

Bishopthorpe Pre-School Playgroup

Trustees Annual Report 2021/2022

**Drafted by Staff and Parent Trustees
Contact: Annaleise King (Secretary)**



Bishopthorpe Pre-School Playgroup
Registration number: 1159473
The Pavilion, Ferry Lane, Bishopthorpe, York,
YO23 2SB
Trustees Annual Report 2021-2022

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1. Trustees

Playgroup is managed by a voluntary group of parents and volunteers who become the trustees of Playgroup. In the year 2021-2022, these roles are:

Manager of Playgroup: Julie Morris

Chair: Jack Hannah

Treasurer: Sarah Moss (Not a trustee)

Secretary: Annaliese King

Fundraising Treasurer: Jennie Wooding

Trustee: Hayley Wilde

2. Summary

Bishopthorpe Playgroup is a registered charity run by a parent/volunteer 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 usually at the AGM each October,

3. Background

The Playgroup has been running for 57 years and has been located in the Pavilion for the last 15 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 Coordinator
- 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
- Forest School sessions in a close by small woodland area and is run by a level 3 Forest School Leader

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 Wellcomm screening 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 an OUTSTANDING Ofsted rating in all areas.
- 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.



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
Bishopthorpe Pre-school Playgroup

On accounts for the year
ended

31st August 2022

Charity no
(if any)

1159473

Set out on pages

5

(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 31/07/2022.

Responsibilities and
basis of report

As the charity's trustees, 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 all 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 in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

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

Signed:

R. Rigby

Date:

23/10/2021

Name:

Rachel Rigby

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

Fellow Member of Association of Chartered Certified Accountants