

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st AUGUST 2024
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 2024**

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

Penguin Daycare Quality of Care Review - Summer 2024

A - Service Details

Methods of collecting views

We collect views in a number of ways:

We distribute Parent Questionnaires during the Summer term, in the format of a google forms survey.

We collate Early Years Wales development worker visit logs.

Jane Bartley (Healthy Pre Schools officer)

We have informal chats to parents daily (see Questionnaire responses).

Children's voice is used to follow interests, share their likes and views (more formally with ASC children).

Our Facebook page is updated with posts weekly and responses noted.

We have a website with contact details, useful information and key policies, and a section on the Westwood School website.

We use Seesaw to evidence activities and provide message to and from parents.

We work closely with the Nursery staff at Westwood school.

We liaise with staff at the Westwood Centre and share course information with staff and parents.

We have had involvement with the ALN service during observation visits.

(183 words)

Numbers Involved

We sent out the questionnaire link to all the families who currently use our setting, and have had forms from 25 families completed online. Other feedback is monitored weekly on Seesaw and our Facebook page.

To the end of June we had 91 children registered for the year Sept 23-July 24.

Feedback was provided from 5 professionals.

Afternoon numbers attending have been steady through the year, with 9 children receiving Childcare offer places and an average of 18 children each afternoon in total. The expansion of Flying Start has increased numbers for morning and afternoon sessions to 20 children in total - with close liaison with the Flying Start team.

(104 words)

Summary of Responses

The questionnaires are accessible on google forms on the laptop.

All parents knew who the person in charge was.

All parents confirmed that there is a clear drop off and collection in place, a friendly and welcoming environment and prompt greeting and dismissing the children.

All parents said they speak to staff daily.

All parents were comfortable in speaking to staff if they had any problems.

96% of parents confirmed that they felt staff listened to them when discussing their child. 1 parent replied with a negative response, who we speak at length with daily and have supported the family over the course of 2 years.

All parents were happy with the information they receive and communication methods used.

88% of parents were aware of activities provided through accessing seesaw and talking to their child, but 100% replied that they were right for their child.

All parents said they were happy with their child's progress and their overall experience and gave positive comments in addition.

All parents are happy with the activities we provide, and several gave additional positive comments.

Early opening question - 7.30am. 1 parent who uses Flying Start funded sessions only, with fixed session times.

Opening until 6pm option - 1 Flying Start child responded, who attends a morning session, 1 child who attends 1 morning and 1 day 8.30-3 each week, and 1 child whose parent is at University during term times.

Opened during school holidays - 1 parent whose child attends morning only, term time only Flying Start funded sessions, 1 child who is leaving in July to go to another local Primary School, 1 parent with a CCO place until July 24 and a child in the local primary school onsite, 1 parent whose child currently attends a morning and one short day a week, 1 parent who is at university, 1 parent whose child attends CCO sessions currently until July 24, and 1 parent whose child attends afternoons CCO and one child attends after school club very occasionally, and one child who attends After School club 4 days a week.

Are there any additional comments you would like to make?

17 responses

No

Both my boys love penguins, they have so much fun. Staff are brilliant and the setting is excellent. When I drop my son off he isn't always happy to go as he doesn't like leaving me, but the staff in daycare are always making him feel comfortable and he's always having fun and smiling when he comes out. I think penguins is amazing! They have been brilliant with my son. And he has really enjoyed his time here :) Wonderful and fantastic staff the environment is welcoming my child is always happy to go to afterschool club.

I appreciate everyone's hard work and patience with my son. I know it's challenging meeting the needs of such a varied age range of children. Without your facilities, I would struggle to continue with uni so I am very grateful for everything. Thank you.

Fabulous setting. Friendly staff. Great activities.

... has come on so much since joining penguins and I thank each and every one of the staff for helping with her development

Friendly hard working staff

Penguins has really helped to develop her confidence and social skills

The staff are lovely as is the setting.

Thank you for all your care and love!

Would be great if it was open on training days more so than all school holidays. As random days can be difficult with work and no family support.

Fantastic Daycare, amazing staff. My daughter loves to go to Penguins.

(276 words)

Action to Improve

Audit viability and demand for earlier opening, and holiday club - currently recruiting new staff who are able to work holiday club weeks (June 24)

Continue to work with Nursery staff and Stay and Play sessions to promote options for childcare and funding.

Continue to work with the local community and Schools to ensure we are able to provide what is needed for local families.

(words)

B – Quality & Standard

1 - Well Being - Service Evaluation

We provide an effective transition for children and parents, as many of our children begin with playgroup or Flying Start sessions, then move into Early Entitlement, and Nursery with wraparound childcare, and then finally to After School club.

We have positive relationships with the Nursery and Westwood Centre staff, and work together whenever possible for the benefit of the children.

We work hard to promote all aspects of well-being. We provide a range of resources to meet the needs and interests of the children and are actively implementing aspects of the Planning in the Moment training as well as the New Curriculum pathways.

As a staff we work together, sharing strengths and initiatives, and implementing improvements as a result of training attended.

More so than ever following the pandemic, we believe very strongly in promoting all aspects of well-being.

Our setting is a calm and welcoming space, with existing resources, new resources purchased to enhance the areas, and authentic items to create communication friendly spaces. Outside we have a space with grass and tarmac with secure school perimeters accessed by a walkway with intercom system.

Our staff listen to the children, value what they say and ensure that the children feel valued. We use positive reinforcement, stickers and praise. We consider the group and individual needs of the children, using a layout that enables them to access the toys and facilities with ease, promoting independence and choice, throughout their session. This helps the children settle and feel confident as soon as they arrive.

During circle time, the children are able to learn and also develop their relationships with their peers through speaking and listening activities, songs and stories.

A sense of belonging is encouraged through each child having their own named wellies, a lunch bag rack and coat pegs. We also have a book of photos and captions about each child, to encourage a sense of belonging. Block play is enhanced with a display of local landmarks, and matching blocks provide opportunities to "build" their town.

Having a relatively small number of staff, we feel the children quickly get to know us, form relationships and develop confidence. A key person system has been introduced to further enhance the close relationships with key members of staff, who work during specific sessions each day.

New children joining the groups through the year have settled in really well and parents/carers are happy with the way that their children are gaining new skills, confidence and enjoy what we offer.

(416 words)

Priorities for improvement

A Flying Start grant was awarded to improve specific resources, and was used to purchase an additional low daisy table and chairs, some additional sensory toys and some snack time resources to help with independence.

A Moondance Foundation grant for funded ASC places in the Summer term 24 was awarded to enable a funded After School club place for 4 sessions a week.

A Cooperative Community fund grant was made available to us in November 2023, which has been used to enhance and improve our outdoor spaces for both our children and parent/community involvement.

Indoors we have continued to move furniture, and bring in more soft furnishings to give an area with more defined cosy spaces to sit and chat or share books.

Outside, where lots of our children love to be, we have planned with the children what they'd like to do. We have a dedicated space for growing herbs and fruit. The children have already enjoyed planting, watering, harvesting and eating the fruit and vegetables and this is developing a nurturing attitude, and pride in their "garden", this year with the addition of potato s!

Whilst we are meeting the majority of children's needs in the setting and are good at identifying children who require additional support, we have had input from the ALN team to support one of our children. Working with Nursery staff and parents, we have had a consistent approach, and had shared strategies.

We will measure these improvements through observations, individual profiles, parent feedback, professional feedback and when we seek the views of the children themselves.

(287 words)

Our Assessment

Good

2 - Care & Development - Service Evaluation

We feel that the care and development of our children is one of our strengths.

The setting is a secure environment in the grounds of Westwood School, within fenced and gated school grounds.

Our planning has aimed to incorporate interests as well as using the PITM approach encouraged by our local Authority. We developed a system of key person groups for observations, and trialled various methods of capturing evidence from observations.

Observations are recorded in the child's Learning Journey folder, along with photographic evidence on Seesaw, which Parents and carers are able to access and comment upon.

We continue to use events through the year as a stimulus for activities, including celebrations relating to different cultures and the Welsh language and heritage.

We have rewritten several policies, which have been approved by CIW, to ensure that we offer a best practice in all areas. We also promote physical well-being through toileting and nappy changing, which has a signed policy. The practitioners encourage independence when using the toilet in agreement with parents/carers.

Physical play time is built into each session, encouraging exercise and developing gross motor skills.

We have also developed links to outside agencies to gain extra support for children who have additional needs. The practitioners identify additional requirements, request the necessary assessments and support and act upon recommendations.

We are able to monitor how effective these steps are through parent feedback, the children's participation in activities, professional feedback, observations and the completion of the children's learning journeys.

The benefit of these actions is that we have healthy happy children attending our setting who are confident in their play and making developmental progress.

(332 words)

Priorities for Improvement

XX

We will measure these improvements through feedback from professionals, inspectors, parents and the children.

(106 words)

Our Assessment

Good

3 - Environment - Service Evaluation

Our secure setting in the local community, is within the school premises with locked external gates and a keypad system entry. It is a fresh, clean, light and airy setting which allows for internal and external play to run in conjunction with each other, encouraging choice. An additional benefit of the setting is that the toilets are off the main room, with no requirement to leave the main setting for any required toileting. We have made the conscious decision as a staff to lay out the inside and outside areas to be adaptable when we have new resources and ideas.

Risk Assessments are completed for indoor and outdoor areas on a daily basis. We also manage our own fire and security safety checks weekly.

Fire Drill Practices and Lockdown procedure practices are carried out regularly and are recorded.

The First Aid Box and contents are up to date, and records of any accidents or incidents are kept in the first aid book, parents are notified and reports are signed.

We have a good range of equipment and resources available, which are checked regularly. Grants to equip the new building have been applied for and fundraising has been undertaken in order to purchase additional resources.

(202 words)

Priorities for improvement

Next year we have identified Welsh as one of our priorities. We will aim to develop the use of Welsh words and phrases, and the confidence of staff, along with additional resources to ensure our setting reflects our geographical position as a setting in Wales.

We have applied for a grant to enable us to have blinds fitted to the back doors of the setting to help us comply with the procedures in our lockdown policy..

We will monitor these improvements through the completion of Grant monitoring forms, feedback from inspectors on inspection reports, parents through the introduction of a comment book and professional visitors in their visit reports. Another measure of our improvement would be increasing Playgroup attendance and numbers.

(words)

Our Assessment

Excellent

4 - Leadership & Management - Service Evaluation

We continue to work hard to establish and develop strong leadership and management within the setting. In order to achieve this both the practitioners and committee have held regular meetings and we have utilised the advice of our Early Years Wales development officer. Grants have been applied for where possible to ensure the financial viability of the setting whilst we increase numbers attending to a level where we become self sustaining at all sessions

Supervisions and annual appraisal have taken place, which give us useful information to move our provision forwards.

In order to support this development further, practitioners have attended a number of different training courses this year, including:

- First Aid
- Safeguarding B and C
- Healthy Snack training
- Loving the Language (Welsh)
- Autism Training
- Physio training for use in sessions
- Wellcomms Training (FS)
- Healthy snack training

- Autism Reality training
- Makaton level 1
- Belonging training
- Social Care Wales Leadership and Management event
- 3 Enablers course
- Lunch and Learn EYW
- Charities Buying Group webinar
- Challenging behaviour training
- Flying Start training session
- EYW Professional Conversation - Registration
- Alice Sharp training
- Schemas training
- Marketing made easy - Clybiau Plant Cymru

(281 words)

Priorities for improvement

We have 2 members of staff currently completing their level 3 CCPLD qualification with an approximate end date of December 2024.

We continue to be proactive in attending any relevant training offered, and request funding to enable staff attend any courses for their professional development.

(words)

Our Assessment

Good

Name of Responsible Individual: Cheryl Quirk

Signed: C Quirk

Date: 12.7.2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PENGUIN DAYCARE
FOR THE YEAR ENDED 31st AUGUST 2024**

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 2024.

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.S. 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: 30/06/2025

PENGUIN DAYCARE
CHARITY NUMBER 1190833
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31st AUGUST 2024

	Unrestricted Funds £	Restricted Funds £	Endow- ment funds £	2024 Total funds £	Year End 31/08/23 £
RECEIPTS					
Fees	32,080	-	-	32,080	32,503
Flintshire CC	84,470	-	-	84,470	45,719
Flying Start	-	-	-	-	14,048
Flintshire CC Grants	-	589	-	589	32,503
Donations	250	-	-	250	850
CoOp Fundraising	2,839	-	-	2,839	-
Tranfer of Funds b/f	-4,879	4,879	-	-	-
SUBTOTAL	114,760	5,468	-	120,228	125,623
ASSETS AND INVESTMENTS SALES					
Bank Interest	308	-	-	308	51
TOTAL RECEIPTS	115,068	5,468	-	120,536	125,674
PAYMENTS					
Wages	75,898	-	-	75,898	61,162
Pension	1,784	-	-	1,784	639
Rent	4,290	-	-	4,290	4,049
Insurance	685	-	-	685	648
Phone	427	-	-	427	346
Repairs & renewals	-	-	-	-	7,141
Equipment	148	-	-	148	759
Accountancy	877	-	-	877	360
Training	406	-	-	406	81
Software	1,439	-	-	1,439	1,181
Charges	62	-	-	62	64
Sundries	2,396	-	-	2,396	-
Restricted Grant Return	-	-	-	-	118
General Expenses	251	-	-	251	717
Legal Expenses	1,335	-	-	1,335	-
SUBTOTAL	89,998	-	-	89,998	77,265
ASSETS AND INVESTMENT PURCHASES					
Play Equipment	4,049	6,888	-	10,937	19,476
TOTAL PAYMENTS	94,047	6,888	-	100,935	96,741
NET OF RECEIPTS AND PAYMENTS	21,021	-1,420	-	19,601	28,933
TRANSFERS BETWEEN FUNDS					
CASH FUNDS AT START OF PERIOD	36,959	2,009	-	38,968	10,035
CASH FUNDS AS at 31st AUGUST 2024	57,980	589	-	58,569	38,968

**PENGUIN DAYCARE
CHARITY NUMBER 1190833
STATEMENT OF ASSETS & LIABILITIES
FOR THE YEAR ENDED 31st AUGUST 2024**

CASH FUNDS		Unrestricted funds	Restricted funds	Endowment funds	2024 Funds
		£	£	£	£
Bank Current Account		31,764	589	-	32,353
Bank Savings Account		26,106	-	-	26,106
Petty Cash		111	-	-	111
TOTAL CASH FUNDS		57,981	589	-	58,569
OTHER MONETARY ASSETS		-	-	-	-
ASSETS RETAINED FOR CHARITIES OWN USE					
	Funds to which assets belong		2024 cost		2023 cost
			£		£
Furniture, fixtures & fittings	Unrestricted		5,784		5,784
Electrical items	Unrestricted		1,950		1,950
Toys & equipment	Unrestricted		19,422		15,373
Toys & equipment	Restricted		26,364		19,476
			53,520		42,583
LIABILITIES					
			2024		2023
			£		£
Independent Examination fee	Unrestricted		360		360
			360		360