



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2018		31	March	2019

Section A Reference and administration details

Charity name

The Solihull Children's Special Needs Association

Other names charity is known by

Green Lane Playgroup

Registered charity number (if any)

1164284

Charity's principal address

Green Lane

Shirley

Solihull

Postcode

B90 1AE

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	Mrs Joanne Brown	Chair		
2	Mrs Beryl Glanfield	Secretary		
3	Mrs Helen Ellis	Treasurer		
4	Mrs Dawne Clayton-Wright			
5	Mr David Glanfield			
6	Mrs Alison Elkin			
7	Mrs Jan Mason			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

The charity remains as a CIO, known as The Solihull Children's Special Needs Association, registered charity number 1164284

How the charity is constituted
(eg. trust, association, company)

The charity is a charitable incorporated organisation (CIO) with foundation status, run solely by its Trustees and without a voting membership

Trustee selection methods
(eg. appointed by, elected by)

There was no change to the Trustees during this period. Any new Trustees would be known to existing Trustees, interviewed by them and nominated and approved by all the Trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Each of the Trustees has a role within the charity which uses their skills and experience.

If any new Trustees were to be appointed, they would receive informal training to ensure that they are familiar with charity law, the Association's constitution and its aims, and the operation of the play centre known as Green Lane Playgroup.

Any new Trustee would be checked by the DBS for clearance as appropriate, as are all existing trustees as and when required.

On 1st September 2018, ownership of the Playgroup was transferred to Solihull MBC, becoming part of Reynalds Cross School, a school for children with additional needs in the Borough. This transfer had been initiated and fully agreed by the Trustees who worked closely with council officials and the Head Teacher and her staff to ensure a smooth and easy transfer for all affected parties, especially the children, the staff and the volunteers who worked in the Playgroup. It was agreed with SMBC that no child currently attending the Playgroup would be refused a place at Reynalds Cross for the new academic year as a result of the merger, irrespective of their place (ie Council) of residence. All staff were subject to TUPE arrangements with all but the Manager transferring to SMBC as their new employer. The manager obtained an alternative position. Full consultation to explain the advantages of the transfer was also undertaken with parents and those former Trustees who had set up and developed the Playgroup. Sponsors, donors and supporters were duly notified. Up to July 2018, the charity received Early Years Education Funding from Solihull SMBC for the 2, 3 and 4 year old children attending the centre. This funding ceased with effect from September 2018, the start of the autumn term of 2018/19, due to the transfer of responsibility for the Playgroup. From that time, Reynalds Cross School and Solihull MBC became responsible for funding the Centre in its entirety together with its admission criteria.

As such, the role of the Association and the Trustees changed, with it becoming a fund-raising and grant-making body only, with no management responsibilities. The change in the Objectives of the Association were duly notified to and approved by the Charity Commission.

The Trustees continue to examine the major strategic and operational risks associated with their activities on an on-going basis to ensure that risks identified are addressed and actions monitored. Actions undertaken are referred to in later sections of this Report. Regular Trustee meetings are held for this purpose and Agendas and Minutes of each meeting are kept. In this period, 4 such meetings were held with many additional informal meetings also taking place. From September 2018, meetings were also held with the Head Teacher and Teacher-in-Charge at the Playgroup. Two such meetings were held in the same period and termly meetings will be held in the future.

Section C Objectives and activities

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

The Association was established for the relief of suffering of pre-school children with additional needs, for the benefit of such children. The establishment and maintenance of a suitably supervised day centre for these children ceased to be an Object from 1st September 2018. However, the Association will continue to be a fund-raising and grant-making charity for the Playgroup.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees have kept in mind the Charity Commission's guidance on public benefit when undertaking the Association's activities throughout the year.

Up until July 2018, the centre provided 15 hours of care each week, opening for 5 hours on Mondays, Tuesdays and Thursdays during term times.

With the continued early years funding and donations, the charity was able to employ qualified staff to care for the children. In addition to the paid staff, the centre was supported by many volunteers who were appropriately appointed and trained so that one-to-one care was provided for the children as far as possible. Many of the volunteers were retired teachers or students who were studying for appropriate qualifications in childcare. Each volunteer was interviewed, had to provide 2 references and had to be cleared by the DBS before commencing work in the centre. Each week, a group of children was taken to the warm water pool at Reynolds Cross School. Up to the date of the merger, the School kindly continued to provide the services of a driver and minibus to enable the children to continue to attend their swimming sessions, following the write-off of the Charity's own minibus.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity continued to rely heavily on the substantial contribution made by volunteers who were fully committed to the care of the children.

Volunteers attended the centre during the week, some for 1, 2 or even the 3 days of opening. Their contribution enabled the centre to provide one-to-one care for each child. The volunteers knew each child very well and were very aware of their individual needs.

Other individuals and organisations continue to volunteer their time in raising funds for the charity, holding events such as a Comedy Night. During this period, the Association was pleased to accept an offer from the local branch of Cala Homes, which wished to adopt the Playgroup as their charity for the forthcoming year.

All the Trustees are also volunteers. They gave a significant amount of time in supporting the manager of the centre, ensuring that the regulations relating to EYFS were adhered to, maintaining the building, appointing staff, interviewing volunteers, dealing with the finances and accounts and managing the website, just to name a few of the many tasks they undertook.

Given the increasing levels of regulation and legislation, the Trustees felt that they could not continue to manage the centre and it was for this reason, together with the advantages which would become available to the children and the staff, that they made the decision to pursue the merger with Reynolds Cross School; however, they are pleased to continue in their new role of supporting the Playgroup in raising funds and making grants.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Following successful discussions and negotiations with SMBC and Reynolds Cross School, the management and funding of the centre transferred on 1st September 2018. This ensured the future and continuing provision of the facility for the benefit of the 2, 3 and 4 year old children attending the centre and streamlines their transfer into mainstream education. It will also provide specialist management of the service as it is run by the Head Teacher of Reynolds Cross who intends to develop the centre further. The SCSNA charity remains and continues to support the centre with additional funding but the charity is freed from the task of complying with legislative and regulatory requirements as well as the need to obtain sufficient income to cover the ever-increasing costs required to fund the centre.

In addition to the significant time taken during the 2018/19 period in dealing with the transfer of the centre to SMBC and Reynolds Cross School, the charity continued its fund-raising activities, ever mindful of the need to fund the running costs and salaries of the staff up to the transfer date. Specifically, the trustees organised a Ladies Lunch and a Quiz Night, sold SCSNA Christmas cards and undertook a money box collection at a local garden centre.

Specific projects undertaken using remaining restricted donations previously received, (Henley-in-Arden Golf Club and Vinci Foundation UK), and the Association's own funds, included an outside canopy so that the children can play outside in all weathers and additional shutters to provide security for the building. As ever, donations and monies raised were used in providing equipment and facilities for the playroom itself.

Section E Financial review

Brief statement of the charity's policy on reserves	The charity continues to hold reserves in a Business Savings account which were not increased during this period. Discussions will be held with Reynolds Cross School about the future use of the reserves and general funds. The School is already considering capital developments and improvements to which the charity could contribute.
Details of any funds materially in deficit	NA

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity continues to raise funds from its own fundraising activities, detailed previously, and donations, both regular sums from individuals and single donations made by a wide range of organisations. Following the transfer, a decision was made by the Trustees not to actively raise funds from organisations at the present time in view of the change in its Objectives and the need to agree the use to which current funds would be put with Reynolds Cross.

Significant unrestricted sums were received from the charity 'We are All Making a Difference' (£1000), HCB Solicitors (£1005), Knowle Male Voice Choir (£1109) Wadsworth Solicitors (£1340). Other donations were made by the Nautical Services Lodge, the Jarman Charitable Trust, the Solihull Business Group, Premium Credit Insurance and Shirley Inner Wheel.

Section F Other optional information

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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)		
Position (eg Secretary, Chair, etc)		
Date		



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Solihull Children's Special Needs Association

No
1164284

Receipts and payments accounts

CC16a

For the period
from

Period start date
01.04.2018

To

Period end date
31.03.2019

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Council Statutory funding for pre-school children	25,615	-	-	25,615	49,860
Session contributions for children	6	-	-	6	380
Fundraising: events, cards, 100 Club	17,824	-	-	17,824	19,206
Donations	10,495	-	-	10,495	38,771
Gift-aided donations	745	-	-	745	3,499
Miscellaneous	962	-	-	962	1,498
Sundry Income - interest	30	-	-	30	30
	-	-	-	-	-
Sub total (Gross income for AR)	55,677	-	-	55,677	113,244
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	55,677	-	-	55,677	113,244
A3 Payments					
Salaries & Wages	20,556	-	-	20,556	44,896
Training	-	-	-	-	212
Services (gas, elec'y, internet, phone etc)	1,183	-	-	1,183	2,387
minibus costs	50	-	-	50	1,042
Swimming	120	-	-	120	190
Office expenses	1,561	-	-	1,561	1,647
Playroom expenses	977	-	-	977	5,572
Upgrades, maintenance, repairs	9,034	5,734	-	14,768	8,840
Rent, Insurance, fire precautions	1,964	-	-	1,964	3,928
100 Club winnings	180	-	-	180	200
Just Giving site	216	-	-	216	198
Fundraising expenses	6,332	-	-	6,332	4,577
Miscellaneous	2,492	-	-	2,492	961
Sub total	44,665	5,734	-	50,399	74,650
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	44,665	5,734	-	50,399	74,650
Net of receipts/(payments)	11,012	- 5,734	-	5,278	38,594
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	134,674	5,734	-	140,408	101,814
Cash funds this year end	145,686	-	-	145,686	140,408

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	Barclays Bank	115,166	-	-
CCXX R1 accounts (SS)	Nationwide 1	30,520	-	30/01/2020 -

	-	-	-
Total cash funds	145,686	-	-

(agree balances with receipts and payments account):

OK

Unrestricted funds
to nearest £

OK

Restricted funds
to nearest £

OK

Endowment funds
to nearest £

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

The Solihull Children's Special Needs Association

**On accounts for the year
ended**

31st March 2019

**Charity no
(if any)**

1164284

Set out on pages

1-2 of form CC16a

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2019**

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

30/01/2020

Name:

Caroline Currie

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

ACA

Address:

35 Brueton Avenue

Solihull

B91 3EN

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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