



Windmills Opportunity Playgroup Annual Report FY2019



Windmills Opportunity Playgroup, Sheddingdean Community Centre, Maple Drive, Burgess Hill, West Sussex, RH15 8UA ♦ Tel: 01444 220378
Email: admin@windmillsplaygroup.co.uk ♦ Web: www.windmillsplaygroup.co.uk ♦ Charity No: 1072977 ♦ Ofsted No: 113835



Trustees' Annual Report for the period							
		Period start date			Period end date		
From	1	August	2018	To	31	July	2019

Section A Reference and administration details

Charity name

Registered charity number

Charity's principal address

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paloma King	Chair	24/10/17 onwards	
2	Sue Hastie			
3	Wesley Green		17/1/2018 onwards	
4	Mike Moysen		29/6/2018 onwards	

Names of persons involved with the charity, but not a member of the board of trustees

	Name	Office (if any)
1	Mike Wigg	Administrator
2	Teresa Langley	Business Manager
3	Cheryl Jolly	Room Leader

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Trust Deed
How the charity is constituted	Trust
Trustee selection methods	Appointed by existing trustees

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The trustees shall hold the trust fund and its income upon trust to apply them for the following objects

To advance the education of children from birth to five years some of whom have special educational needs through disability, deprivation or otherwise and without prejudice to the generality thereof in particular

[i] to provide safe and satisfying group play in which parents have the right to take part and ,

[iil to promote and support other charitable activities whereby parents and families may help such children in the Counties of East and West Sussex

The playgroup has once again demonstrated its important and valued place in the local community. As the Manager, Teresa has reported take up of places has been extremely high, as it was in the previous year and there was a significant waiting list for the September 2018 intake. It is clear from Teresa's report that the year has been busy and the children have had interesting and well-planned learning activities.

The Trustees have supported the playgroup leadership in developing the learning programme for the children. We are keen to ensure that all staff have access to the professional resources which will enhance their own development as practitioners and ensure that the staff team offer the best in early years learning. To that end we have invested in staff undertaking the Early Years Level 3 course, where this was necessary and we are strong advocates of the Government Apprenticeship Scheme and I can report that all staff on their respective courses are receiving support and encouragement from the leadership team.

As well as the day to day programme of learning, Teresa and Cheryl (Room Leader) have worked extremely hard at updating our Policies and Procedures. This has been a necessary task based on the changes to the EYFS guidelines. The trustees would like to thank both for their dedication and their commitment to running a strong, professional and inclusive playgroup.

Sue Hastie (Trustee) has supported the playgroup for many years and this past year she has been instrumental, along with Teresa and Mike Wigg (volunteer administrator) in setting up the QuickBooks accounting programme. This has helped streamline processes and we are using the information from this system to develop a three-year business plan. We also invested in a new administrative software package, which has aided the smooth running of the administration of the playgroup and where the leadership team have access to all necessary information in one package.

We would like to thank all our donors for their continued support, in particular Childhelp Hassocks, Flowserve, The Three Oaks Trust, Burgess Hill Town Council, Cala Homes, The Sheddingdean Co-op, Mid Sussex District Council and those people who make regular payments into our Virgin Giving account.

This past year has been another year of developing strong financial and administrative processes; ensuring staff are supported in providing the very best of early year's education. The Manager's report attests to this. The Trustees would like to extend their appreciation to all staff members for their diligence and hard work. They embody the ethos of the playgroup by always providing the warmest, caring and professional environment for our young children to play and learn in. Thank you.

Thank you.

Paloma King

Chair.

The playgroup has been very busy over the academic year and in the summer term had 37 children registered, seven of which were on the SEN register.

During this autumn term, the children enjoyed a varied range of activities and our planning was focused around 'All about Me'. Road safety played a key part in the term with the children actively engaged in a variety of activities centred around keeping safe by the road. They decorated traffic light pictures, played road board games and all went out around the local area on a road awareness walk which was a great success. The children all received a certificate with their pledge to 'Always hold hands by the road'. The playgroup also celebrated Christmas with a craft morning which parents were invited to attend and volunteers, the team and children all dressed as elves which was lots of fun. Father Christmas also popped in at our festive song morning to give the children a gift.

The spring term had a main focus on 'Healthy Me'. We joined in with the national Big Smile challenge and the children all had the opportunity to clean our big pair of teeth. They learnt about how important it is to clean their teeth regularly and were given a pack to take home with a new toothbrush, toothpaste, stickers and a personalized reward chart. The feedback from parents was very positive and we provided additional reward charts for children to continue going forward. In addition we had a visit from some lambs from a local farm and the children all had the opportunity to feed them with a bottle. We celebrated World Book Day and the children were invited to come in dressed as their favourite character, carers also came and shared stories with the children during the morning.

The summer term saw Windmills operating at full capacity and the main focus was on 'My World' and supporting the transition to school. We enjoyed many activities in the garden area and enjoyed using lots of new resources which were kindly donated by Cala Homes. We made enhancements to our mud kitchen, mirror displays and literacy provision. We had our annual visit to Washbrooks Farm which was supported by 26 of our families and was very enjoyable, giving our families the opportunity to meet and mingle socially. Following a suggestion from a member of the team to make our sports day fully inclusive we made a change to the structure of our sports day. The children had the opportunity to visit six separate stations with their carer including hopscotch, limbo, tin can alley, pebble painting, obstacle course and skittles, they collected stickers as they went around and all came together at the end for a certificate ceremony. This format was very successful and parent's feedback was very positive and we will reflect and make any changes for next year.

As we were transitioning 22 children to school we worked very hard with the school community and arranged visits which were supported by the children's key person and teachers visited the school. Four of our children were successful in obtaining a school place at Woodlands Mead our local special needs school.

Due to the number of children we were transitioning to school our usual settling programme was restricted so we felt it necessary to extend our settling sessions over the summer break to ensure a successful settling process for all of our new children. We agreed to put in 3 stay and play sessions during the summer holidays and invited all returning children and our new starters to come along to these free sessions. The sessions were attended by 14, 16, and 17 of our families and gave an informal opportunity for our families, children and team to meet and get to know each other.

Staffing

Having reflected on the playgroup current staffing structure and areas that could be strengthened I made a proposal to the trustee board to introduce a room leader position within our leadership team. The proposal was based on enhancing our provision in three specific areas planning, supervision and safeguarding. The board agreed and an advertisement was made on Indeed, we had three applicants, following the interview process the appointment was made to an existing member of our team Cheryl Jolly. Cheryl took up the role from mid-October. The implementation of this role has proved to be a great success and has enhanced our leadership team and has set out clear expectations and aspirations detailed in our improvement plan.

Jasmyn Meaden completed her Early Educator apprenticeship over the summer and took a position at a local setting. An advertisement was posted to offer another apprenticeship as the scheme had been successful. Harriet Harris stepped down from her part-time position to bank cover in November and her position was successfully filled by Charlotte Fisher. The apprenticeship position was not offered until February when Joseph Langley was accepted by JACE into the scheme, with a start date of Summer term.

Windmills has a culture of encouraging professional development and we currently have three members of the team working towards the Level 3 Early Educator. We have SEND alliance membership and as part of our commitment to upskilling four separate members of the team have accessed signing and sensory training. We also work alongside our partners have been provided with specific training to support gastronomy feeding and speech and language training to support eating. Windmills also maintains all mandatory training requirements including safeguarding and health and safety.

I would like to take this opportunity to thank my team for their professionalism and continued effort to make Windmills an amazing place for our children to flourish and be the best they can be. The playgroup have made significant enhancements to the accounting and record-keeping systems and this has generated a great deal of work, I again feel it important to thank our trustees and administrator for their time and effort for implementing these programs and making them a success. Windmills continues to grow and develop and I look forward to the new academic year with enthusiasm.

Thank you.

Teresa Langley

Business Manager.

Section F Financial review

The playgroup's turnover has increased substantially in recent years and it was felt by the Trustees that a series of single user spreadsheets was no longer robust or responsive enough to run this charity efficiently. We implemented Quickbooks online from August 2018 reviewing and changing many of our supporting processes. We now have greater detail in our accounts, captured promptly.

From June 2019 we also implemented Datamove's INM Instant Nursery Manager to manage playgroup data.

Both systems are web based and multi user. We are no longer dependent on any one person doing one role.

The change to Quickbooks has made it difficult to provide a full comparison between this and the previous year (page 12). Where it has been possible to show like for like categories we have included the figures. Please note the totals, though correct, are not necessarily the sum of the columns above.

The playgroup closed the financial year with assets of £69k. We have a reserving policy of maintaining 2 years' operating shortfall plus some additional costs in order to demonstrate sustainability.

Total receipts of £103,824 and payments of £110,856 for the year resulted in a £7,032 net loss. This should have been reduced by £5,410 had we received due fees and DAF payments of £4,910 and an Apprenticeship grant £500. We spent an unbudgeted £1,000 on refurbishing our office area to improve the storage and working space incorporating a small private meeting area.

Our largest expense is our wage bill. Without our experienced and qualified staff we would be unable to support some of our more challenging children. Spend on training has increased with the requirement to undertake more training courses, many which have to be refreshed periodically

Restricted grants were received from Cala Homes, £2000 to purchase toys and equipment for our outdoor space, Burgess Hill Town Council £500 to set against the rent for the hall, Co-op Sheddindean for the purchase of toys and MSDC £212.50 to offset the rent for the Maple room.

Unrestricted donations are key to the survival of the playgroup as grants for running costs are very hard to come by. Parent fees and funding do not cover our costs.

Fundraising would seem to be down on the previous year but we refined our definition between fundraising and small donations. This is an area we aim to focus this coming year with the relaunch of Friends of Windmills.

The bad debt write-off was due to fees of £313.82 not paid by one parent and a fraudulent direct debit of £5.

In the ten years that I have been administrator it has been good to see the hard work put into the playgroup to keep it going, where other playgroups have struggled and some closed.

Thank you

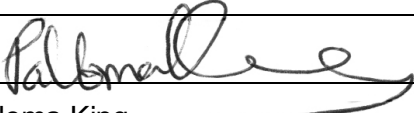
Mike Wigg

Administrator

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Paloma King	
Position (eg Secretary, Chair, etc)	Chair	
Date	19 th November 2019	



Independent examiner's report on the accounts

Section G

Independent Examiner's Report

Report to the trustees/
members of

Windmills Opportunity Playgroup

On accounts for the year
ended

31st July 2019

Charity no
(if any)

172977

Set out on pages

6 to 13

**Respective
responsibilities of
trustees and examiner**

The charity's trustees consider that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the general Directions given by the Charity Commission of the 2011 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 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 items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken provide all the evidence that would be required in an audit, and consequently in my opinion the accounts present a 'true and fair view'.

**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 145 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

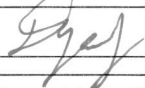
Section H

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

Signed:



Date:

20/10/19

Name:

Mr Donald Galloway

Relevant professional qualification(s) or body if any):

Address:

70 London Road

Burgess Hill

RH15 8NB

**Windmills Opportunity Playgroup
Financial Activities - Cash Basis
August 2018 - July 2019**

Total

Income

4010 Parent Fees	£4,988.51
4110 Funding	
4111 2 YR Funding	£3,876.00
4113 3/4 YR Funding	£64,695.08
4115 Inclusion	£18,526.00
Total 4110 Funding	£87,097.08
4160 Childrens Uniform	-£92.55
4220 Grants Restricted	
4230 Grants restricted for a future use	£2,962.50
4240 Prior restricted Income release	-£2,962.50
Total 4220 Grants Restricted	£0.00
4250 Grants restricted purpose accomplished	£2,962.50
Unapplied Cash Payment Income	£0.00
Total Income	£94,955.54

Expenditures

6010 Payroll Expenditures	£90,905.17
6110 Toys	£487.82
6120 Playgroup equipment	£2,406.68
6130 Resources/materials (consumables)	£1,395.10
6140 Toilet Consumables	£344.31
6150 Kitchen Consumables	£109.54
6160 Snack Time	£420.87
6180 Office Equipment	£1,027.32
6310 Rent / Lease	£5,055.70
6320 Repairs and maintenance	£1,538.93
6330 Utilities	£338.12
6410 Advertising/Promotional/Website	£217.92
6420 Telephone / Mobile /Internet	£1,088.99
6430 Dues and Subscriptions Admin	£908.98
6440 Dues and subscriptions - playgroup	£923.79
6450 Insurance	£828.93
6470 Printing Postage and stationary	£552.22
6610 Staff Uniform	£294.42
6620 Staff Training	£1,146.00
6630 Staff Travel and other misc. costs	£546.56
6710 Sheddingdean Control Account	£0.00
6750 Bad debts	£318.82
6780 Uncategorised Expenditure	£0.00
Unapplied Cash Bill Payment Expenditure	£0.00

Total Expenditures	£110,856.19
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**Windmills Opportunity Playgroup
Financial Activities - Cash Basis
August 2018 - July 2019**

Total

Net Operating Income	-£15,900.65
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Other Income

4310 Donations and legacies	£8,458.33
4320 Fundraising	£109.87
4610 Interest income	£300.65
Total Other Income	£8,868.85

Net Other Income	£8,868.85
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Net Income/(Expenditure)	-£7,031.80
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**Windmills Opportunity Playgroup
Balance Sheet - Cash Basis
As of July 31, 2019**

Total

Fixed Asset

Total Fixed Asset	£0.00
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Cash at bank and in hand

1100 Cash	£0.00
1290 HSBC Windmills Op (2556)	£1,998.23
1300 HSBC Savings (8262)	£30,491.00
1310 Virgin Savings (1439)	£33,537.22
1320 Virgin Reserve (1440)	£3,605.24
Total Cash at bank and in hand	£69,631.69

Net current assets	£69,631.69
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Creditors: amounts falling due within one year

Credit Cards	
2020 TL Credit Card	£609.76
2030 MW Credit Card	£0.00
Total Credit Cards	£609.76

Total Creditors: amounts falling due within one year	£609.76
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Net current assets (liabilities)	£69,021.93
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Total assets less current liabilities	£69,021.93
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Total net assets (liabilities)	£69,021.93
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Charity funds

3010 Opening Balance Equity	£76,053.73
3110 Retained Earnings	£0.00
3800 Without donor restriction (header)	
3810 without donor restricion	£0.00
Total 3800 Without donor restriction (header)	£0.00
3850 With donor restriction header	
3860 Purpose restricted	£0.00
Total 3850 With donor restriction header	£0.00

Surplus/(Deficit)	-£7,031.80
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Total Charity funds	£69,021.93
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Section J Grants, Donations and Fundraising

Windmills Opportunity Playgroup Grants, Donations and Fundraising August 2018 - July 2019

Total

Donations Unrestricted

Chatterbox	£150.00
Childhelp Hassocks	£1,200.00
Flowserve	£200.00
The Three Oaks Trust	£6,000.00
Virgin Money Giving	£850.99
Miscellaneous	£57.34
Total Donations Unrestricted	£8,458.33

Grants and Donations Restricted

Burgess Hill Town Council	£500.00
Cala Homes (Cala Bursary Scheme)	£2,000.00
Co-op Sheddindean	£250.00
MSDC	£212.50
Total Grant giving Organisations	£2,962.50

Fundraising

Co-op Sheddindean	£58.97
Sophie - photos	£15.00
Teddy Bears Picnic Face Painting	£35.90
Total Fundraising	£109.87



Windmills Opportunity Playgroup

Charity Number
1072977

*Receipts and payments accounts for comparison only.
The Totals and Net of Receipts are a true figures. See
main accounts for complete figures.*

For the period from	01-Aug-18	To	31-Jul-19
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Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
Receipts				
Fees	92,086		92,086	83,386
Donations	8,458		8,458	7,507
Grants	-	2,963	2,963	4,225
Fundraising	110		110	1,046
Interest / Bank	301		301	189

Other items cannot be compared as they are now in different categories

Total receipts	100,861	2,963	103,824	96,448
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Payments

Wages	90,905		90,905	69,665
Training	1,146		1,146	605
Insurance	829		829	621

Other items cannot be compared as they are now in different categories

Total payments	92,880	-	110,856	86,869
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Net of receipts/(payments)	7,981	2,963	- 7,032	9,579
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**Windmills Opportunity Playgroup
Reserves
August 2019 - July 2020**

Total

Running costs

2 years monies needed if no grants, donations and fundraising received	£	40,000
Total	£	40,000

Other

Replacement Toys and Equipment	£	2,500
Redundancy	£	8,000
Premises accrual	£	1,000
Reinstating of premises in case of closure	£	5,000
Total Other	£	16,500

Grand Total	£	56,500
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