

**ARGOED PLAYGROUP**

**TRUSTEES' REPORT**

**2019/2020**

**Address:-** W.I. Hall  
Chambers Lane  
Mynydd Isa  
CH7 6UB

**Charity Number: -** 1184038

**Trustees:-** Jennifer Harthen  
Helena Heaps  
Lynne Ingman  
Janice Shaw

**Supervisors:-** Tracy Porter – Lead Supervisor  
Emma Meredith

## **Objectives**

The aims of Argoed Playgroup are to provide a happy, safe and relaxed environment for children to learn and develop their skills through play and structured activities. We support children's development and ease the transition to school with the support of qualified staff.

The playgroup exists to provide pre-school education from the ages of 2 – 4. This takes place in the form of a wide variety of activities both indoors and outdoors. During sessions we help to develop fine and gross motor skills, basic maths and language skills, learning of the Welsh language and social interaction with peers. We deliver Early Education with the support of the Local Authority.

To keep our fees at a realistic level the committee and parents fundraise and this in turn raises our profile in the community. During this academic year Covid has impacted on our ability to undertake face to face fundraising.

The trustees have received a copy of the guidance issued by the Charity Commission on public benefit.

## **Staff**

Tracy has NVQ Level 3 and 4 in Children's Care, Learning and Development and CACHE Level 3 in Childcare and Child Development. Emma is working on gaining her NVQ Level 3 in Children's Care and Development. The staff regularly attend any training courses that become available to update them on new practices.

All staff and volunteers have a DBS disclosure certificate either specific to the Argoed Playgroup or portable for use in childcare settings.

In January the staff began EE assessments which involves observing and planning suitable tasks to extend the children's learning and independence.

## **Premises**

The W. I. Hall provides the group with a large indoor space where a good number of activities can be laid out for each sessions' activities. We have use of the kitchen in which we have a table top fridge to store milk and snacks. There are also two toilets for the group's use.

There is a large grass area to the side of the building which is fenced off. This is used daily for part of the playgroup session when the weather permits.

## **Resources**

The playgroup has a wide selection of resources to stimulate the children's learning which enables the supervisors to change the activities regularly and in line with the theme for the week. There is also a selection of resources which are stored in the grass area outside.

Before moving to the W.I. Hall we had to purchase two large sheds which are at the back of the hall. Many of the resources are stored in these two locked sheds and we are able to keep some of the large items on half of the staged area in the hall.

## **Sessions**

In the autumn term we were open for four morning sessions from 9.15 - 11.45. Due to demand for places, we increased this to five sessions each week in January.

Due to the Covid pandemic we were closed from March of this academic year.

## **Finances**

The fees for this year were set at £8. From January we benefitted from EE funding for some of our children.

Wage slips are produced for us by AVOW and the wages averaged out over twelve months. Our staff were put on the furlough scheme for the summer term due to the Covid pandemic.

We endeavour to raise extra funds through fundraising during the year but the pandemic has made it difficult for us. We did hold a raffle in the summer using a company called Raffall and also sold some lottery type tickets but obviously these activities didn't raise anywhere near the amount we would be able to make with face-to-face events.

We also benefit from grants from Early Years and any others, that we are able to apply for. In the summer we received a grant from FLVC which was for the purpose of buying PPE equipment ready to re-open in September. This was a very welcome grant and was used to purchase a portable Kidysinc, a fogging machine, masks, gloves etc

## **Committee**

We currently have five members on the committee – three members take up the officer positions of Chair, Secretary and Treasurer and then we have two more mums. The committee meet regularly and often invite the supervisors to join us at these meetings. During the summer we have continued to meet using the Zoom platform.

## **Policies**

All the necessary policies are in place and we annually review these to make sure they are up to date.

## **Constitution**

CIO – we have used the Early Years Wales constitution template and have adapted it to be suitable for our playgroup setting.

The trustees are selected from members of the committee – currently the trustees are the chair, secretary, treasurer and one parent.

## **Outside Agencies**

We are supported by Early Years Wales and have regular contact with our development officer. We are also supported by Flintshire County Council Early Education advisory teachers. We are registered with Care Inspectorate Wales who monitor childcare and early education.

**Argoed Playgroup**  
**Income and Expenditure Report**  
**Year 1<sup>st</sup> September 2019 To 31<sup>st</sup> August 2020**

<b>Income:</b>	<b>£</b>	<b>£</b>
Playgroup Weekly Fees		
4,617.50		
Grants		
3,918.37		
Early Entitlement Funding		5,670.00
Fund Raising		648.75
HMRC Furlough		
3,019.34		
Early Years Wales		40.00
Subtotal of Income 2019/20		
17,913.96		
Balance B/F as per Accounts 2018/19		
1,186.10		

**Total Income:**  
**19,100.06**

**Expenditure:**

Wages	12,909.50	
HMRC	189.00	
Insurance	537.89	
Snacks and Sundries	74.96	
U Check	54.40	
Early Years Wales Membership	48.75	
Payroll fees		274.66
Rent	1,615.00	
Resources		354.62
Children in Need		115.75
Refunds		32.00
PPE Equipment		1,016.30
Training	14.40	

**Total Expenditure** **17,237.23**

**Income Exceeding Expenditure as per Bank Balance at 31<sup>st</sup> August 2020**

Cash in Hand £51.67 Bank £1,862.83  
**£1,914.50**

Signed as correct by

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Janice Shaw  
Chairperson

Lynne Ingman  
Treasurer

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Helena Heaps  
Secretary