the role of treasurer after Joanne Burgess stepped down from the position last year.

Unfortunately, due to unforeseen circumstances, Nikki has been unable to complete all of the treasurer roles, therefore I have taken on the majority of the role with our Chairperson Julie as a second signatory at all times.

Our end of year bank balances for the year 2021-2022 were:

Current Account £19,159

Reserves account £50,063

We hold a reserves account to pay redundancy's to staff should it be necessary.

Our total Income for the year was £90,489 which was £8837 less than the previous year

A breakdown of our income was

Government Funding £68,327

Parent Fees £8236

SEND £11,025

Fundraising £2900

Fundraising included uniform sales, Easter sponsorship, Christmas raffle and tombola. Our biggest fundraiser was for the new shed where we raised £1904.

Our total expenditure for the year was £97,246

A short breakdown of outgoings:

Wages £80,287

Rent £10,000

Insurance £1157
Accountancy £1131

Our final position for the year 2021-2022 was a loss of £7512
Overall it has been another challenging year. Moving forward with a good number of children of the waiting list and a promise for increased government funding we will hopefully be able to remain sustainable for the foreseeable future.

Amanda Churcher – Administrator
Nicola Kastrati -Treasurer

4. Chairperson's Report

This report covers September 2021-August 2022 which has seen playgroup and all our staff get back to a much more “normal” way of operating post covid pandemic and it has been really great to hear about all the activities and play experiences that the staff provide for all of your children. Play themes vary from farm shops to opticians, and from builders to dentists and all kinds of celebrations from varying cultures to enable our children to have new experiences. In this year, the children all enjoyed the Platinum Jubilee Celebrations for the Queen.

The environment for the children has been improved with the building of the canopy at the back of the building, providing a covered area so that play can continue outside even if it is raining.

The staff team has worked extensively to look for new ways to fundraise to update and replace equipment. The major project this year was to replace the shed – we received £250 from Richardsons DIY and £100 from Brewers Decorators to all the donations from family and friends at the events at playgroup. We have also had an Amazon Wish list, A walk a mile sponsored event, rag bags, and hamper raffles. All of this has helped us to raise money to benefit the playgroup and we would like to thank you all for any part you have taken in this.

In November 2021, we had an Ofsted inspection and were very pleased to be awarded “Good” overall – the report was very positive and the report stated the children are “well supervised and cared for in a safe and welcoming environment” – well done to Rachel and all the team for this achievement.

This year also saw changes to the committee, with Nicky Kastrati starting as secretary, and Joanne Burgess as treasurer – I would like to thank the committee for their support and help over the year and attending our meetings. Amanda, our administrator at playgroup has also been helping with a lot of tasks needing doing so huge thanks to her and also thank you to our very efficient and professional accountants, Sarah Heffer and her team. Financially, the playgroup had a loss but this was a difficult year, with a lower number of children at the start of the year and increased expenditure due to the pandemic precautions still needing to be taken.

In what has been a very challenging year for myself and other members of the committee, Rachel and the staff have been fantastic at supporting us and keeping playgroup efficient and well organised.

Thank you to David Hood from the Methodist Church for his support and help with any problems we have.

Over the past few years, I have been looking to step down from the role as Chairperson due to personal circumstances. Unfortunately, no-one has been able to take on the role. As a charity, we must have a chairperson and committee to continue to operate. As I will be stepping down from the role, the playgroup is looking to change their governance from being a charity, to a Charitable Incorporated

Organisation (C.I.O.) which will need more long-term trustees rather than a committee which usually changes each year. We will be looking to start this process from September and Amanda will be giving some information about this shortly.

I would like to give huge thanks to Rachel for her support to me personally over the last year. She is always positive and leads the team with enthusiasm and is dedicated to supporting our staff and families. At the end of the day, the most important thing the staff do is keep our children safe and secure in a nurturing environment, often the first time away from family members and the staff are wonderful in all that they do.

Thank you all for attending.

Julie Chettleburgh

5. Supervisor's Report

WE RETURNED TO PLAYGROUP IN SEPTEMBER 2021 WITH NO RESTRICTIONS DUE TO COVID. DURING COVID WE HAD TO MAKE MANY CHANGES, ONE BEING THE HANDOVER FROM PARENTS TO STAFF UPON ARRIVAL. THIS PROVED TO BE VERY BENEFICIAL TO THE CHILDREN AND PARENTS AND THIS WAS ONE ASPECT WE HAVE KEPT. THIS HAS BEEN THE CASE FOR MANY EARLY YEARS AND RECEPTION CLASS SETTINGS ACROSS NORFOLK AND THE COUNTRY. WE HAVE FOUND THAT THIS BETTER SUPPORTS THE EMOTIONAL WELL BEING OF THE CHILDREN AND PARENTS.

OUR NUMBERS OF NEW STARTERS WERE DOWN ON PREVIOUS YEARS. THIS IS UNDERSTANDABLE AS THE PANDEMIC HAS CONTRIBUTED TO MANY BEING ISOLATED AND NEW PARENTS NOT HAVING ACCESS TO INFORMATION VIA HEALTH VISITORS, BABY GROUPS AND THE LACK OF SOCIAL INTERACTIONS LEFT MANY PARENTS UNAWARE OF WHAT WAS AVAILABLE TO THEM AND THEIR CHILD. WE CONTINUED TO OPERATE USING ONLY THE BUSY ROOM, GARDEN AND PAINT ROOM AND USING THE HALL IN INCLEMENT WEATHER IF REQUIRED. WE HAD A NEW COVERED AREA INSTALLED IN THE OCTOBER HALF TERM. THIS HAS SUPPORTED CHILDREN BEING ABLE TO CONTINUE OUTSIDE LEARNING.

IN NOVEMBER 2021 WE HAD OUR OFSTED INSPECTION WHERE WE WERE GRADED AS GOOD. THIS IS A FANTASTIC ACHIEVEMENT. IN THE COMMENTS, THE INSPECTOR SPOKE ABOUT HOW WE SUPPORT THE CHILDREN WITH ADDITIONAL NEEDS AND HOW WE SWIFTLY IDENTIFY THEM, WORK WITH PARENTS AND OTHER PROFESSIONALS TO ENSURE THAT THE GAPS IN LEARNING ARE REDUCED AS QUICKLY AS POSSIBLE.

STAFF TRACK CHILDRENS PROGRESS EFFECTIVELY, CHILDREN ARE PHYSICALLY ACTIVE AND SPEND LARGE AMOUNTS OF TIME OUTSIDE, STAFF PLAN AND PRESENT ACTIVITIES TO CAPTURE CHILDRENS ATTENTION

RECOMMENDATIONS FOR US TO WORK ON ARE TO WORK WITH PARENTS SO THAT CHILDREN RECEIVE CLEAR AND CONSISTENT MESSAGES IN REGARDS TO HEALTH CHOICES AROUND FOOD. WELL DONE TO ALL THE STAFF FOR ALL THEIR HARD WORK AND THE CHILDREN ENABLING US TO RECEIVE THIS GRADE.

IN DECEMBER WE WERE ABLE TO INVITE PARENTS IN TO WATCH THE CHILDREN PERFORM THE NATIVITY. IT WAS LOVELY TO HAVE THE PARENTS COME IN AND WATCH THE CHILDREN WHO HAD WORKED SO HARD PRACTISING THEIR SONGS.

IN THE NEW YEAR WE HAD FURTHER NEW STARTERS JOIN US. IN OUR LEARNING WE LOOKED AT THE SEASONS, HOW THINGS GROW, PEOPLE AND COMMUNITIES. WE WERE ABLE TO HAVE THE POLICE AND FIRE CREWS FROM THE LOCAL AREA VISIT. THE CHILDREN ENJOYED LISTENING TO THE POLICE TALK ABOUT HOW THEY HELP US AND THE EQUIPMENT THEY USE, RADIOS AND BODY CAMERAS. THE CHILDREN LOVED THE FIRE VISIT. THEY GOT TO TRY ON THE UNIFORM AND USE THE FIRE HOSE

OUTSIDE. THIS YEAR SAW THE COUNTRY AND THE WORLD CELEBRATE THE QUEENS JUBILEE. AT PLAYGROUP WE HAD OUR OWN TEA PARTY, CHILDREN MADE CROWNS AND FLAGS. THE STAFF ADORNED THEIR BEST DRESS AND THE QUEEN JOINED US PLAYED BY OUR VERY OWN AMANDA! STAFF UPDATED STEP ON TRAINING AND SOME COURSES ON SELF REGULATION. LOTS OF TRAINING IS STILL ONLINE.

THE COUNTRY EXPERIENCED SOME EXTREME WEATHER WITH IT BEING THE HOTTEST SUMMER ON RECORDED, WE MADE USE OF THE GARDEN USING THE GAZEBOS AND OUTDOOR COVER TO SHELTER FROM THE SUN AND MAKING USE OF THE SHADED AREAS OF THE GARDEN SO CHILDREN COULD ENJOY ALL THE ACTIVITIES AND PLAYGROUP TOYS AND RESOURCES.

THE END OF THE SUMMER TERM WE WERE ABLE TO INVITE TEACHERS TO COME IN AND VISIT THE CHILDREN WHO WERE OFF TO INFANT SCHOOL IN SEPTEMBER.

OUR LEAVERS PLAY, WE CONTINUED THE QUEENS JUBILEE CELEBRATION AND SINGING.

AS THE END OF THE SCHOOL TERM WAS UPON US WE WELCOMED MANY NEW FAMILIES TO THE PLAYGROUP COMMUNITY JOINING US IN SEPTEMBER 2022

Rachel Barrett

THANK YOU TO DAVID AND MARILYN HOOD FOR THEIR HELP AND SUPPORT WITH THE BUILDING AND THEIR CONTINUED SUPPORT OF PLAYGROUP

6. Election of new committee members:

The election sheet has been completed with people nominated and seconded
At least 60% of the committee have to be parents with children at playgroup (p)
Only people with children attending playgroup can vote – raise hands.

Proposed New Member	Committee Role	Votes in favour
Julie Chettleburgh	Chairperson	8
Nicky Kastrati (P)	Treasurer	7
Rachel Larter (P)	Secretary	7
Laura Shingfield Wright (P)	Committee member	7
Anna Bevan (P)	Committee member	7
Sarah Celaj (P)	Committee member	7
	Committee member	
	Committee member	
	Committee member	
	Committee member	

7. Items for Discussion – no new policies and no amendments

8. Any other business –

Amanda - With the sad news of our wonderful long standing Chairperson Julie stepping down we wanted to let you know what our plans are for the future.

Over the last five years it has been incredibly difficult to recruit and maintain parent committee members. Without a parent committee playgroup simply cannot operate.

We have been doing a lot of research into our options and have decided on transferring over to a CIO , a Charitable Incorporated Organisation.

We will still remain a charity run playgroup but without the need to recruit parents each year.

Charitable Incorporated Organisations have a board of Trustees who are able to stay on board for the foreseeable future. This will give playgroup the stability we need without having the worry of who is leaving next !

Who can be a trustee?

We will only recruit Trustees who have an interest, love and passion for our playgroup. Trustees will still be volunteers and no payments will be made to them.

Can staff be trustees? Yes they can and both Rachel and I have agreed to become Trustees alongside our current roles.

A Few facts about becoming a CIO:

We will still operate as a charity run playgroup and all profits will go straight back into playgroup.

All staff will remain

We will keep our name

All monies in the bank will remain.

We will be instructing an Early Years Consultancy firm to complete the process for us at a cost of £1500. This is likely to take around 12 months to complete.

In the interim period of the transfer we will still need to have a named Chairperson/s to be able to operate.

8 votes to agree to start the process of converting to a CIO with a further meeting to be held in Autumn 2023 to confirm – Julie will continue in role until we can transfer to other committee – Nicky Kastrati, Anna Bevan and Laura Shingfield all agreed to be able to take on more responsibilities, Heather Suckling also agreed to join the committee.

Date and time of next AGM – November 2023 date to be confirmed

Sprowston Nursery Playgroup

Financial Activities Comparison

September 2021 - August 2022

	TOTAL	
	SEP 2021 - AUG 2022	SEP 2020 - AUG 2021 (PY)
Income		
Charitable activities	7.00	1,125.50
Child Uniform	132.00	0.00
Donations and legacies	262.75	480.00
Fund Raising Income	595.10	0.00
Government Funding	68,327.52	81,867.14
Parent Fees (Sales)	8,236.00	5,274.50
SEND Funding	11,025.31	13,482.69
Shed Fundraising	1,904.00	0.00
Total Income	£90,489.68	£102,229.83
Cost of Sales		
Child Uniform Purchases	211.12	0.00
Consumables	351.93	569.28
Equipment and Toys	777.69	2,069.22
Refreshments (Food and Drink)	242.78	264.57
Total Cost of Sales	£1,583.52	£2,903.07
TOTAL	£88,906.16	£99,326.76
Expenditures		
Accountancy	1,131.01	1,031.63
Advertising/Promotional	18.29	0.00
Website	647.00	0.00
Total Advertising/Promotional	665.29	0.00
Bank Charges	244.11	228.79
Cleaning	136.51	541.99
Dues and Subscriptions	359.64	382.19
Fundraising Expenses	214.20	839.23
Insurances	1,213.24	0.00
Interest Payable	1.35	0.00
Other Professional Services	74.98	263.07
Payroll Expenses	79,723.87	78,401.69
DBS checks	16.20	192.20
Employer National Insurance Expense	0.00	0.00
Employer Pension Expense	547.44	333.59
Total Payroll Expenses	80,287.51	78,927.48
Printing, Postage and Stationery	1,157.18	1,077.47
Rent or Lease of Buildings	10,000.00	7,784.81
Repair and maintenance	108.77	36.84
Health & Safety	263.41	82.35
Total Repair and maintenance	372.18	119.19
Staff Training	440.00	110.45
Staff Uniform	79.56	640.83
Staff Welfare	0.00	265.01

Sprowston Nursery Playgroup

Financial Activities Comparison

September 2021 - August 2022

	TOTAL	
	SEP 2021 - AUG 2022	SEP 2020 - AUG 2021 (PY)
Telephone / Internet	869.42	706.38
Total Expenditures	£97,246.18	£92,918.52
NET OPERATING INCOME	£ -8,340.02	£6,408.24
Other Income		
Apprentice Grant / Income	1,000.00	2,000.00
Interest Income	23.90	43.01
Total Other Income	£1,023.90	£2,043.01
Other Expenditures		
Depreciation Expense	196.30	0.00
Total Other Expenditures	£196.30	£0.00
NET OTHER INCOME	£827.60	£2,043.01
NET INCOME/(EXPENDITURE)	£ -7,512.42	£8,451.25

Sprowston Nursery Playgroup

Balance Sheet Comparison

As of August 31, 2022

	TOTAL	
	AS OF AUG 31, 2022	AS OF AUG 31, 2021 (PY)
Fixed Asset		
Tangible assets		
Fixtures and Fittings Cost	1,963.00	0.00
Fixtures and Fittings Depreciation	-196.30	0.00
Total Tangible assets	£1,766.70	£0.00
Total Fixed Asset	£1,766.70	£0.00
Cash at bank and in hand		
Current Account 1151	19,159.22	28,465.29
Petty Cash (£100.00)	8.93	43.94
Savers 2546	50,063.71	50,059.04
Total Cash at bank and in hand	£69,231.86	£78,568.27
NET CURRENT ASSETS	£69,231.86	£78,568.27
Creditors: amounts falling due within one year		
Current Liabilities		
Accruals	240.00	234.00
HMRC Control Account 2021-22	0.00	202.75
HMRC Control Account 2022-23	447.20	0.00
NEST	0.00	33.81
Parent payment on account (Deposits)	860.00	1,152.00
Wages Control Account	0.00	-18.07
Total Current Liabilities	£1,547.20	£1,604.49
Total Creditors: amounts falling due within one year	£1,547.20	£1,604.49
NET CURRENT ASSETS (LIABILITIES)	£67,684.66	£76,963.78
TOTAL ASSETS LESS CURRENT LIABILITIES	£69,451.36	£76,963.78
TOTAL NET ASSETS (LIABILITIES)	£69,451.36	£76,963.78
Charity funds		
Opening Balance Equity	0.00	0.00
Retained Earnings	76,963.78	68,512.53
Surplus/(Deficit)	-7,512.42	8,451.25
Total Charity funds	£69,451.36	£76,963.78

The accounts for Sprowston Nursery Playgroup were inspected by Sarah Heffer Accountancy Ltd and found to be in order.

A handwritten signature in black ink that reads "S. Heffer". The signature is written in a cursive style with a large initial 'S' and a period at the end.

Sarah Heffer Accountancy Ltd
2023

SPROWSTON NURSERY PLAYGROUP

England & Wales - Charity number 1107494

Accounts

SPROWSTON NURSERY PLAYGROUP

Minutes of AGM Wednesday 11th May 2022 @ 7:00pm Catton Room

Report for period September 2020-August 2021

1. ATTENDEES

Members/ Parents – Nicola Kastrati, Sam Robson-Keay, Hannah Kirby, Laura Shingfield-Wright, Sadie Tooke, Anna Bevan, Anna Barney, Alice Cassell, Sarah Celaj, Beth Slater, Rachel Larter, Amy Sadd, Rosie Hall

Non Members - Julie Chettleburgh, Joanne Burgess, Amanda Churcher, Marilyn Hood, David Hood, Scarlett Morley, Maz Poole, Rachel Barrett

Julie chaired the meeting thanking everyone for coming, happy to see so many faces in person since the last meetings were via zoom.

Safeguarding and code of conduct – if anyone has any concerns regarding safeguarding then they can bring to attention of the staff at any time, any safeguarding concern regarding Rachel, bring to Julie’s attention. Also in these unprecedented times, any safeguarding concern in the wider community can be reported to social services directly.

2. Minutes of the previous meeting

The minutes of the previous AGM on Wednesday April 21st 2021 were all good and agreed.

3. Treasurers Report

End of year Balances Aug 31st 2021

current account £27,954.04

reserves account £50,059.04

Covid-19 caused disruption over the year, which saw the Nursery having to close for long periods of time, considering this we have done well for the year.

Total income for the year £99,326.74

This is in part to charitable activities which were £1,125.50 which included –

Christmas tea towels and cards a total of £409.00

Easter walk fundraiser a total of £716.50

Donations from Parents £80.00

Aldi donating £400.00

We also received Government funding which totalled £81,867.14, SEND funding which was a total of £13,482.69.

Total Expenditure for the year was £92,957.84. Our biggest expense was wages at £78,411.60. We also changed accountants this year; this cost of this came to £1,025.80.

Rent was £7,784.81 -where we made a saving due to the nursery being closed to Covid-19 for such long periods of time due to Covid

We would like to thank David Hood for being so understanding during this period.

Fundraising expenses totalled £839.23; this was for gifts for the children i.e Toys, Chocolates and Easter eggs.

Last year's income was £130,116, this year it is £99,326 a decrease of £30,790 down 24% again this can be explained with long periods of the premises being closed, although the nursery still received funding to pay wages, we did not get any extra funding from non-funded children or SEN money. Last years expenditure was £91,822, this year it was £92,957.84, an increase of £1,135.84.

The staff were being paid during lockdown on their contracted wages levels. Wages were a lot lower due to meetings being via zoom and training sessions reduced.

The playgroup maintains a reserves account to pay redundancy to staff should it be necessary.

Overall, a very challenging year, with a lot of uncertainty about funding and very difficult to predict budgets going forward due to the changing in Government policies during the pandemic and the expenses involved. The playgroup did all they could to manage expenses and finances and hopefully enables us to remain sustainable for the foreseeable future.

Joanne Burgess treasurer

4. Committee Report

Thank you all for coming to attend this AGM. The period from September 2020 to August 2021 saw a continued period of change and stressful situations for playgroup and the rest of the world to deal with.

In the Autumn term, we re-opened after the closure due to the pandemic, using the busy room and without the hall and a lower amount of children. The staff worked hard to continue to provide a safe and nurturing environment for all the children, however parents and families were not allowed into the building. Any meetings were carried out by zoom or other apps in order to keep communication up to date. The staff decorated the room (thanks to Brewers for supplying the paint) and set up new equipment and areas to provide further play experiences.

The staff also had to continually update policies and procedures as Government guidelines changed frequently, often without much notice. They have had to be inventive with the ways things are done but they have always maintained positivity and adapted well and dealt with the stress whilst continuing through it all to support our families.

In November 2020, unfortunately some staff finally caught Covid and the playgroup had to close for a short period. The staff were brilliant in the way they all supported and helped each other at this very difficult time and liaising with the necessary Government departments so thank you all for your help.

Unfortunately, the playgroup was not able to put on a Christmas plays as we could not let visitors into the setting but the children all still had a great Christmas experience thanks to the deliveries from Ms Claus and her elf!

We had a change of Treasurer as Rebecca Cox finished after 6 years so many thanks to her for all her input, and Joanna Burgess started in this role.

This was a time full of PPE, Cleaning and testing which the staff all took in their stride.

We changed our accountant to Sarah Heffer and she and Daniel are providing us with excellent service and helping with all our queries.

Amanda also has taken on extra work doing our finances using Quick-books and she has been doing a great job with this.

Staff all did their First aid training and our Senco team have done a brilliant job or supporting any children with special needs and also gaining the funding to provide training and equipment.

Amanda and Rachel started working to get out new website developed and new Ipads were bought for the children to use. Planning was put in place to build a new canopy outside the busy room to provide a sheltered area.

Our staff always look to the positives and to try to work to help all of our children and families and to improve the playgroup environment. They have continued to support each other too through changing difficult times.

Thank you to all the committee who have joined us on our virtual journey with meetings (hopefully we will not have to return to those times) It is great to have your support and input at our meetings and for the staff to receive such great feedback.

I would like to thank David Hood for the work he always does for us and the support he and the Church give us. I would also like to give a special mention and thank you to Margaret Hardingham who recently passed away. For many years she was a leading light of Sprowston Nursery Playgroup and we would not be where we are today without her.

Thank you to Rachel for leading the team through all this and keeping positive and the support she has given me.

August 2021 saw us in a much better situation compared to Aug 2020 and we look forward to continued improvement and development in the coming year.

Julie Chettleburgh

Chairperson

5. Supervisor's Report

In September 2020 we returned to playgroup under some government restrictions and guidance. We had to change how we received children into the setting with parents not being able to enter the building, we had lots of concerns about how this would work and we did some careful planning and it was proven to be very successful and a far better way for

the children to transition. At the end of November we sadly had confirmed cases of covid at the setting. Following the guidance from public health playgroup closed to support the control of the spread of the virus. As you can imagine staff were upset that could they have done more to prevent cases of covid, however speaking with public health they said that playgroup had done extremely well to have no cases prior to that time and that the nature of the virus is such that most places are going to have cases. At that time cases were on the increase and as a nation we all saw this progress around the country and lead to further government restrictions on us all. Thank fully all staff recovered. Mrs Claus and the elf did a great job ensuring that children were able to collect the Christmas crafts.

January 2021 brought us some more challenges and changes to restrictions. We had put plans in place as we were expecting restricted opening, when the announcement came early years was not going to be under the same restrictions as other education settings.

We reopened in January with some parents choosing to not send children to playgroup to minimise risk of infection, as we moved through the pandemic we gradually saw the return of the children and restrictions ease, sadly not enough for us to return to pre covid times so we were unable to do the usual school transitions however we worked with all receiving schools to ensure smooth transitions for all the children.

Michelle green completed her SEN training and became the groups sendco with Jo Whitbread adding to her role as send support assistant, Jo has many years of experience working with and implementing plans and support for children with additional needs. The role of sendco has many responsibilities, early identification and intervention is key in supporting learning and development of children and with the pandemic we were very aware of the impact this was going to and has impacted the development of children. Staff completed first aid training in June.

We were able to end the school year doing our summer concerts in reduced capacity by making use of our garden area and for the first time we were able to welcome parents into the setting. The children were amazing!

Thank you to Julie for all her help and support, and the committee. Thanks to David Hood for all his support helping us make adjustments to the building and ensuring we have heat and hot water. And to the church.

Thanks to Michelle for her support as assistant supervisor and Amanda who does the administration and always looks at grants and fundraising ideas for the playgroup.

Thanks to the parents for continued support and the amazing children and to all the fantastic staff team they are an outstanding group of people.

6. Election of new committee members:

The election sheet has been completed with people nominated and seconded
At least 60% of the committee have to be parents with children at playgroup (p)
Only people with children attending playgroup can vote – raise hands.

Proposed New Member	Committee Role	Votes in favour
Julie Chettleburgh	Chairperson	13
Joanne Burgess	Treasure	13
Nicki Kastrati (P)	Secretary	12
Hannah Kirby (P)	Committee member	12
Sam Robson -Keay (P)	Committee member	12
Amy Sadd (P)	Committee member	12
Cally Carter (P)	Committee member	13
Laura Shingfield Wright (P)	Committee member	12
Anna Bevan (P)	Committee member	12
Sarah Celaj (P)	Committee member	12

7. **Items for Discussion** – minor amendments to policies – no new policies – voted 13 votes

8. **Any other business**

Date and time of next AGM – November 2022 date to be confirmed

Sprowston Nursery Playgroup

Financial Activities

September 2020 - August 2021

	TOTAL
Income	
Charitable activities	1,125.50
Donations and legacies	480.00
Government Funding	81,867.14
Parent Fees (Sales)	5,274.50
SEND Funding	13,482.69
Total Income	£102,229.83
Cost of Sales	
Consumables	569.28
Equipment and Toys	2,069.22
Refreshments (Food and Drink)	264.57
Total Cost of Sales	£2,903.07
TOTAL	£99,326.76
Expenditures	
Accountancy	1,031.63
Bank Charges	228.79
Cleaning	541.99
Dues and Subscriptions	382.19
Employer National Insurance Expense	0.00
Fundraising Expenses	839.23
Other Professional Services	263.07
Payroll Expenses	78,401.69
DBS checks	192.20
Employer Pension Expense	333.59
Total Payroll Expenses	78,927.48
Printing, Postage and Stationery	1,077.47
Rent or Lease of Buildings	7,784.81
Repair and maintenance	36.84
Health & Safety	82.35
Total Repair and maintenance	119.19
Staff Training	110.45
Staff Uniform	640.83
Staff Welfare	265.01
Telephone / Internet	706.38
Total Expenditures	£92,918.52
NET OPERATING INCOME	£6,408.24
Other Income	
Apprentice Grant / Income	2,000.00
Interest Income	43.01
Total Other Income	£2,043.01
NET OTHER INCOME	£2,043.01
NET INCOME/(EXPENDITURE)	£8,451.25

Sprowston Nursery Playgroup

Balance Sheet
As of August 31, 2021

	TOTAL
Fixed Asset	
Total Fixed Asset	
Cash at bank and in hand	
Current Account 1151	28,465.29
Petty Cash (£100.00)	43.94
Savers 2546	50,059.04
Total Cash at bank and in hand	£78,568.27
NET CURRENT ASSETS	£78,568.27
Creditors: amounts falling due within one year	
Current Liabilities	
Accruals	234.00
HMRC Control Account 2021-22	202.75
NEST	33.81
Parent payment on account (Deposits)	1,152.00
Student Loan Liability	0.00
Wages Control Account	-18.07
Total Current Liabilities	£1,604.49
Total Creditors: amounts falling due within one year	£1,604.49
NET CURRENT ASSETS (LIABILITIES)	£76,963.78
TOTAL ASSETS LESS CURRENT LIABILITIES	£76,963.78
TOTAL NET ASSETS (LIABILITIES)	£76,963.78
Charity funds	
Opening Balance Equity	0.00
Retained Earnings	68,512.53
Surplus/(Deficit)	8,451.25
Total Charity funds	£76,963.78

The accounts for Sprowston Nursery Playgroup were inspected by Sarah Heffer Accountancy Ltd and found to be in order.

A handwritten signature in black ink that reads "S. Heffer." The signature is written in a cursive style with a period at the end.

Sarah Heffer Accountancy Ltd

SPROWSTON NURSERY PLAYGROUP

England & Wales - Charity number 1107494

Accounts

Sprowston Nursery Playgroup AGM 21st April 2021

Held by Zoom due to Covid Pandemic

Treasurer's Report 2019-2020

End of year Balances 31/08/2020: £39,229.19 – current account

 £30,038.08 – reserves account

The Covid-19 pandemic caused a lot of uncertainty as to whether the playgroup would be sustainable we have been able to keep within budget, in fact we have ended the year with £38,294 profit,

This is largely due to the income being £28,206 above budget. Whilst we were unable to fundraise due to being shut, we were lucky enough to receive donations, one being from school lane at £8221.04, £1500 from Patchwork nursery both of which shut down. We also saw fees up by £7575 than budgeted. We also received a £7500 sustainability grant which was obtained prior to the pandemic which has enable us to plan to buy ipads for the playgroup and also improve other areas.

Expenditure was under by £10,088. This was largely due to the rent and lower wage bill due to being shut. I must thank David Hood and the church for being for understanding and helpful regarding this and also to the staff who agreed to be paid basic wages during the summer term. Another expenditure we did not have was the mini beast visit that was unable to take place.

We did go over budget on sundries, new equipment, postage, telephone and web and training but kept on budget for book-keeping and went under budget on licenses, repairs and wages (by £8066), water and cleaning. We had to buy considerably more PPE equipment and cleaning items and also do so much more telephone communication during the summer term.

Nothing was spent on refreshments, subsidiaries and Christmas.

In comparison to last year, the income is up by £27,760 (This year £130116, last year £102,356 and expenditure is down £9136 (This year's £91,822 and last year's £100,958) and overall we are up £33578 from last year's profit of £4716.

The year has seen a lot of financial uncertainty and we began the year applying for a sustainability grant to provide a financial buffer due to many years of lack of increase in the funding rate for childrens fees. This continued when we heard that we would not receive funding whilst shut but thankfully the Government changed this decision and continued to pay the funding we would have received alongside not being able to furlough staff, which was preferable for us, or claim other grants. Our two major expenses are wages and rent, and with both these considerably reduced, we have managed to build a good amount to sustain the playgroup for the future.

Rebecca Cox – Treasurer – Sprowston Nursery Playgroup

Committee report Sept 2019 - Aug 2020

Thank you all for coming to attend this AGM. This will see a report on a year like no other that playgroup and the rest of the world has seen. September 2019 started a new year for us where we could not have for-seen what was to come.

In the Autumn term, as were trying to get new people to join the committee, we did not have any meetings. We had our Christmas parties as usual and were pleased to be able to donate £80 to Priscilla Bacon Lodge from our collection.

We had our Ofsted inspection in November, and were pleased to be rated as “Good” – the staff put so much hard work into this and they all did a fantastic job.

Both Carol Clarke and Rachel Barrett were awarded Level 3 Senco Qualification which was a great achievement.

We were able to buy new adjustable tables and chairs from a Co-Op grant and also other equipment and supplies from Patchwork nursery and other childcare setting which were sadly closing.

We have had some changes in staffing and in February we saw a change to our management team with Carol Clarke leaving after 18 years and Rachel Barrett start in her role as Supervisor, with Vicky Racher and Michelle Cutting-Green as deputies. It was not long after that the world started to see the spread of Covid-19 and all of the resulting repercussions.

We were devastated that on March 18th 2020, a few days before the national lockdown that we had to shut due to restrictions. Just like the rest of the country, this was very sudden and filled us with uncertainty.

We had to adapt and had our first meetings via zoom. The financial situation was very uncertain with not knowing whether we would get funding even though we were closed, or able to furlough staff or claim grants. The procedures and restrictions were also constantly changing and the amount of work that the staff have had to do to keep up to date was never-ending.

However, the staff were determined to always look to the positives and to try to work to still helping all of our children and to improve the playgroup environment. Due to ever changing regulations, we still could not open to children, but the staff were able to provide support to all our families, including helping towards transitions to school.

It was such a shame that we could not have our regular end of year celebrations with the staff and children, or have any of our usual fundraisers.

I would like to thank David Hood for the work he has put into helping us over the year in what has been a very difficult time.

The year has been un-precendented but the staff have all been amazing and have all done their utmost to keep positive and to still work in some capacity and to be of great support to myself and all the families that attend our setting. We are very fortunate to have such dedicated staff who are passionate about their work and I would like to thank them all, especially Rachel, Michelle, Vicky and Amanda who have had to put a lot of time into policies and procedures and trying to make playgroup as safe a place as it can be for everyone. Rachel has taken it all in her stride and led everyone with positivity and we ended the year looking forward with the optimism that we would be open again in September 2020.

Julie Chettleburgh - Chairperson

SUPERVISOR REPORT AGM 2021

Hard to believe that a year has passed since I began in the role of supervisor. And what a year it has been! Within 6 weeks of becoming supervisor our worlds were changing and normal life was taking a new dimension for us all. Due to restrictions playgroup had to close its doors on March 25th 2020 and by 27th March after national government announcements, the whole country was in a lockdown, a strange concept for us to adapt to.

When restrictions were lifted it was hoped the playgroup could reopen to parents of keyworkers and vulnerable children. However, after much discussions between myself& Julie this was sadly not an option for playgroup.

Staff came together and created activity packs for the children, recorded videos of stories & worked with schools for transitions. Brewers decorating kindly donated some paint and with permission from the church the busy and lobby was given a makeover. New equipment we ordered after we received the sustainability grant, room dividers, new draw unit and we will hopefully receive the new Ipads soon. Equipment was cleaned, the garden was also included with grass and hedges cut, the outdoor store painted and turned into an outside summer house, Michelle created a bug garden and areas to enable the children to plant and grow. The busy room was transformed and with government guidance, risk assessments we were ready to reopen in September.

We reopened in September and welcomed our returning children, new children and families back to playgroup. We all had to adapt to a new way of life, one area that raised questions and concerns was that parents would be unable to come into playgroup and would have to leave the children at the door. However we have found this to be a positive benefit to the children, and they all settled and transitioned far quicker and most importantly less anxious.

In December with Covid cases on the increase we sadly had to close until January as we had confirmed cases. Thankfully everyone recovered.

Teresa sadly left the team at playgroup we wish her well. Scarlett is currently studying for her level 3, we have Aimee as an apprentice also completing her level 3. Michelle has taken on the role of sendco and completed the 3 day course. All staff completed safeguarding training in March 2020 before the lockdown and supervisor team completed SLP training. In June we will update our first aid training, Jo and Maz will be starting their level 3 course. Jo is also working with Michelle supporting any children with additional needs.

We now see restrictions being lifted, the summer term has begun and as always this is a busy term with preparations for children leaving us to go onto their next chapter into infant school we will be working on transitions. We wait to hear as to if we will be able to do our visits to new schools with children. We are currently doing brief visits to playgroup out of hours for new children in the garden and following guidance and social distancing. We hope that the current roadmap the government has planned continues on its pathway and that we will be able to all come together and have a celebration in the form of a concert for all children who attend playgroup.

The eyfs has been under consultation and some changes have been made we wait further information and training on this, it will be applied September this year.

Fundraising this year for playgroup has been limited with now 2 years of not having our BBQ. However we set an Easter challenge for the children to walk a mile and we are currently seeing parents return sponsorship money for this. As we often support other charities that have impacted our lives, Michelle and Amanda made some treat baskets consisting of refreshments and facial treatments for Priscilla bacon lodge and the ICU unit at NNUH the children made cards to thank the staff from the doctors to the cooks and cleaners all of which have played a vital role. Michelle, Jo, Amanda, & Linda made some tasty cakes and did a staff bake sale this raised £240 of which £100. Was donated to Priscilla bacon lodge, £100. To Harper's little helpers and the remainder £40 was to create a lasting tribute of a butterfly to Penny Brown a dear friend and former staff member who sadly lost her battle with cancer this year. Penny loved the garden at playgroup and it was penny who had the idea for the butterflies that we would hatch at playgroup and release them in the summer term.

All of this could not have been possible without so many others help and support. A big thank you to the church who has and continues to support playgroup. To David who has made adaptations to the

building with locks and hooks for doors, made sure we had hot water, heating and other supplies and has been a great support to playgroup. David has played a big part of enabling playgroup to reopen liaising with the church.

To the children and parents for your patience and understanding. The staff team who have worked so hard despite the challenges before them. They have adapted and overcome. They are exceptional team. To Amanda the administrative work that she does is a key part of playgroup but this is not her only skill she has been a massive support to myself in my new role and supporting the reopening of playgroup. Thank you Amanda. My assistant Michelle who also has also been a great support to myself and takes on any task asked of her and organizes so many fantastic ideas and activities.

To Julie who selflessly commits her time, dedication to playgroup and has also supported me in my role.

The committee for your continued support of playgroup.

Hope fully we will be able to have some future committee meetings in person.

Rachel Barrett - Supervisor

Sprowston Nursery Playgroup

Income and Expenditure for the Year Ended 31st August 2020

Fee income		107985
Grants and donations		21406
Other income		<u>725</u>
		130116
Expenses		
Accountancy	900	
Bank charges	157	
Consumables / sundries	2432	
Equipment & toys	1462	
Insurance	1186	
Licences & subscriptions	20	
Rent	8798	
Repairs	53	
Staff costs	74042	
Stationery	791	
Subscriptions	50	
Telephone	728	
Training	1059	
Water	144	91822
Net income		<u><u>38294</u></u>

The accounts for Sprowston Nursery Playgroup were audited by Sally Mann and found to be in order.

A handwritten signature in black ink, appearing to read 'Sally Mann', with a stylized, cursive script.

Sally Mann

19.03.2021