

TRUSTEE'S ANNUAL REPORT FOR THE PERIOD
FROM 1st SEPTEMBER 2022 – 31st AUGUST 2023

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 especially with the difficulties this year with increased cost of living. The well-being of families must be a priority being mindful with the ongoing effects to families post covid.

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

ACHIEVEMENTS AND PERFORMANCE

Once again lots of online training for staff has been provided via the ZOOM app which has meant all staff can have access to recordings. Staff have attended first aid training and behaviour management courses. We continued with our "Healthy and sustainable schools" project and have almost completed it. We have signed up for a scheme to improve our Welsh language provision.

We received help from the county referral scheme to enable 1 child with ALN to attend with support.

We have made use of volunteers in the group now they can come in once again including students from the local secondary school to do their "Wesh Baccalaureate"

The plans put in place to improve our outdoor space have been a great success and we have now installed a roof canopy to enable the children to access to outdoor area in poor weather.

All sessions have been very busy but we have managed to move children around so all can get the opportunity to attend and no child or family misses out.

We have received very positive feed back from users of the group following our annual survey.

FINANCIAL REVIEW

We are in a strong financial position. This position has been maintained due to

- A) All fees are being paid regularly on time.
The continued use of 10 hours education provision funding for 3-year-olds is working well.
The Childcare for Wales 30 hours has made a significant difference with increased numbers using the afternoon session for wrap around care with fees being paid direct to the group.
- B) The group has been accepted as a flying start outreach setting and this has made funds available for improvements to the group and fees for any children on flying start to be paid directly to us.
- 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 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. Torgate 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	Chair		
2	Alison Roberts			
3	Carol Rowlands			
4	Claire Davies			
5				
6				
7				
8				
9				
10				
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12				
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15				
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18				
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20				

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

Trustee name	Dates acted if not for whole year	

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Lisa Jones	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	24 th June, 2024	

Llanfairfechan Playgroup

Ysgol Babanod Village Rd. Llanfairfechan CONWY LL330AA

QUALITY OF CARE REVIEW

Date of review: 21st July 2023

Person conducting the review: Karen Hall

Role: Registered person / Supervisor

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 is either verbally, 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 timing of these has been moved from July to January so we can implement any suggestions whilst parents are still using the setting. Since the introduction of seesaw as a communication tool we receive lots of feedback via the APP

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

Numbers involved and views

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 feedback was 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. The children enjoy going into the "big school" to use the hall.

20 Families using the AM session returned a written questionnaire and 10 from the PM sessions, although all families were given one. The feedback was extremely rewarding regarding the group with lots of exceptional positive comments made.

B) The Quality and Standard of Provision.

1) Well-being

This area of provision within our service is given a given an important level of priority. All staff are aware how a child's wellbeing 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. The main change in this area is that we have become an "Out-reach Flying Start Group" This means we receive support and guidance from flying start team members. Families can if granted a place attend with fees being covered by flying start. They also provide lots of training and regular screening of the children with Wellcom. We have attended courses regarding Well-being and Mindfulness including "The Solihull Approach" and "The 5 pathways" Regular Yoga sessions for under 5's are held, and we continue to be part in the healthy schools and sustainable scheme. The improvements to our outdoor area to include a covered area means we can offer outdoor play in most weather conditions, something which naturally helps the children and their wellbeing.

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. Feedback from outside agencies is incredibly positive. By comments in CIW / Estyn report

Improvements

Attend any future training on offer, send as many staff as possible so we are all have the same approach. Include wellbeing of staff into Our daily chat and be available to "connect" taken from 5 ways training.

MY ASSESSMENT OF WELL-BEING = GOOD

Following the course on communication spaces we secured funding from the town council to alter our back play area to re-vamp the sand pit and create a den building / secret space for outdoor reading areas. We have added additional resources including a tent and large polygon building bricks. The installation of the new stable back door and an outdoor roof to enable all weather use of the outdoor space has made a massive difference to our outdoor provision. We have following a successful grant application installed a low-level outdoor sink to use when gardening and for the mud kitchen area. We have had a porch installed on the front of the building to improve the cloakroom and bag storage.

MY ASSESSMENT OF ENVIRONMENT IS = GOOD

4) Leadership and Management

Service Evaluation

I continue to offer strong leadership and management within our group and when dealing with other agencies involved with us. Self-evaluation is especially 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 an extraordinarily 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 also a governor at the school.

Our vision for the future remains the same 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 appointed a Deputy manager to assist in sessions (Member of staff promoted as recognition of their work and commitment) This person is also employed for extra clerical duties outside session time. This has proved to be an exceptionally good idea and she also has taken on the majority of the Flying start paperwork.

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

MY ASSESSMENT OF LEADERSHIP AND MANAGEMENT IS = GOOD

NAME OF REGISTERED PERSONKAREN HALL

DATE: 21st July 2023

K. Hall

NAME OF GROUP

CYLCH CHWARAE LLANFAIRFECHAN PLAYGROUP

FINANCIAL STATEMENT FOR

1st September 2022– AUGUST 31st 2023

INCOME

EXPENDITURE

Bank balance b/fwd.	13,312.92	Wages	54203.92
Petty cash b/fwd.	293.24	HMRC Tax +NI /pension	3103.34
Grants	7520.25	Payroll	691.50
Fees	16,195.00	Equipment	4301.90
30 Hrs funding	22,965.00	Stationary (inc. printing costs)	440.73
10 Hrs education	13,240.00	Building Improvements	2770.00
Flying Start	768.50	Insurance	396.80
Donations	655.00	Memberships	30.00
		Cleaning	619.06
		Annual Playgroup outing	626.00
		Milk	38.40
		Party/ sports day/ gifts	302.43
		Bank Charges	60.80
TOTAL INCOME £ 74,949.91		TOTAL EXPENDITURE	67584.88
		Bank balance c/fwd.	7171.79
		Petty cash c/fwd.	193.24

This financial statement has been approved by

TOTAL £74,949.91

LLANFAIRFECHAN PLAYGROUP COMMITTEE

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Date... 1st October 2023

Cylch Chwarae Llanfairfechan Playgroup

Ysgol Babanod Village Rd Llanfairfechan CONWY LL330AA

STATEMENT OF ASSETS AND LIABILITIES

1st September 2022

31st August 2023

CASH

Bank balance b/ fwd.....£13,312.92

Bank balance c/fwd.....£ 7,171.79

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 – £40,000
- 4) Other assets used by charity in developing its objectives – none

LIABILITIES

There are no present or future outstanding liabilities



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
LLANFAIRFECHAN PLAYGROUP

On accounts for the year
ended

01/09/2022 – 31/08/2023

Charity no
(if any)

1186971

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity 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

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 *) 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.

Signed:

C. S. Butterworth

Date:

24.06.2024

Name:

MR. C. S. BUTTERWORTH

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

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

Address:

NORTH WALES ACCOUNTING, 3 CAE BRYN GŵR, VALLEY RD,
LLANFAIRFECHAN, CONWY
LL33 0SR.