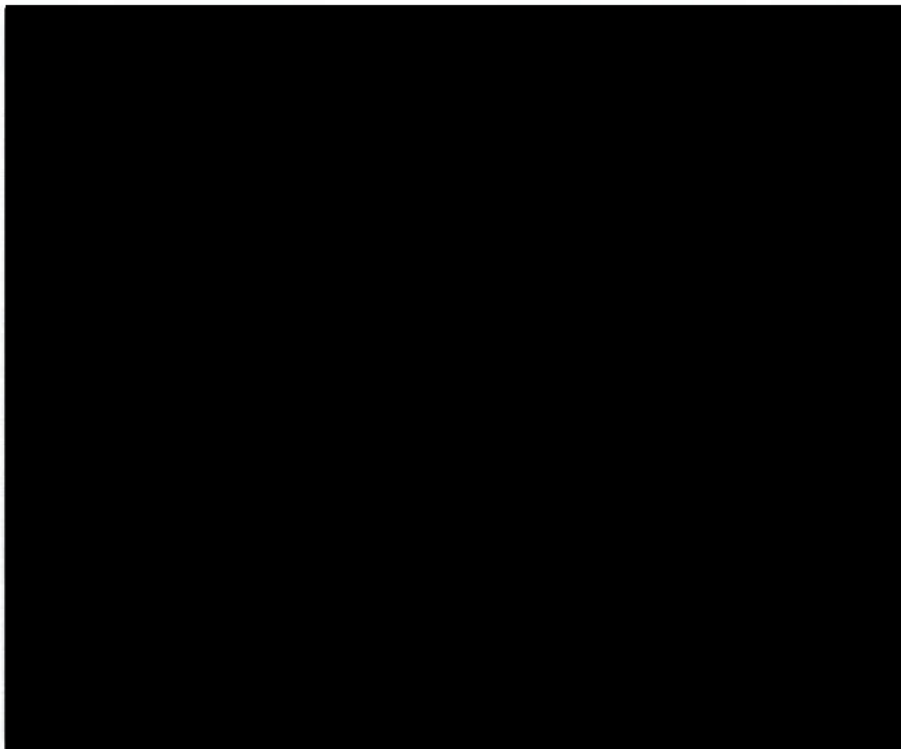
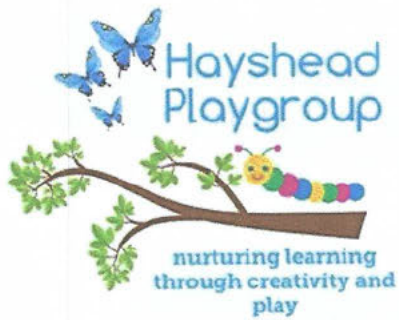


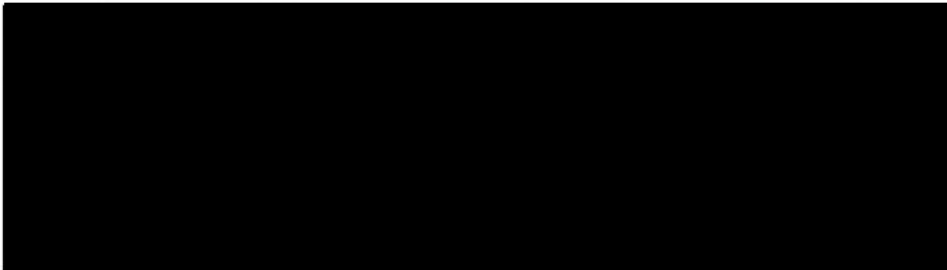
**Hayshead Playgroup**  
**Trustees' Annual Report and**  
**Financial Statements**  
**1<sup>st</sup> August 2023 - 31<sup>st</sup> July 2024**







Hayshead Playgroup  
Scottish Charity Number: SC022342  
Abbey View Campus  
Hayshead Road  
Arbroath  
DD11 5FE

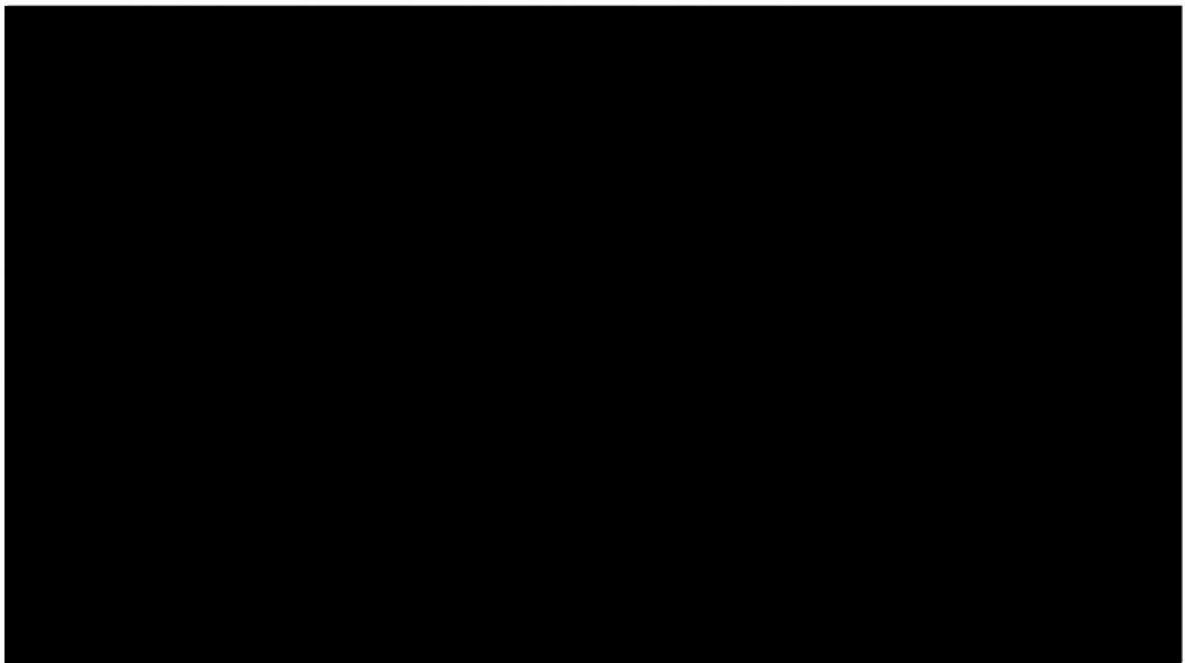


## Structure, Governance, and Management

Hayshead Playgroup is a charitable unincorporated organisation that is governed by an Early Years Group Constitution. All the Trustees are appointed or reappointed at the Annual General Meeting held each year. Trustees may be co-opted throughout the year.

The Playgroup also employs a Manager and Deputy Manager to manage the day-to-day running of the group in partnership with the Trustees. In addition, to meet the needs of the group, we employ 5 early-year practitioners, 2 support workers, and one administrator.

### Hayshead Playgroup Charity Trustees



Committee members that left were due to their child's natural progression to nursery or school.

## Objectives and Activities

The group aims to advance the education and social development of preschool children with an emphasis on child-led learning experiences and play. We provide a safe and nurturing group environment where children are happy and cared for. We believe every child should gradually learn new skills that build self-confidence and increase awareness of the world around them.

We strive to incorporate local and national policy and procedures, nurturing curricular milestones for children 3-5 years old through the delivery of the Curriculum for Excellence. For our youngest children aged 2-3, we follow national practice guidance for early years in Scotland "Realising the Ambition: Being Me".

- Numeracy
- Literacy
- Health and Wellbeing

All children's learning and development is documented through folios which staff use to track progress and create opportunities to challenge future learning.

We provide targeted support for individual children and their families following guidance set out by the Scottish Government, "Getting it Right for Every Child."

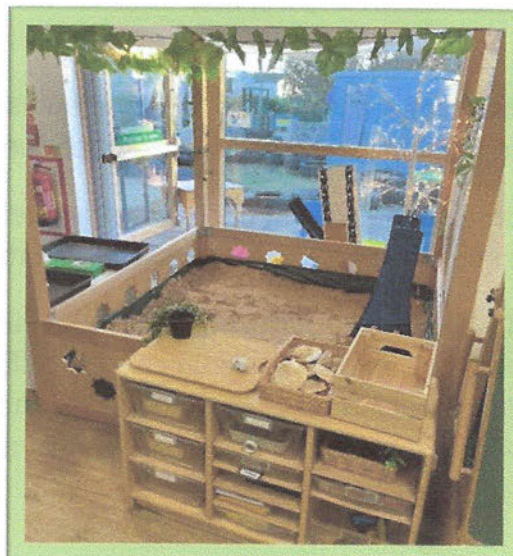
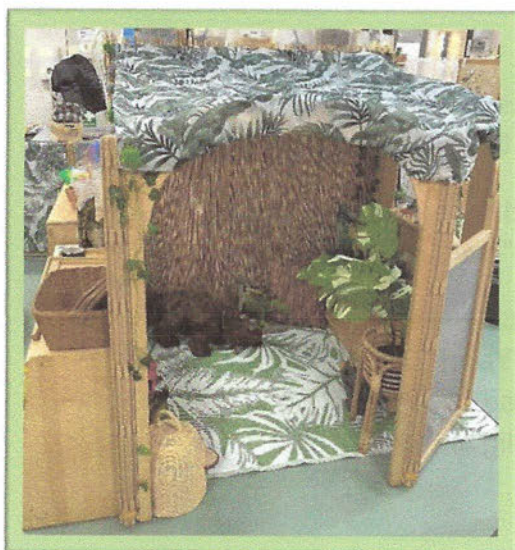
As of August 2021, through demands in the local area, we were able to increase our capacity from 24 to 28 children. The Early Years Childcare Expansion in Scotland allowed us to primarily focus on funded children, offering only full-time, term-time-only spaces for 3–5-year-olds and eligible 2-year-olds.



## Achievements and Performance

During the academic year of 2023/2024, we had an unusually high number of children with additional support needs apply; therefore we adapted the room by creating sensory spaces, this included an indoor sand pit at a cost of £250.00 and we purchased sensory resources at a cost of £250.00

Below are some examples of these changes;



### Engagement with Parents and the Local and Wider Community

Our children love to go out and explore the local area where they can learn about what goes on in their community.

This year they visited Arbroath Abbey, the local supermarket, the pet shop and went on a bus trip.

The end of term trip was a train journey to Carnoustie where they had a picnic and played at the park.

To help transition children into the playgroup and support children moving onto nursery and Primary 1 we worked in partnership with them to run a parenting support group called Peeps.

## Feedback from Angus Council and Care Inspectorate

In December 2022 we had a visit from the Care Inspectorate for an unannounced inspection. This was a positive experience which was echoed in the feedback given, see below.

Quality Indicator 1.1 Nurturing care and support.

“We found significant strengths in aspects of the care provided and how these supported positive outcomes for children, therefore we evaluated this key question as very good. The children were happy and settled in the playgroup. They were enjoying their time in the setting, playing and having fun with friends and staff. Staff were kind, caring and nurturing in their approach with children. They knew children well and spoke knowledgeably and confidently about children’s individual care needs and how they were supported. Staff were very responsive to children, respectful and kind in their approach, reassuring children, comforting them when needed and giving cuddles if they wished them. It was evident attachments had been developed between children and staff. There was chatter and laughter throughout the day as staff joined in children’s play and learning. Children told us they were having fun.”

How good is our care, play, and learning?	5 – Very Good
How good is our setting?	5 – Very Good
How good is our leadership?	5 – Very Good
How good is our staff team?	5 – Very Good

As we are in partnership with the local authority, each year we are inspected by Angus Council to monitor our quality of provision.

One of the findings from this visit in May 2023 identified the following strength.

“The staff have been responsive to parental needs and work with families to support them to enhance their children’s learning and development. They seek advice from other professionals when this is helpful. One example of inviting parents into the setting. There was evidence to support good collaboration with other professionals to support children’s individual needs”

Overall, this annual visit was positive and through discussion between the Manager and Angus Council, a shared vision for the next year's improvements was agreed upon.

**Due to Angus Council changing the timescale for our Quality Assurance visit in the summer term, we do not have a new report for this period.**



## Financial review

The charity's total income for this year was £ 213,680. The majority of this was from council funding (£211813) and went towards the playgroup's day-to-day running, e.g. staff costs, food, and resources.

Playgroup fundraising total was **£1,867** which went directly to fund excursions and resources for the children.

The total expenditure was **£ 218,630**

A second account was opened for helping with fundraising administration.

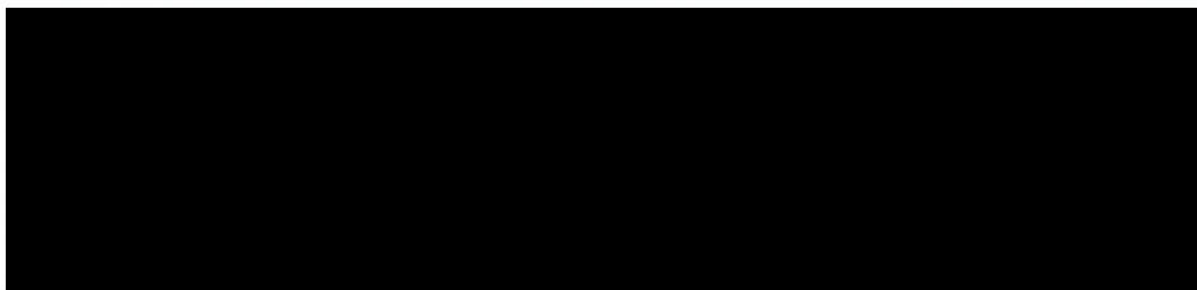
## Statement of the charity's policy on reserves

The Trustees consider that free reserves of £42,000 should be held, this would be equivalent to 3 months wage costs.

The Trustee's policy is to use any reserves to further the objectives of the organisation. The Trustees are responsible for the strategic direction and planning of the organisation.

## Declaration

Signed on behalf of the charity trustees:



Designation

Hayshead Playgroup  
DEPUTY CHAIRPERSON

Date

29/04/25.

## **To the Trustees of Hayshead Playgroup**

I report on the accounts of Hayshead Playgroup (the charity) for the year ended 31 July 2024, which are set out on pages 12 to 14.

### **Respective responsibilities of trustees and examiner**

The trustees of the charity, are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 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 Charities Accounts (Scotland) Regulations 2006. 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 the course of 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 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave 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.



**Date: 29 April 2025**

## Hayshead Playgroup

### Receipts and Payments Account for the year ended 31 July 2024

	Note	Unrestricted Fund £	Restricted Fund £	Total Funds 2024 £	Total Funds 2023 £
<b>Receipts:</b>					
Fee income	4	211,813	-	211,813	205,542
Donations & fundraising		1,867	-	1,867	1,373
Other charitable income	5	-	-	-	80
<b>Total Receipts in year</b>		<b>213,680</b>	<b>-</b>	<b>213,680</b>	<b>206,995</b>
<b>Payments:</b>					
<b>Fundraising expenses</b>					
Fundraising costs		-	-	-	-
<b>Charitable activity</b>					
Staff costs		187,050	-	187,050	172,089
Training		26	-	26	-
Equipment		22	-	22	5,935
Resources		9,198	-	9,198	11,419
Trips		484	-	484	988
Travel		122	-	122	335
Events & animal care		1,121	-	1,121	1,193
Garden area		1,758	-	1,758	1,304
School meals		-	-	-	2,170
Groceries		13,233	-	13,233	15,092
Children's clothing		-	-	-	-
Uniforms, PPE & First Aid		784	-	784	619
Laundrette		241	-	241	608
Telephone		1,213	-	1,213	1,085
Stationery & admin		2,184	-	2,184	1,978
Insurance		863	-	863	892
Other costs		131	-	131	138
<b>Governance</b>					
Independent examiner's fee		200	-	200	200
<b>Total Payments in year</b>		<b>218,630</b>	<b>-</b>	<b>218,630</b>	<b>216,045</b>
<b>Net (payments) / receipts in year</b>		<b>(4,950)</b>	<b>-</b>	<b>(4,950)</b>	<b>(9,050)</b>



## Hayshead Playgroup

### Statement of Balances at 31 July 2024

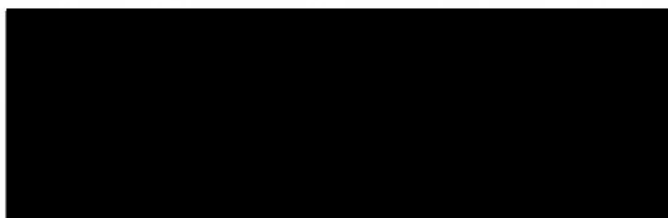
	Unrestricted Fund £	Restricted Fund £	Total Funds 2024 £	Total Funds 2023 £
<b>Funds Reconciliation:</b>				
Funds brought forward at 1 August 2022	52,274	-	52,274	61,324
Net receipts / (payments) in year	(4,950)	-	(4,950)	(9,050)
<b>Funds carried forward at 31 July 2023</b>	<b>47,324</b>	<b>-</b>	<b>47,324</b>	<b>52,274</b>

<b>Bank &amp; Cash Balances:</b>	£	£	£	£
Bank account	47,278	-	47,278	52,232
Savings account	23	-	23	-
Petty cash	23	-	23	42
<b>Bank &amp; cash balances at 31 July 2023</b>	<b>47,324</b>	<b>-</b>	<b>47,324</b>	<b>52,274</b>

#### Liabilities at year end

HMRC for PAYE & NIC (July 2023 - paid August)	-	1,694
Staff pensions (July 2023 - paid August)	-	560

The accounts on pages 12 to 14 were approved by the Trustees on 29/4/25  
and are signed on their behalf by:



## Hayshead Playgroup

### Notes to the Accounts

For the Year Ended 31 July 2024

#### 1. Basis of accounting

The accounts have been prepared on a receipts and 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* can be used in furtherance of any of the charitable objects at the discretion of the trustees. An unrestricted 'general' fund is maintained for the day to day operations of the Society.

*Restricted funds* can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

#### 3. Trustees' remuneration and expenses

No remuneration was paid to trustees during the year and no expenses were reimbursed to them.

#### 4. Fee income

	2024	2023
	£	£
Angus Council	<u>211,813</u>	<u>205,542</u>
	<u>211,813</u>	<u>205,542</u>

#### 5 Other charitable income

	£	£
Bank compensation claim	<u>-</u>	<u>80</u>
	<u>-</u>	<u>80</u>

#### 6 Staffing

	No.	No.
Head count basis	<u>10</u>	<u>10</u>