



# Parklands Playgroup

Trustees' Annual Report

Sept 2021 – Aug 2022

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 6<sup>th</sup> 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 Foundations for Children Nursery Schools Federation
- Lauren Jacques, Senior Family Worker, Parklands Nursery School
- Victoria Rollins, Parklands Playgroup Leader
- Nancy Fitzmaurice, Trustee & Treasurer

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 Deputy Headteacher. 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 can access high-quality provision.

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

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

and the Finance Committee which comprises:-

- Lyndsey Barnett (Trustee)
- Lauren Jacques, Senior Family Worker, Parklands Nursery School (Trustee & Chair)
- Nancy Fitzmaurice (Trustee & Treasurer)

Both groups have historically met termly, every 12 weeks, a minimum of 3 times per year; however, since the pandemic, this has not been the case, though communication has been made through virtual and electronic means to ensure the committee is informed of any relevant developments.

### **Playgroup Team**

Due to the relatively low numbers the team continues to consist of:-

- Playgroup Leader
- Early Years Assistant

These members of staff hold a relevant level 3 qualification.

The Deputy Headteacher for Parklands Nursery School 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

The Playgroup operates from the premises of Parklands Nursery School. In the previous year, the Playgroup children had joined the nursery school children which allowed the setting to face the numerous challenges brought about by the pandemic. The advantages of this arrangement were significant and staff from both settings were able to plan activities together, share their expertise and benefit from the support of a wider team. Most importantly, the children benefited from the additional resources made available to them and the arrangement helped the children's transition when they progressed from playgroup to nursery school. A decision was made to continue with this arrangement for September 2021.

The children's emotional wellbeing continued to be well supported with a well-planned and robust settling in programme, and the use of the 'Voice of the Child' system used to capture the many aspects of each child's life, including medical, health and any other relevant needs. Access to the nursery school's Family Support Worker was another benefit for those children and/or their families that were identified as needing support.

Children's development was observed and assessed, enabling early intervention where necessary. Procedures for planning and 'next steps' continued to be in place and worked effectively to plan for both individual children's needs and the needs of the group as whole.

## Section 3: Pupil Numbers and Fees

Numbers in September 2021 were relatively low, increasing to 15 children on roll by the end of the year.

Fees remained at the 2020-2021 rate of £17.25 per session with session times being 08:30 - 11:30 and 12:30 – 15:30. These times were in line with the session times of Parklands Nursery School.

The Nursery School continued to operate a Lunch Club to which a small number of Playgroup children attended. 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 prices remained at £7.00 per session and was supported by Playgroup staff.

## Section 4: Finances

Playgroup made a loss in the 2021-2022 academic year of £7,503.51. Playgroup were able to absorb this deficit with reserves, though these reserves are now exhausted.

The financial statement for 2021-2022 shows an income of £40,090.24. 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. There were no children eligible for High Needs Funding during the 2021-2022 academic year.

The greatest expenditure related to staffing costs which amounted to £34,138.15.

Increases in staff salaries was implemented in April 2022 to account for the increase to the National Living Wage. The Playgroup continued to operate its pension scheme through NEST.

There was a notable downturn in income for September 2021 due to children not taking as many sessions as in previous years. This can be attributed to the hours on offer not suiting all working parents and financial pressures that have arisen post-Covid. It was agreed that longer hours and all

year-round provision should be revisited; however, this will be taken up by Parklands Nursery School (see Section 6 - 'Future Plans').

### **Fundraising**

Due to the continuation of the pandemic, and staffing constraints, no major fundraising activities took place.

## **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. Weekly staff meetings and staff training days were used to ensure staff training was kept up to date. The staff benefited from joining in with the training provided for the nursery school from the Nursery School Federation. Training included safeguarding, food hygiene, learning and development and planning. In addition, 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. Throughout the year, staff received supervision to support them in their work.

Risk assessments are carried out for activities and trips as appropriate. Health & safety checks are made by Parklands Nursery School who commission a company to assess playground equipment annually as part of their health & safety procedures. Additionally, termly checks of the premises are made by the Deputy Headteacher or a governor and Bursar/School Business Manager. No major works were undertaken for this period, though a plan for repairs and maintenance was put in place for Autumn 2022, which included several repairs to outdoor equipment belonging to the nursery school, used by the Playgroup.

## **Section 6: Future Plans**

In March, the Governing Board of Foundations for Children Nursery Schools Federation (FCNSF), together with the leadership team of Parklands Nursery School, notified Playgroup that they proposed to expand the existing nursery provision to provide full time and part time places for 2-year-old children. It was explained that this would enable the school to become more sustainable, as local authority-maintained nursery schools continue to face increasing constraints on funding.

This proposal was discussed with the staff and Trustees of Parklands Playgroup and options for the Playgroup were explored. Challenges faced by Playgroup were highlighted to include the following: -

- The Playgroup has, for the past 3 years or so, faced limited numbers, particularly for the September intake.
- As children turn three, the nursery school wants to take them onto their roll as this means they are included in the Nursery census, supporting their funding allocation. However, this can be detrimental to Playgroup finances.
- The School Business Manager of the nursery school, who was also Trustee and Treasurer, resigned leaving a gap in finance support and committee membership.
- Other staffing constraints put pressure on the operation due to part-time working hours and demands of the wider federation
- Committee membership continues to be low
- Ofsted challenges working within Nursery (nursery staff working with playgroup children).
- Limited provisions with less staff/children.

The Playgroup Trustees and Committee members decided that the best option for the children and families would be for the Playgroup to cease offering its provision for 2–3-year olds from the end of

August 2022. Children of this age range could attend through the nursery school, thus attending the same premises, staff would be transferred across to the nursery school under TUPE, and so in essence, there would be no fundamental difference in the service provided to parents and children because of the closure.

The additional work possible due to funds received by the Charity would continue. This work includes groups operated at Parklands Nursery School for families with young children such as Stay & Play, Time for Us and Baby Massage. The Charity aims to expand on this work, to incorporate some of the geographical areas covered by the FCNFS; in addition, the Charity will incorporate funded work around action research for the benefit of the Early Years sector as a whole.

A number of resolutions were passed at a meeting of the Trustees and Committee in May 2022, to reflect the new focus of the Charity. The resolutions included agreement to:-

- Alter the provision of the Charity
- Change the name of the charity from Parklands Playgroup to Foundations for Families and Their Communities
- Amend the Memorandum & Articles of the Charity

These changes will allow other strands of the Charity work to continue, and further develop.

### 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:-  
Parklands Playgroup  
Spinney Hill  
Northampton  
Northamptonshire  
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[senco@parklands-nur.northants-ecl.gov.uk](mailto:senco@parklands-nur.northants-ecl.gov.uk)

## 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 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 Executive Headteacher, Foundations for Children Nursery Schools Federation (FCNSF) Parklands Nursery School Spinney Hill Road Parklands Northampton NN3 6DE <a href="mailto:head@croyland-nur.northants-ecl.gov.uk">head@croyland-nur.northants-ecl.gov.uk</a> 01604 642118



### Income and Expenditure Account for the year ended 31 August 2022

### Balance Sheet as at 31 August 2022

Accumulated Fund B/fwd	22,278.38	Cash at Bank	14,774.87
Surplus/(Decifit) for Year	- 7,503.51	Cash in hand	-
	<u>£ 14,774.87</u>		<u>£ 14,774.87</u>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

Charity Name

Parklands Playgroup

On accounts for the year  
ended

31/8/2022

Charity no  
(if any)

1169508

Set out on pages

3

(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 31/8/2022.

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** ~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

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 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:

*Andrew Hasner*

Date:

08-03-2023

Name:

ANDREW HASNER

Relevant professional  
qualification(s) or body

FCCA

FMAAT

(if any):

Address:

Cobley Desborough Artisans house  
7 Queensbridge Northampton  
NN4 7BF

## Section B

### Disclosure

Only complete if the examiner needs to highlight material 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.

**Parklands Playgroup****Income and Expenditure for the year ended 31 August 2022**

Income	£	Expenditure	£
Fees	19,711.38	Rent	9,333.00
NCC Headcount funding	20,378.86	Wages /PAYE	32,645.77
Grants		Pension	1,492.38
Miscellaneous		Equipment	820.22
		Marketing	
		Insurance	520.65
		Misc	2,288.50
		nursery projects	493.23
		Deficit	-7,503.51
	<u>40,090.24</u>		<u>40,090.24</u>

**Balance Sheet as at 31st August 2022**

Accumulated fund B/fwd.	22,278.38	Cash at bank	14,774.87
Surplus / (Deficit) for the year	-7,503.51		
	<u>14,774.87</u>		<u>14,774.87</u>