



# Trustees' Annual Report for the period

Period start date		Period end date		
From	01	09	21	To 31 08 2022

## 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		To July 2022	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
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## Section B Structure, governance and management

### 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 currently open four days a week (Monday- Thursday). 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 2022) have benefited from our very close relationship with Burrough Green Primary School.

To help keep our fees low, we hold several fundraising activities each year. This year we have raised money by putting on Easter egg hunt, a raffle, bags for school, pub quiz in addition to promoting Amazon Smile and Easy Fundraising. In addition to this staff put lead on other small 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 (2021-2022) has continued to be a challenge 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 for most of the year. 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 throughout the year. The maximum number of children we can take at the setting at any time is 19, 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 childcare 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 unique 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.

In September 2021 we were inspected by OFSTED who awarded us a "Good" and provided us with a glowing report available at <https://files.ofsted.gov.uk/v1/file/50171056>.

As a small employer we understand the financial struggles staff will have with the increasing cost of living. As a result, the Trustees made the decision to increase salaries of all staff so that they are paid at least the Living Wage ([www.livingwage.org.uk](http://www.livingwage.org.uk)).

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

We raised £1,097 in fundraising activities in the 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	31/10/2022	

**BURROUGH GREEN PLAYGROUP, ACCOUNTS FOR PERIOD 01.09.2021 to 31.08.2022**

RECEIPTS		2021/22	2020/21	PAYMENTS		2021/22	2020/21
<b>Balances b/f:</b>				Salaries & staff costs	57,825.15		48,034.65
Current a/c	27,273.89		22,246.87	Staff training	386.22		401.50
Cash in hand	30.85		0.00	Cleaning	73.18		1,177.01
		27,304.74	22,246.87	Equipment, stationery	3,341.94		2,136.48
				Snacks, school dinners	477.75		583.85
Fees	13,328.07		13,285.71	Rent, rates, telephone	7,715.72		5,830.89
Funding	69,926.06		50,668.36	Insurance, membership etc	1,043.99		1,122.35
Snacks, school meals	0.00		0.00	Misc expenses (see below)	1,428.63		961.99
Fundraising (see below)	1,097.07		1,002.52			72,292.58	60,248.72
Covid-19 government support	0.00		0.00				
Donations	320.95		350.00	<b>Balances c/f:</b>			
		84,672.15	65,306.59	Current a/c	39,653.46		27,273.89
				Cash in hand	30.85		30.85
						39,684.31	27,304.74
		111,976.89	87,553.46			111,976.89	87,553.46
<b>Fundraising breakdown:</b>				<b>Misc expenses breakdown:</b>			
Bingo	0.00		145.00	MPLC	88.98		86.39
Bags2school	0.00		36.00	Tapestry	134.40		121.20
Easyfundraising/Amazon Smile	145.77		91.12	Graduation bears	142.19		97.40
Christmas raffle	25.00		725.40	Ofsted	35.00		35.00
Christmas concert and lights	0.00		0.00	Dance	750.00		350.00
Tea towels	0.00		0.00	Tea towels	0.00		0.00
Graduation Photos	105.00		0.00	DBS checks, job advertising	96.58		144.87
Pub lunch event	0.00		5.00	Bank charges	99.00		81.13
Halloween disco	0.00		0.00	Misc costs	30.48		46.00
Quiz night	601.30		0.00	Advertising	52.00		0.00
Easter egg hunt	220.00		0.00				
	1,097.07		1,002.52		1,428.63		961.99

# **BURROUGH GREEN PLAYGROUP**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PLAYGROUP**

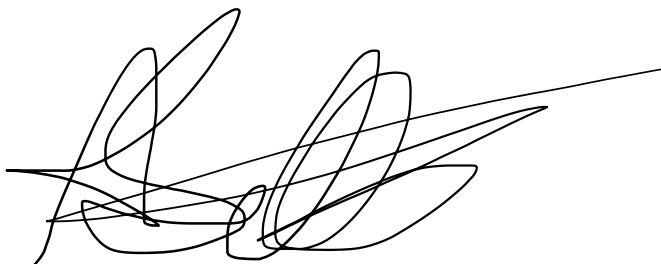
I report on the accounts of the Playgroup for the year ended 31.8.2022.

### **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, consisting of several overlapping loops and a long horizontal stroke extending to the right.

A-M Sultan,

9 Dagmar road, Camberwell, London, SE5 8NZ