

Trustees' Annual Report: Brynteg Little Cubs Playgroup

Brynteg Little Cubs Playgroup Charity Report of the trustees for the year ending 31 March 2021.

The trustees of Brynteg Little Cubs Playgroup Charity present their annual report and audited accounts for the year ended 31 March 2021 and confirm they comply with the requirements of the Charities Act, the trust deed and the Charities SORP.

OUR AIMS

The aims of Brynteg Little Cubs Playgroup Charity are to provide excellent quality child care in a stimulating environment where children are happy and settled.

Nurturing staff will ensure children are well supported and enjoy their activities.

Staff will treat children with respect and promote positive behaviour.

Staff will have positive relationships with parents and work well with partners in the local community.

OUR OBJECTIVES

Our key objectives for the year included:

- to continue to develop the first class pastoral care we provide for pupils
- to increase pupil numbers at the setting
- to provide continuing support of our children already in receipt of fee places

Equal Opportunities

Little Cubs welcomes children from all backgrounds. A child's gender, ethnicity, race, religion or disability do not form part of our admission processes. We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or pupils who are or become disabled. Little Cubs is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

Review of Activities and Achievements

Numbers of children attending setting have dropped. This year has been a very disruptive year with the periods of lockdown. This has unfortunately had a negative impact on the numbers in the setting. When the school shut parents stopped using Little Cubs.

Zoom calls took place regularly with staff reading stories and doing on-line activities with children and their families.

Staff used these periods of time to improve their knowledge and skills. A wide range of courses were accessed. These include, Child Protection training, First

Aid, Makaton, ELKLAN, Yoga for Literacy, supporting children with Additional Learning Needs and Jabadao.

Links have been strengthened with families through 'Chatterbox' sessions where parents and children join together to share stories, songs, nursery rhymes etc.

The setting has carried out work on healthy eating and lifestyles and is working towards the Healthy and Sustainable Pre School Scheme National Award and Tiny Tums Award.

Our Finances

The financial statements show net income of £60,696 for the year April 2020 until March 31st 2021 and expenditure was £47,453.50

Reserves and Financial Health

The Trustees regularly review the finances, budgets and spend against budget together with a monthly cash flow analysis. The setting applies for grant when they are available.

Structure, Governance and Management

Little Cubs Playgroup Charity and meet three times a year. The work of implementing most of their policies is carried out by the members of the Development Committee and the Finance Committee. All trustees give of their time freely and no remuneration or expenses were paid in the year.

Key management personnel

The trustees give of their time freely and the pay of the staff is set by the Finance Committee and is kept under annual review. A number of criteria are used in setting pay:

- nature of the role and responsibilities
- the average salary for comparable positions

The day to day running of the Setting is delegated to the supervisor, supported by trustees and senior staff. The day to day administration of the setting is undertaken within the policies and procedures approved by the trustees.

The trustees oversee the recruitment of staff.

Risk Management

The trustees are responsible for the overseeing of the risks faced by the Setting. Risks are identified, assessed and controls established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis.

This year the main risks that the Governors have identified and the plans to manage those risks are:

- COVID
- Money. Our ability to continue is reliant on fees. This risk is managed by marketing activities and applications for grants.

TRUSTEES

The charity trustees of Brynteg Little Cubs Playgroup Charity

Rachael Connell (Headteacher of Brynteg School)

Lisa Jones (Secretary of Brynteg School)

Michelle Firth (Deputy headteacher of Brynteg School)

Lucy Edwards (Supervisor of Flying Start)

Gemma Richardson (Assistant Supervisor of Flying Start)

Rebecca Clark (Childcare Practitioner at Flying Start)

Carol Farnhill (Governor at Brynteg School)

School Name: Brynteg CP School
Financial Year:
Income from: **Paying In Book**

[illegible]

School Name: Flying Start
Financial Year: 2020-2021
Income from: **Bank Transfer**

[illegible]

School Name: Flying Start
Financial Year: 2020-2021
Expenditure from: **Cheque Books**

[illegible]

School Name: Flying Start
Financial Year: 2020-2021
Expenditure from: **Direct Debits**

[illegible]

Summary of Transactions of					
				Brynteg Little Cubes	
				2020-2021	
Balance b/f		36,832.82		Expenditure	
Closing Balance from last year's form D				Expenditure	47,453.50
add cheques written back in (see note 1)	0			Bank Transfers	
Subtotal		36,832.82		Subtotal	
add Income				Bal c/f	0.00
Receipts	60,696.00			less unrepresented cheques (see note 2)	
Bank Transfers	60,606.00			chq number	amount
Subtotal		###		****	0.00
				****	0.00
				****	0.00
				****	0.00
				Subtotal (see note 4)	
				Cash at Bank 31/3/	
(see note 3)		###			
Notes:					
1. Cheques written back in = any cheques that are over 6 months old that have not been presented to the bank (on bank statement)					
2. Unpresented cheques = cheques written out but have not been presented to the bank (on bank statement)					
3. C25 and H25 totals should be the same					
4. This figure will be your opening balance (balance b/f) next year					

Form D

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