

**Trustees Report to the Annual General Meeting  
of Slaithwaite Playgroup and Toddlers  
Wednesday 4<sup>th</sup> July, 2018**

*Delivered by The Secretary, Elizabeth Hofman*

**Introduction**

Thank you to everyone for attending today. We do rely on the support and attendance of our members at our annual meeting and appreciate it that you have turned out. The purpose of our Annual General Meeting is to review the year, receive the annual reports from the Trustees, accept the resignation of the 2017/18 committee and to elect a new committee for the coming year.

**The Management Committee**

Guided by our Business Manager the Charity Trustees who make up our Management Committee have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**Playgroup**

Playgroup got off to a busy start in 2017 with 33 children on roll at the beginning of September. In terms of numbers we have had an incredibly successful year, finishing the year with 46 children enrolled. This compares to a finishing number of 38 for the last two consecutive years. This year in the Summer term around 64 Lunch Club sessions are being taken each week which remains consistent with previous years.

In September we were pleased to welcome Donna Booth and Sarah Izzard to our team. Donna has over 20 years childcare experience and is a valuable member of our team. Sarah joined us initially in Breakfast Club but is now also covering some Toddler and Lunch Club sessions as well as providing relief cover in Playgroup on occasion. Sarah is well known to the SPiAT! team from her involvement in Slaithwaite Scouts.

As the success of Breakfast Club continues and numbers are steadily building we have needed additional staff cover on some days. In March we were pleased to

welcome another of the Scout group when Richard Izzard joined us as a relief assistant.

In November we were able to expand Damon's role and offer him a part-time position as a Qualified Playgroup Assistant. Damon is also continuing with his role as Deputy Breakfast Club Supervisor.

Increasing numbers of children and a member of staff on long-term sickness led us to increasing our number of bank staff. We were pleased to be able to appoint Dougie Braid as a Play Worker in May. Dougie is yet another of our coups from the Scout group. He is currently studying at Kirklees College for a qualification in childcare.

Thanks, recognition and praise go to our remaining staff who have worked hard to ensure that the level of care and education given to the children has remained of a high standard. Our Ofsted inspection in February is testament to the fact that our team hold high expectations and have a huge amount of respect and affection for our children, as the Ofsted inspector reported, "Children are happy in this caring, safe and friendly environment." We were pleased to retain our grading as a "good" setting.

Thanks must also be extended to several of our parents who have offered us support and assistance over the year, particularly when we've needed extra hands to enable the children to go on short outings.

Financially we have once again struggled to make ends meet. The rise of the National Living Wage and pension contributions, rent increase and a large SSP bill, along with a cut in base rate funding left us with no choice but to raise our hourly fee rate to £3.20 per hour and our Lunch Club fees to £2.75.

This year the team's continued professional development has benefitted from Clare studying at Huddersfield University to become an Early Years Teacher. Joanne has also attended many of the training sessions with Clare, and Donna and Natasha have also received additional training.

This is the third year that the Local Authority has not offered subsidised training (that was once upon a time available to us free of charge.) With the exception of safeguarding and network meetings, the only support available to us from the Local Authority is if we buy their services in at consultancy rates. However, we have continued to offer continuous professional development to our staff through cascading information, online courses, webinars, publications and network meetings. A selection of the wide variety of CPD the staff have accessed this year includes training and briefings on Effective Use of the Early Years Pupil Premium, An Awareness of Child Abuse and Neglect, Paediatric First Aid, Food Hygiene and Safety, Characteristics of Effective Teaching and Learning, The Prevent Duty, Courageous Conversations, Safeguarding Skills for Managers, GDPR, Characteristics of Effective Leaders, Introducing the EYFS: the basics, Getting to Grips with the EYFS 2017, Supporting Children with SEND in the Early Years, Domestic Abuse Basic Awareness Training, Making a positive contribution to case conferences and core groups, Promoting positive behaviour, SEND – working with parents, Equality and Inclusion in Early Years Settings and Talking Partners. This is just a glimpse into the work that goes on behind the scenes in keeping up to date with best practice and offering high quality childcare, despite financial constraints.

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### **Toddlers**

This year we have been able to put a member of staff into Toddlers and have continued to run more focussed activities. Thank you to Natasha, Paula and Sarah for providing cover for this and to all the volunteers who regularly help to keep our Toddler Group a friendly and welcoming one.

### **Breakfast Club**

Breakfast Club is now nearing the end of its second year and is slowly gaining more children. We now regularly serve 4 settings, Two Gates School, Wilberlee School, Nields School and Playgroup. Numbers vary but often range between 10 and 20 children each morning. We are now in a position where we can begin to offer our Breakfast Club staff additional CPD and this year we have also been able to provide staff with Breakfast Club t-shirts. A huge shout out to all the crew who regularly haul

themselves into work at 7.30am and deliver the children of Slawit safely to school every day.

### **Committee**

As always we have once again struggled with not having as many people on the Committee as we would have liked. This always has an impact on the amount of fundraising that has been done and is something we really could do with more help with for the coming year. This year our valuable village “Community Spirit” shop closed down and we have sorely missed the grants they regularly afforded us. Having said that the Committee have stepped up and organised several fundraisers this year including, a stall at the County Show, a Hallowe’en Party, Toddlers cake sales, Christmas Carol Concert and Raffle, sponsored read and the well-attended Peppa Pig Coffee Morning. Thank you also to staff who have helped out at the Committee fundraising events and who have also organised events such as a sponsored dance, a stall at the Fire Station open day and other fundraising activities such as Ink and Waste Recycling Scheme, Clothing Collection, Photographs, Placemats, Easy Fundraising and have sorted out the gift aid for us. Our fundraising totals for this year stand at £886.85 plus money raised at the recent fire station open day and from the placemat fundraiser. A huge thank you to everyone who has helped raise these funds.

The Committee is not solely a fundraising body, we are in fact jointly responsible for the control and management of the setting and steer it towards achieving the aims and objectives as outlined in our governing documents. We have space on the Committee for 12 members and are desperately seeking more volunteers to ensure the sustainability of our organisation.

### **Goodbye**

We are at that time of year again when we part company with many of our children who head off to start school or nursery. We have done our utmost to ensure a smooth transition period for them and our staff have worked closely with the local schools during this final term. We wish our leavers every success and happiness at their new schools.

We are also saying a fond farewell to two of our Committee Members, Rebecca and I, who have both been with SPlat! since 2015. I have taken on various roles during my time on the committee, including secretary and the role of the trustee who oversees safeguarding. Rebecca has chaired the committee over the last 2 years. The staff and committee have expressed their appreciation of the time we have given to SPlat! through our committee roles and in our continued efforts to fundraise for SPlat!

### **Looking Ahead**

We will start the next year with 30 children on roll in September. This is a healthy starting number for us.

The Government's controversial offer of 30 hours of free childcare continues to attract more families. Hopefully this will continue to have a positive outcome for SPlat! and will help to keep us sustainable.

Development of our outside area is still on the agenda but progress is slow. The Community Association are still assisting us with plans for renovation.

In September Natasha will begin training to achieve the Early Years Teacher standard and we wish her every success with the course. This will be a great learning opportunity not only for Natasha but also for our other members of staff who will directly benefit from this.

I would like to thank everyone involved with SPlat! for all their dedication and hard work over the last 12 months. I wish you all a happy and successful year ahead.

# **Slaithwaite Playgroup and Toddlers**

Charity number: 1100321

A Company Limited by guarantee number: 4843571

## **Annual Report and Finance Statements for the year ended 31 July 2018**

## **Slaithwaite Playgroup and Toddlers**

### **Annual Report and Finance Statements for the year ended 31 July 2018**

<b>Contents</b>	<b>Page</b>
Trustees' Report	1-5
Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Accounts	9-10

## **Slaithwaite Playgroup and Toddlers**

### **Independent examiner's report to the trustees of Slaithwaite Playgroup and Toddlers**

I report on the accounts of the charitable company for the year ended 31 July 2018.

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examiner is needed.

It is my responsibility to:


- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the general directions given by the Charity Commission (under section 145 (5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 terms of disclosures in the accounts, and seeking 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 no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

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

Signed: 

Name A. Parkinson

For and on behalf of:

More than just admin Ltd  
5 Slant Gate  
Linthwaite  
Huddersfield  
HD7 5RQ



## Slaithwaite Playgroup and Toddlers

### Statement of Financial Activities (including summary income and expenditure account)

For the year ended 31 July 2018

Incoming Resources	Notes	2018		2018		2018		2017	
		Unrestricted Funds	Restricted Funds	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds	Total Funds	Total Funds
		£	£	£	£	£	£	£	£
Grants and donations	(2)	82172		82172		82172	45898		
Sales and fees		15149		15149		15149	19448		
Fundraising		2038		2038		2038	2325		
Breakfast Club Income		8567		8567		8567	7374		
Misc income		151		151		151	200		
Bank Interest		3		3		3	14		
		108,079	0	108,079			75259		
<b>Resources expended</b>									
Salaries & NI	(3)	95,755		95,755		95,755	66883		
Staff travel expenses		662		662		662	270		
Rent (incl breakfast club)		7,271		7,271		7,271	6233		
Activities		35		35		35	0		
Milk & Food		264		264		264	254		
Breakfast Club Expenditure		311		311		311	1067		
Cleaning & Repairs		599		599		599	591		
Telephone & Internet		1,330		1,330		1,330	824		
Insurance		748		748		748	747		
Advertising & PR		248		248		248	25		
Workwear		311		311		311	140		
Training		346		346		346	1320		
Printing, postage & stationery		1,477		1,477		1,477	813		
Subscriptions		123		123		123	123		
Accountancy & Bookkeeping		1,279		1,279		1,279	1358		
Legal including DBS		163		163		163	376		
Fundraising Costs		707		707		707	924		
Equipment		840		840		840	576		
Licenses & Memberships		299		299		299	368		
Sundries		126		126		126	493		
Gifts		570		570		570	373		
Bad Debt		141		141		141	25		
Depreciation		0		0		0	0		
<b>Total resources expended</b>		113,605	0	113,605			83783		
<b>Net income</b>		-5526		-5526		-5526	-8524		
<b>Fund balances brought forward</b>		23199		23199		23199	31723		
<b>Fund balances carried forward</b>		17673	0	17673			23199		

All incoming resources and resources expended derive from continuing activities.

# Slaithwaite Playgroup and Toddlers Balance Sheet

As at 31 July 2018

	2018 Total £	2017 Total £
<b>Fixed Assets</b>		
Tangible assets	(4) 0	0
<b>Total Fixed Assets</b>	0	0
<b>Current Assets</b>		
Debtors & Prepayments	(5) 0	0
Employee Loan	(5) 0	0
Cash at bank - Playgroup	(6) 872	2926
Cash at bank - Toddlers	(6) 263	784
Cash at bank - Savings	(6) 351	351
Cash at bank - Emergency	(6) 14143	19139
<b>Total current assets</b>	15630	23200
<b>Current Liabilities:</b>		
<b>Amounts falling due within one year</b>		
Creditors & Accruals	(7) 0	0
<b>Total Current Liabilities</b>	0	0
<b>Net assets</b>	15630	23200
<b>Capital</b>		
Capital	15630	23200
<b>Total Funds</b>	15630	23200

For the year ended 31 July 2018 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also are the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime and with the Financial Reporting Standard for smaller entities (effective April 2008)

Signed A.B. Brook Name Amy Brook Date 4/12/18

# **Slaithwaite Playgroup and Toddlers**

## **Notes to the accounts**

### **For the year ended 31 July 2018**

#### **1 Accounting policies**

##### **Basis of accounting**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective April 2008).

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognized as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

##### **Taxation**

As a charity the organization benefits from rates relief and is generally exempt from income tax and capital gains tax but not VAT. Irrecoverable VAT is included in the cost of those items to which it related.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalized and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Playgroup and other equipment: over 2 years  
Computer equipment: over 2 years

##### **Fund accounting**

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

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

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

## Slaitwhaite Playgroup and Toddlers

Notes to the accounts continued For the year ended 31 July 2018

### 2 Operating Income - Grants and Donations

	2018	2018	2017
	Unrestricted	Restricted	Total
	£	£	£
KMC Funding	74,081	0	45349
EYT Funding	7,000	0	0
Access Funding	741	0	0
Donations	350	0	549
	<u>82,172</u>	<u>0</u>	<u>45,898</u>

### 3 Operating Profit/(Loss)

The profit is stated after charging:

	2018	2018	2017
	£	£	£
Gross Salaries & NI	95,755	0	70761
	<u>95,755</u>	<u>0</u>	<u>70761</u>

### 4 Tangible Fixed Assets

At 31 July 2018 no capital expenditure was contracted (2017 : £none) and none was authorised but not contracted (2017: £none).  
The tangible fixed asset total is nil.

### 5 Debtors and prepayments

	2018	2017
	£	£
Debtors	0	0
Employee loan	0	0
	<u>0</u>	<u>0</u>

### 6 Cash at Bank

	2018	2017
	£	£
Playgroup	872	2926
Toddlers	263	784
Savings	351	351
Emergency	<u>14143</u>	<u>19139</u>
	<u>15630</u>	<u>23200</u>

### 7 Creditors : amounts falling due within one year

	2018	2017
	£	£
Trade Creditors	0	0
Accruals	0	0
	<u>0</u>	<u>0</u>

### 8 Related Party Transactions

There were no related party transactions during this or the previous year.

# **Slaithwaite Playgroup and Toddlers**

Charity number: 1100321

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## **Annual Report and Finance Statements for the year ended 31 July 2018**



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<b>Contents</b>	<b>Page</b>
Trustees' Report	1-5
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## Slaithwaite Playgroup and Toddlers

Notes to the accounts continued For the year ended 31 July 2018

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	<u>82,172</u>	<u>0</u>	<u>45,898</u>

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	<u>95,755</u>	<u>0</u>	<u>70761</u>

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	2018	2017
	£	£
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Accruals	0	0
	<u>0</u>	<u>0</u>

### 8 Related Party Transactions

There were no related party transactions during this or the previous year.