



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2020		31	08	2021

Section A Reference and administration details

Charity name	Burrough Green Playgroup
Other names charity is known by	
Registered charity number (if any)	1177997
Charity's principal address	Bradley Road
	Burrough Green
	NEWMARKET
Postcode	CB8 9NG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Daniel Cole	Chair		Committee of BGP
2	Alex McDonnell	Treasurer		Committee of BGP
3	Paul Anson			Committee of BGP
4	Kayleigh Wilson			Committee of BGP
5	Beth Higginson			Committee of BGP
6				
7				
8				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Mrs Marie Spencer, Manager

Section B management

Structure, governance and

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM by members, can be co-opted by management committee at other times

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Either (Prospectus): Burrough Green Playgroup aims to: provide high quality care and education for children below statutory school age; work in partnership with parents to help children to learn and develop; add to the life and well-being of the local community; and offer children and their parents a service that promotes equality and values diversity.

OR (Constitution):

To advance the education of children below compulsory school age by (a) providing safe and satisfying group play, in which parents have the right to take part
(b) encouraging other charitable activities through which parents may help the children
(c) furthering the aims of the Pre-school Playgroups Association

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Burrough Green Playgroup is led by a management committee of volunteers. It is a community pre-school open to all children from 2.5 years to school starting age.

The playgroup is open 38 weeks each year following the school timetable. We are closed during school holidays, half term, teacher training days and bank holidays. We are open five days a week. We provide care and education for young children who are at least 30 months old up until statutory school age.

Provision for the development and learning of children from birth to five years is guided by the Early Years Foundation Stage. Our provision reflects the four overarching principles of the Statutory Framework for the Early Years Foundation Stage: A Unique Child, Positive Relationships, Enabling Environments and Learning and Development.

The rising 5's (children due to start school in September 2021) have benefited from our very close relationship with Burrough Green Primary School. They have enjoyed having a school lunch on Wednesdays throughout the summer term and have joined in with lessons for the half term after the May half term holiday.

To help keep our fees low, we hold several fundraising activities each year. This year we have had our annual Christmas Lights switch on, bingo night, bags for schools, as well as other smaller staff led fundraising activities.

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Summary of the main achievements of the charity during the year

This year (2020-2021) has continued to be a challenging year due to the COVID 19 pandemic. While we have managed keep the setting open for the majority of a year there were challenges with staff and children developing COVID 19. We continued to operate under restricted conditions to control the spread. However with the support of our staff, charity members/ parents and carers, Burrough Green C of E Primary School, Local and Central Government we continue to remain in a good financial position.

We have had varying numbers of children attending the setting which has been limited at times due to households isolating. We can take

a maximum of 19 children in the setting at any time, although the total

number is based on the number of staff and age of the children.

We continue to provide for the free 30 hours child care facility and this

has encouraged some new entrants into the setting. We offer home visits where we meet the children and their families in their own home environment. In addition we offer drop in days where children can attend the setting with parents and carers before attending the setting. We find this is very positive as it builds stronger partnership with families.

We operate a hardship policy to provide additional support where

children have special educational needs or where a little extra financial

support may improve the experience of the child. Each child is an

individual and their needs are unit to them. This support has included

providing taxis for children to attend the setting; the provision of additional unfunded hours at no cost; the provision of activities (e.g.

dance) at no cost; the provision of books or toys at no cost.

Hardship

cases are decided on a case by case basis.

All policies have again been reviewed to ensure compliance with current

legislative requirements. This includes our safeguarding, data protection

and welfare policies. We continue to achieve parental involvement through use of Tapestry and "All about me" forms.

We use resources for child-led activities and continue to improve our assessment procedures of children's progress and out reporting of this to parents. We are trying to encourage more interaction between parents/ carers and the setting which has included running meeting over video conferences over the last year. Staff have all attended different training courses this year and have also received refreshed training in First Aid, SENCO, ENCO, child protection and Technology in the early years.

Fundraising is a key element in ensuring the financial security of the

setting and to that end we are in a fundraising partnership with Burrough

Section D

Achievements and performance

Green Primary School in order to pool resources and hopefully achieve more successful fundraising activities.

We have raised £1,352 in fundraising activities in the last financial period.

Section E

Financial review

Brief statement of the charity's policy on reserves

We don't currently hold monies in a separate reserve account. We have an operating budget of around £30,000. There are no further reserves held in other accounts.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.


Section F Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

	Signature(s)		
	Full name(s)	Daniel Cole	
	Position (eg Secretary, Chair, etc)	Chair Trustee	
	Date	06/06/2022	

BURROUGH GREEN PLAYGROUP, ACCOUNTS FOR PERIOD 01.09.2020 to 31.08.2021

RECEIPTS		2020/21	2019/20	PAYMENTS		2020/21	2019/20
Balances b/f:				Salaries & staff costs	48,034.65	41,475.86	
Current a/c	22,246.87		20,707.96	Staff training	401.50	159.30	
Cash in hand	0.00		0.00	Cleaning	1,177.01	878.17	
		22,246.87	20,707.96	Equipment, stationery	2,136.48	1,026.99	
				Snacks, school dinners	583.85	260.72	
Fees	13,285.71		7,811.75	Rent, rates, telephone	5,830.89	8,282.60	
Funding	50,668.36		41,431.99	Insurance, membership etc	1,122.35	1,208.84	
Snacks, school meals	0.00		0.00	Misc expenses (see below)	961.99	5,966.00	
Fundraising (see below)	1,002.52		9,058.27		60,248.72		59,258.48
Covid-19 government support	0.00		2,451.60				
Donations	350.00		43.78	Balances c/f:			
		65,306.59	60,797.39	Current a/c	27,273.89	22,246.87	
				Cash in hand	30.85	0.00	
					27,304.74		22,246.87
		87,553.46	81,505.35		87,553.46		81,505.35
Fundraising breakdown:				Misc expenses breakdown:			
Small business grants	0.00		3,000.00	New furniture	0.00	4,806.00	
Gift to replace furniture	0.00		5,000.00	Fundraising expenses	0.00	107.29	
Sponsored sports week	0.00			Photos	0.00		
Bingo	145.00		210.00	MPLC	86.39		
Bags2school	36.00		72.00	Tapestry	121.20	121.20	
Easyfundraising/Amazon Smile	91.12		66.07	Graduation	97.40	153.24	
Christmas raffle	725.40			Ofsted	35.00		
Christmas concert and lights	0.00		268.00	Dance	350.00	600.00	
Tea towels	0.00		176.00	Tea towels	0.00	120.00	
Graduation	0.00			DBS checks, job advertising	144.87	48.29	
Zoo Lab	0.00			Bank charges	81.13		
Pub lunch event	5.00		45.00	CAPS	0.00		
Halloween disco	0.00		221.20	Misc costs	46.00	9.98	
	1,002.52		9,058.27		961.99	5,966.00	

BURROUGH GREEN PLAYGROUP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PLAYGROUP

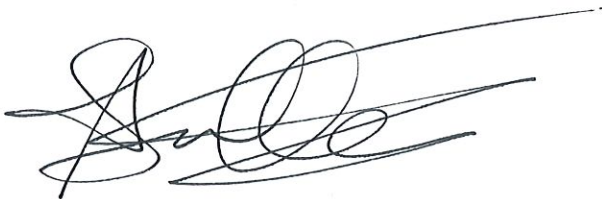
I report on the accounts of the Playgroup for the year ended 31.8.2021.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commissioners. The examination included a review of the accounting records kept by the Playgroup and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, accounting records have not been kept as required to produce a true and fair view of the financial affairs of the Playgroup.

A handwritten signature in black ink, appearing to be 'A-M Sultan', with a long horizontal line extending from the end of the signature.

A-M Sultan,

9 Dagmar road, Camberwell, London, SE5 8NZ