



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	09	2023		31	08	2024

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	Beth Higginson			Committee of BGP
5				
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 Cicely Davidson, Manager and Lisa Avis, Manager (Maternity Cover)

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.

N/A

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;
- 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 Early Years Alliance.

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) and expect to open again five days a week in the next financial year. 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 2024) have benefited from our very close relationship with Burrough Green Primary School. This includes the ability to attend the School's wrap around care.

To help keep our fees low, we hold several fundraising activities each year.

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

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. We have also supported families suffering from bereavement at Christmas with food and presents. 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 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>.

2023-2024 has been a difficult year financially as numbers of children has been low. This has resulted in the financial reserves falling from previous highs. There are indications that the numbers of children will recover in the next financial year. This is due to increased children numbers in the catchment area, the Governments commitment to providing 15 hours free childcare to all children over the age of 3 and the increased funding rates provided for children.

In 2024 we received fines for late filing of corporation tax returns amounting to £200. This was a result of difficulty in registering for the corporation tax system.

As a small employer we understand the financial struggles staff will have with the increasing cost of living. We continue to pay salaries of all staff so that they are paid at least the Living Wage (www.livingwage.org.uk).

Fundraising is a key element in ensuring the financial security of the setting and to that end we continue to see opportunities to fundraise.

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 £15,000 and are owed £6,000 by the HMRC for statutory maternity pay . 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	25/03/2025	

BURROUGH GREEN PLAYGROUP, ACCOUNTS FOR PERIOD 01.09.2023 to 31.08.2024

RECEIPTS		2023/24	2022/23	PAYMENTS		2023/24	2022/23
Balances b/f:				Salaries & staff costs	64,932.62	63,588.70	
Current a/c	31,221.62		31,504.52	Staff training	209.40	30.00	
Cash in hand	30.85		30.85	Cleaning	0.00	0.00	
		31,252.47	31,535.37	Equipment, stationery	1,989.88	1,605.35	
				Snacks, school dinners	630.29	494.25	
Fees	11,952.55		11,687.72	Rent, rates, telephone	9,410.08	4,831.20	
Funding	50,758.48		51,630.38	Insurance, membership etc	1,243.84	1,047.85	
Snacks, school meals	0.00		0.00	Misc expenses (see below)	1,666.57	2,918.00	
Fundraising (see below)	342.65		877.46			80,082.68	74,515.35
National Savings and Investments	1,218.60		1,670.85				
Donations	200.52		500.00	Balances c/f:			
		64,472.80	66,366.41	Current a/c	15,642.59	31,221.62	
				Cash in hand	0.00	30.85	
						15,642.59	31,252.47
		95,725.27	97,901.78			95,725.27	105,767.82
Fundraising breakdown:				Misc expenses breakdown:			
Small business grants	0.00		0.00	New IT equipment and furniture	0.00	1,010.85	
Gift to replace furniture	0.00		0.00	Fundraising expenses	0.00	250.00	
Bingo	0.00		492.60	MPLC	119.52	108.56	
Bags2school	40.00		0.00	Tapestry	162.00	150.00	
Easyfundraising/Amazon Smile	0.00		69.86	Graduation bears	0.00	0.00	
Christmas raffle	137.95		0.00	Ofsted	70.00	0.00	
Christmas concert and lights	0.00		0.00	Dance	825.00	706.00	
Graduation photos	0.00		315.00	DBS checks, job advertising	0.00	141.63	
Zoo Lab	0.00		0.00	Bank charges	89.30	89.77	
Sports Day	164.70		0.00	Exterior Maintenance	81.75	0.00	
Halloween disco	0.00		0.00	HMRC	200.00	0.00	
quiz night	0.00		0.00	Advertising	119.00	326.19	
easter egg hunt	0.00		0.00	chinese new year	0.00	135.00	
	342.65		877.46		1,666.57	2,918.00	

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 31.8.2024.

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,

167 Peckham Rye, London, SE15 3HZ