



Parklands Playgroup

Annual Report January 2020

Chair's Report

Introduction

Parklands Playgroup is run as a charity for the public benefit of the children in the local area with the purpose of advancing their education, specifically during their preschool years, so that they are well prepared for statutory schooling.

The organisation was registered as a Charity on 6th October 2016. The Trustees, together with the Play Group Committee, are responsible for the work of Parklands Playgroup.

Trustees

Parklands Playgroup trustees are as follows:--

- Sarah Brooking, Headteacher of Parklands Nursery School
- Lauren Jacques, Senior Family Worker, Parklands Nursery School
- Victoria Rollins, Parklands Playgroup Leader
- Nancy Fitzmaurice, Business Manager, Parklands Nursery School

The trustees will serve the charity until they choose to resign or the charity closes. Members are appointed for a term of two years by a resolution passed at a properly constituted meeting of charity trustees. Members are eligible for re-election. In electing trustees, the charity gives due regard to the skills, knowledge and experience needed for the effective administration of the CIO. All trustees complete DBS checks in line with statutory requirements.

Aims

Parklands Playgroup aims to advance the development and education of children aged five and under in such ways as the charity's trustees think fit, including:

- Giving young children the best start in life
- Ensuring children's safety
- Promoting children's education and promoting parental involvement
- Promoting children's health and wellbeing
- Providing services to support children and their families and carers
- Working with other agencies in order to provide services, care and education pertinent to the child and their family.

For the public benefit, the charity may carry out such other charitable activities as the charity's trustees think fit.

In accordance with the Charity Commission's requirements, trustees have agreed to:-

- Be a non-profit making organisation where any profits made are used to extend and develop the preschool provision;
- Work with Parklands Nursery School, local Children's Centres and other agencies to ensure that the education given by the playgroup links to the children's future learning and supports other areas of their development.

Structure, Governance & Management

Parklands Playgroup is registered with Ofsted and complies with the statutory requirements of the Early Years Foundation Stage.

The day-to-day running of Parklands Playgroup is the responsibility of the staff team, led by the Playgroup Leader, who in turn reports to the nursery school's Senior Family Worker. The committee oversees the running of the playgroup and makes decisions about when the Playgroup is open, the fees charged to parents, staffing levels and appointments. The committee oversees the quality of the provision ensuring every child and their family are able to access a high quality provision. The committee's Ofsted Nominated Person is Sarah Brooking. Sarah is the Assistant Headteacher of Parklands Nursery School, a trustee of Playgroup and acts as secretary for the finance committee.

There are two management groups; the main committee on which the following people serve:-

- Sarah Brooking, Chair, Headteacher of Parklands Nursery School (Trustee)
- Lauren Jacques, Secretary, Senior Family Worker, Parklands Nursery School (Trustee)
- Victoria Rollins, Playgroup Leader (Trustee)
- Trudi Connors-Plater, Committee Member and Chair of Finance Committee

and the Finance Committee which comprises:-

- Trudi Connors-Plater (Chair)
- Sarah Brooking (Secretary)
- Nancy Fitzmaurice (Treasurer)

Both groups meet half-termly every 6 weeks (6 times per year). The finance committee meet ahead of the main committee and discuss finances, staffing, numbers on roll, premises and any other pertinent issues. This information then feeds into the main committee at which meeting the Playgroup Leader provides a detailed report to include information on numbers, children's attendance, health & safety, staff CPD, policies and day to day progress. Other areas of discussion at the main committee meeting include things like progress against the Development Plan, staffing matters and premises. At both committee meetings safe guarding issues and safe recruitment, child protection, SEND and vulnerable children are discussed. Other areas of discussion at the main committee meeting include things like the Ethos, philosophy and principles that underpin the excellent practice in PG, ensuring high quality provision and adult interaction, which supports, develops and ensures the children are happy, safe and learning through play both outdoors and indoors and progress against the development plan.

Attendance at committee meetings is good.

All trustees give their time freely and no remuneration nor expenses were paid in the year.

Playgroup Team

We believe the Playgroup team to be coherent and effective. Staff turnover is extremely low. The team currently consists:-

- Playgroup Leader - Victoria Rollins
- Playgroup Deputy Leader – Stephanie Shaw
- Early Years Assistant & Key Worker – Sian Boor
- Early Years Assistant (SEND 1:1) - Natalie Hood

All members of staff hold a relevant level 3 qualification.

Lauren Jacques oversees Playgroup and has line management responsibility for the Playgroup Leader. Leanne Goodall provides reception and administrative support on a part time basis. Playgroup continues to host students from a range of settings as part of their training programme. The trustees ensure that staff have regular supervision and Performance Management reviews where clear targets are agreed. There are also opportunities for CPD.

Review of activities and achievements

A wide range of activities provides experiences across the whole Early Years' curriculum. Staff ensure that every child matters and activities are planned to cater for the needs of individual children.

Children's emotional well-being is well supported and a settling in programme supports this. Home visits take place for new children as part of the overall settling in programme. This allows staff to work alongside parents and children, thus facilitating the sharing of information in order to assist in the support of children and their families.

There is a clear emphasis on learning through play and children learn through a range of practical experiences with free access to play inside and outside all year through.

Children's development is continually observed and assessed which enables early intervention where necessary. Procedures for planning and 'next steps' are in place and work effectively to plan for both individual children's needs and the needs of the group as whole.

Our focus for this year is looking at children's physical development. Through our outdoor play, through dancing and moving to music, through our walks in the community and through sensory activities using clay, water, jelly, corn flour and water, furry, soft and rough materials. ... "if we are to educate our children properly we must encourage developmental parity between body and brain."
(Sally Goddard Blythe)

The Playgroup operate a 'Playing Together Group' once a week during term time which is for parents with babies and young children to come into the setting and meet other parents and carers whilst allowing their children to experience the Playgroup setting. Lauren Jacques was successful in a bid for lottery funding to develop this group and has used some of the funds to recruit the services of a Speech and Language Therapist who attends the group regularly providing support and advice to parents and staff. Lauren is supported in the operation of the Playing Together Group by Leanne Goodall. In addition, Lauren has qualified as an Infant Massage Instructor and runs regular baby massage courses complementing the services already provided to families with young children.

Activities take place throughout the year to include the celebration of special occasions and religious festivals; together with community walks and other trips out, to which parents and carers are invited.

Celebration

PG recently had an Early years Ofsted inspection. The inspector recognised that children make good progress and acknowledged the "dedication of highly skilled staff who have ambitious aspirations for all children ongoing achievements".

Pupil Numbers and Fees

This year has seen a reduced number of children on roll. In September this numbered 19 and in January just 14. A number of Playgroup children access the Lunch Club facility.

Treasurer's Report

The financial statement for 2018-19 shows an income of £77,161.24. This is made up of fees paid by parents for the sessions their child attends and funding received from the local authority for those children entitled to either universal/extended funding that are aged 3 and above and those 2 year olds entitled to funded sessions. In addition to this, grant funding amounting to £18,855 was received to run two projects; Playing Together Group and Baby Massage.

The greatest expenditure is wages which amounted to £37,614.11. The second largest expense is rent & services which amounted to £11,100. Rent and services increased to £12,000 per annum from September 2019. There was a surplus of £22,244.97 at the end of the year.

Increases in staff salaries were implemented in April 2019 to account for the increase to the National Living Wage. The Playgroup continues to operate its pension scheme through NEST and in line with legislation, increased contribution rates in April 2019. Staff eligibility for auto enrolment continues to be reviewed monthly on an ongoing basis.

The Playgroup operates out of the Nursery School premises and pays rent and services for the facility. This arrangement, and the close working arrangements between Nursery and Playgroup staff is extremely beneficial. It allows for the shared use of resources and a smooth transition for the children when they progress from playgroup to nursery school.

Playgroup fees increased in the autumn term 2018 to £15.50 per session. Session times are 08:45 - 11:45 and 12:30 – 15:30. Fees increased again in the autumn term 2019 to £16.50 per session. It is felt that this is in line with fees charged by other settings and is necessary in order to cover the cost of an increase in rent and services, and salary increases based on successful performance management. The Nursery School operates a Lunch Club to which Playgroup children may attend. This provides wraparound care for parents and for the children, the opportunity to enjoy the social aspects of mealtimes with their peers and carers. Lunch Club increased to £6.00 per session in September 2019. Playgroup staff support the delivery of Lunch Club.

The Finance, Premises and Personnel Committee meet regularly review the finances, budgets and spend against budget.

Fundraising

The Nursery and Playgroup fundraise throughout the year through a number of shared activities (e.g. Summer Fayre, raffles, and commission on the sale of photographs). There is a fundraising committee comprising parent and staff volunteers. Spend of fundraising is agreed with senior leaders from both settings and is based on the relevant needs of the settings.

Voluntary Funds (Porridge Pot)

Parents are required to contribute to the 'Porridge Pot'; the funds of which are used to subsidise a variety of activities to include the cost of outings and trips, parties and to celebrate other special occasions and events.