



## **Aberporth Bilingual Playgroup AGM 21.03.23**

**Present - Katie, Debs, Vanessa, Ffion, Gemma, Helen, Meg.**

**Apologies – Rebecca.**

**Matters Arising – None.**

### **Chairs Report - Vanessa**

From a management committee perspective, the last 12 months have been thankfully uncomplicated; it is s great to have the playgroup running back as normal and that our children and families can benefit from the excellent service that the setting provides. Thank you to everyone on the management committee who help make my job easy; supportive parents who are willing to give up their time to ensure the governance and oversight of the playgroup is maintained. Would like to wish Helen and her family all the best for their future.

I just want to thank all the staff for their dedication to playgroup and the commitment they show in wanting to improve their professional development and bring those ideas and practices back in to setting. It is their hard work that sets us ahead and enables us to be involved in the amazing opportunities that Katie will tell us about.

Exciting times ahead after Easter as we start opening for afternoons and again thanks go to the staff for the enthusiasm in getting on board with this and being flexible in their jobs to make this work.

### **Treasurers Report - Vanessa**

- On track – finances are looking good.
- Got sustainability grant.
- Chose not to put up fees but will look again in September.

### **Leaders Report- Katie**

It has been a very busy and challenging year with more changes to come after Easter. We are very proud of our brilliant, supportive team! We are sure that you will agree that all the staff members work so hard to make your children's time in Playgroup special. We hope that you and your children will look back upon their time with us with fond memories of great warmth, care and support. We really appreciate the huge amount of work that the team do both at Playgroup and in their own time. We wouldn't have such a good reputation if it wasn't for such a happy, hardworking, and understanding team.

Thank you so much to those of you who have agreed to continue to support Playgroup and stay on as part of the committee with your other children. We truly appreciate your dedication, and we know that we will be able to continue to work closely with you all. We are sad to announce that Helen is leaving our management committee as treasurer and we would like to thank her for all of her work and

support throughout the last few years. You will be greatly missed! Rhiannon and I would like to welcome our new treasurer Meg and we look forward to working closely with you. It is great that you wish to join and help our Playgroup.

We would like to thank other parents for the support that they have given Playgroup in different ways. Rhiannon and I would like to thank the friends of committee and other parents for helping with our Fundraising events as well as parents who have helped us prepare for various crafts and topics. Our very sincere thanks also go to Gemma Dunn who has worked so hard as our parent helper. Our parent helpers are an extremely important part of the smooth running of Playgroup, and it is extremely important to us to keep up such high daily ratios. Being a helper ranges from coming into Playgroup and reading a story or running an arts and crafts session or sometimes helping with adult:child ratios if a member of staff is away training. If you wish to become a parent helper, please speak to Katie.

At this time last year, we talked about the term being very busy because of 24 children enrolled on the register and 21 of those children attended daily. This term we have 17 children attending daily which has given us time to reflect and look into offering day care. From Easter our child attendance will gradually rise to 20 attending from September 2023. We also have a waiting list for new children and their families over the next 2 years.

### Training

With regards to training all staff are fully trained with first aid, food hygiene and allergy awareness, safeguarding and Prevent. All our staff our DBS checked.

The staff work extremely hard with their professional development record:

Rhiannon: is currently attending a variety of courses with regards to Additional Learning Needs and transitioning pre-school to primary school. She is our transition officer.

Katie is about to embark on the 'All Wales Induction framework' hosted by 'Social Care Wales and Early Year Wales'. The All Wales Induction Framework for early years and childcare (AWIF) is a tool for managers to assess the skills, knowledge and experience of workers, and will help us to identify, record and plan for their professional development needs.

Emily has taken on a very challenging role and has become our 'Early Years Creative Practitioner' working alongside the 'Arts Council Wales', to promote a more creative learning practice within Playgroup. This is such an amazing opportunity for Playgroup as only 15 settings in Wales have been award places on this scheme and Playgroup is the only setting in West Wales to achieve a place!

Donna also has an important role within Playgroup and has become our 'Food and Nutrition Practitioner' and has worked alongside a 'Hywel Dda dietician' to pilot a scheme called 'The Gold Snack Award'. Only two settings in Ceredigion were asked to pilot this scheme and Playgroup was one of these settings! The Management Committee are pleased to announce that Playgroup have not only completed the 'Gold Snack' award fully, but we have also been awarded the 'Gold Snack Plus Award!' This is because all our staff have worked hard to complete 'Community Food and Nutrition Skills for the Early Years Level 2'.

Kelly Lewis is currently attending training courses based on digital learning. This will allow the staff to show the children how to become more independent learners' whilst using our interactive white board. Kelly has been given ideas of apps and new resources that the children can access and she will share these resources with the staff and our staff meeting.

Kelly Randerson is about to start her Elklan course, which is an accredited course for staff working with speech, language, and communication needs.

### Conclusion

We would just like to finish off by reminding you all that we as a team (staff and committee) think that communication with our parents is essential. You are really important to us – we are all part of a big team working together and supporting each other to make sure that your children reach their full potential. Thank you so much for all your help. Please do let me know at any time if you have any ideas or suggestions to help us run things even more smoothly.

### **Election of officers**

Chair – Vanessa

Vice Chair – Gemma

Treasurer – Sina.

Signatory - Meg to replace Helen

Secretary - Debs

**Meeting Closed**

# Income Bilingual Playgroup

Year End 31.08.2023

	Fees	Funding (3 yr old, flying start & training)			Grants		Fundraising & Donations	Trips/photos
		Mudiad Meithryn	CCC	Welsh Government	Equipment, Sustainability, Healthy pre school	WCVA Grants/ loan		
Sep-22	116.00							
Oct-22	840.80		7826.60					
Nov-22	598.00	857.80	3552.20					
Dec-22	1628.40	586.44	2554.00					
Jan-23	1282.00	499.56	6935.62				809.06	
Feb-23	446.00	553.86	8800.00					
Mar-23	443.00	488.70	3933.40	75.00			100.00	
Apr-23	395.00	749.34	703.00		278.71			
May-23	438.00		8034.00	705.00				
Jun-23	1314.00		13897.66	975.00				
Jul-23	1786.00		1752.00	1500.00		2500.00	266.42	
Aug-23		3168.06	2784.00	300.00				
Total	9287.20	6903.76	60772.48	3555.00	278.71	2500.00	1175.48	0.00

Sponsored Walk
0.00

116.00  
8667.40  
5008.00  
4768.84  
9526.24  
9799.86  
5040.10  
2126.05  
9177.00  
16186.66  
7804.42  
6252.06  
**84472.63**

## Expenditure Bilingual Playgroup

Year End 31.08.2023

	Salaries	Staff Expenses	HMRC	Rent	Insurance	Stationary/ crafts	Trips	Phone	Assoc Fees/ subs	Equipment/ Repairs	Leaving pres/ parties	Healthy snack menue	Building repairs	Comp/Web
Sep-22	3943.20			304.00				8.50		68.00		20.00		
Oct-22	4119.02		775.92	320.00		156.32	35.00	8.50	13.50	77.00		35.00		
Nov-22	3886.10			288.00				8.50		55.00	163.00			
Dec-22	3811.98		330.00	256.00		274.01	49.00	8.50		472.82	53.80	53.35	75	
Jan-23	3870.08		92.36	272.00		97.00		8.50		66.48		53.00		419.00
Feb-23	3419.84			708.00				8.50			23.00	40.68		
Mar-23	3288.81	21.10		468.00		76.94		10.50			70.00	20.00	2019.60	27.78
Apr-23	5199.16	103.80	596.97	320.00	166.70			10.50	35.00	1768.30		41.44		
May-23	4826.25	42.76		576.00			28.00	10.50		59.97		47.60	1856.63	
Jun-23	5756.91			704.00		231.94		10.50		32.49	29.00	134.06		74.50
Jul-23	5536.77	221.75	950.75	480.00			52.00	10.50			107.99	45.99		
Aug-23	5335.16			0.00				10.50		658.00			1934.62	
Total	52993.28	389.41	2746.00	4696.00	166.70	836.21	164.00	114.00	48.50	3258.06	446.79	491.12	5885.85	521.28

Training/DBS	Antur Teifi	Nest	
99.00	498.00	41.85	4484.55
		27.53	5567.79
			4400.60
30.00		35.48	5449.94
		19.55	4897.97
			4200.02
205.21		42.90	6250.84
		60.71	8800.58
			7447.71
2195.60		97.05	9266.05
			7405.75
		60.65	7998.93
2529.81	498.00	385.72	76170.73

## Savings Acc Transfers

### Year End 31.08.2023

Opening Bal	15001.21
Sep-22	0.64
Oct-22	0.64
Nov-22	1.60
Dec-22	3.43
Jan-23	6.41
Feb-23	7.65
Mar-23	7.08
Apr-23	9.51
May-23	8.55
Jun-23	9.58
Jul-23	10.23
Aug-23	11.15

Closing Bal

-	15,077.68
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## Balance Sheet - Aberporth Bilingual Playgroup Year End 31.08.2023

### Income

Fees	9,287.20
Funding (3 yr old, flying start & training)	71,231.24
Grants (Equipment, Sustainability, Healthy pre school)	278.71
WCVA Grants/ loan	2,500.00
Fundraising & Donations	1,175.48
Trips/ photos	-
Sponsored Walk	-

84,472.63

### Profit

8,301.90

Opening bank balance 1st September 2022

26,313.85

Income	84,472.63
Expenditure	76,170.73
Transfer	

Closing bank balance

34,615.75

### Expenditure

Wages	52993.28
Staff Expenses	389.41
Rent	4696
Insurance	166.7
Stationary	836.21
Trips	164
HMRC	2746
Association Fees	48.5
Equipment/ repairs	3258.06
Leaving presents/ party food	446.79
Building repairs	5885.85
Computer/ Website	521.28
Training/ DBS	2529.81
Antur Teifi	498
Phone	114
Nest	385.72
Healthy snack menue	491.12
	<u>76170.73</u>

Transfer Savings

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Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Aberporth Bilingual Playgroup

On accounts for the year  
ended

31.08.2023

Charity no  
(if any)

1180959

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

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

[ I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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: S Rapthel

Date: 01.10.2023

Name: SINA RAPTHEL

Relevant professional  
qualification(s) or body  
(if any):

ACCA Diploma in Accounting & Business

Address:

12 Clos Y Fferm, Aberporth, Cardigan, Ceredigion SA43 2BH

Section B	Disclosure
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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.

Aberporth Playgroup has received income in excess of £25,000 and less than £250,000 so has undertaken an Independent audit  
I have undertaken a review of the prepared accounts which have been satisfactorily completed; receipts and payments records are supported by appropriate evidence.  
The financial position of the charity is reviewed periodically by the management committee/trustees. The trustees have a good understanding of the charities overall financial circumstances and plan accordingly.

I have no recommendations