

REGISTERED CHARITY NUMBER: 1190833

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st AUGUST 2022
FOR
PENGUIN DAYCARE**

**Guy Walmsley Limited
Chartered Accountants & Registered Auditors
3 Grove Road
Wrexham
LL11 1DY**

**PENGUIN DAYCARE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st AUGUST 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1190833

Registered Housing Association

A024

Principal Address

Westwood Centre
Tabernacle Street
Buckley
Flintshire
CH7 2JT

Trustees

| | |
|-----------------------|--|
| Ashley Fraser | Treasurer (appointed 1st September 2022) |
| Cheryl Quirk | |
| Wayne Samuels | (appointed 28th April 2022) |
| Hannah Salisbury-Todd | (appointed 24th May 2023) |
| Amanda Williams | (appointed 24th May 2023) |

Independent Examiner

Guy Walmsley Limited
Chartered Accountants
3 Grove Road
Wrexham
LL11 1DY

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Summary of current management arrangements

Penguin Daycare is now a CIO (Charity Incorporated Organisation) with a Committee of five individuals acting as trustees for the Charity - Amanda Williams, Hanna Salisbury-Todd, Cheryl Quirk, Ashley Fraser and Wayne Samuels.

Our former Chair of Trustees Carol Dove recently stepped down due to work and personal commitments. Amanda Williams was appointed the new Chair on the 24th of May 2023.

There are 6 members of staff, who manage the day to day provision. Julie Walker is Childcare manager and Delyth Parry is Deputy manager.

Performance

During the last year 74 children were registered with the Charity, using either the playgroup, wrap-around care or after school club.

Anticipated demand for the service, now that the new setting is built, open and running (April 2022) has not yet seen any great increase in numbers. This seems to be due to various factors, including low confidence amongst playgroup aged families who have never been away from parents since birth due to Covid, the ongoing financial pressure on families with cost of living increases, and lack of signage. This was further impacted by the restriction on opportunities for advertising and promotion prior to the building being officially opened. Overall this resulted in decreased bookings and ultimately revenue during 2021/22.

Feedback is continuously sought and satisfaction from parents remains immensely positive through parent questionnaires returned and feedback received on both Seesaw and the Facebook page.

All staff are up to date with First Aid qualifications, Safeguarding training and DBS checks.

4 Staff are mid way through qualifications with Coleg Cambria and are progressing through the workload as expected.

Numerous training opportunities have been taken up this year, including:

- All about Two Year Olds (Jenny Barber) -EYW
- Introduction to Child Development (Jenny Barber) -EYW
- Level 3 Emergency Paediatric First Aid
- Schoolcomms system training
- Child Development - Stage not age EYW
- HR and Employment law EYW

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- A Natural Childhood - Early Years in the Outdoors (Healthy Pre Schools Wrexham)
- Let's get cooking - Healthy Pre Schools
- Challenging behaviour Workshop - Barb O'Neil.
- Anti Racist Practice in Early Years EYW
- NDCS Together we can be ready for Deaf Children
- Inspiring Environments - PACEY
- Trauma Informed Practice Early Years FCC
- Tax-Free Childcare Webinar
- Elklan level 3 training (Jen)
- Elizabeth Jarman training
- CIW virtual Provider event.
- Planning in the Moment training (4 Staff places)
- HWB units as CPD for new curriculum (Enabling Pathways) - Outdoor Learning, Observations, Authentic and Purposeful Learning
- PACEY webinar - Completing your Quality of Care review.

The Charity was also able to replace broken and damaged toys, and purchase furniture and storage items after being successful in receiving a capital grant from the Welsh Government the previous year to equip the new build setting. This was used to purchase tables and chairs, including 2 foldable tables for older children, carpet rugs, sand and water trays, cloakroom and lunchbox trolleys, role play furniture and panels, book storage, a reading arch, drying rack, an easel, a changing station and a laptop for admin, and for outdoors; a mark making den, driving bench, mud kitchen, wooden mushrooms, outdoor foam bricks, wipeable mats and a pirate ship.

A CIW inspection is due but has not taken place yet.

Supervisions and annual appraisal have taken place, parental questionnaires have been sent out and have been collated, and the Quality of Care Review is due to be completed by the end of the summer term.

We have had virtual and in person visits from our Early Years Wales representative Elaine, and visit logs received.

Our Healthy Pre School award has had further units assessed, and is on track.

Highlights for 2021/22

Penguin playgroup officially became a CIO and changed names to Penguin Daycare in November to better reflect the provision offered.

Schoolcomms was set up in September, and 94.5% of parents are registered to book and pay for sessions in advance.

There have been 74 registrations to date (mid June 2022).

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Seesaw was introduced in September to share messages, provide feedback, and share evidence of the activities and play opportunities offered. Parent feedback has been that they enjoy and appreciate the chance to see and hear what their children have been doing while they are with us.

Weekly update posts on the Facebook page continue, alongside messages and information for parents, and sometimes shared more widely to Flintshire Playgroups, and Buckley Residents.

The long awaited move into the new building happened on the 8th April, in time for us to move in over the Easter holidays (with the help of all staff, giving their time), and enabled us to open on April 25th to children.

We received an uplift grant from FCC before Christmas, a £500 grant from Early Years Wales, a £1000 grant for resources from Arnold Clark in May, and a Growing Together pack for our outside space from Keep Wales Tidy at the end of the Summer term.

Our maximum number was reduced to 19 at any session and has allowed our manager to be on rota to preserve balances as much as possible. Hopefully soon, as numbers increase, we will be able to increase our numbers with CIW to enable expansion and increased staff hours.

To operate alongside the section for Penguin Daycare on the Westwood School website, we have been able to set up our own website with information and policies - Penguindaycare.co.uk

The partnership with school continues to work well, with communication between the school office for day-to-day messages and ongoing teething problems associated with the new building.

We have been able to release a member of staff for part of each Early Years Stay and play session with the aim of increasing numbers from an earlier age/ Marketing of new build and provision offered. A number of parents have chatted and taken away information leaflets.

Through PACE, Childcare and Play grants, the Tax Free Childcare Portal, and support to complete funding forms we have sought to support our families with childcare options.

In order for our staff to be up to date with CIW minimum standards, and the new Curriculum for Wales, staff have used funded CPD time to familiarise ourselves with key policies and curriculum documents, including preparation for the Planning in the Moment approach to be trialled in September.

Fundraising events in the Autumn term included a raffle and scavenger hunt, which raised £317. During the Spring term we held a cake sale and raffle in aid of Claire House Children's Hospice which raised £102.

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A more cost effective payroll company was appointed mid year, and a new bank account is almost ready to be operational.

Future Opportunities

Following our official opening and press release (mid June) we are looking forward to being permitted to advertise more widely and promote our setting to ensure growth and success.

Holiday club provision is still an aim during the next school year - subject to demand, approval from Trustees, staff recruitment (DBS check costs, contract costs etc), advertising in local schools, registrations on Schoolcomms and changes to contracts.

We are still awaiting a date during the summer holiday for our phone line and internet connection to be provided, after the promised date of 22nd April.

We are planning an open event to showcase the setting (Saturday 2nd July), and a stall at the school fair (8th July).

Future possibilities include regaining Flying Start status, which will hopefully bring children from age 2 with funding in place.

Based on positive feedback regarding a recent student placement, Coleg Cambria have approached us to provide childcare student placements from September, which is a positive step, and we have had discussions with Healthy Pre School team about the possibility of hosting training during the evenings as part of their CPD offer.

The Trustees are thankful to each and every staff member for adapting to the many challenges they have had to face over the last year on their return from the Covid 19 guidelines and restrictions that were in place. The staff have taken advantage of many training opportunities throughout the academic year improving on their experience, skills and in turn, delivery. They have supported families and increased parental engagement with the introduction of Seesaw and are proving to be very responsive to the needs within the community.

Produced by Julie Walker, Childcare and Business Manager June 2023

PENGUIN DAYCARE
CHARITY NUMBER 1190833
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31st AUGUST 2022

| | Unrestricted Funds £ | Restricted Funds £ | Endow- ment funds £ | 2022 Total funds £ | Year End 31/08/21 £ |
|--|----------------------------|--------------------------|------------------------------|-----------------------------|---------------------------|
| RECEIPTS | | | | | |
| Fees | 12,898 | - | - | 12,898 | 20,980 |
| Flintshire CC | 26,534 | - | - | 26,534 | 27,007 |
| Early Years Wales | 500 | - | - | 500 | - |
| Other- Refund | 1,000 | - | - | 1,000 | - |
| JRS Grant | - | - | - | - | 2,223 |
| SUBTOTAL | 40,932 | - | - | 40,932 | 50,210 |
| ASSETS AND INVESTMENTS SALES | - | - | - | - | - |
| TOTAL RECEIPTS | 40,932 | - | - | 40,932 | 50,210 |
| PAYMENTS | | | | | |
| Wages | 38,814 | - | - | - | 38,023 |
| Pension | 219 | - | - | - | 235 |
| Rent- Westwood | 2,018 | - | - | - | 1,000 |
| Insurance | 667 | - | - | - | 599 |
| Phone | 312 | - | - | - | 375 |
| DBS Payments | - | - | - | - | 476 |
| R&R | 1,708 | - | - | - | - |
| Equipment | 9,241 | - | - | - | - |
| Post & Stationery | 62 | - | - | - | 116 |
| Uniform | - | - | - | - | 299 |
| Food | 29 | - | - | - | 159 |
| PPE | 170 | - | - | - | - |
| Legal fees | - | - | - | - | 1,876 |
| Zoom | - | - | - | - | 14 |
| Accountancy | 977 | - | - | - | 1,500 |
| Training | - | - | - | - | 322 |
| Software | 1,781 | - | - | - | 635 |
| Cleaning | - | - | - | - | 64 |
| Charges | 54 | - | - | - | 49 |
| Sundries | 386 | - | - | - | - |
| SUBTOTAL | 56,438 | - | - | 56,438 | 45,742 |
| ASSETS AND INVESTMENT PURCHASES | - | - | - | - | - |
| TOTAL PAYMENTS | 56,438 | - | - | 56,438 | 45,742 |
| NET OF RECEIPTS AND PAYMENTS | -15,506 | - | - | -15,506 | 4,468 |
| TRANSFERS BETWEEN FUNDS | - | - | - | - | - |
| CASH FUNDS AT START OF PERIOD | 25,541 | - | - | 25,541 | 21,073 |
| CASH FUNDS AS at 31st AUGUST 2022 | 10,035 | - | - | 10,035 | 25,541 |

**PENGUIN DAYCARE
CHARITY NUMBER 1190833
STATEMENT OF ASSETS & LIABILITIES
FOR THE YEAR ENDED 31st AUGUST 2022**

| CASH FUNDS | Unrestricted funds £ | Restricted funds £ | Endowment funds £ | 2021 Funds £ |
|-------------------------|----------------------------|--------------------------|-------------------------|--------------------|
| Bank Current Account | 4,897 | - | - | 20,374 |
| Bank Savings Account | 4,971 | - | - | 5,000 |
| Petty Cash | 167 | - | - | 167 |
| TOTAL CASH FUNDS | 10,035 | - | - | 25,541 |

| | | | | |
|------------------------------|----------|----------|----------|----------|
| OTHER MONETARY ASSETS | - | - | - | - |
|------------------------------|----------|----------|----------|----------|

ASSETS RETAINED FOR CHARITIES OWN USE

| | Funds to which assets belong | 2022 cost £ | 2021 cost £ |
|--------------------------------|---------------------------------|-------------------|-------------------|
| Furniture, fixtures & fittings | Unrestricted | 5,784 | 5,784 |
| Electrical items | Unrestricted | 1,950 | 1,650 |
| Toys & equipment | Unrestricted | 15,373 | 6,132 |
| | | 23,107 | 13,566 |

| LIABILITIES | | 2022 £ | 2021 £ |
|-----------------------------|--------------|------------|------------|
| Independent Examination fee | Unrestricted | 360 | 600 |
| PAYE | Unrestricted | - | 273 |
| | | 360 | 873 |

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PENGUIN DAYCARE
FOR THE YEAR ENDED 31st AUGUST 2022**

Independent examiner's report to the trustees of Penguin Daycare.

I report to the charity trustees on my examination of the accounts of Penguin Daycare for the year ended 31st August 2022.

Responsibilities and basis of report

As the charity's trustees of Penguin Daycare 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 accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

- 1 Accounting records were not kept in respect of the playgroup as required by section 130 of the Act; or
- 2 The accounts do not accord with those records; or
- 3 The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A.G. Griffiths

Simon Griffiths (Senior statutory auditor)
for and on behalf of Guy Walmsley Limited
Chartered Accountants & Registered Auditors
3 Grove Road
Wrexham
LL11 1DY

Date: 27/06/2023