

Melbourn Playgroup and Out of School Club

Report of the trustees for the year ending 31st August 2021

The Committee and Trustees of the Charity

Trustees Outgoing

Amanda Virassamy-Poulle
Aisha Asker
Abigail Williams
Jane Shepherd
Judy Rusted
Anna Lovelace
Cecilia Murphy-Roads

Trustees Continuing

Sarah Toule
Angela Valente
Jennifer Grundy

Trustees Incoming

Daniel Cumberland

Address

Melbourn Playgroup and MOOS
Shared Entrance with Children's Centre
Mortlock Street
Melbourn
SG8 6EQ

Independent Examiner

Peter Curnow FCCA
Curnow & Co Ltd.
29 High Street
Harston
CB22 7PX

Structure, Governance and Management

Melbourn Playgroup and MOOS is overseen by the above trustees. Claire Armstrong and Jennie Riggs are the managers of the Playgroup and Nikki Cross and Natalie Youden are the managers of MOOS. Nikki Cross is also in charge of Child Protection and Gill Collingbourne who is also on the management team and deals with finances and funding. The management team have a team of staff that work in the setting with a variety of qualifications and responsibilities.

Trustees are recruited by invitation to all parents of children attending Melbourn Playgroup. Parents are invited to attend the AGM and can either nominate themselves or another parent to become a trustee. At the AGM votes are made and new trustees are able to join.

All trustees then complete various checks and are registered with Ofsted and DBS checked for suitability.

Mission Statement

'Curious minds, Creative thinkers, Kind hearts'

We aim to enable parents to have access to excellent wraparound care in an affordable and realistic way in Melbourn. Our aim is to provide outstanding care for all of the children in the setting from ages 2-5 years and prepare them for their next step to Primary School. We also provide an Out of School Club (MOOS) and Holiday Club catering for children aged 7-11 years, we provide a fun, stimulating and challenging environment, which includes a spacious, well equipped outside area. We aim to create a safe environment where children can develop curious minds, become creative thinkers and all with kind hearts. We aim to train and develop a wide range of people to gain skills for the workplace and qualifications in childcare, whilst remaining a non-profit making business. We aim to involve and empower all parents in their children's learning and development.

Values

At Melbourn Playgroup and Moos we include everyone into our safe and welcoming space.

We provide a fun, stimulating and challenging environment which includes a spacious, well equipped outside area. We support all our children to develop by providing carefully planned play activities which build on what they can already do and provides opportunities for learning. We value everyone as individuals and nurture creativity, imagination and curiosity as well as respect, kindness, co-operation and resilience.

We offer a high ratio of skilled adults who work closely together with parents to ensure the best for all the children. We create opportunities for children, their families and our employees and support them alongside promoting fairness, equality and diversity. We want to provide the very best care and support for all children and their families by making childcare affordable and make sure that we run a financially stable charity.

Review of Activities and Achievements

This year has been particularly difficult for Playgroup and MOOS because at this time we were still restricted by the Government guidelines for Covid 19. This included the bubble system, children not able to mix across two settings and less demand for childcare because people were working from home. This all had a direct impact on our children on role. The year started with 47 children on role in September 2020. This number increased through to the Summer Term of 2021 when there were 63 children. MOOS had 76 children on role throughout this academic year, which was a decrease on the previous year where there were 120 children.

Playgroup worked hard to provide a high standard of care for a wide age range of children, varying their curriculum and adapting their practice for this age split, despite Covid continuing to have a big impact on what could and couldn't be done in the setting. The pre-school cohort accessed specific planned activities in order to prepare them for school. The two rooms helped with the age split between the Garden Room and the Ocean Room enabling the activities and play opportunities to be more focussed and meaningful for the different age groups. This worked well for the 'bubble system' that was required, but Covid restrictions continued to limit activities that could be provided.

At this time MOOS needed to access more space to accommodate the 'bubble system' for different age groups. They approached the local Primary School and they offered to take Foundation Stage and Year 1 pupils and the other year groups were split into bubbles by using the two rooms and large plastic screening. This was successful and worked well for segregating games and equipment.

In January 2021 the Government announced a new 'lockdown' and this had a direct impact on Playgroup and MOOS. Playgroup stayed open for Critical Workers and

Vulnerable Children. At this point staff were still on furlough and the managers and the committee continued to support this scheme and work on staffing ratios and numbers needed for the setting. The Government Furlough Scheme supported the staff by paying 80% of the wages and the Committee were able to top up the wages a further 20%. Therefore, the staff were receiving 100% wages during this Lockdown.

As the children and staff returned in January 2021 after the Christmas Holiday we paid for Antimicrobial Spray Cleaning. It provided a layer of protection to help with cleaning regimes and to aid in protecting the staff and children from Covid 19 and other bacteria. We continued this on a monthly basis until the end of the academic year. This made staff and parents feel more confident about returning to the setting in a 'Covid Safe' environment.

In March 2021 Lockdown restrictions were lifted and Melbourn Playgroup returned with 68 children on role. It took time for parents/carers to build confidence and get back to a normal return, but as numbers increased the Playgroup were able to continue their provisions in the two rooms to progress children and give them a varied, fun and stimulating curriculum. At this point there was another change for MOOS, where the Primary School wanted to offer the after-school care for all Key Stage 1 pupils. We reluctantly had to agree to this and it obviously had a negative impact on numbers on role and on our finances for MOOS, as at this time it was now only accommodating Key Stage 2 pupils.

Although this year has been very difficult there were some positive additions to the setting. New signage was erected at the front entrance of Playgroup and on the roadside to enable the community and parents to locate the setting and to help promote Playgroup and MOOS. This reflected the new logo, colour scheme and tag line, which supported the new website. There were additional banners made to be placed on the fencing of Playgroup to publish the 'Outstanding' Grade given to Playgroup after their Ofsted inspection.

Despite the lack of fundraising events at this time, we were able to fund a new Intercom system to improve communication for parents/carers and enhance safety measures. Also we funded a new soft play area particularly used for the younger children and a sensory area creating opportunities for all and also providing support for some children with additional needs. In addition to this we paid for some decoration in the Garden Room.

Also throughout the year we have been in discussion with a building surveyor for a potential new door to be fitted in the Ocean Room. If this plan goes ahead it will create a new outside space for the younger children in the setting. Also enabling them to access the larger outside space without having to walk through the Garden Room.

During this year we have been in discussion with the Local Authority regarding the rent of the building. There has been a significant increase in the rent from the Local Authority. Due to lack of communication and paperwork this has not been billed yet.

This year has proved very challenging and due to Covid 19 and the restrictions we have run at a loss. However, we wish Playgroup and MOOS have a more positive year despite the unknown challenges that it may bring. We are very proud of your hard work and the care that you provide for our children and the community, we know that you are always striving to do your best and make improvements all of the time and will tackle any challenges put in your way.

Signed:

Mrs Sarah Toule (Chair of Committee) and Mrs Angela Valente (Treasurer)

Date: 08/12/20



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Melbourn Playgroup and Out of School Club

On accounts for the year
ended

31/08/2021

Charity no
(if any)

1174006

Set out on pages

3-11

3-10(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 DD / MM / YYYY.

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:

Date:

22/12/21

Name:

Peter Curnow FCCA

Relevant professional
qualification(s) or body

ACCA

(if any):

Address:

Curnow & Co Limited

29 High Street

Harston CB22 7PX

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.



Melbouorn Playgroup and Out of School Club			Charity No (if any)	1174006	CC17a
Annual accounts for the period					
Period start date	01/09/2020	To	Period end date	31/08/2021	

Section A Statement of financial activities

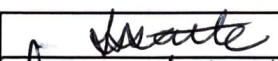
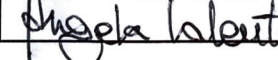
Recommended categories by activity	Details of own analysis	Note	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
Incoming resources (Note 3)							
Incoming resources from generated funds							
Voluntary income		S01	415	-	-	415	4,399
Activities for generating funds		S02	64,987	-	-	64,987	86,095
Investment income		S03	57	-	-	57	166
Incoming resources from charitable activities		S04	137,797	-	-	137,797	146,842
Other incoming resources		S05	6,860	-	-	6,860	27,336
Total incoming resources		S06	210,116	-	-	210,116	264,838
Resources expended (Notes 4-8)							
Costs of Generating Funds							
Costs of generating voluntary income		S07	-	-	-	-	-
Fundraising trading costs		S08	-	-	-	-	-
Investment management costs		S09	-	-	-	-	-
Charitable activities		S10	212,994	-	-	212,994	241,931
Governance costs		S11	2,058	-	-	2,058	2,311
Other resources expended		S12	-	-	-	-	-
Total resources expended		S13	215,052	-	-	215,052	244,242
Net incoming/(outgoing) resources before transfers		S14	- 4,936	-	-	- 4,936	20,596
Gross transfers between funds		S15	-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		S16	- 4,936	-	-	- 4,936	20,596
Other recognised gains/(losses)							
Gains and losses on revaluation of fixed assets for the charity's own use		S17	-	-	-	-	-
Gains and losses on investment assets		S18	-	-	-	-	-
Net movement in funds		S19	- 4,936	-	-	- 4,936	20,596
Total funds brought forward		S20	-	-	-	153,209	132,613
Total funds carried forward		S21	- 4,936	-	-	148,273	153,209

Section B

Balance sheet

	Note	Restricted			Total this year £	Total last year £
		Unrestricted funds £	income funds £	Endowment funds £		
		F01	F02	F03	F04	F05
Fixed assets						
Tangible assets (Note 9)	B01	15,049	-	-	15,049	17,572
	B02	-	-	-	-	-
Investments (Note 10)	B03	-	-	-	-	-
Total fixed assets	B04	15,049	-	-	15,049	17,572
Current assets						
Stock and work in progress	B05	-	-	-	-	-
Debtors (Note 11)	B06	639	-	-	639	147
(Short term) investments	B07	-	-	-	-	-
Cash at bank and in hand	B08	148,726	-	-	148,726	153,424
Total current assets	B09	149,365	-	-	149,365	153,571
Creditors: amounts falling due within one year (Note 12)	B10	16,141	-	-	16,141	17,934
Net current assets/(liabilities)	B11	133,224	-	-	133,224	135,637
Total assets less current liabilities	B12	148,273	-	-	148,273	153,209
Creditors: amounts falling due after one year (Note 12)	B13	-	-	-	-	-
Provisions for liabilities and charges	B14	-	-	-	-	-
Net assets	B15	148,273	-	-	148,273	153,209
Funds of the Charity						
Unrestricted funds	B16	148,273			148,273	153,209
	B17	-			-	-
Restricted income funds (Note 13)	B18		-		-	-
Endowment funds (Note 13)	B19			-	-	-
Total funds	B20	148,273	-	-	148,273	153,209

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	SARAH TOULE	6/1/22
	ANGELA VALENTE	6/1/22

Note 3

Analysis of incoming resources

Incoming resources may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Voluntary income	Fundraising	415	4,399
		-	-
		-	-
		-	-
		-	-
	Total	415	4,399
Activities for generating funds	Playgroup	29,824	32,845
	Holiday Club	4,851	3,815
	Out of School	30,315	49,286
	Milk Rebate	-	149
	Billable Expenditure Income	-	-
	Other Income	-	-
	Total	64,990	86,095
Investment income	Bank Interest	57	166
		-	-
		-	-
		-	-
		-	-
	Total	57	166
Incoming resources from charitable activities	Funding	137,797	146,842
		-	-
		-	-
		-	-
		-	-
	Total	137,797	146,842

Note 4

Analysis of resources expended

Resources expended may be further analysed if this would help the reader of the accounts.

	Analysis	This year £	Last year £
Costs of generating voluntary income		-	-
		-	-
	Total	-	-
Fundraising trading costs		-	-
		-	-
	Total	-	-
Investment management costs		-	-
		-	-
	Total	-	-
Charitable activities	Wages and salaries	182,551	211,620
	Employer's social security contributions	2,153	7,966
	Staff pension costs - defined contribution	4,697	2,022
	Staff training	325	1,486
	Insurance	1,014	663
	Cleaning	1,453	371
	Refuse Collection	460	479
	Repairs and maintenance	2,915	170
	Equipment - Consumable	7,431	4,562
	Office furniture	30	27
	Contribution to building costs	2,518	2,806
	Staff uniform	425	812
	Printing, postage and stationery	1,051	261
	Telephone	318	319
	Legal and professional	399	79
	Children's milk	-	150
	Snack provisions	-	2,207
	General expenses	192	386
	Children's gifts	195	157
	Children's uniform	-	399
	Membership costs	234	297
	Ofsted costs	220	220
	Tapestry Journal subscription	274	274
	Dues and subscriptions	263	212
	Depreciation of tangible assets	3,876	3,986
		-	-
	Total	212,994	241,931
Governance costs	Accountancy Fees	840	1,200
	Bookkeeping Software	288	276
	Payroll Services	689	738
	DBS Checks	399	97
	Total	2,216	2,311

Section C**Notes to the accounts****(cont)****Note 7****Paid employees***Please complete this note if the charity has any employees.***7.1 Staff Costs**

Gross wages, salaries and benefits in kind
Employer's National Insurance costs
Pension costs

Total staff costs

This year £	Last year £
182,551	211,620
2,153	7,966
4,697	2,022
189,401	221,608

7.2 Average number of full-time equivalent employees in the year

The parts of the charity in which the
employees work

	This year Number	Last year Number
Fundraising	-	-
Charitable Activities	-	-
Governance	-	-
Other	-	-
Total	23	22

Section C

Notes to the accounts

(cont)

Note 9

Tangible fixed assets

Please complete this note if the charity has any tangible fixed assets

9.1 Cost or valuation

	Freehold land & buildings	Playground and extension costs	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	15,361	-	10,385	-	25,746
Additions	-	-	-	1,352	-	1,352
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	15,361	-	11,737	-	27,098

9.2 Accumulated depreciation and impairment provisions

**Basis	SL or RB	SL	SL or RB	RB	SL or RB
** Rate		5 Years		25%	

Balance brought forward	-	3,785	-	4,388	-	8,173
Depreciation charge for year	-	1,682	-	2,194	-	3,876
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	5,467	-	6,582	-	12,049

9.3 Net book value

Brought forward	-	11,576	-	5,997	-	17,573
Carried forward	-	9,894	-	5,155	-	15,049

9.4 Revaluation

If any fixed assets have been revalued please give details of the valuer and method of valuation

Section C

Notes to the accounts

(cont)

Note 11

Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

Analysis of debtors

Trade debtors

Amounts due from subsidiary and associated undertakings

Other debtors

Prepayments and accrued income

Total

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
544.0	52.0	-	-
-	-	-	-
95.0	95.0	-	-
-	-	-	-
639.0	147.0	-	-

Note 12

Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

12.1 Analysis of creditors

Loans and overdrafts

Trade creditors

Amounts due to subsidiary and associated undertakings

Other creditors

Accruals and deferred income

Total

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
-	-	-	-
274	58	-	-
-	-	-	-
15,867	17,876	-	-
-	-	-	-
16,141	17,934	-	-



Section A

Independent Examiner's Report

Report to the trustees/
members of

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Melbourn Playgroup and Out of School Club

On accounts for the year
ended

31/08/2021

Charity no
(if any)

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3-10(remember to include the page numbers of additional sheets)

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

Signed:

Date:

22/12/21

Name:

Peter Curnow FCCA

Relevant professional
qualification(s) or body

ACCA

(if any):

Address:

Section B

Disclosure

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Give here brief details of any items that the examiner wishes to disclose.