

**ARGOED PLAYGROUP  
TRUSTEES' REPORT  
2022/2023**

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

**Charity Number:** - 1184038

**Trustees:-**

Samantha Ramsay - Treasurer

Victoria Mann - Chair

Rebecca Ashbrook - Secretary

**Supervisors:-** Tracy Porter – Setting Supervisor

Natalie Jones- Senior Supervisor

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.

**Staff**

Setting Supervisor Tracy Porter has NVQ Level 3 & 4 in Children's Care, learning and Development, CACHE Level 3 in Childcare & Child Development, Working in Partnership with parents and has attended Child Protection Awareness Foundation Training (level 1) and Atrium Basic Paediatric First Aid Training. Tracy has completed Food Safety in catering (level 2), a 3-day Early Entitlement Flintshire Training for the Foundation Phase and also, various training organized by Early Entitlement and Flying Start. What's more, Tracy has attended Speech, language and Communication training, Leuven Scales of Wellbeing and

Involvement, Interacting or Interfering Training and completed the Curriculum for Wales Modules.

Senior Supervisor Natalie Jones is currently studying level 3 in Children's Care, Learning and Development. Natalie has a BAHons in Early Childhood Studies and has an up-to-date DBS, Paediatric level 3 First Aid and Food Hygiene certificates. Natalie has also attended Child Protection Awareness training and has completed the Curriculum for Wales Modules and has attended various Early Entitlement training courses. Natalie has also completed Speech, language and Communication training, Leuven Scales of Wellbeing and Involvement, Interacting or Interfering Training, ACE's training and recently attended a Childcare Development Seminar.

Bianca Simpson is our relief worker. Bianca holds a DBS for Argoed playgroup and has attended a Child Protection Awareness Training. Bianca is willing to work towards a Childcare qualification.

Argoed playgroup work to ensure all the staff are well qualified and experienced. We have attended training to enable us to provide the new curriculum for Wales which came into effect from September 2022. We attended training sessions provided by Early Entitlement and have completed all of the Curriculum for Wales modules during this term. We also attended regular cluster meetings, which provided knowledge and guidance on how to effectively implement the 'focus week', planning in the moment and a child's next steps. We are open to new ideas and to make the most of opportunities that enable us to acquire knowledge and develop our expertise. This enables us to share responsibilities and ensures the smooth running of the playgroup.

We have implemented Planning in the moment. We let the children choose what they want to do, join them and support them in their pursuits. We work closely with the children and observe their interactions and choices. We then use this knowledge to extend a child's learning in the moment. We identify when a child first shows an interest/fascination in something, then we wait for the opportunity to extend the child's interest by asking open-ended questions and thinking of ways this interest can be applied to other areas of teaching. We document the observations and what we did to support that child on their focus week page in their learning booklets. We have appropriate storage to allow the children to have free access to a variety of resources, they can access and explore everything independently. We observe and alter areas within the playgroup to further a child's learning, by adding or changing resources.

## **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 session. 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 available to the children regularly. 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**

We open for four morning sessions from 9:15 – 11:45.

## **Finances**

The fees for this year were set at £12.50 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 have continued to fundraise this year. In the Spring we had an Easter Egg Hunt and Stay and Play session.

We benefitted from several grants this year from Flintshire County Council – some of these were for sustainability and others to purchase resources. In particular in the summer term, the supervisors used grant money to organise various activities such as a multi sports experience and a tae kwon do session.

## **Committee**

We currently have four members on the committee – three members take up the officer positions of Chair, Secretary and Treasurer. The committee meet regularly and often invite the supervisors to join us at these meetings.

## **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 (from September 2023).

### **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.

<b>Argoed Playgroup</b>			
<b>Income and Expenditure Report</b>			
<b>Year ended 31st August 2023</b>			
	<b>Income sheet</b>	<b>Snack sheet</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income</b>			
Playgroup weekly fees	£6,622.00	35.50	£6,657.50
Grants	£7,535.48		£7,535.48
Early Entitlement Funding	£7,158.00		£7,158.00
HMRC SSP	£0.00		£0.00
Fund Raising	£705.58	110.00	£815.58
Match Funding	£0.00		£0.00
Snacks money	£296.00	30.00	£326.00
<b>Total income</b>	<b>£22,317.06</b>	<b>175.50</b>	<b>£22,492.56</b>
<b>Expenditure</b>			
Wages	£15,373.78		£15,373.78
Rent	£2,368.00		£2,368.00
Insurance	£390.32		£390.32
AVOW - payroll fees	£277.72		£277.72
Snacks	£75.00	112.10	£187.10
Cleaning / toiletries		18.89	£18.89
U Check	£56.00		£56.00
Data Protection	£35.00		£35.00
Lottery licences	£20.00		£20.00
Courses / training	£20.00		£20.00
Toys purchased from grants	£1,102.45		£1,102.45
Other equipment	£1,134.55		£1,134.55
Stationery	£311.23		£311.23
Sundry	£230.83	35.48	£266.31
Memberships and subscriptions	£0.00		£0.00
Refunds	£100.00		£100.00
<b>Total expenditure</b>	<b>£21,494.88</b>	<b>166.47</b>	<b>£21,661.35</b>
<b>Net position</b>	<b>£822.18</b>	<b>9.03</b>	<b>£831.21</b>
snack balance 1/9/22		33.05	
snack balance 31/8/23		42.08	



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  
Argoed Playgroup

On accounts for the year  
ended

31/08/2023

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 **31/ 08 / 2023**.

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").

CGMA

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.

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:

Date: 15. JAN. 2024.

Name:

Barbara Goode

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

CGMA ACMA (Chartered Institute of Management Accountants)

Address:

40 Greenway, Saughall, Chester, CH1 6EQ

**Section B****Disclosure**

Only complete if the examiner needs to highlight 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.