

Bishopthorpe Pre-School Playgroup

Trustees Annual Report 2019/2020

**Drafted by Staff and Parent Trustees
Contact: Sarah Liebenberg (Secretary)**



Bishopthorpe Pre-School Playgroup
Registration number: 1159473
The Pavilion, Ferry Lane, Bishopthorpe, York, YO23 2SB
Trustees Annual Report 2019-2020

1. Trustees
2. Summary
3. Background
4. Structure, Governance and Management
5. Activities
6. Objectives
7. Achievements and performance
8. Financial review

1. Trustees

Playgroup is managed by a voluntary group of parents who become the trustees of Playgroup. In the year 2019-2020, these roles are:

Manager of Playgroup: Julie Morris

Chair: Laura Holmes

Treasurer: Nick Moon (trustee)

Secretary: Sarah Liebenberg

Fundraising Co-ordinator: Kelly-Marie Douglas (not listed as a trustee)

Trustees: Cath Pryce, Hayley Wilde

2. Summary

Bishopthorpe Playgroup is a registered charity run by a parent trustees, working closely with the staff. It is an important part of the community and strives to provide the best care and facilities for pre-school children in Bishopthorpe and the surrounding area. Our mission is to:

“Meet each child’s individual needs by providing outstanding pre-school care in an exciting, motivating and challenging environment, so that they leave us as a happy, confident child.”

Julie Morris, Playgroup Manager, oversees the day-to-day care, education and running of the Playgroup. She is supported by the team around her who work directly with the children and by the Trustees. Trustees are recruited annually when people step down at the AGM each October.

3. Background

The Playgroup has been running for 55 years and has been located in the Pavilion for the last 13 years. We have a large outdoor play area that incorporates a playground and woodland where the children are free to play as part of our free flow policy.

We are registered with Ofsted for 24 children per session and offer half day or full day care (including a lunch club) 5 days per week. We run a Tiny Tots session for parent/s and carers and children under 3 years at the village hall on Monday and Friday mornings. We are open term time only.

4. Structure, Governance and Management

Playgroup is governed by a constitution and the charity is constituted by a trust. Trustees are elected by parents who use the setting. On appointment, trustees:

- Read, agree and sign a code of conduct form
- Are given training around the role from the outgoing trustee
- Can attend relevant courses run by the City of York Council
- Are asked to complete the basic safeguarding course online
- Sign up online to the DBS check and update service
- Complete the EY2 form online
- Are made aware of the 'Conflict of Interest' policy

5. Activities

- Enhance the development and education of pre-school children in a parent-involved community-based group
- Provide a safe, secure and stimulating environment using both indoor and outdoor areas
- Initiate independent learning and aid the development of life skills
- Work within a framework which ensures equality of opportunity for all children and families
- Provide an inclusive setting with an accredited Special Educational Needs member of staff
- Foster tolerance and respect for others in our diverse and multi-cultural society
- Through the 'Every Child a Talker' (ECAT) government initiative we aim to support and stimulate language and communication skills in a developmentally appropriate environment

Bishopthorpe Pre-school Playgroup offers:

- A home visit to meet parents/carers and their child(ren) before starting Playgroup if requested
- Personal care and attention made possible by a high ratio of adults to children during each session
- The support of an individual key person and key person buddy for every child
- Opportunities for children to play, learn and grow together in a caring, child focused environment

- A close partnership with Bishopthorpe Infant School and local childminders to enable a smooth transition between settings
- Freedom to access a large playground and enclosed small woodland area, plus Forest school sessions near the setting with a level 3 Forest School Leader.
- Regular trips from the setting to local museums and attractions
- Access to the EYFS framework, including targeted support for children by trained staff delivering the 'Early Talks Boost' language programme

6. Objectives

- **PEOPLE:** We will recruit only the best staff and ensure we provide on-going training, support and assessment to achieve personal goals. We will follow the Early Years Foundation Stage Framework and ensure all staff take part in delivering new and fresh ideas to benefit the children.
- **CHILDREN:** We will work closely with our registered inspection authority to ensure the safety of all children. Ensure each child gets the individual care, attention and encouragement they would need.
- **OPERATION:** We will work closely with the Parish Council and other pavilion users to maintain and enhance the building to the benefit of all users. We will promote our setting to reach both new and existing parents from the local areas. We will provide support and funding to ensure administration requirements are met by staff while maintaining the primary focus of the individual child.
- **FINANCE:** We will manage the setting's finances through forecasting and fundraising. We will re-invest any surplus to develop the setting and provide new experiences for the children.

7. Achievements and performance

- Undertaken a range of successful fundraising activities to provide equipment and resources to ensure the children have full access to the Early Years Foundation Stage Framework
- Ensured staff morale is high and that pay reflects their continued commitment, hard work and dedication
- Achieved a five star food hygiene rating.
- Ensured a smooth and successful transition to school for children in September. Feedback from reception staff has been very positive
- Obtained inclusion funding for children with SEND
- We aim to be as sustainable and eco-friendly as possible and have met the requirements for the Eco-Schools Green Flag Award.

8. Financial review

Reserves are held to cover the statutory minimum such as to cover redundancy pay in the event of insolvency. Details of any funds materially in deficit – not applicable.

BISHOPTHORPE PRE SCHOOL PLAYGROUP

(A charitable incorporated organisation)

CHARITY NUMBER 1159473



STATEMENT OF ACCOUNTS

For the year ending 31 July 2020

Bishopthorpe Preschool Playgroup

Receipts and Payments for the year ending 31 July 2020

Receipts

	31.07.20 Unrestricted Funds	31.07.20 Restricted Funds	31.07.20 Total	31.07.19
	£	£	£	£
Fees - Council Funding	85,572		85,572	73,123
Fees -Direct	7,579		7,579	14,681
Fees - Tiny Tots	3,379		3,379	3,758
Other Tiny Tots income	0		0	0
Donations	2,186		2,186	180
Donations from Co-op	0		0	1,533
Income from Fundraising	7,507		7,507	8,636
Income from Trips	685		685	379
Bank Interest	34		34	29
Other	0		0	0
Total Incoming Receipts	106,942	0	106,942	102,319

Payments

Salaries, Tax & NI	85,891		85,891	86,478
Materials	1,399		1,399	6,613
Maintenance	3,088		3,088	185
Equipment & Toys	5,445		5,445	8,712
Fund raising Expenditure	1,288		1,288	3,267
Administration & Management	1,670		1,670	896
Sundries and Staff Welfare	900		900	0
Staff Training	408		408	36
Insurance	973		973	979
Rent	4,300		4,300	5,050
Cleaning & Refuse	282		282	212
Preschool Trips	981		981	1,076
Total Payments	106,624	0	106,624	113,504
Net surplus for the year	318	0	318	(11,185)
Transfers between funds	0	0	0	0
Surplus for the year	318	0	318	(11,185)

Bishopthorpe Preschool Playgroup

Statement of Cash Resources as at 31 July 2020

	2020	2019
	£	£
Balance as at 1 August 2019	61,123	72,488
Surplus for the year	318	(11,365)
Balance as at 31 July 2020	61,441	61,123

Represented by:

Unrestricted Funds

Current Account - CAF	36,061	35,390
Fundraising Account - CAF	2,778	1,633
Savings Account - CAF	22,584	22,550
Savings Account		
Buyers Cash	8	8
Paypal Account	9	9

Restricted Funds

Current Account - CAF	1	1,533
	61,441	61,123

Other Assets or Liabilities

None

**Report by the Independent Examiner to the Members of the Bishopthorpe Preschool
Playgroup**

This is the confirm that I have examined the receipts and Payments Account for the year ending 31 July 2020, together with a statement of cash resources in accordance with the instructions given to me.

I confirm that these have been prepared from, and are in accordance with, underlying books and records.

A handwritten signature in black ink, appearing to read 'Rv Rigby'.

Rachel Rigby FCCA – Auditor

15th November 2020

Report by the Treasurer to the Members of the Bishopthorpe Preschool Playgroup

I confirm that I have made available all relevant information to the Independent Examiner.

Nicolas Moon – Treasurer

6th October 2020



**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

Bishophthorpe Pre-school Playgroup

On accounts for the year ended

31st July 2020

**Charity no
(if any)**

1159473

Set out on pages


(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/07/2020**.

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.

<u>Independent examiner's statement</u>	<p>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:</p> <ul style="list-style-type: none"> • accounting records were not kept in accordance with section 130 of the Act or • the accounts do not accord with the accounting records <p>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. <i>* Please delete the words in the brackets if they do not apply.</i></p>	
Signed:		Date: 30/05/21
Name:	Rachel Rigby	
Relevant professional qualification(s) or body (if any):	FCCA stands for Fellow Member of the Association of Chartered Certified Accountants	
Address:	24 Myrtle Avenue Bishopthorpe York YO23 2SD	

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.	