



Parklands Playgroup

Trustees' Annual Report

Sept 2019 – Aug 2020

Charity number 1169508

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Section 1: Introduction

Parklands Playgroup is run as a charity for the public benefit of the children in the local area with the purpose of advancing their education, specifically during their preschool years, so that they are well prepared for statutory schooling.

The organisation was registered as a Charity on 6th October 2016. The Trustees, together with the Playgroup Committee, are responsible for the work of Parklands Playgroup.

Trustees

Parklands Playgroup trustees are as follows:--

- Lyndsey Barnett, Executive Headteacher of Wellingborough Federation & Parklands Nursery School
- Lauren Jacques, Senior Family Worker, Parklands Nursery School
- Victoria Rollins, Parklands Playgroup Leader
- Nancy Fitzmaurice, Business Manager, Parklands Nursery School

The trustees will serve the charity until they choose to resign or the charity closes. Members are appointed for a term of two years by a resolution passed at a properly constituted meeting of charity trustees. Members are eligible for re-election. In electing trustees, the charity gives due regard to the skills, knowledge and experience needed for the effective administration of the CIO. All trustees complete DBS checks in line with statutory requirements.

Aims

Parklands Playgroup aims to advance the development and education of children aged five and under in such ways as the charity's trustees think fit, including:

- Giving young children the best start in life
- Ensuring children's safety
- Promoting children's education and promoting parental involvement
- Promoting children's health and wellbeing
- Providing services to support children and their families and carers
- Working with other agencies in order to provide services, care and education pertinent to the child and their family.
- Providing each child with a keyworker to work with them throughout their time at Playgroup.

For the public benefit, the charity may carry out such other charitable activities as the trustees think fit.

In accordance with the Charity Commission's requirements, trustees have agreed to:-

- Be a non-profit making organisation where any profits made are used to extend and develop the preschool provision;
- Work with Parklands Nursery School, local Children's Centres and other agencies to ensure that the education given by the playgroup links to the children's future learning and supports other areas of their development.

Structure, Governance & Management

Parklands Playgroup is registered with Ofsted and complies with the statutory requirements of the Early Years Foundation Stage.

The day-to-day running of Parklands Playgroup is the responsibility of the staff team, led by the Playgroup Leader, who in turn reports to the nursery school's Senior Family Worker. The committee oversees the running of the playgroup and makes decisions about when the Playgroup is open, the

fees charged to parents, staffing levels and appointments. The committee oversees the quality of the provision ensuring every child and their family are able to access a high quality provision. The committee's Ofsted Nominated Person is Lyndsey Barnett. Lyndsey Barnett is the Executive Headteacher of the Wellingborough Federation & Parklands Nursery School.

There are two management groups; the main committee on which the following people serve:-

- Lyndsey Barnett (Trustee & Ofsted nominated person)
- Lauren Jacques, Chair, Senior Family Worker, Parklands Nursery School (Trustee & Chair)
- Victoria Rollins, Playgroup Leader (Trustee)
- Trudi Connors-Plater, Committee Member and Chair of Finance Committee
- Sarah Brooking (Committee Member)

and the Finance Committee which comprises:-

- Lyndsey Barnett (Trustee & Ofsted nominated person)
- Lauren Jacques, Senior Family Worker, Parklands Nursery School (Trustee & Chair)
- Trudi Connors Plater (Chair)
- Nancy Fitzmaurice (Trustee & Treasurer)

Both groups meet termly, every 12 weeks, a minimum 3 times a year. The finance committee meet ahead of the main committee and discuss finances, staffing, numbers on roll, premises and any other pertinent issues. This information then feeds into the main committee at which meeting the Playgroup Leader provides a detailed report and progress against the Development Plan is discussed. At both committee meetings safe guarding issues and safe recruitment, child protection, SEND and vulnerable children are discussed. Attendance at committee meetings is good.

All trustees give their time freely and no remuneration nor expenses were paid in the year.

Playgroup Team

We believe the Playgroup team to be coherent and effective. Staff turnover is extremely low. The team currently consists:-

- Playgroup Leader
- Early Years Assistants x 2

All members of staff hold a relevant level 3 qualification.

Lauren Jacques oversees Playgroup and has line management responsibility for the Playgroup Leader. The trustees ensure that staff have regular supervision and Performance Management reviews where clear targets are agreed. There are also opportunities for CPD.

Section 2: Review of activities and achievements

In August 2019 Sarah Brooking, Headteacher of Parklands Nursery School and Trustee & Secretary of Parklands Playgroup retired. Sarah remains a valued member of the Playgroup Committee and this allows Playgroup to benefit from Sarah's wealth of experience.

Ofsted – October 2019

The Playgroup was subjected to an Ofsted inspection in October 2019 and received a rating of 'Good' with inspectors acknowledging the good progress made by the children as a result of the ***"dedication of highly skilled staff who have ambitious aspirations for all children's ongoing achievements"***. Ofsted acknowledged that Playgroup ***"significantly contributes to the happiness, security and overall feeling of safety that children demonstrate as soon as they enter the premises."*** It was reported that ***"staff promote children's interests through skilful interactions and by showing genuine interest in what children are doing."*** Our staff are our most valuable asset and we are proud to see that Ofsted recognised this, reporting them to be ***"positive role models"*** and ***"calm, consistent and sensitive."*** The full Ofsted report is available here <https://files.ofsted.gov.uk/v1/file/50124359>.

In March 2020, Playgroup closed for the whole of the summer term due to the COVID-19 pandemic. No parents in 'key worker' roles required a place for their child during this time. Playgroup was able to take advantage of the governments Job Retention Scheme and all staff were paid 100% of their normal salaries to the end of August 2020. Vulnerable children and families were supported throughout this period with regular telephone contact and signposting from the Senior Family Worker of Parklands Nursery School and the delivery of resources to the families' homes. In addition, resources developed by the staff of the nursery school were successfully shared via the website and social media and some activity ideas posted out to families where appropriate. In September 2020, with strict protocols and procedures in place, Playgroup was able to open its doors once again.

A wide range of activities are offered to provide experiences across the whole Early Years' curriculum. Staff ensure that every child matters and activities are planned to cater for the needs of individual children.

Children's emotional well-being is well supported and a settling in programme supports this. Home visits take place for new children as part of the overall settling in programme. This allows staff to work alongside parents and children, thus facilitating the sharing of information in order to assist in the support of children and their families. Since the pandemic, the settling in procedures have had to be revised and "Getting to Know You" sessions are held at the Playgroup premises with just one parent/carer and the child.

Voice of the Child documentation is completed alongside the parent/carer to capture the many aspects of a child's life. This also enables staff to understand and find out more about medical and health needs and identify any early help support for the family. The development and planning captured and recorded is reviewed termly with parents. Due to the pandemic, much of this has been done via telephone consultations.

There is a clear emphasis on learning through play and children learn through a range of practical experiences with free access to play inside and outside all year through.

Children's development is continually observed and assessed which enables early intervention where necessary. Procedures for planning and 'next steps' are in place and work effectively to plan for both individual children's needs and the needs of the group as whole.

The Playgroup operates a 'Playing Together Group' once a week during term time which is for parents with babies and young children to come into the setting and meet other parents and carers whilst allowing their children to experience the Playgroup setting. Lauren Jacques was successful in a bid for lottery funding to develop this group and has used some of the funds to recruit the services of a Speech and Language Therapist who attends the group regularly providing support and advice to parents and staff. Lauren is supported in the operation of the Playing Together Group by Leanne Goodall. In addition, Lauren has qualified as an Infant Massage Instructor and runs regular baby massage courses complementing the services already provided to families with young children. Due to COVID-19, the group has not met since March 2020 but family support is offered where necessary.

Activities take place throughout the year to include the celebration of special occasions and religious festivals; together with community walks and other trips out, to which parents and carers are invited.

Section 3: Pupil Numbers and Fees

The 2019-2020 year began with 18 children on roll.

Fees were increased to £16.50 per session with session times being 08:45 - 11:45 and 12:30 – 15:30. The increase in fees was felt to bring the charges in line with fees charged by other settings and is necessary in order to cover the cost of salaries, rent and services and other associated costs.

The Nursery School operates a Lunch Club to which Playgroup children may attend. This provides wraparound care for parents; and for the children the opportunity to enjoy the social aspects of mealtimes with their peers and carers. Lunch Club increased to £6.00 per session in September 2019 and to £7.00 per session in September 2020. Playgroup staff support the delivery of Lunch Club and this is in part the reason the rent and service charge made by the nursery school has remained relatively low.

Section 4: Finances

Playgroup made a loss in the 2019-2020 academic year of £19,241.70. The financial statement for 2019-2020 shows an income of £42,847.85. This is made up of fees paid by parents for the sessions their child attends and funding received from the local authority for those children entitled to either universal/extended funding that are aged 3 and above and those 2 year olds entitled to funded sessions. One child in Playgroup was eligible for High Needs Funding.

In addition, Playgroup received £7,122 in grant funding; comprising £2,500 Covid-19 related discretionary grant and £4,622 as part of the government's Job Retention Scheme grant funding.

The greatest expenditure was salaries which amounted to £38,138.99. The second largest expense was rent & services which amounted to £14,000 for the year. Fortunately, the reserves were such that Playgroup has been able to absorb this deficit. Despite government support in the form of grants, the pandemic has had a negative financial impact for Playgroup. Whilst early years settings were able to continue to claim funding for eligible 2 year olds and 3 years olds as part of the governments early years funding entitlement, a considerable loss arose from the closure during the summer term as the majority of the income is from fee paying parents.

Increases in staff salaries was implemented in April 2020 to account for the increase to the National Living Wage.

The Playgroup continues to operate its pension scheme through NEST. Staff eligibility for auto enrolment continues to be reviewed.

The Playgroup operates out of the Nursery School premises and pays rent and services for the facility. This arrangement, and the close working arrangements between Nursery and Playgroup staff is extremely beneficial. It allows for the shared use of resources and a smooth transition for the children when they progress from playgroup to nursery school.

The committee regularly review the finances, budgets and spend against budget and maintain a health reserve as a contingency against unforeseen circumstances.

Fundraising

The nursery and playgroup normally fundraise throughout the year through a number of shared activities (e.g. Summer Fayre, raffles, and commission on the sale of photographs). However, challenges faced during the 2019-2020 year were such that no fundraising activities took place. The revival of the fundraising committee comprising parent and staff volunteers that work to raise funds for both the Nursery School and Playgroup, is planned post pandemic.

Section 5: Policies & Procedures

Policies and procedures are in place for all aspects of safeguarding, child protection and health & safety. Policies are reviewed and updated regularly. Policies and procedures around the pandemic were made available to staff and parents and these were updated in a timely manner in light of emerging government guidance. Ad hoc training days were planned to ensure all staff were completely conversant with the new Covid-19 related policies. Weekly staff meetings and staff training days are used to ensure staff are trained and fluent in all policies and procedures.

Staff attend Ofsted recognised 2 day paediatric first aid training on a rota basis to ensure that at any one time, at least one staff member will have the most up to date knowledge and skills in this area. All Playgroup staff attend annual safeguarding training and updates. Throughout the year they also receive supervision to support and to be aware of individual children's needs

Risk assessments are carried out for activities and trips as appropriate. An annual risk assessment of premises and equipment is undertaken. Health & safety is a regular agenda item for Parklands Nursery School's weekly senior leadership team meetings with daily checks carried out by the premises team and termly checks by the Headteacher or a governor and School Business Manager. No major works have been undertaken for this period.

Section 6: Future Plans

External funding opportunities are sought as and when this is feasible though the pandemic has curtailed such activities; in part due to the challenges of additional workload that has resulted from the effects of the pandemic (e.g. staff cover needs, particularly where we are unable to cross bubbles/staff shielding or isolating, robust sanitising regimes etc.).

The committee intends to continue with previous strategies of maintaining the Playgroup's position in a competitive market by investing in the provision of high quality care and education with a strong emphasis on learning through discovery; together with the provision of meaningful family support.

Section 7: Our Statutory Duty as a Charity

As trustees, we are confident that we have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

The trustees and committee thank Parklands Nursery School who have hosted the Playgroup since its incorporation; the Playgroup staff for their hard work and commitment, and the parents who put their trust in the Playgroup for the care and education of their children.

Declaration

The trustees declare that they have approved the Trustee's Annual Report above.

Signed on behalf of the charity's trustees:-

Nancy Fitzmaurice
Trustee & Treasurer

Date:

Contact details:-
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Section 8: Appendix ~ Names and Addresses of Advisors

Bankers:	Barclays Leicester LE87 2BB
Independent Examiners	Cobley Desborough - Accountants Artisans House 7 Queensbridge Northampton NN4 7BF
Insurance Brokers	Pre-School Learning Alliance Pre-school Learning Alliance 50 Featherstone Street London EC1Y 8RT
Advisors	Early Years Team Northamptonshire County Council One Angel Square Angel Street Northampton NN1 1ED
Date Protection Officer	Lyndsey Barnett Parklands Nursery School & Playgroup Spinney Hill Road Spinney Hill Northampton NN3 6DE head@croyland-nur.northants-ecl.gov.uk 01604 642118

PARKLANDS PLAYGROUP
Income and Expenditure Account for the year ended 31 August 2020

PARKLANDS PLAYGROUP
Income and Expenditure Account for the year ended 31 August 2020

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Accumulated Fund B/fwd	48,212.39	Cash at Bank	28,970.69
Surplus/(Decifit) for Year	- 19,241.70	Cash in hand	-
	£ 28,970.69		£ 28,970.69



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

Parklands Playgroup

**On accounts for the year
ended**

31st August 2020

**Charity no
(if any)**

1169508

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 31/08/2021.

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:

08/03/2021

Name:

Andrew Wasker

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

FCLA, FMAAT

Address:

Cobley Desborough, Artisans' House
7 Queensbridge