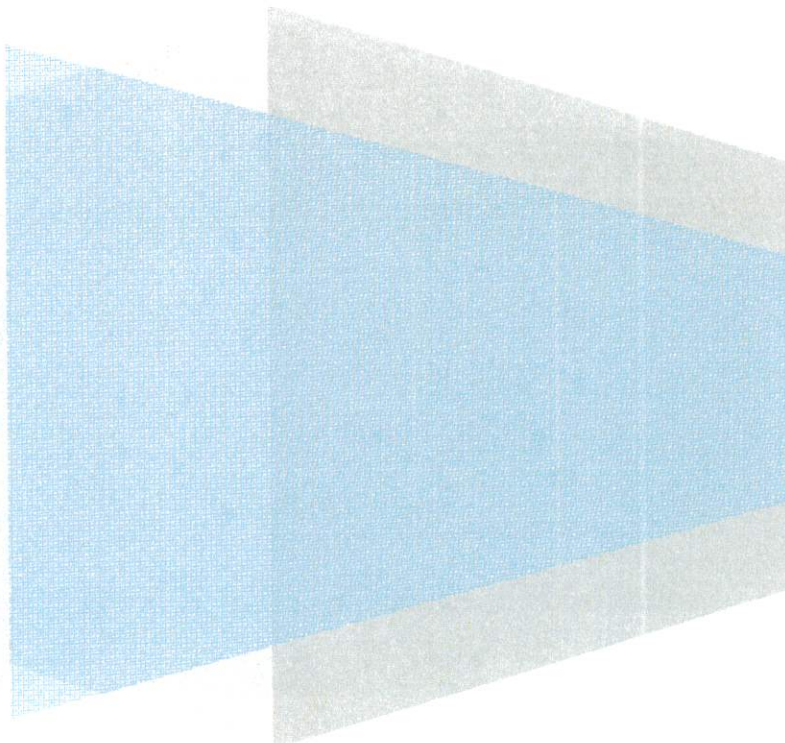


# **Largo Pre-School Playgroup**

Scottish Charity Number SC016254

## **Annual Report & Financial Statements**

**For Year Ended  
31 July 2025**



# Trustees' Annual Report

## For the Year Ended 31 July 2025

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 31 July 2025.

## Reference & Administrative Information

### Charity Name

Largo Pre-School Playgroup

### Charity No

SC016254

### Address

Montrave Hall

Lundin Links

Fife

KY8 6AJ

### Current Trustees

Joni Allardyce	Chair
Chloe Chapman	Vice Chair
Lucy Munsaka	Secretary
Elise Grieg	Treasurer
All parents and carers	

### Independent Examiner:

Alexander Gillespie  
Gillespie Inverarity & Co. (Fife) Ltd  
FRIC, Ajax Way  
Methil  
Fife, KY8 3RS

## Structure Governance & Management

### Constitution

The Playgroup is a Charitable Unincorporated Association governed by its constitution document adopted on 17 June 2004.

### Appointment of Trustees

All trustees are appointed by the members at the Annual General Meeting. These meetings are now normally held in October.

The membership of the group is open and shall consist of

- ☐ The parents or guardians of the children on the attendance register of the group from time to time.
- ☐ Any registered childminder or adult family carer who regularly accompanies a child on the register.

### Management

The trustees are responsible for the management and control of the playgroup within the aims and objectives as set out in the governing document.

## Objectives and Activities

### Charitable purposes

The aim of the playgroup is to promote the aims of Early Years Scotland, which are to advance the education of Pre-school children with the emphasis on play experience, so that they may take a constructive place in the community, and also to advance the education of their parents and other appropriate persons. In furtherance of the above aims the group shall seek:

- a) To provide safe and satisfying group play in which parents take part when appropriate.
- b) To encourage other charitable activities through which parents may help their children.

### Activities, Achievements and Performance

Largo Pre School-Playgroup is a small voluntary sector setting running term time. Children can attend Monday to Friday, 8.45am – 2.45pm. The funded children attend for full day sessions. Fee paying children can attend for 3- or 6-hour sessions across the week. Children's attendance can vary from 1 session to 5 full days. Largo Pre School-Playgroup is run by a parent led committee, has a full-time fully qualified manager and two full-time Early Years Officers. We also have 2 bank early years officers available to support our staff team and we continue our partnership with Fishbowl Nursery to support each other and help with cover when necessary. As well as offering cover, we also undertake training together. This provides more scope for discussions and sharing knowledge between practitioners as well as helping reduce costs for both.

We are based in the village of Lundin Links and primarily serve the families of the local villages. With the change in delivery to 1140 hours we are now based within the Levenmouth Central area for nurseries. This year we have seen an increase in families requesting places from the wider Levenmouth area and along the East Neuk coast. During the year we have had a waiting list in place but as ages have changed over the course of the year, we have been able to offer everyone spaces. As the pattern in birth rates change, the drop-in birth rates look like it will impact on the setting next year. Although numbers remain relatively high, we are shifting back to more fee-paying children. This impacts the setting as income will fall – more younger children mean lower adult: child ratios and fee-paying children do not tend to do fulltime hours like the older funded children.

The SIMD profiling for Largo Pre School shows most of our children live in areas which fall into the SIMD8 category. The average SIMD decile (Overall Rank) for families accessing early learning and childcare at playgroup is 6.6.

Largo Pre School-Playgroup is a small charity based in the Montrave Hall, Lundin Links. The hall is a community owned hall. The hall committee have supported playgroup to be the primary and main users of the back hall reducing greatly how often we need to move / clear the room. We have our own outdoor area which is small but provides a variety of learning opportunities for the children. Due to the weather conditions that have been experienced recently we have had to remove our playhouse from the garden due to the wood beginning to rot. In addition to this, the stormy weather experienced, resulted in the golf course fence being brought down. We remained secure as we have our own fence too. The golf course fence was replaced. The back wall of the hall is due to be fixed this summer after being secured previously.

We are registered with the Care Inspectorate to have 24 children attend daily. Children can start with us at 2 years 6months. Within the building playgroup are based in the smaller of the 2 halls and have use of the kitchen where we have been producing snack and lunches for the children.

This year we have embedded the use of Healthy Tots as our hot lunch supplier. From term 2 we reintroduced 2 days a week with cold lunches. These involve the children making their own roll, allowing them to independently make their own lunches. This compliments the feeling of independence they have gained through serving up their own Healthy Tots lunches.

We have 2 toilets that the children and staff have use of. There is also a larger hall within the building that we use occasionally for activities such as yoga, sticky kids or celebratory events such as Christmas or moving on activities. The corridor has been further developed over the course of the year to provide additional information for parents and staff.

We have set up a staff noticeboard area and for the parents we were able to share information with them about our improvement priorities. We also offered the children and families the opportunity to share learning from home with us on our Proud Cloud. This has proved very popular, and children have been keen to share their own achievements with their peers and staff. 56% of children shared an achievement with us on the proud cloud.

The opportunities available to us locally provide invaluable learning opportunities for our children. On our doorstep we have access to the local park and are in short walking distance of the beach. We have continued to develop our planting area in the grounds of the village hall for the benefit of the local community to see.

We can visit the local shops with the children and post letters locally. We continue to work in partnership with Largo Library and Community Hub and deliver regular Bookbug sessions. Our children get to experience a different setting within the village and represent playgroup in the wider community. The sessions are open to the public, so we have younger families joining us and the nursery from Lundin Mill School have also joined us. Over the course of this year, we delivered 8 Bookbug sessions at the library, in total 273 children attended these sessions (averaging 34 per session), and 100 adults also came along and got involved (averaging 13 per session).

During our visits to the library the children are encouraged to have a look round the children's section. At the end of the sessions the children are keen to look at the books and the volunteers in the library support them to take their books out. This helps to increase awareness of the Largo Library and Community Hub amongst our children and their families as well as encourage them to use the hub in their own time. This year 129 books were borrowed from the library by the playgroup children. It is also a good opportunity for the children from playgroup and nursery to mix ahead of transitions to school or the nursery. This has also been observed by the volunteers who are involved with the library:

*"we have noted at the Bookbug sessions how well settled the children are over the past year. It is a pleasure to have them as well as the nursery children and hopefully this will be helpful in moving from one setting to another."*

Our contact with Lundin Mill Nursery and Primary School has continued. As well as keeping in regular contact with the nursery staff and headteacher, we also have the same peripatetic nursery teacher. We had a new teacher take on this role in January 2025. This will only benefit the transition of the children moving on from playgroup to nursery and will ensure an additional opportunity for information to be shared about the children between the settings. This year we have had 10 preschoolers, 8 of which are moving onto Lundin Mill Primary School. We worked closely with the Headteacher at Lundin Mill and our peripatetic teacher to start our transition visits. We had the opportunity for 16 visits for those moving into Primary 1. In addition to these, 2 visits to Lundin Mill Nursery are timetabled, and these will correspond with visits for our August new starts. For our other Primary 1 starters going to different schools, communication has been shared from

these schools (Parkhill and Mountfleurie) so that staff at playgroup are fully aware of the opportunities available for those children too. Parents have commented on the transition work that has been in place this year:

*"She has been enjoying her visits to school and is ready to move onto P1 with her friends"*

Within the community this year we have made links with several organisations, and we look forward to progressing these further over the coming year and building further upon them. These groups have included Largo & Newburn Horticultural Society, Friends of Largo Bay and RHET Fife Countryside Initiative. The contributions that these groups have made to playgroup have been invaluable, providing learning opportunities for the children within playgroup or out with. We are working with all these local community organisations to ensure that playgroup remains a well-known group in the area, as well as providing the children with the opportunity to access various learning opportunities and helping them to become more aware of their local environment and what it has to offer. The children participated in the first flower show which had categories for children aged 3 – 5 years. The children enjoyed making their creations and proudly shared their achievements with family members.

More strategically, the manager is involved in networking meetings which provide support and information sharing. Currently we attend the Managers Networks meetings for Fife and Northeast Fife. These are facilitated by Alyson McKinlay, Development and Support Officer for Early Years Scotland. These face-to-face meetings also provide opportunities for visiting different settings and networking with staff. They have also been opened up to provide all staff with the chance to attend and share their ideas and experiences with other staff from across the area. This year we have had the opportunity to visit Triangle (Cupar), The Little Lighthouse Nursery (Tayport), Newcastle Nursery (Glenrothes), Wormit Playgroup and Dunnikier Playgroup & Nursery. In addition to these meetings, the managers have also set up a what's app group to allow questions to be answered more quickly and sharing of good practice examples to take place. We also provide representation from Fife on the National Membership Steering Group for Early Years Scotland.

Our beach kindergarten sessions have continued this year. We have moved from afternoon sessions to morning sessions this year as it gave us more opportunities for the children to explore the beach environment.

In terms of communication with our families we continue to use Facebook to share information with our parents/carers, but we also use the local community page if we need some support or help with the children's interests. We also provide newsletters each month so that we can share up and coming events.

As a charity we are run by a parent led committee. Meetings are timetabled throughout the year with our AGM held in September/October to allow any new office bearers to be voted in for the year ahead. We timetabled in 5 meetings for the parents throughout the year. We also hold open start and finish sessions throughout the year for our parents/carers to come in and see their children in the setting with 5 formal sessions being held over the year. 30 adults and 3 siblings attended these sessions representing 64% of our children. Staff are happy to speak with parents at any time and have an open-door policy if parents/carers would like a chat. Parent questionnaires were handed out at the end of the year with 32% being completed. 100% of all respondents were happy with the levels of communication in place:

*"I feel very well informed"*

*"Communication is great and excels any other childcare settings I've experienced"*

*"Feel the communication is excellent. The teachers are so approachable, and nothing is too much trouble"*

*"I love seeing the photos of them all having fun on the Facebook page!"*

The parents, carers and families have provided additional support this year with a great amount of fundraising. They organised a variety of events this year – a toy sale, a Christmas Fayre and Raffle and a family sponsored walk. In total they raised over £2550 which has allowed us to provide resources and activities for the children.

This May we also had the opportunity to take part in a research project linked with the University of Cambridge, Psychometrics Centre. The Little Link Assessment Project is looking at assessment and intervention packages to help identify and support children with Speech, Language and Communication Needs. Out of 18 eligible children, 17 took part in the assessment with permission from parents (94% uptake). As part of the project, a summary report will be received, providing information regarding their level of difficulty of understanding language. Recommendations of levels of support that may be required (universal, targeted, specialist) will also be provided. Staff also have access to a training session delivered by a speech and language therapist. Due to closeness to the summer break, we will aim to take part in this on our return in August.

We pride ourselves in building good, strong relationships with our families as well as providing a safe, nurturing environment for the children. We aim to support all the children to have positive experiences at playgroup – things they may remember for many years. During December Chicken Pox was rife in the local school. As we have many children who have siblings at the school it soon became apparent that we were going to be hit too. Unfortunately, it came at the end of term when we were holding our Christmas party. We didn't want anyone to miss out, or return before they should, so Santa agreed to do some home visits for us after the party.

Parents and children were delighted. Even 6 months later, during a conversation with a member of staff, one child said:

***"Rachel, do you remember when Santa came to my house with you and Veronica? I loved it and it was the best day ever!"***

## **LARGO PRE SCHOOL PLAYGROUP AIMS:**

Our Aim:

- To provide a nurturing learning environment for our children, allowing them to play and have fun whilst developing independence, confidence and life skills at their own pace.

As a setting **Our Values** are important to allow us to achieve this:

- We will provide a happy, secure and stimulating environment where children experience self-directed learning opportunities.
- We will provide a broad, balanced curriculum that encourages the all-round development of each child, and which will provide a solid foundation for future learning.

- We will help children to develop independence, self-confidence, consideration for others and respect for their environment.
- We will maintain and promote good relationships with parents and carers, so that we can work together to continue the development that has begun.
- We will offer equal opportunities to everyone whilst respecting and valuing their differences.
- We will continue to develop the skills and expertise of the staff.

We will be responsive to the needs of our local community.

**Fundraising and Donations:**

During the year fundraising activities took part, raising a total of £2,551, which included:

Christmas fare, raffle and coffees	£752.50
Easter Fundraising	£90.50
Sponsored walk	£1,502.50
Gift Aid	£205.63

**Financial Review**


Our main source of funding continues to be from Fife Council of £157,836 (2023/4: £130,322), Fundraising Activities of £2,551 (2023/4: £1,020) and Playgroup Fees of £8,442 (2023/4: £17,178).

**Reserves Policy**

The trustees aim to hold enough funds in reserve to cover redundancy entitlements totaling £75,297 for this financial year. This has not yet been met, but it is hoped to continue to build up these reserves to ensure the future sustainability of the Playgroup in the long term.

**Plans for Future Periods**

The trustees aim to increase awareness of the benefits of playgroup to young children and their families. Approved by the trustees on the date below and signed on their behalf by:

  
.....  
**Signed:**

Elise Greig

Treasurer:

  
.....  
**Date:**

## Independent Examiner's Report

### For the Year Ended 31 July 2025

#### Independent Examiner's Report to the Trustees of 31 July 2025

I report on the financial statements of the charity for the year ended 31 July 2025 which are set out on pages 10 to 13.

#### Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity's trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44) (1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

#### Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

#### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed A Gillespie

Alexander Gillespie MA, ACA, ATII

Date 24/2/26

FRIC, Ajax Way, Methil, Fife, KY8 3RS

## Statement of Receipts and Payments – For the Year Ended 31 July 2025

<b>Receipts</b>	<b>Note</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2025</b>	<b>Total 2024</b>
<hr/>					
Voluntary Receipts					
Grants	4	157,836	-	<b>157,836</b>	130,322
Grants – healthy snack			2,235	<b>2,235</b>	2,186
Fundraising		2,345	-	<b>2,345</b>	1,020
Gift Aid		206	-	<b>206</b>	0
Donations		200	-	<b>200</b>	902
Fees		8,442	-	<b>8,442</b>	17,178
		169,029	2,235	<b>171,264</b>	151,608
<hr/>					
<b>Payments</b>					
Cost of Fund Raising		-	-	-	10
Cost of Charitable Activities	5	162,971	2,235	<b>165,206</b>	133,825
Governance Costs	6	480	-	<b>480</b>	678
<b>Total Payments</b>		163,451	2,235	<b>165,686</b>	134,513
<hr/>					
<b>Surplus/(Deficit) for the year</b>		5,578	-	5,578	17,095
<hr/>					

The Notes on pages 12 and 13 form an integral part of these accounts

## Statement of Balances – As at 31 July 2025

<b>Funds Reconciliation</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2025</b>	<b>Total 2024</b>
Opening Cash at Bank & In Hand	33,025	-	<b>33,025</b>	15,930
Surplus/(Deficit) for year	5,578	-	<b>5,578</b>	17,095
<b>Closing Cash at Bank &amp; In Hand</b>	<b>38,603</b>	<b>-</b>	<b>38,603</b>	<b>33,025</b>

### Bank & Cash Balances

Bank Account	<b>38,603</b>	<b>33,025</b>
--------------	---------------	---------------

### Other Assets (Unrestricted Fund)

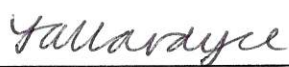
Play equipment	2,500
Computer equipment	460


### Liabilities (Unrestricted Fund)

There are no Liabilities	-
--------------------------	---

The Notes on pages 12 and 13 form an integral part of these accounts

Approved by the trustees on the date below and signed on their behalf by:-

  
 \_\_\_\_\_  
 Joni Allardyce  
 Chair

  
 \_\_\_\_\_  
 Elise Greig  
 Treasurer

Date: 23/02/2026

Date: 23/02/2026

## Notes to the Accounts – For the Year Ended 31 July 2025

### 1 Basis of Accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### 2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the Charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

### 3 Related Party Transactions

No remuneration was paid to the trustees or to any connected persons during the year. No travel expenses were paid to any trustees during the year.

<b>4. Grants Received</b>	Unrestricted Funds	Restricted Funds	<b>Total 2025</b>	Total 2024
Fife Council	157,836	-	<b>157,836</b>	130,322
Fife Council – Healthy Food Grant	-	2,235	<b>2,235</b>	2,186
	<b>157,836</b>	<b>2,235</b>	<b>160,071</b>	130,508

<b>5. Cost of Charitable Activities</b>	Unrestricted Funds	Restricted Funds	<b>Total 2025</b>	Total 2024
Wages & National Insurance	117,999		<b>117,999</b>	101,969
Staff Training	798	-	<b>798</b>	275
Rent	15,300	-	<b>15,300</b>	10,119
Provisions	5,416	2,235	<b>7,651</b>	3,253
Insurance	909	-	<b>909</b>	842
Consumable toys and materials	20,605	-	<b>20,605</b>	16,005
Postage, Stationery & Telephone	352	-	<b>352</b>	718
Professional Fees and Subscriptions	1,592	-	<b>1,592</b>	644
	<b>162,971</b>	<b>2,235</b>	<b>165,206</b>	133,825

Notes to the Accounts – For the Year Ended 31 July 2025

6. Governance Costs	2025	2024
Independent Examiner's Fee	480	480
Legal Advice	-	198
	480	678