

Trustees' Annual Report and Financial Statements for the Year Ended March 31st 2020

Reference and Administration Information

Charity Name: Bristol Children's Playhouse

Charity registration number: 277462

Charity's principal address: Berkeley Green Road, Eastville, Bristol, BS5 6LU

Trustees serving during the year:

Cathy Spence (Chair), Matt Wild (Treasurer), Sam West, Dean Williams, Kimberley Rolfe

Patron: Baroness Jean Corston

Independent Examiner: Dick Maule, 3 Penlee View Terrace, Penzance TR18 4HZ

Bankers: National Westminster Bank, Fishponds Bristol (A) Branch, 778 Fishponds Road, Fishponds, Bristol, BS16 3TX.

CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ.

Structure Governance and Management

The charity is unincorporated and was registered as a charity on 26th April 1979 and is governed under a constitution which was last updated on 19th July 2001.

Bristol Children's Playhouse has a local provider agreement for the provision of free early education entitlement to 2, 3 and 4-year-olds.

Recruitment and Appointment of Management Committee

A management committee consisting of not more than 12 members is elected annually at the Annual General Meeting. The committee elects the honorary officers at the first meeting immediately after the AGM. The executive committee can co-opt not more than 4 additional people who are not necessarily members of the charity.

Objectives and Activities

Our aim is to safeguard and promote the welfare of children within the family and provide quality preschool education allowing children to gain positive experiences which will improve their confidence and self-esteem and aid their transition to the primary school setting. We work closely with Parents/Carers to provide an inclusive preschool experience. We encourage learning through play, positive self image and respect.

The main objectives of the charity:

- Provide a pre-school nursery with support for children with additional needs.
- Develop strong partnerships with parents.
- Allow children to enjoy daily outdoor play supporting a healthy lifestyle.
- Support children learning English as an additional language.
- Ensure all children feel included, which promotes their emotional well-being.
- Meet the needs of all children and help them achieve their full capability.
- Support parents to access specialist services.

Review of Achievements and Performance

In June 2019 we saw the Playhouse turn 40 years old - 40 years since it's original set up as a place to provide somewhere for children of pre-school age and their family to meet and gain positive experiences through play together. We celebrated with a big birthday party held at the Playhouse inviting past staff members and users as well as current families and local community. This was a great success. People were able to find out about the history of the Playhouse and enjoy games and crafts for the children along with freshly baked pizza and cakes.

The new year started with staff making home visits to the new cohort of children for the first time in order to build a good relationship with new families. In the Magpies room the availability of sessions moved to offering mainly 2 and a half days at the beginning and end of the week rather than am and pm sessions allowing for less disturbance throughout the day. Healthy eating and healthy packed lunches remained a focus.

Staff encouraged families to bring in their children to every session and supported families with follow-ups where children have been absent regularly.

As always the Playhouse has encouraged families to attend various events and be as involved as they would like in their child's time at the setting. Parents have come in to run music and dance sessions, read foreign language books, and cook feasts for our religious celebrations at Eid and Christmas.

Family social sessions continued throughout the summer months from Easter until the end of term and again in the autumn months. These took place in the woods area at the Playhouse and during the holiday breaks at both the Playhouse and the local park. Children regularly attended sessions run by local theatre group Dragonbird and invited them in for shows.

At the end of this reporting period (March 2020) the Playhouse underwent a temporary closure due to the government lockdown nationally due to the Corona virus pandemic. In the few days prior to this the Playhouse team offered emergency food supplies and support to those families who needed it. They arranged to be open for the few families who were keyworkers and those identified with SEN or with social worker support but the families chose not to access the provision. The period of closure ended at the beginning of June 2020 with the Playhouse reopening to a smaller number of children in two 'bubbles' and with staff working in set bubbles to minimise any spread of infection. Both the quick initial closure and the reopening under new rules demanded a great deal of time and effort from the management team for this to happen as

successfully as it did with the families' and staff's best interests at heart. The team have ensured the setting is Covid safe and continue to work with Covid secure measures - handwashing, distancing where possible, parents wearing facemasks on entering the setting, keeping resources regularly cleaned.

Staffing

Kirsty Clark went on maternity leave in June 2019 and her cover replacement Katie Fenlon worked with the Playhouse until Kirsty's return the following year (June 2020). Lynne supported further in her role until she left as Office administrator in December 2019, just continuing a few hours a week on QuickBooks work until Kirsty's return. Ceara Foley was appointed as Office administrator in December.

Anita Harper, deputy 3s room, resigned in November. With her resignation and Hazel Stockwell, manager of the 2s room, resigning in December there was a shift in staffing with Sam Hawkesford, deputy in 2s and SENDCo at the time being successfully appointed to the 2s manager role and there being no new deputies appointed to either room. Sam's practitioner role was filled by an existing member of staff, Sadie Tovey, who has stepped up well to further keyworker responsibility. Sam commenced her new role as 2s manager in January also continuing as the setting's SENDCo. New members of staff joined the Magpies team within this year with 1:1 work supporting children with SEND playing a large part of the work entailed.

There was a pay rate increase brought in in April 2020 alongside the national living wage increase nationally.

Volunteers:

Hiruni supported as finance volunteer from June until March.

We also received support from volunteers Hannah Taylor and Irfana Dawodu in researching some old information about the Playhouse in order to celebrate the 40 years since its set-up.

Marketing and Fundraising

Our main celebration and marketing event this year was the 40th birthday party held in June 2019. Although not a fundraising event over £200 was raised through the raffle.

No new grant applications were successful.

Buildings and Outside Environment

The neighbouring primary school May Park was taken over by an academy trust, Excalibur, who made contact to establish the rights of the woodland area which had been gifted to the Playhouse by the previous Head of School. No formal contracts had been drawn up but the academy were in agreement that this area should still be used by the Playhouse but remain under May Park / Excalibur ownership. A volunteer for the Playhouse with gardening experience

worked in the woods area and will return in future to support in managing this area. It was identified that the largest tree and some smaller trees in the woods area are dead. May Park's Excalibur would arrange for removal of the larger trees.

By the end of this reporting period the lease from the council for the Playhouse building was in our solicitor's hands ready to sign. Since then it suffered some further stalling due to complications over boundaries and land ownership concerning land in front of the Playhouse and crossovers with the signing of an underlease for the woodland area. As this is written (October 2020) we now have a signed lease for the Playhouse from the council for 25 years with a peppercorn rent.

Over the year we have ensured that we completed Health and Safety legal requirements. Some of them have been undertaken by Bristol City Council. These include:

PAT testing

Regular Fire call points tests

Smoke and fire alarms

Asbestos check

Monthly playground and equipment checks

Regular Fire drills

Daily safety checks of outdoors spaces

Food hygiene assessment - awarded 4 stars

Trustee Board

2019's Trustee AGM saw Matt Wild nominated as Chair, Sam West as Treasurer and Cathy Spence as Secretary. Handovers were due to happen steadily but unfortunately Sam was required to resign from the board due to work constraints leaving Matt in the Treasurer role. Dean has continued as trustee. Kim officially resigned in September. Lucy Malisan, parent to child in Magpies, started attending meetings in February.

A small number of parents attended the feedback meeting in March and were encouraged to join the trustee board so far without any uptake.

Additional funding

We have again received personal donations from Kira Mathiot for resources and experiences. The Waitrose community matters scheme also donated money and a bulk load of essential groceries to support families in need at the start of the lockdown. We have continued the FareShare contract being able to collect surplus food from Waitrose Clifton.

Monitoring our service

We are constantly monitoring our provision and quality of service we offer for children numerous ways. This enables us to plan our service based on the needs of the families we support. This includes:

- Bristol Standard – we were successful in completing another interim report of the Bristol Standards (quality assurance standard).

- Quarterly reports to Bristol City Council as part of the remit for the Local Provider Agreement funding to be released.
- Staff work with the Local Education Authority using the Quality Improvement Framework to review planning and improve standards of education for children.
- Monitoring from BAND (Bristol Association for Neighbourhood Daycare)
- Regular supervisions of all staff, including volunteers, and peer-to-peer reviews.
- We held a parent feedback meeting at the Playhouse in early March 2020.

How our activities deliver public benefit

In one of the most deprived areas of Bristol and with an extremely diverse range of families from all cultures and backgrounds we are providing a nurturing setting which welcomes all families. The childcare they receive supports their development at this early stage of life and enables them to take those first stepping stones in life which will set them up in the future. We are aiming to develop the whole child and support them to become a valuable member of their community in their future. In turn we give support to those caring for the children - sharing advice, signposting to other resources and working with other agencies to bring benefit to the child.

Parents are encouraged to take part in extra-curricular activities and celebrations with their child at the Playhouse and have the opportunity to meet up with other new parents.

Plans for future periods

A lot has been put on hold during the uncertain months of lockdown due to the coronavirus. There are more limitations now on what is available and what can be offered due to restrictions on number of adults able to gather in one space at one time. This means meetings have all moved online and there have not been any social gatherings.

We still have yet to transfer assets to the charity registered as Bristol Children's Playhouse Ltd and close-down the old charity as agreed. We aim to do this for future simplicity for the trustees who form the board.

Reserves Policy

It is the aim of the charity to have general reserves equivalent to the total of 3 months running cost (roughly £40,000), total staff redundancy and sick pay entitlement for the highest paid employee. There is a need to hold reserves at this level to meet fluctuations in funding and enable the service provision to be managed efficiently.

Financial Review

Another low intake of children in September 2019 meant that things were tight again for the year. As the Playhouse currently relies solely on the income per child from the council as its source of funding this means that although the staffing levels are right for the number of children at the end of the year there is an imbalance at the beginning of each academic year and this is a trend that has shown over the last few years. Management have been very prudent in using the staffing resources available to them and not spending on agencies unless absolutely necessary.

However, 2020 has been a very different year and very unexpectedly there has been a larger than normal September intake of children. As there have been cuts in staff levels we hope to see a more balanced year financially this year 2020/21 and will continue to monitor this.

Statement of Trustees' Responsibilities

Charity law requires the trustees to prepare statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees

Trustee **MATTHEW WILD** *Matthew Wild*

Date: 14/12/2020

Independent Examiner's Report to the Trustees of Bristol Childrens Playhouse

I report on the accounts of the company for the year ended 31st March 2020 which are set out on pages 8 to 14.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the 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 charity 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.

Name : Dick Maule F.C.A.
Address : 3 Penlee View Terrace, Penzance TR18 4HZ

Dick Maule FCA

Date: 21.12.2020

Bristol Childrens Playhouse

Statement of Financial Activities for the year ended 31st. March 2020

	Notes	Total 2020 £	2019 £
Income			
Donations and fundraising		32	207
Activities to generate funds:			
Membership		-	-
Fees		8,753	8,532
Sundry income		761	68
Interest received		23	17
Incomes from charitable activities			
Grants and contracts		<u>200,003</u>	<u>158,006</u>
Total Income		<u>209,571</u>	<u>166,831</u>
Expenditure	(5)		
Charitable activities		<u>220,638</u>	<u>184,933</u>
Total expenditure		<u>220,638</u>	<u>184,933</u>
Net income/ [expenditure]		<u>(11,067)</u>	<u>(18,102)</u>
Reconciliation of funds			
Total funds brought forward		128,399	146,501
Transfers between funds		<u>-</u>	<u>-</u>
Total funds carried forward		<u><u>117,333</u></u>	<u><u>128,399</u></u>

Bristol Childrens Playhouse

Balance Sheet as at 31st. March 2020

		2020	2019
	Notes	£	£
Tangible assets		24,803	<u>29,180</u>
Current assets			
Debtors and prepayments	(3)	6,193	3,933
Cash at bank and in hand		<u>87,022</u>	<u>95,971</u>
		93,215	99,904
Current liabilities			
Creditors: amounts falling due within 12 months	(4)	<u>(685)</u>	<u>(685)</u>
Net Current assets		<u>92,530</u>	<u>99,219</u>
Total assets		<u><u>117,333</u></u>	<u><u>128,399</u></u>
Restricted Funds	(2)	-	-
Unrestricted Funds			
Designated Funds		24,803	29,180
General Funds		<u>92,530</u>	<u>99,219</u>
Total Funds		<u><u>117,333</u></u>	<u><u>128,399</u></u>

These financial statements were approved by the Trustees on..... 3/12/2020

On behalf of the Trustees

..... MATTHEW WILD
 *Matthew Wild*

dated:- 3/12/2020

Notes to the accounts for the year ended 31st. March 2020

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous years.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) Bulletin 2.

the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

[i] Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

[ii] Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

[iii] Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

[i] Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

[ii] Donated services and facilities are included at the value to the charity where this can be quantified.

[iii] The value of services provided by volunteers has not been included in these accounts.

[iv] Investment income is included when receivable.

[v] Income from charitable trading activity are accounted for when earned.

[vi] Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

[i] Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

[ii] Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

[iii] All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Bristol Childrens Playhouse

Notes to the accounts for the year ended 31st. March 2020

(1) Principal Accounting Policies

(e) Fixed assets

Play equipment has been written off in the year of acquisition.

Other fixed assets are written off over the expected useful life of the asset, using the reducing balance method at 15% .

(2) Movements in funds

	Balance 1st. April	2019 Income	Expenditure	Transfers Between Funds	Balance 31st. March 2020
	£	£	£	£	£
Unrestricted funds					
Designated Fund					
Fixed assets reserve	29,180	-	-	(4,377)	24,803
General Fund	99,219	209,571	(220,638)	4,377	92,530
	<u>128,399</u>	<u>209,571</u>	<u>(220,638)</u>	<u>-</u>	<u>117,333</u>

The fixed asset replacement reserve has been set up to reflect the fact that the fixed asset element of reserves is needed for the continued operation of Bristol Childrens Playhouse. An amount equal to depreciation will be debited to it annually.

(3) Debtors

	2020	2019
	£	£
Sundry debtors	<u>6,193</u>	<u>3,933</u>

(4) Creditors: amounts falling due within 12 months

Sundry creditors	<u>685</u>	<u>685</u>
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Bristol Childrens Playhouse

Notes to the accounts for the year ended 31st. March 2020

(5) Expenditure

	Charitable activities	Total
	2020	2019
	£	£
Wages	158,504	137,099
Gas and electric	4,418	4,532
Repairs and renewals	3,565	11,396
Telephone	2,910	3,049
Cleaning	8,244	7,458
Travel and transport	1,978	3
Training	960	764
Catering	212	231
Reporting accountant's fees	-	650
Professional fees	3,706	1,855
Print, post, photocopy and stationery	2,321	2,449
Play materials and equipment	3,790	4,244
Sundry expenses	403	388
Groceries	1,748	1,379
Subscriptions and affiliations	50	210
Security	1,094	83
Bank charges	60	60
Advertising and recruitment	755	482
Childrens outings	-	867
Depreciation	4,377	5,149
Non capitalised equipment	-	368
Insurance	662	662
I.T.	1,814	1,517
Repayment of BCC funding	19,069	-
Volunteer expenses	-	36
	220,638	184,933

(6) Employee information

2020 2019

Number of employees

12.0 9.5

The average weekly number of employees during the year were calculated on the basis of average monthly head count.

No employee received emoluments of more than £50,000.

	£	£
Salaries and wages	151,360	132,502
Pension costs	2,529	-
Social security costs	<u>4,615</u>	<u>4,597</u>
	<u>158,504</u>	<u>137,099</u>

Bristol Childrens Playhouse

Notes to the accounts for the year ended 31st. March 2020

(7) Trustees information

	£	£
Trustees remuneration and expenses	<u>-</u>	<u>-</u>

(8) Analysis of net assets between funds

	Unrestricted General £	Funds Designated £	Restricted Funds £	Total £
Tangible fixed assets	-	24,803	-	24,803
Current assets	93,215	-	-	93,215
Current liabilities	<u>(685)</u>	<u>-</u>	<u>-</u>	<u>(685)</u>
Net assets at 31st March 2020	<u>92,530</u>	<u>24,803</u>	<u>-</u>	<u>117,333</u>

(9) Fixed Assets

	Fittings & equipment £
Cost : balance brought forward	111,549
additions in the year	<u>-</u>
	<u>111,549</u>
Depreciation	
balance brought forward	82,370
charge for the year	<u>4,377</u>
	<u>86,747</u>
Net book value 31st. March 2020	<u>24,803</u>
Net book value 31st. March 2019	<u>29,180</u>

Bristol Childrens Playhouse

Notes to the accounts for the year ended 31st. March 2020

(10) Analysis of prior year funds to comply with FRS102.

Statement of Financial Activities for the year ended 31st. March 2019

	Unrestricted	Restricted	Total	
	2019	2019	2019	2018
	£	£	£	£
Income				
Donations and fundraising	207	-	207	1,386
Activities to generate funds:				
Membership	-	-	-	-
Fees	8,532	-	8,532	6,289
Sundry income	68	-	68	272
Interest received	17	-	17	4
Incomes from				
charitable activities				
Grants and contracts	<u>158,006</u>	<u>-</u>	<u>158,006</u>	<u>173,305</u>
Total Income	<u>166,831</u>	<u>-</u>	<u>166,831</u>	<u>181,256</u>
Expenditure				
Charitable activities	<u>184,933</u>	<u>-</u>	<u>184,933</u>	<u>183,287</u>
Total expenditure	<u>184,933</u>	<u>-</u>	<u>184,933</u>	<u>183,287</u>
Net income/ [expenditure]	(18,102)	-	(18,102)	(2,031)
Reconciliation of funds				
Total funds brought forward	146,501	-	146,501	148,532
Transfers between funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds carried forward	<u><u>128,399</u></u>	<u><u>-</u></u>	<u><u>128,399</u></u>	<u><u>146,501</u></u>

Prior Year Movements in funds

	Balance 1st. April	2018 Income	Expenditure	Transfers Between Funds	Balance 31st. March 2019
	£	£	£	£	£
Unrestricted funds					
Designated Fund					
Fixed assets reserve	34,329	-	-	(6,058)	28,270
General Fund	<u>112,172</u>	<u>166,831</u>	<u>(184,933)</u>	<u>6,058</u>	<u>100,129</u>
	<u><u>144,470</u></u>	<u><u>166,831</u></u>	<u><u>(184,933)</u></u>	<u><u>-</u></u>	<u><u>128,399</u></u>