

# **MAYFLOWER PLAYGROUP HAYWARDS HEATH CIO (Reg. Charity No. 1181625) Page 1 of 2 TRUSTEES ANNUAL REPORT for 2020**

Mayflower Playgroup was established in 1973. It is a registered CIO (no. 1181625) and operates in association with Christ Church Haywards Heath in West Sussex. The Playgroup continues to work in accordance with its constitution, maintaining its evangelical Christian ethos.

The Playgroup provides Sessional Care and Nursery Education on a non-profit-making basis, catering for children from two years to school-age, from the locality. Sessional care is offered five days a week, with varying lengths of day available. The playgroup offers a safe learning environment and high staff to child ratio to encourage maximum spiritual, intellectual and physical development in preparing the children not only for their next developmental stage but also for life and citizenship in general. The staff operate within the Early Years Foundation framework and best practice learned from training that they undertake.

Children are cared for in secure, safe and suitable premises that are organised to provide a warm welcome to children and their parents. The provision of well-resourced workshop areas and appropriate projects allow children to develop their knowledge and understanding of the world. Staff seek to provide a range of learning opportunities and experiences for children both inside and outside. The outside area is used in all weathers, and the planting and landscaping of this area has been worked on for the benefit of the children. Many of the children benefit from the use of a large hall on site for weekly sporting activities with an outside provider.

The day-to-day running of the Playgroup is the responsibility of a Supervisor who reports regularly to the other Trustees. Throughout 2020, Mrs Caroline Nicholls continued to lead the Playgroup as Supervisor in a dedicated and professional manner, ably assisted by Mrs Shirley Woodfield and Mrs Sarah Konig as Deputy Supervisors.

During the year ended December 2020, the following served as Trustees of the CIO:  
Sarah McQuaker (Chair of Trustees)  
Mark Ventham  
Caroline Nicholls

This arrangement is in line with the Constitution of the CIO. The Trustees continue to seek others to join them in the coming year, in accordance with the Constitution.

At the end of 2020, there were 8 permanent members of staff, which provided consistency of provision.

2020 was a year of frequent changes and additional hard work for the staff of Mayflower, who continued to prioritise caring for the children safely and with as much stability as possible, whilst seeking to offer them rich experiences in line with EYFS themes.

In March 2020, at the start of the Covid-19 restrictions, the Playgroup was closed for 11 weeks, in line with guidance from National and Local Government. During this time, staff studied online to progress their continuing professional development; as well as keeping in touch with families. The Supervisor and deputies made great efforts to stay in contact with parents and offer support through phone calls and emails. This included continuing support for families in difficulties or whose children have additional needs children. The Supervisor and staff recorded videos of themselves reading stories, and the Supervisor produced a weekly email with activities in line with EYFS themes. Staff continued to

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meet together online for training, and the End of Term Services were held on Zoom, with many families joining in.

During this time, the Policies and Procedures for the daily operation of the setting were fully reviewed and updated. Where required, these were altered to reflect changes in government guidance and requirements regarding Covid-19.

As restrictions lifted, the Playgroup was able to re-open from June. Overall, during 2020 the Playgroup was open on Mondays to Fridays for 38 weeks of the year. The daily session length varied from 3 hours to 5.5 hours in accordance with statutory requirements.

There was an average of 30 children per morning with a total of 50 children on register over the year. We are grateful for the continued provision of young children attending the Playgroup and that this grew marginally from the previous year

In respect of most of these children, the Playgroup received local authority funding for nursery education; the remainder paying fees. The playgroup continued to support a number of children with additional needs as well as speech and language needs.

The Playgroup operates in accordance with a financial plan approved by the Trustees. Income is derived primarily from the 'Free Entitlement' payment from West Sussex County Council (WSCC). The continuation of this funding during the period of Covid-19 closures and restrictions was immensely helpful in allowing staff to remain employed and able to support the children and pursue online training during Covid-19 closures.

The Playgroup receives some additional income from fees paid by parents of children who are too young to qualify for the Free Entitlement provision. Fees are set at an affordable level for parents, commensurate with the grant provided for funded children. Income from these fees has been lower, reflecting the initial caution many parents felt about sending children as restrictions lifted.

The Playgroup expends all funds to meet the operating costs of the Playgroup, including the cost of paying staff and purchasing learning and welfare resources to enhance the provision of Sessional Care and Nursery Education. As a result of Covid-19, there was greater expenditure on cleaning products and hand sanitizer, and staff were paid additional hours to clean the setting. Funding received for children with additional needs was spent to purchase equipment to enable these children to benefit from their day to day experience in the setting.

Total cash reserves at the end of 2020 were £75,217. Of this, £23,000 is held with the aim, in the event of the unexpected closure of the playgroup, of meeting the costs of giving parents and staff at least half a term's notice of any closure plans plus meeting all financial obligations including staff redundancy pay. The Playgroup has continued to benefit from the ongoing generosity of Christ Church Haywards Heath in providing premises for use by Mayflower at a significantly discounted rate.

The Trustees remain confident that ongoing management of costs, coupled with the stable Local Authority funding rate, will enable the Playgroup to maintain a stable reserve position for 2021. However, playgroups such as Mayflower continue to see significant increases in annual costs and it will be essential to the longer term financial stability of such playgroups that Local authority rates for funded places continue to increase annually in line with inflation.

The Trustees continue to review the financial position of the Playgroup and how best to reduce the administrative load of the Supervisor. To this end, we are planning to invest in the 'Family' app to facilitate clear communication with parents and more secure and streamlined record-keeping. Tablet computers were purchased for use by staff in the setting, to facilitate this. The Trustees are taking advice on updating the financial model used, and are seeking a Trustee to help with forward financial planning.

The Trustees are thankful to the Lord that the Playgroup has continued to be provided for financially and wish to acknowledge the hard work and dedication of the Playgroup staff that has led to such a secure, loving and developmentally valuable setting for young children during such an unsettling year. We are particularly thankful that all staff were able to remain employed throughout the Covid-19 Lockdowns and that there was no serious Covid-19 illness amongst the staff or children. We are grateful for the continued maintenance and development of this valuable service to the local community.

SIGNED

A handwritten signature in black ink, appearing to read 'Sarah McQuaker', written in a cursive style.

Sarah McQuaker  
On behalf of the Trustees

06 October, 2021

## Receipts and payments accounts

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For the period from	1/1/2020	To	31/12/2020
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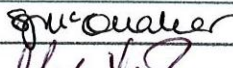
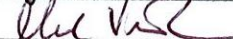
### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>Receipts</b>					
Fees from Council funded places	85,671	0	0	85,671	51,485
Fees from privately funded places	12,069	0	0	12,069	3,418
Other income	9,439	0	0	9,439	2,235
Cash assets transferred in	0	0	0	0	48,505
<b>Total receipts</b>	<b>107,199</b>	<b>0</b>	<b>0</b>	<b>107,199</b>	<b>105,643</b>
<b>Payments</b>					
Staff costs	-86,155	0	0	-86,155	-32,204
Rent and utilities	-2,703	0	0	-2,703	-901
Equipment	-3,096	0	0	-3,096	-2,327
Insurance	-650	0	0	-650	-620
Training	-455	0	0	-455	-173
Administration	-368	0	0	-368	-171
Accountancy	0	0	0	0	0
Other expenses	-5,958	0	0	-5,958	-1,844
<b>Total payments</b>	<b>-99,385</b>	<b>0</b>	<b>0</b>	<b>-99,385</b>	<b>-38,240</b>
<b>Net of receipts/(payments)</b>	<b>7,814</b>	<b>0</b>	<b>0</b>	<b>7,814</b>	<b>67,403</b>
Transfers between funds	0	0	0	0	0
Funds from prior years	67,403	0	0	67,403	0
<b>Cash funds at end of December 2020</b>	<b>75,217</b>	<b>0</b>	<b>0</b>	<b>75,217</b>	<b>67,403</b>

### Section B Statement of assets and liabilities at the end of the period

Cash funds	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
Bank accounts	74,975	0	0
Petty Cash	242	0	0
Deferred fees		0	0
<b>Total cash funds</b>	<b>75,217</b>	<b>0</b>	<b>0</b>

Signature	Print Name	Date of approval
	Sarah McQuaker	7-10-21
	Mark Ventham	7-10-21

NOTE: The CIO was formed on 18th January 2019. On 1st August 2019, the CIO took on the Charitable activities of the Charitable Trust also known as Mayflower Playgroup (registered Charity number 1072441). It also received cash assets from the Charitable Trust together with payments for amounts received by the Trust on behalf of the CIO.

NOTE: Cash funds include an advance payment from the Local Authority for fees due during the Spring term of 2021

31 Syresham Gardens

Haywards Heath

WEST SUSSEX

RH16 3LB

16<sup>TH</sup> August 2021

**MAYFLOWER PLAYGROUP CIO**

**REPORT OF EXAMINER**

**Accounts for the year ended 31<sup>st</sup> December 2020**

I have examined the Accounts for the Mayflower Playgroup for the year ended 31/12/20, and believe the accounts agree to the underlying records. I am satisfied that the records and reports are adequate and that the expense/cost control is adequate.

A handwritten signature in black ink, appearing to read 'Aaron Chen', with a long horizontal flourish extending to the right.

Aaron Chen