

Charity number: 1171697

Pippa's Group

Report of the Trustees and Unaudited Financial Statements

For the year ended 31 March 2021

Pippa's Group
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For the year ended 31 March 2021

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Pippa's Group
Report of the Trustees
For the year ended 31 March 2021

The Trustees have pleasure in presenting their report and the financial statements for the charity for the year ended 31 March 2021. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019).

Chair's report

It has been an extraordinarily difficult year for Pippa's Group to operate in, with ever changing Government guidance and at times a requirement to be partly or even fully open when much else was equally required to be closed.

Staff rose magnificently to this challenge, ably and indefatigably led by our nursery manager Claire Connell, and we have remained open for key workers children, or in the last lockdown all children, with virtually no break thanks to all of their hard work and dedication.

Not only have staff been hard at work, with the minimum use of the furlough scheme during the period when we could not be fully open, in recent months some staff members have also managed to complete essential training and further develop Forest School and Special Educational Needs skills in addition to keeping up to date with necessary first aid and safeguarding knowledge.

All the trustees are extremely grateful to staff for their adherence to duty in the face of such difficulties, undertaken with a strong team spirit and invaluable sense of humour.

Throughout all the lockdowns of this year I have greatly valued the electronic and telephone links with our nursery manager Claire and being able to keep a strong sense of involvement with the day to day decision making in order to support Claire and her team as needed. Pippa Campbell has always been our most hands on trustee and thanks are due to her for all of her support to nursery staff.

The whole trustee body has been able to meet regularly through an online platform, and this has enabled us to continue working to administer all of our usual functions without a break. All trustees have worked hard to make this possible. Special thanks are due to Fred Hoad our treasurer and also to our fundraiser Vicki Lee for all her very successful efforts to keep our essential funding coming in so that we can continue to provide the best possible nursery experiences for our children including through specialist provision to help those who have additional needs in the learning environment.

During the year Brenda Figg-Wild, a very valuable trustee, has retired, and we wish her well and send many thanks for her work with Pippa's Group. We have also welcomed a new secretary, Diana Freestone, whose organisational skills are many and greatly valued.

As in previous years Ian Campbell must also have a special mention for his sterling work in renovating and maintaining the building.

I commend to you the reports being tabled from the treasurer, nursery manager and fundraiser to serve as appendices to this report.

Thank you again to everyone who makes Pippa's Group such a special place for the children we look after and whose skills for life our staff help to develop in their time with us. Here's to another great year of achievement and hope for the one to come being just a little less challenging!

Pippa's Group
Report of the Trustees Continued
For the year ended 31 March 2021

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the charity are to enhance the development and education of pre-school children who live in Lewes and the surrounding rural areas offering appropriate teaching, guidance, supervision, care and health facilities.

Pippa's Group (PG) runs a subsidised pre-school for children who are in need. The majority are at an economic disadvantage and/or have a special educational need/disability (SEND). Our charitable purpose is to enhance children's development and education to enable them to reach their full potential. The group also provides a Family Support service, benefitting families of a child up to the age of 18 (or 25 if they have a SEND).

At Pippa's Group we endeavour to offer a really broad curriculum that will stimulate and encourage all our children to achieve their potential. We have found that the Forest School programme has been inspirational for developing confidence, concentration and social skills as well as learning to safely take risks. We have high staffing ratios and as a charity, we are able to offer limited places to children who need additional support.

As we offer high staffing levels we can offer limited spaces for children who have additional needs. Typically, a child starts at around 2 years of age and will stay with the Group until they go to school. We are located in the Landport Community Hub.

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Pippa's Group
Report of the Trustees Continued
For the year ended 31 March 2021

ACHIEVEMENTS AND PERFORMANCE

Significant activities

Nursery Manager Report for Year ended March 2021

Achievements and Performance

We have had another successful and busy year, we remained open throughout various lockdowns and have seen numbers grow steadily, unusually numbers will also remain high in September. We have predominantly continued to support children and families from Landport and its immediate vicinity.

Staff

Staffing has been consistent this year this has been particularly beneficial to those children that have experienced disruption and change at home because of the pandemic. The staff team have been amazing amid the chaos and confusion of Covid, and I would like to express my thanks to them for their support.

We employed Katie in April as an additional practitioner, she has settled in and is proving to be professional creative and popular with the children.

We have tried to stay up to date with our practice despite all face-to-face training being cancelled. Luci completed her SENCO training in January and Ingrid is now a qualified Forest School Leader. We finally received training from Lynn Grinsell in June, postponed for over a year, the training covered many areas of practice and was beneficial to all. All staff have also accessed online training throughout the year.

Elaine our Deputy Manager is leaving us after having been a huge support to me over the last few years, her knowledge, professionalism, and work ethic will be sorely missed.

Children and families

This year we have had to adapt many of our routines and postpone events such as our Christmas craft morning and key person meetings. We have been unable to invite parents into the nursery but have made sure that we have kept them up to date in other ways, by sending them photographs and texts and via social media. Without exception all our children have made significant progress from their starting points across all 7 areas of learning, again testament to the hard work of the staff.

Learning environment

We have been fortunate to benefit from grants and donations this year that have been used specifically for resources, including funds to buy a large extremely high slide which not only offers climbing challenges but gives the children a good view from the platform which they love. We have also recently received funds to revamp our book area, the children will return in September to a much improved, cosy reading area and new books too.

Community

Despite Covid restrictions this year we have still made regular use of our local community through Forest School, and by taking walks to local parks, we have also used the green opposite nursery to practice our running and balancing skills. Forest School continues to be popular with the children and their parents, many parents now request places based around Forest School sessions.

Thank you

Finally, I would like to take the opportunity to express my thanks to the whole staff team. Thank you for all going above and beyond, working extra hours, undertaking training in your own time, helping at weekends and during the holidays and most importantly of all for providing a welcoming, safe, fun, and challenging environment for our children.

Further thanks to Ruth, Pippa and the trustees for their ongoing support and to Vicki who once again has successfully achieved the grants and funding that enable us to remain operational.

FINANCIAL REVIEW

Significant events

With the transfer of the nursery to its new location it took some time to be re-established but now that this has been achieved the number of children that attend has increased. This has led to an increase in revenue in respect of Early Years Educational Entitlement commensurate with the increase in those who attend and use their 15 hours of free childcare.

Pippa's Group
Report of the Trustees Continued
For the year ended 31 March 2021

Going concern

The number of children that we support is ever increasing, as is the proportion of children with Special Educational Needs and those who are at an economic disadvantage. As a pre-school our costs are high, this being due to the number of skilled one-to-one workers we employ in order not to turn away children who have behavioural, emotional or physical needs for one-to-one support.

The cost of our skilled and experienced one-to-one workers is £8.50 per hour. We continue to receive only £5.28 per child per hour for 2 year olds and £4.10 per child per hour for 3 and 4 year olds from the Early Years Education (EYEE) grant and we only charge parents (not receiving this grant) the equivalent of £4 per hour.

At the end of the period under review there were reserves of £33,795.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Group was first formed in 1986 when Pippa was invited by Lewes Social Services to set up a small specialist playgroup, in her own home, and several of those first children had special needs or developmental delays. Over the course of the next ten years the Group formulated its programme and targeting families most in need of help. Most of the children stayed at the Group until they went to school, others moved on to mainstream nurseries when it was felt they could cope in a larger setting. There was always a long waiting list.

The Group relocated and in 1999 first became registered as a charity and then registered with OFSTED in 2004 and expanded further in 2006. In 2008 the Group expanded again and moved to a purpose built structure in the grounds of Pells CE Primary School Lewes and then moved to its current location when the school closed in the summer of 2017.

We offer 15 hours free nursery education for each child over three years old per week. We can also offer 2 year old funding for eligible children. Pippa's Group also offer 30 funded hours to eligible working families. The younger children not yet able to access government funding, pay a nominal fee of £4 per hour. This ensures our service is available to all.

During the year we were delighted to achieve another 'Good' Ofsted Inspection report. This was entirely due to the fantastic leadership of our Supervisor, Claire Connell and her great team of dedicated staff, some of whom have worked for Pippa's Group for over 10 years!

REFERENCE AND ADMINISTRATIVE INFORMATION

| | |
|------------------------------------|--|
| Name of Charity | Pippa's Group |
| Charity registration number | 1171697 |
| Principal address | Landport Community Hub Landport Road Lewes East Sussex BN7 2SU |

Trustees

The trustees and officers serving during the year and since the year end were as follows:

Christina Ruth O'Keeffe
Frederick Hoad
Heather Frost
Magdalena Jaremek
Marie-Claire Turner
Brenda Figg-Wild
(Resigned: 19 May 2021)
Philippa Campbell

Pippa's Group
Report of the Trustees Continued
For the year ended 31 March 2021

Independent examiners

Stewart Hunt FCCA
Albion House
Albion Street
Lewes
East Sussex
BN7 2NF

Approved by the Board of Trustees and signed on its behalf by



Ruth O'Keeffe (Jan 25, 2022, 10:18pm)

Christina Ruth O'Keeffe

Pippa's Group
Independent Examiners Report to the Trustees
For the year ended 31 March 2021

I report to the trustees on my examination of the accounts of the charity for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 examiners statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Stewart Hunt

Stewart Hunt
FCCA
Stewart Hunt FCCA
Albion House
Albion Street
Lewes
East Sussex
BN7 2NF

Pippa's Group
Statement of Financial Activities
For the year ended 31 March 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | 2021 £ | 2020 £ |
|------------------------------------|-------|----------------------------|--------------------------|------------------|------------------|
| Income and endowments from: | | | | | |
| Donations and legacies | 2 | 107,017 | 20,921 | 127,938 | 114,264 |
| Charitable activities | 3 | - | - | - | 360 |
| Investments | 4 | - | - | - | 1 |
| Total | | 107,017 | 20,921 | 127,938 | 114,625 |
| Expenditure on: | | | | | |
| Raising funds | 5 | (5,719) | (16,363) | (22,082) | (24,601) |
| Charitable activities | 6/7 | (96,093) | - | (96,093) | (89,540) |
| Total | | (101,812) | (16,363) | (118,175) | (114,141) |
| Net income | | 5,205 | 4,558 | 9,763 | 484 |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | (27,423) | 51,455 | 24,032 | 23,548 |
| Total funds carried forward | | (22,218) | 56,013 | 33,795 | 24,032 |

Pippa's Group
Statement of Financial Position
As at 31 March 2021

| | Notes | 2021 £ | 2020 £ |
|---|-------|---------------|---------------|
| Current assets | | | |
| Cash at bank and in hand | | 34,046 | 24,282 |
| | | 34,046 | 24,282 |
| Creditors: amounts falling due within one year | 12 | (250) | (250) |
| Net current assets | | 33,796 | 24,032 |
| Total assets less current liabilities | | 33,796 | 24,032 |
| Net assets | | 33,796 | 24,032 |
| The funds of the charity | | | |
| Restricted income funds | 13 | 56,013 | 51,455 |
| Unrestricted income funds | 13 | (22,218) | (27,423) |
| Total funds | | 33,795 | 24,032 |

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:

Ruth

Ruth O'Keeffe (Jan 26, 2022, 10:18pm)
Christina Ruth O'Keeffe
Trustee

Pippa's Group
Notes to the Financial Statements
For the year ended 31 March 2021

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

Pippa's Group meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

The financial statements are prepared, on a going concern basis, under the historical cost convention.

2. Income from donations and legacies

| | Unrestricted funds | Restricted funds | 2021 | 2020 |
|--------------------|-------------------------------|-----------------------------|----------------|----------------|
| | £ | £ | £ | £ |
| Donations received | 40,703 | 2,320 | 43,023 | 18,385 |
| Grants received | 66,314 | 14,347 | 80,661 | 82,622 |
| Gifts in kind | - | 4,254 | 4,254 | 13,257 |
| | 107,017 | 20,921 | 127,938 | 114,264 |

3. Income from charitable activities

| | 2021 | 2020 |
|-------------------|-------------|-------------|
| | £ | £ |
| <i>Activity 1</i> | | |
| Funding | - | 360 |

4. Investment income

| | 2021 | 2020 |
|--------------------------|-------------|-------------|
| | £ | £ |
| Bank interest receivable | - | 1 |
| | - | 1 |

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2021

5. Expenditure on other trading activities

| | Unrestricted funds £ | Restricted funds £ | 2021 £ | 2020 £ |
|---------------|----------------------------|--------------------------|---------------|---------------|
| Shop costs | - | 120 | 120 | 2,103 |
| Support costs | 5,719 | 16,243 | 21,962 | 22,498 |
| | 5,719 | 16,363 | 22,082 | 24,601 |

6. Costs of charitable activities by fund type

| | 2021 £ | 2020 £ |
|---------------------------|---------------|---------------|
| Unrestricted funds | | |
| Activity 1 | 32,964 | 23,515 |
| Activity 2 | 49,933 | 45,391 |
| Support costs | 13,196 | 20,634 |
| | 96,093 | 89,540 |

7. Costs of charitable activities by activity type

| | Activities undertaken directly £ | Support costs £ | 2021 £ | 2020 £ |
|----------------------|---|-----------------------|---------------|---------------|
| Support costs | | | | |
| Activity 1 | 32,964 | 13,196 | 46,160 | 44,149 |
| Activity 2 | 49,933 | - | 49,933 | 45,391 |
| | 82,897 | 13,196 | 96,093 | 89,540 |

8. Analysis of support costs

| | Fundraising trading £ | Activity 1 £ | 2021 £ | 2020 £ |
|------------------|-----------------------------|-----------------|---------------|---------------|
| Management | 5,719 | - | 5,719 | 4,120 |
| IT | - | 12,971 | 12,971 | 20,509 |
| Governance costs | 16,243 | 225 | 16,468 | 18,503 |
| | 21,962 | 13,196 | 35,158 | 43,132 |

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2021

9. Net income/(expenditure) for the year

This is stated after charging/(crediting):

| | 2021 | 2020 |
|---------------------------------|-------------|-------------|
| | £ | £ |
| Trustees' remuneration | 1,105 | 1,766 |
| Trustees' pension contributions | 945 | 822 |
| Staff pension contributions | 3,861 | 3,644 |
| | <hr/> | <hr/> |

10. Staff costs and emoluments

Total staff costs for the year ended 31 March 2021 were:

| | 2021 | 2020 |
|-----------------------|---------------|---------------|
| | £ | £ |
| Salaries and wages | 72,765 | 65,155 |
| Social security costs | 14,551 | 15,581 |
| Pension costs | 4,806 | 4,466 |
| | <hr/> | <hr/> |
| | 92,122 | 85,202 |

| | 2021 | 2020 |
|---------|-------------|-------------|
| | £ | £ |
| General | 8 | 8 |
| | <hr/> | <hr/> |
| | 8 | 8 |

11. Comparative for the Statement of Financial Activities

| | Unrestricted funds | Restricted funds | 2020 |
|------------------------------------|---------------------------|-------------------------|-----------------------|
| | £ | £ | £ |
| Income and endowments from: | | | |
| Donations and legacies | 77,640 | 36,624 | 114,264 |
| Charitable activities | - | 360 | 360 |
| Investments | 1 | - | 1 |
| Total | <hr/> 77,641 | <hr/> 36,984 | <hr/> 114,625 |
| Expenditure on: | | | |
| Raising funds | (4,120) | (2,103) | (6,223) |
| Charitable activities | (89,540) | - | (89,540) |
| Total | <hr/> (93,660) | <hr/> (2,103) | <hr/> (95,763) |
| Net income/expenditure | <hr/> (16,019) | <hr/> 34,881 | <hr/> 18,862 |
| Reconciliation of funds | | | |
| Total funds brought forward | (11,404) | 34,952 | 23,548 |
| Total funds carried forward | <hr/> (27,423) | <hr/> 69,833 | <hr/> 42,410 |

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2021

12. Creditors: amounts falling due within one year

| | 2021 | 2020 |
|-----------------|------------|------------|
| | £ | £ |
| Other creditors | 250 | 250 |
| | <u>250</u> | <u>250</u> |

13. Movement in funds

Unrestricted Funds

| | Balance at 01/04/2020 | Incoming resources | Outgoing resources | Balance at 31/03/2021 |
|----------------|--------------------------|-----------------------|-----------------------|--------------------------|
| | £ | £ | £ | £ |
| <i>General</i> | | | | |
| General | (27,423) | 107,017 | (101,812) | (22,218) |
| | <u>(27,423)</u> | <u>107,017</u> | <u>(101,812)</u> | <u>(22,218)</u> |

Unrestricted Funds - Previous year

| | Balance at 01/04/2019 | Incoming resources | Outgoing resources | Balance at 31/03/2020 |
|----------------|--------------------------|-----------------------|-----------------------|--------------------------|
| | £ | £ | £ | £ |
| <i>General</i> | | | | |
| General | (11,404) | 77,641 | (93,660) | (27,423) |
| | <u>(11,404)</u> | <u>77,641</u> | <u>(93,660)</u> | <u>(27,423)</u> |

Restricted Funds

| | Balance at 01/04/2020 | Incoming resources | Outgoing resources | Balance at 31/03/2021 |
|---|--------------------------|-----------------------|-----------------------|--------------------------|
| | £ | £ | £ | £ |
| Amounts received for specific purposes | 51,455 | 20,921 | (16,363) | 56,013 |
| | <u>51,455</u> | <u>20,921</u> | <u>(16,363)</u> | <u>56,013</u> |

Restricted Funds - Previous year

| | Balance at 01/04/2019 | Incoming resources | Outgoing resources | Balance at 31/03/2020 |
|---|--------------------------|-----------------------|-----------------------|--------------------------|
| | £ | £ | £ | £ |
| Amounts received for specific purposes | 34,952 | 36,984 | (20,481) | 51,455 |
| | <u>34,952</u> | <u>36,984</u> | <u>(20,481)</u> | <u>51,455</u> |

Pippa's Group
Notes to the Financial Statements Continued
For the year ended 31 March 2021

14. Analysis of net assets between funds

| | Net current assets / (liabilities) £ | Net Assets £ |
|---------------------------|---|-----------------|
| Unrestricted funds | | |
| <i>General</i> | | |
| General | 33,796 | 33,796 |
| | 33,796 | 33,796 |
| Previous year | | |
| | Net current assets / (liabilities) £ | Net Assets £ |
| Unrestricted funds | | |
| <i>General</i> | | |
| General | 24,032 | 24,032 |
| | 24,032 | 24,032 |

Pippa's Group
Detailed Statement of Financial Activities
For the year ended 31 March 2021

| | 2021 £ | 2020 £ |
|---|------------------|------------------|
| INCOME AND ENDOWMENT | | |
| Donations and legacies | | |
| Donations | 43,023 | 18,385 |
| Grants receivable | 80,661 | 82,622 |
| Parental contributions | 4,254 | 13,257 |
| | 127,938 | 114,264 |
| Charitable activities | | |
| Funding (Activity 1) | - | 360 |
| | - | 360 |
| Investments | | |
| Bank interest receivable | - | 1 |
| | - | 1 |
| Total incoming resources | 127,938 | 114,625 |
| EXPENDITURE | | |
| Other trading activities | | |
| Friday group | (120) | (2,103) |
| | (120) | (2,103) |
| Charitable activities | | |
| Cost of direct charitable activity (Activity 1) | (32,964) | (23,515) |
| Cost of direct charitable activity (Activity 2) | (49,933) | (45,391) |
| | (82,897) | (68,906) |
| SUPPORT COSTS | | |
| Management | | |
| Fundraising Management | (5,719) | (4,120) |
| | (5,719) | (4,120) |
| IT | | |
| IT (Activity 1) | (12,971) | (20,509) |
| | (12,971) | (20,509) |
| Governance costs | | |
| Governance costs | (16,243) | (18,378) |
| Governance costs (Activity 1) | (225) | (125) |
| | (16,468) | (18,503) |
| Total resources expended | (118,175) | (114,141) |
| Net Income | 9,763 | 484 |



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| Date | Action |
|---------------------------------|--|
| Tue, 25th Jan 2022 22:18:52 UTC | The envelope has been signed by all parties. (109.146.37.156) |
| Tue, 25th Jan 2022 22:18:52 UTC | Ruth O'Keeffe signed the envelope. (109.146.37.156) |
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| Tue, 25th Jan 2022 21:53:34 UTC | Ruth O'Keeffe has been assigned to this envelope (94.12.182.86) |
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