



Overton Playcentre CIO

Patron – Margaret Evison

OVERTON PLAYCENTRE CIO

Annual General Meeting 29th June 2022 held at The White Horse, Overton on Dee

September 2020– August 2021

Chairperson's Report

This is my first year as Chair and I would like to thank Bethan my predecessor on steering the Playcentre through what was one of the most turbulent years in our history. Not small shoes to fill I can assure you.

The committee and staff have rallied in to 2021 having come out of one lock down before the end of term 2020. We were subjected to several other firebreaks and a further national lockdown through the rest of 2020 and 2021. We entered this academic/financial year with significant uncertainty on how the new normal would unfold, and I'm proud to say that not only did the Playcentre and its people survive we flourished.

Last year Beth referred to the year as unprecedented, difficult, challenging and relentless. I would again use these words. We had to deal with new government recommendations on "bubbling" and then staff and child illnesses, enforced periods of isolation and the addition of inability to fundraise. The implementation of the booking system in 2020 has really paid off and has made the financial impact of the pandemic more manageable.

Throughout the year the Committee have met regularly via digital platforms to discuss the ever-changing requirements of the government legislation, to make sure that our staff, the children and all their families were safe. Mental wellbeing has been a priority, and this will continue to be the case in the future.



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Overview of the Year

Health and Safety

The safety of our children and staff within the setting is consistently our number one priority. We have reviewed, amended and implemented policies and procedures and our Covid Risk Assessment throughout the year as per Government Covid 19 guidelines. This is a continuous process to ensure compliance with statutory & regulatory bodies as well as changes in legislation. We have implemented changes to working practices with the emphasis placed on the importance of having a strong safety culture embedded into the day-to-day activities of all team members within the setting.

Safeguarding

We continue to follow our safeguarding policy and procedures which are firmly embedded in our day to day running of both settings.

We also continue to work closely with St Mary's school where children are in both settings.

Covid-19

Covid 19 continued to significantly impact both settings throughout this academic year, particularly so in the first half of the year when the Welsh government implemented a 'firebreak' lockdown at the end of October, followed by the national lockdown which came into effect in December 2020.

'Bubbles' were implemented from September 2020 whereby school classes could not mix. Whilst challenging, this was extremely well managed by St Mary's Out of School Club (B&A Club), with children being outside as much as possible but if indoors each class had a designated table with their own sets of play resources as well as labelled tissue boxes and hand sanitiser.



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In the Playcentre outdoor space was also used as much as possible with the children and staff wearing weather appropriate clothing! The dividing doors that were installed in October allowed us to operate separate bubbles more easily when inside the Playcentre, whereby nursery children and our 2/3 year olds were kept separate, even when using the bathroom. Strict infection prevention and control protocols were in place in terms of cleaning, rotation of toys and social distancing amongst the staff and staff with parents. Parents / carers were requested to wear face coverings when dropping off and picking up their children, social distancing was facilitated via a one way (in – out) system on the driveway and 2 metre distance markers. In April, thanks to a grant, we were able to have a shelter installed which gave some protection to children, parents and staff from inclement weather at drop off and pick up times.

The bubbling system coupled with the isolation requirements set by the Welsh Government impacted both the Playcentre and B&A Club. In the event that there was a positive covid case within a bubble then the whole bubble had to follow the isolation rules. This meant sudden changes to bookings particularly for B&A Club. For the Playcentre it led to early closure just prior to the Christmas holidays in December 2020.

Unlike the first national lockdown, childcare settings were able to remain open in January 2021. With tremendous dedication from a small number of staff who were not affected by shielding or other covid restrictions we were able to re-open for one week in January. Unfortunately circumstances then changed which further limited the staff who were able to work and we had to close the Playcentre for 2 weeks. During this time we sent out a parent questionnaire to establish childcare needs for February. The numbers were incredibly small 1 or 2 children and so the very difficult decision was made to close the Playcentre again during February as it was sadly not financially viable to be able to operate. During this time St Mary's school was open to support children of key workers, which aided some of our families with school aged children.

Throughout this period of closure the management team worked incredibly hard, constantly evaluating the ever-changing situation. Under Welsh Government legislation schools were able to fully open in March and so in line with the school, on 1st March, we very happily opened our doors again and welcomed children back to the Playcentre as well as St Mary's Out of School Club.



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Understandably numbers remained quite low until the Easter holidays, in part due to the staggered return for different classes in the school but also a large number of parents were continuing to work from home which in some cases offered more flexibility to drop off and collect their children. When we returned from the Easter holidays numbers began to increase in both settings, this was both children returning to the settings as well as new children joining us for the first time.

Strict covid restrictions remained in place throughout most of the year and our risk assessments were continuously updated to reflect changes in Welsh government guidance.

Staffing

On returning in September we had a combination of working hours and furlough. Staff were either on their contracted hours, reduced hours or remained on full time furlough. The introduction of flexi-furlough allowed for those staff on reduced hours to maintain their normal pay. The furlough scheme was absolutely invaluable and allowed us to retain all of staff.

Our staffing team remained consistent throughout the year until the summer. Lily Simon sadly left the team in June to take up a new role in another setting. In light of Lily leaving we had the need to recruit additional staff ahead of the summer holidays which we were able to do successfully. Two of these staff members are due to take up apprenticeships at the Playcentre in September 2021.

Abi Skeoch left our team over the summer holidays and will not be returning in September 2021.

As of August 2021 are staffing team is as follows:

- Rachel Harris – Manager Overton Playcentre CIO (Person in Charge - PIC)
- Sarah Carpenter - Administrator
- Nicole Langley – Deputy Manager (PIC)
- Sharon Marriott – Playcentre Assistant and PIC (Term time only)
- Emily Bellingham – Playcentre Assistant (Term time only)
- Susan Staniford – Playcentre Assistant

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Tel: 01978 710 688 email: overtonplaygroup@yahoo.co.uk
Registered Charity 1182019 CIW Registration W14/00001723



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- Dianne Edwards - Playcentre Assistant (Term Time only)
- Glynis Farley (St Mary's B&A Club)
- Jackie Tombs (St Mary's B&A Club)
- Emily Baker – Holiday Club
- Bryn Harris – Holiday Club
- Caitlyn Shaw – Holiday Club / Apprentice
- Ifor Harris – Holiday Club / Apprentice

All staff have continued training where possible in Early Education, First Aid, Safeguarding and Food Hygiene as well as optional training for some staff as part of their Continued Professional Development (CPD), this included Makaton, Well-Being and Resilience and ALNET training.

I would like to express my sincerest gratitude to all the Playcentre staff for their continued dedication and commitment during another very difficult and challenging year with constant change as well as personal challenge. You have been amazing and on behalf of the management committee, I am so very grateful to each and every one of you.

Finances

The advance booking system that was introduced in July 2020 became more embedded when we reopened in September, with many of our parents using this new system for the first time. This was a significant change both for parents and administratively but thankfully it was well received by parents who understood our reasons for needing to make the change. The purchase of Parenta software, after a few teething problems made the administration of bookings and invoices far more efficient and allowed for more effective management of outstanding invoices.

As hoped the advance billing made for much improved cash flow as well as more effective staffing in terms of being able to plan staffing based on bookings. This meant that minimum standards continued to be adhered to but that we were not over-staffed.

It is worth noting that the impact of covid financially reached further than lockdowns and bubble closures in that advanced payment meant that several credit notes had to be raised

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and carried forward onto future invoices. This meant that our income for the first month or 2 following re-opening in March was reduced but our staffing costs were higher.

The Treasurers report will provide a more detailed overview of the Playcentre finances.

Governing bodies

Estyn continued to halt their inspections during this time, however they did carry out 'check ins' via phone calls. These calls were of great support and reassurance. It is expected that they will resume joint inspections with CIW in January 2022.

CIW

St Mary's Out of School Club was inspected on 18th June 2021. These are some extracts from the published report.

"Care staff support children well and meet their individual needs effectively. They have a good understanding of how to keep children safe and healthy"

"The setting is well managed and has made progress since registration whilst also adapting to Covid-19 infection control measures and related guidance. Staff are well supported through good communication processes and partnerships with the school, parents and other agencies"

"Children enjoy their play, interact well with others and respect each other"

The recommendations made were as follows:



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R1 To refer to the Welsh Government's 'More Than Just Words follow on strategic guidance for Welsh language in social care' to further develop Welsh at the setting.

R2 Provide sufficient and varied resources for outdoor play.

R3 Follow up on identified improvement in the settings quality of care report to introduce 'loose parts' and consider promoting activities which are interesting and creative such as den making alongside the physical activities children currently enjoy. Support organisations such as 'Play Wales' and 'Clybiau Plant Cymru' are available to provide training and general advice

A link to access the full inspection report is below.

[St Marys Out of School Club | Care Inspectorate Wales](#)

Trustees

The trustees are our Chair, Treasurer and Secretary as per our constitution.

Management Team Committee

Following my new appointment as Chairperson last June, the Management Team has remained steady over the last year. Thank you so much to Andy and Claire who continue to support Overton Playcentre and stay on as part of the management committee. I truly appreciate your dedication over this very difficult period in the history of the Playcentre

Rachel and Sarah also wish to extend their immense gratitude to all of the management team for all of your unfaltering support over this last year. We could not have got through it without you. Thank you.



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Fundraising

Due to Covid fundraising has remained a challenge with very limited opportunities, however Sweetie Friday was introduced by Nicole Langley as a regular way of raising funds as well as providing sweetie joy to the children on a Friday afternoon! Thank you Nicky for all of your hard work in making this happen. We're very grateful.

We were also able to have a stall at Overton's Fete Lite where we extended sweetie Friday as well as setting up a treasure trail around the village and selling maps to find the clues. Thank you to those who helped to set up and run the stall.

Grants

We have applied for and gratefully received grants this year which have enabled us to remain financially viable as well as invest in resources that we otherwise could not have spent money on. Grants have included:

- £10,000 Revenue / Sustainability Cwtch grant from WCBC
- Business Rates
- Furlough
- Overton Community Council - Community Chest Grant
- WCBC Grants included Funded Early Education and Rainbow Grants

Donations

Overton Butchers, ME Evans, continued to be incredibly supportive this year. They supplied ALL our fruit, veg and bread for free every month right through to the start of the summer and even when we started to pay, they were only charging us at cost price! We are so very grateful to them for their generosity and support during this difficult time. This gesture made a big difference and meant so much to all of us.



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Community

Being able to integrate back into the community has continued to be difficult with the usual community events still being unable to happen due to covid restrictions or being scaled back. However, we were thrilled to be able to have a stall at the 'Fete Lite' which was held in June, with thanks to the hard work and creative thinking of Overton Community Council. Although it was a fundraiser for us, it was so much more and was the first time that the community had properly come together since the pandemic started. We hope that next year will bring more of the same!

PLAYCENTRE NUMBERS

At the end of August **2021** there were **126** children on our books. This compares to previous years as follows:

*****NB Playcentre takeover of St Mary's B&A Club was effective from September 2019***

August		No of Children
2020		99
2019		94
2018		99
2017		76
2016		65
2015		81
2014		43
2013		46



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2012		43
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Building and Environment

- The first of 2 shelters has been built on the driveway. A second shelter is planned for the back garden / Early Education area.
- Folding partition doors were installed in the main room of the Playcentre

CHALLENGES & OUTLOOK

In last year's report Bethan outlined the following challenges and outlook:

- Continuing to survive and thrive during and post Covid19 Pandemic.
- We will continually have rising operational costs but by managing these costs and gaining a better understanding of our annual spend going forward we can forecast and budget more effectively.
- Our Reserves Policy has two months operational costs look to extend that were possible to three months operational costs in the light of the Pandemic
- Due to Covid 19 we need to ensure our long-term viability and look at our short to medium term staffing needs.
- Look to see if we can do what our parents are asking of us and create a baby room to enable all children to stay in the village for their childcare
- We will continue to work towards our recommendations laid out by ESTYN and in developed in our Post Inspection Action Plan (PIAP).
- Preparing for implementing the new Non maintained Curriculum in 2022
- Reviewing our business planning after Covid and the loss of the Large Capital Build.
- Fundraising, marketing and community engagement
- Moving forward under a new chair.



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Reviewing these I am satisfied that we met or were able to work towards many of our objectives. However, what we did not foresee in June 2020 was the continued and significant impact of covid during 2020/2021. What is certain though is that in spite of these challenges and with the support of parents, staff and the management team we survived, where sadly some childcare settings did not. For this we are beyond grateful. As we move into the year ahead it is hoped that we can continue to build on our strength and resilience and grow our wonderful Playcentre even more!

Now to look ahead to the next year. These are the objectives that we will be working towards in 2021/2022:

- Preparation of and working towards the implementation of the new curriculum for Wales in September 2022
- Implementation of the new ALN legislation, ALNET (Additional Learning Needs and Education Tribunal Act), due to come into effect in September 2021.
- Full review of fees ahead of the rises in the national minimum wage in April 2022 along with predicted cost of living increases (utilities, fuel, groceries)
- Full implementation of our Fees policy with view to more effective management of outstanding fees and reducing debtors.
- Continued covid recovery, through increasing children numbers, restarting our toddler group and marketing ourselves whilst maintaining a continued focus on the wellbeing of our children, families and staff as we emerge into our 'new normal'.
- Respond to and take the necessary steps to meet the recommendations laid out by CIW during their inspection of St Mary's Out of School Club in June 2021
- With the hopeful easing of covid restrictions we aim to reintroduce a fundraising team and begin to run more of our larger scale fundraising events

CLOSING STATEMENT

As my first year draws to a close, I want to thank the families who support us year on year, the community which we are a part of, the committee who have tirelessly worked to maintain the managerial function of the playcentre, the fundraisers and financial backers we have who have been pivotal in our ability to continue and finally the staff, who's efforts have never gone unnoticed.

Now I will hand over to Andy for the Treasurers report and presentation of annual accounts.



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Thank you/Diolch

Heather Kirby

Chairperson Overton Playcentre CIO

Overton Playcentre CIO
Funds for the year ended 31st August 2021

	<u>August 2020</u>		<u>August 2021</u>	
	£	£	£	£
<u>Income</u>				
Fees & Early Entitlement	66,106		89,473	
Furlough	15,730		25,313	
Fund Raising	784		507	
Donations Received	492		775	
Insurance Payout	0		0	
Milk Refunds	285		41	
Grants Received	22,118		17,865	
Miscellaneous	578		3	
	<u>106,093</u>		<u>133,975</u>	
<u>Expenditure</u>				
Wages	90,065		106,234	
Utilities	3,548		2,946	
Building Maintenance & Play Equipment	6,866		2,608	
Site Improvements (One off works)	1,290		10,297	
Insurance	1,253		2,732	
Miscellaneous	7,578		10,213	
	<u>110,599</u>		<u>135,029</u>	
Net Income/(Expenditure)		<u>-4,506</u>		<u>-1,054</u>
<u>Other recognised gains/(losses)</u>				
Gains/(losses) on revaluation of fixed assets	0		0	
		<u>0</u>		<u>0</u>
Net movement in funds		<u>-4,506</u>		<u>-1,054</u>

Overton Playgroup
Balance Sheet as at 31st August 2021

	<u>August 2020</u>		<u>August 2021</u>	
	£	£	£	£
<u>Fixed Assets</u>				
Property	70000		70000	
Furniture & Fittings	0		0	
Total Fixed Assets		<u>70,000</u>		<u>70,000</u>
<u>Current Assets</u>				
Debtors		2,179		2,911
Barclays Current A/C	10,036		4,616	
Barclays Deposit A/C	13,062		17,065	
Cash	65		20	
Cash at bank and in hand		<u>23,163</u>		<u>21,701</u>
Total Current Assets		<u>25,342</u>		<u>24,612</u>
<u>Current Liabilities</u>				
Creditors		<u>2,019</u>		<u>2,343</u>
<u>Net Current Assets</u>		<u>23,323</u>		<u>22,269</u>
Net Assets/(liabilities)		<u>93,323</u>		<u>92,269</u>
<u>Capital</u>				
Opening Balance		97,829		93,323
Revaluation Reserve		0		0
Profit/(Loss) for Year		-4,506		-1,054
Total Charity Funds		<u>93,323</u>		<u>92,269</u>

Prepared By:

Date:
 Andy Saunders (Treasurer)



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Annual General Meeting – 29th June 2022

Treasurer's report for financial year 1st September 2020 to 31st August 2021

The year-end accounts this year have been completed and presented to the committee by Andy Saunders, the Playcentre Treasurer.

Operating Loss

The financial statement for this year shows an operating loss of £1,054 which is a better performance than expected, given the global pandemic and enforced shut-downs and the known planned large expense of adding interior partitions to the playcentre building.

The continued effect of COVID-19 and the associated lockdowns that have taken place throughout the trading period has been mitigated somewhat by our move to billing in advance. This has effectively meant a one off trading period where we have collected 13 months income rather than 12. The centre has again relied heavily on Furlough Scheme payments and charitable grants received to cover running costs.

In the next trading year we hope to move out of the effects of COVID and into a 'normal' business position.

Income

As expected, due to periods of closure, income has been affected, however Fee income is up due to the collection of fees in advance.

The government Furlough Scheme continued to support the setting throughout the trading period. This combined with the excellent work of the management team in securing grants for the charity has ensured that we are in the best possible position.



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Expenditure

Expenditure for the year was £135,029 – an increase of c.£25k on the previous year. Table 2 shows the expenditure for this year. This is in no small part due to the increased cost of sanitizing the setting and ensuring that we are a COVID safe environment both for staff and for children. The increase is also caused by one off items such as the interior partitioning fitted to the building to enable the setting to properly ‘bubble’ in line with the groupings set out at St Mary’s School, next door.

It is also worth noting that, due to the requirements placed on the setting to comply with COVID groups (bubbles) within the setting and the proper separation of bubbles that staff costs have increased considerably during this period. In total a rise of c.£16k. This will need to be monitored going forward to ensure that we are, while keeping the setting safe, managing our costs effectively.

Fixed Assets

We continue to show the land and building on which the Playcentre is sited within our assets at a valuation of £70k.

Cash Reserves

At 31st August 2021, the current account stood at £4,616. In addition, there was a further £17,065 held in the deposit account. Finally, the cash at hand (not yet banked) was £20 – petty cash held in the Playcentre.

Treasurers Comment

In my opinion the Playcentre is currently in a satisfactory financial position given the restricted trading throughout the period.

I would firstly like to thank the staff team at the Playcentre, without whom there would be no Playcentre, for their dedication and effort. They continue to be our greatest asset. It has been a stressful and uncertain time for everyone involved in the Playcentre this year. The staff and management have shown great character in the way that they have dealt with this uncertainty and all the Trustees are immensely grateful for this.



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I would finally like to thank the rest of the volunteer committee for their effort and the time they devote to the Playcentre. It is a pleasure to work with them and the future of the setting, the welfare of the children attending and the staff at the centre is their highest priority.

I believe that the Playcentre will return to a more 'normal' trading position in the coming 12 months and the aim is to, at least, break even in the period. Fees will require a review in the early part of the next trading year as they have not significantly changed for a while now and costs are starting to increase. The Playcentre will also require fundraising to top up the fee income to return to a break-even position. I would realistically hope to raise £1,500 in the next twelve month period as we (hopefully) fully exit COVID restrictions and can move to a more normal calendar of events.



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The building and grounds continue to require upkeep to ensure that we do not incur any unnecessary expenditure. Parent assistance with this in the coming year will be vital, and very much appreciated.

I believe the attached accounts to be a true and fair statement of Overton Playcentre's financial position.

Andy Saunders

Treasurer



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Table 1

INCOME	AUGUST 2020	AUGUST 2021
Fees (including EE and Childcare Offer)	£66,106	£89,473
Furlough Scheme	£15,730	£25,313
Fundraising	£784	£507
Donations Received	£492	£775
Insurance	£0	£0
Milk Refunds	£285	£41
Grants Received	£22,118	£17,865
Miscellaneous	£578	£3
Total	£106,093	£133,975

Table 2

EXPENDITURE	AUGUST 2020	AUGUST 2021
Wages	£90,065	£106,234
Utilities (rates, water, gas, electricity, telephone and broadband)	£3,548	£2,946
Building	£6,866	£2,608
Site Improvements (One off works)	£1,290	£10,297
Insurance	£1,253	£2,732
Miscellaneous (inc UW Card, Petty Cash, Internet, NNS Cheques)	£7,578	£10,213
Total	£110,599	£135,029