

## TRUSTEE'S ANNUAL REPORT FOR THE PERIOD

### FROM 1<sup>st</sup> SEPTEMBER 2020 – 31<sup>st</sup> AUGUST 2021

Charity name Llanfairfechan Playgroup

Charity registration number 1186971

#### OBJECTIVES AND ACTIVITIES

The purpose of our charity is to provide quality pre-school education for children aged 2-4 as set out in our statement of purpose. Details are provided in our Quality-of-care review attached. We are particularly mindful of the need to remain affordable to all post covid and also the well being of families must be a priority.

Trustees have had regard to guidance issued by the charity commission.

#### ACHIEVEMENTS AND PERFORMANCE

We have successfully transitioned to a CIO and have upon completion closed the original charity.

The supervisor attended courses on Post covid support for families, ELKLAN speech and Language (an area we found children struggling with following lockdown) and all staff updated their "safeguarding" training. Lots of online training for staff has been provided via the ZOOM app which has meant all staff can have access to recordings, something positive to come out of Covid! We continued with our "Healthy school" project and whilst we no longer are in a catchment area for the "Design to smile" dental programme, we have signed up to the "Healthy and sustainable schools' project.

We received help from the county referral scheme to enable 2 children with ALN to attend with support.

We have begun to re-introduce the use of students, volunteers and outside visitors although being very aware of covid risk assessment policy.

The plans put in place to improve our outdoor space have been a great success, when able to open we could do so safely and the experiences for the children widened considerably.

It has been a very busy year with all sessions having full registers and we have managed to move children around so all can get the opportunity to attend.

### FINANCIAL REVIEW

We are in a very strong financial position. This has been maintained by

- A) The group re opening, fees coming in regularly and the use of Government funding for 3 year olds.
- B) Financial support for additional cleaning materials PPE etc. from Conwy county council.
- C) Grants being widely available to support improvements to equipment and premisses.
- D) Community support via the town council.

We have been able to maintain a balance to cover a couple of months wages.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

We have a constitution, and are very pleased to now say we are now a CIO.

Trustees are elected by a committee.

We are a member of Early Years Wales, registered with CIW and inspected by ESTYN. WE take advice from the LEA. Towergate provides our insurance policies and our payroll operated by "EARLY YEARS ALLIANCE."

### REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Llanfairfechan Playgroup
Registered charity number	1186971
Charity's principal address	Ysgol Babanod, Village Rd Llanfairfechan CONWY LL330AA

### SENIOR STAFF MEMBER

Karen Hall (Registered person)

### TRUSTEES

Lisa Jones (Chairman), Alison Roberts, Carol Rowlands, Claire Davies

DECLARATION \_The trustees declare they have approved the above trustees report.

Signed on behalf of the charity's trustees

Signature

Full name

LISA VICTORIA JONES



**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lisa Jones	Chairman		
2	Alison Roberts			
3	Carol Turley			
4	Claire Davies			
5				
6				
7				
8				
9				
10				
11				
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## Llanfairfechan Playgroup

Ysgol Babanod Village Rd. Llanfairfechan CONWY LL330AA

### QUALITY OF CARE REVIEW

Date of review: January 2021

Person carrying out the review: Karen Hall

Role: Registered person / Supervisor

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#### A) Service Details and Views of people who use the service

Methods of collecting views.

The views of the children are taken throughout the school year. This maybe verbally either individually or in a group after an activity. After certain activities we involve the children recording their views with smiley / sad faces. We have introduced a "Pupils Voice" wall so they have an input into the sessions. At the end of the term we did a simple questionnaire with the child on a one/one basis recording their views about all aspects of the playgroup session

Parents / Carers views are taken verbally with regular informal chats. Parents are given service questionnaires which are evaluated and acted upon as necessary.

The group works very closely with other agencies in a professional and purposeful way and their views are regularly asked either verbally or in written form. Any recommendations or advice is acted upon, as in many cases the individual child they are involved with may have additional requirements.

#### Numbers involved and views

46 children took part in gathering opinions of the sessions, lots of the collecting was done by the key workers this ensured all children had a "voice". The response from the children's feed back was very positive and encouraging. All enjoyed the free time and felt they could make choices about which activities they could try. Once again snack time was felt to be a positive experience as was break time. It was pleasing to see how many loved doing Yoga as this has only just been introduced.

36 Families returned a written questionnaire although all families where given one. The Mum of one child was heard to say, "Why do we need to fill out a form, you only have to look at her coming out to see how brilliant the group is" It's lovely to hear heart felt praise.

Parents felt their children had developed in all areas including educationally, physically and emotionally and pleasingly improved use of Welsh language was good to see.



Parents whose children have ALN felt the support and guidance was exceptional both for the child and themselves as a family.

One suggestion put forward was more outings involving parents and this will be put into practice this school year.

Outside agencies and professionals are welcomed and involved in the group their experience, advice and support are essential to ensure the best for the children.

The following are all in regular contact and their views on the group sought;

Liaison Teacher, Early years Wales Development officer, Health visitor,

Child development team, Speech therapist, Design to smile team, Referral ALN team, Feeder school Nursery class teacher and Head teacher, Healthy and Sustainable pre-school advisor, Active story-time team, Toy Library visits. Local Nursery and Childminders

All feed back from the above has been very positive, stating how warm and friendly the group is, how adaptable we are to changes that may need making both to the environment and session content. They also on many occasions turn to us for advice!

Whilst we do not participate in any "Quality Assurance Scheme" we are in regular contact with "Foundation Phase Team" and Early Years Wales. Staff are also regularly updating their knowledge via courses along with the statutory such as First Aid and Safeguarding.

Courses attended recently include;

Makaton, Digital competence, ALN changes with new Wales curriculum, The "Solihull Approach" and "5 Steps to wellbeing" A Wellbeing and mindfulness course. We also attended a "Yoga for Pre-School children" which was brilliant.

### Improvements to be made

Whilst the feed back has been very positive by all categories that are associated with the group there is always areas to improve and we always strive for better. Last year I said I was going to make someone responsible for communication via the Facebook page but due to staff changes this wasn't done. They will be in role by the end of this half term. We will be doing an informal chat with each child every term so any changes necessary can be implemented sooner. We are also arranging a "meet the teacher" session for each parent to discuss their child's development. Outings will include parents that wish to come each term as per suggestion.

## B) The Quality and Standard of Provision.

### 1) Well-being

This area of provision within our service is given a given a high level of priority. All staff are aware how a child's well being is so important to enable them to develop and attain not just now but for them to reach their full potential in later life.

We provide a warm, caring and positive environment with lots of opportunities within a session to develop their self esteem and confidence. We give support with any issues, temporary or on-going. Opportunities are made so every child has chance to develop their independence and feel comfortable to make choices for themselves.

We are very aware that physical time activities are needed to ensure a child's well-being and has a positive impact on a child and how they feel. Should we feel a child's needs are greater than they are getting we would contact relevant agencies for guidance and advice. We have attended courses regarding Well being and Mindfulness including "The Solihull Approach" and "The 5 pathways" and have introduced regular Yoga sessions for under 5's following a course. We are also taking part in the healthy schools and sustainable scheme.

This approach is working well you can tell by talking to children and parents. By the atmosphere in group and by how the children are achieving. Feed back from outside agencies is very positive. By comments in CIW report

#### Improvements

Attend any future training on offer, send as many staff as possible so we are all have the same approach. Include well being of staff into out daily chat and make time to "connect" taken from 5 ways training.

#### MY ASSESSMENT OF WELL-BEING = GOOD

### 2) Care and Development

We aim to and achieve a great start for children some of which are being left for the first time. Parents can be confident that their children are in a safe, healthy and friendly group where all their children's needs will be met. They will be encouraged to develop to their full potential by staff who are good role models, offer lots of support for their individual needs. Staff interact well with all children using lots of praise and encouragement, and positive behaviour management. Care is taken to remind children to wash hands, not run inside making the children aware of danger. Staff have attended courses on Safeguarding, first aid and risk assessments are done regularly.

The children benefit from having a caring safe environment in which to develop whilst having good consistency with acceptable boundaries. The Children's health and knowledge is strengthened by the fact we take part in "Design to Smile" and "Healthy Schools" project

We know that our care and Development strategies are good because of positive feedback from parents and users of the group. Because of the achievements and development levels reached by children whilst attending the group. The smooth running of sessions and the high level of interaction between children both with each other and with staff. Comments made in the CIW report.

#### Improvements

To continue with our good practice whilst making sure we access any training offered.

#### MY ASSESSMENT OF CARE AND DEVELOPMENT = GOOD

### 3) Environment

We strive hard to ensure we have an environment for our children that is safe, stimulating, interesting and encourages learning and developing to the full. The premises are secure at all exit points and outdoor areas are safe and secure. All areas are cleaned and tidied regularly, all equipment and resources are suitable and of good repair. We make use of the Toy Library and items from feeder school.

Where possible storage is at child friendly height to help self-selection.

The Indoor and outdoor spaces are divided into areas of learning following foundation phase advice.

Fire drills and safety inspections are held regularly and recorded.

Various courses have been attended including one on Den building and communication friendly spaces (This was brilliant!)

We know things are very good in this area because of feedback from the children and parents. Very positive comments from visitors and the fact that several other Pre-School providers have been sent to our group for "Good Practice sharing"

#### Improvements

Following the course on communication spaces we have secured funding from the town council to alter out back play area to re vamp the sand pit and create a den building / secret space for outdoor reading areas. This will be done by parents after half term.

#### MY ASSESSMENT OF ENVIROMENT IS = GOOD



#### 4) Leadership and Management

##### Service Evaluation

I believe that I offer strong leadership and management within our group and when dealing with other agencies involved with us. I think self- evaluation is very important because it makes you look at yourself and your provision, makes think about what you do and why and shows you areas you can improve. I think strong leadership matters because you are part of a team, and its important other staff have confidence in what you say and do, how you deal with issues and show respect for their opinion and value their input. By regularly attending courses and passing on information it means we are all well informed of any changes. Each year we do a service development plan so we are all working towards targets to be met the following year and will be implemented by all staff.

Staff complete a Self-appraisal form each year and we then have a meeting to discuss it. Any area the staff feel they might need or benefit from a course or experience is discussed and information sought.

Individual performances are looked at and good practice recognised.

All staff have attended SAFEGUARDING course and are aware of policies and procedures these are also displayed at the premises.

The children's development and well-being is our priority and 100% is put into this to make sure all children have the best support and experiences to achieve this.

We have a very strong partnership with parents/Carers and have an "open door" policy. Our relationship with the feeder school is excellent and share lots of resources. I am a governor at the school.

Our vision for the future is to continue to provide an excellent environment for ALL children whatever their background or circumstances. Whilst striving for higher standards whenever possible through careful management, high commitment and enthusiasm.

I have attended a "Leadership and Management" course and we are frequently being asked if groups can visit on "Good Practice" sharing.

##### Improvements

Due to the high level of paperwork now involved we will be regularly employing cover so as the responsible person I can be released to keep everything up to date.

I intend to send staff out also to other groups for "Good Practice" sharing.

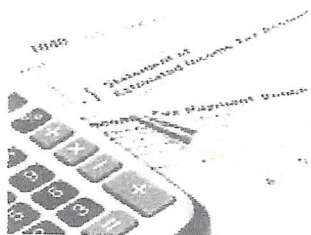
Evidence to support this review can be found in our CIW report, Estyn report and letters / questionnaires from outside agencies Parents/ users of the service.

MY ASSESSMENT OF LEADERSHIP AND MANAGEMENT IS = GOOD

NAME OF REGISTERED PERSON ....KAREN HALL

DATE: 13th JANUARY 2021

K. Hall



## North Wales Accounting

Established 1985 Visit our website at [www.nwacc.co.uk](http://www.nwacc.co.uk) Tel : 01248 342496

3 Cae Bryn Glas, Valley Road, Llanfairfechan. Conwy. LL33 0SE 07928 079068

[chris@nwacc.co.uk](mailto:chris@nwacc.co.uk)

Registered with the Public Register of Data Controllers

# WITH COMPLIMENTS

A handwritten signature in blue ink, appearing to be 'CSB'.

C. S. Butterworth M.A.A.T., B. Sc. ( Hons. )

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Name of Group.....LLANFAIRFECHAN PLAYGROUP

Financial Statement for ..... 1<sup>st</sup> September 2020 \_ 31<sup>st</sup> August 2021

INCOME	EXPENDITURE
Bank Balance b/fwd 8161.43	Wages 33,740.32
Petty Cash b/fwd 63.00	HMRC / Pensions 255.95
Grants 6970.87	Payroll costs 468.82
Fees 9348.10	Equipment 5408.40
30 Hrs Funding 15741.00	Stationary 65.02
10 Hrs Funding 10,570.63	Training 300.00
Donations	Insurance 596.46
	Memberships 102.63
ELKLAN 300.00	Cleaning 467.83
Covid	Additional covid costs 427.00
(Reduced income) 5,000.00	Uniform 39.04
	Fee Refunds 663.00
	Activity/party costs 44.50
	Milk error 7.80
	Misc. supplies 350.51
<b>TOTAL INCOME</b> 56,155.03	<b>TOTAL EXPENDITURE</b> £ 42,937.28
	Bank Balance C/fwd. £ 13,499.77
	Petty Cash C/fwd £ 237.52

This Financial statement has been approved by

LLANFAIRFECHAN PLAYGROUP COMMITTEE DATE 30<sup>th</sup> SEPTEMBER 2021



Cylch Chwarae Llanfairfechan Playgroup

Ysgol Babanod Village Rd Llanfairfechan CONWY LL330AA

STATEMENT OF ASSETS AND LIABILITIES

1<sup>st</sup> September 2020

31<sup>st</sup> August 2021

CASH

Bank balance b/ fwd.....£8161.43

Bank balance c/fwd.....£13,499.77

ASSETS

- 1) There are no monetary assets
- 2) There are no investment assets
- 3) Assets retained for the charities own use;
  - Land/buildings – owned by Church of Wales
  - Motor vehicles – none
  - Heritage assets – none
  - Computers/office equipment- 1 Laptop + 1 IPads + 2 chrome books. Interactive white board
  - Equipment and furnishings – As per insurance certificate
  - Estimated value – £35,000
- 4) Other assets used by charity in developing its objectives – none

LIABILITIES

There are no present or future outstanding liabilities



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

**LLANFAIRFECHAN PLAYGROUP**

On accounts for the year  
ended

**31<sup>st</sup> AUGUST 2021**

Charity no  
(if any)

**1186971**

Set out on pages

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

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").

Independent  
examiner's statement

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 <sup>\*</sup>) 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.

<sup>\*</sup> Please delete the words in the brackets if they do not apply.

Signed:

*C. J. Buttsworth*

Date:

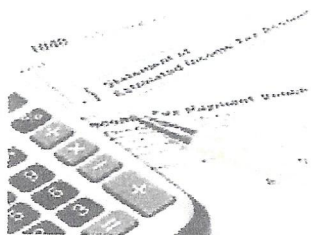
19.9.2021

Name:

CHRISTOPHER STEPHEN BUTTSWORTH

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

M.A.A.T., B.Sc. (Hons.)



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# WITH COMPLIMENTS

C. S. Butterworth M.A.A.T., B. Sc. ( Hons. )

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LLANFAIRFECHAN PLAYGROUP COMMITTEE DATE 30<sup>th</sup> SEPTEMBER 2021

Cylch Chwarae Llanfairfechan Playgroup

Ysgol Babanod Village Rd Llanfairfechan CONWY LL330AA

STATEMENT OF ASSETS AND LIABILITIES

1<sup>st</sup> September 2020

31<sup>st</sup> August 2021

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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

**LLANFAIRFECHAN PLAYGROUP**

On accounts for the year  
ended

**31<sup>st</sup> AUGUST 2021**

Charity no  
(if any)

**1186971**

Set out on pages

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

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").

Independent  
examiner's statement

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 <sup>\*</sup>) 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.

<sup>\*</sup> Please delete the words in the brackets if they do not apply.

Signed:

*C. J. Buttsworth*

Date:

19.9.2021

Name:

CHRISTOPHER STEPHEN BUTTSWORTH

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

M.A.A.T., B.Sc. (Hons.)