

**ARGOED PLAYGROUP**

**TRUSTEES' REPORT**

**2020/2021**

**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  
Bianca Simpson – Relief Playworker

## **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.

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. During the year Emma has gained her NVQ Level 3 in Children's Care and Development. This has meant that Emma has been able to take charge as lead supervisor on the odd occasion when Tracy has been absent. The staff regularly attend any training courses that become available to update them on new practices. This academic year Tracy has had to renew her First Aid and Hygiene certification and both Emma and Tracy have been on Autism Awareness Training and Additional Learning Needs Training.

We were delighted this year when Emma received an award of Childcare Work Based Learner of the Year for all her efforts in promoting Welsh within the playgroup setting.

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. In the Spring we were fortunate to receive a £3,000 grant which was to be used to purchase resources for outside. The garden area now boasts a playhouse, a wooden train, a miniature climbing wall and a water pump station. The items bought are of a very good quality and these will give pleasure to many young children in years to come.

### **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.

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.

Thankfully we didn't have to cancel any sessions this year because of cases of Covid but the supervisors continued to take precautions as before. Parents were still not allowed into the setting but dropped their children at the door and waited outside to collect them at the end of each session.

### **Finances**

The fees for this year were set at £10 per session. 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.

We were able to do more fundraising this year. We held a successful raffle at Christmas, a clothes collection, and an Easter Egg Hunt. We were also fortunate to receive match funding for some of this fundraising from one of the parent's employers.

We have also benefitted from several grants this year from Flintshire County Council – some of these were for sustainability and others to purchase resources.

## **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 2020 To 31<sup>st</sup> August 2021**

<b>Income:</b>	<b>£</b>	<b>£</b>
Playgroup Weekly Fees		
7,925.51		
Grants		
5,989.14		
Early Entitlement Funding		4,083.75
HMRC Furlough and Statutory Sick Pay		
2,947.40		
Fund Raising		1,501.70
Match Funding		
1,500.00		
Overpayment refund		
632.15		
Subtotal of Income 2020/21		
24,579.65		
Balance B/F as per Accounts 2019/20		
1,914.50		

**Total Income:**  
**26,494.15**

**Expenditure:**

Wages	14,812.16	
Rent		2,090.00
Insurance	535.08	
AVOW – payroll fees		242.16
Snacks and Sundries	135.12	
U Check	47.20	
Date Protection	40.00	
Lottery Licences		40.00
Courses		128.00
Toys purchased from grants		3,471.02
Tables bought from last year's Bryn Gwalia Grant		783.99
General resources		562.05
Refunds		95.00
Overpayment		632.15

**Total Expenditure** **23,613.93**

**Income Exceeding Expenditure as per Bank Balance at 31<sup>st</sup> August 2021**

Cash in Hand £18.30    Bank   £2,861.92  
**£2,880.22**

Signed as correct by

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.....  
Janice Shaw  
Chairperson

.....  
Lynne Ingman  
Treasurer

.....  
Helena Heaps  
Secretary



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

AREOED PLAYGROUP

On accounts for the year  
ended

AUGUST 2021

Charity no  
(if any)

1184038

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended AUGUST 31st 2021

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (~~other than that disclosed below~~\*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- ~~accounting records were not kept in accordance with section 130 of  
the Act or~~
- ~~the accounts do not accord with the accounting records~~

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn 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:

DM Watton

Date:

03/12/2021

Name:

DIANE WATTON

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

Address:

3 BROW LLWYN

FLINT, FLINTSHIRE

CH6 5TJ