

Charity Registration No. 1124222

Company Registration No. 06541176 (England and Wales)

PATA (UK)

**(A CHARITABLE COMPANY LIMITED
BY GUARANTEE)**

TRUSTEES' REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31 AUGUST 2015

PATA (UK)
(A CHARITABLE COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	R Flaxman E Martin N Davies H Bowden K Heaton-Jones
Chief Executive	P Hayball
Chair	R Flaxman
Treasurer	E Martin
Finance Administrator	W Beale
Charity number	1124222
Company number	06541176
Principal address	PATA (UK) Chequers Bridge Centre Painswick Road Gloucester GL4 6PR
Auditors	Griffiths Marshall Beaumont House 172 Southgate Street Gloucester GL1 2EZ
Bankers	National Westminster Bank 21 Eastgate Street Gloucester GL1 1NH

PATA (UK)
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PATA (UK)

(A CHARITABLE COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE PERIOD ENDED 31 AUGUST 2015

The Trustees present their report and accounts for the period from 1 April 2014 to 31 August 2015.

It was agreed at a Trustees meeting on 2 June 2014 that the financial year should be moved to coincide with the academic year. This decision was taken to align our financial year with the academic year that our courses run in and also to align our finances with that of future Managed Groups which also use the academic year as their financial year.

The financial year that would previously have ended on 31 March 2015 has been extended to 31 August 2015, giving a 17 month period. The next financial period will resume to being a twelve month period of 1 September 2015 to 31 August 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, Governance and Management

The company was incorporated by guarantee on 20 March 2008. It has no share capital and is a registered charity. The guarantee of each member is limited to £1.

The Trustees, who are also the directors for the purpose of company law, and who served during the period were:

R Flaxman	
P Hayball	(Resigned 12 May 2015)
E Martin	
M Price	(Resigned 7 July 2015)
N Davies	(Appointed 8 October 2014)
H Bowden	(Appointed 8 October 2014)
K Heaton-Jones	(Appointed 8 October 2014)

Sue Barker was the Chief Executive, in post, from 1 April 2014 to 31 May 2015.
Paula Hayball was appointed as Chief Executive from 1 June 2015.

A major restructuring of the management structure took place in Spring/Summer 2014. This resulted in the role of Assessment and Training Centre (A&TC) Manager being made redundant and the reallocation of roles to the Chief Executive and A & TC staff. The Senior Management Team (SMT) ceased to exist.

Trustee Appointment

Trustees are recruited from the PATA (UK) membership. The officers are elected from within the Board of Trustees. The Board may co-opt trustees with specialist knowledge or interest.

Trustee Induction and Training

PATA (UK) has an established trustee induction programme. New trustees meet with key staff members and are given relevant publications. Training (both internal and external) is provided for Trustees as required.

Organisational Structure and Decision Making

All the main decisions concerning significant developments for the organisation are discussed and ratified at Board of Trustee meetings. Decisions with financial impact need approval of Trustees. Decisions on the day to day running of the organisation are taken by the Chief Executive and the Chair of Trustees.

Related Parties

PATA (UK) membership consists of both early years and childcare settings and individuals. All members are autonomous from PATA (UK).

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TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 AUGUST 2015

Review of Risks

PATA (UK) regularly reviews the strengths, weaknesses, opportunities and threats to its business. The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and Activities for the Public Benefit

The Charity's Aims

The Charity's objects ("the Objects") are,

* to enhance the development, care and education of children primarily under statutory school age and also of children and young people of school age by encouraging parents to understand and provide for the needs of their children through community groups; and

* to encourage the formation of groups offering appropriate play, education and care facilities, together with the opportunity for parents to take responsibility for and to become involved in the activities of these groups, ensuring that such groups offer opportunities for all children and young people whatever their race, culture, religion, means or ability and offering continuing support, encouragement and help to these groups; and

* to encourage the study of the needs of such children and their families and promote public interest in the recognition of these needs.

Main Objectives for 2014-15

To provide high quality training and development opportunities for those working or intending to work in the Children and Young People's sector, by running national qualifications, accredited and non-accredited short courses and workshops. We will continue to seek funding to support learner fees.

To offer a range of accessible and responsive, information advice and guidance (IAG) services to individual learners and to Early Years settings, their staff and volunteers by offering online resources and newsletters. IAG will also be offered to learners and organisations through a phone helpline, email/online contacts or face to face.

To deliver specialist support services and projects that respond to the needs of settings working with children and young people which include specific services to PATA members and a payroll service.

To deliver a pilot project to explore PATA directly managing playgroups.

To participate in partnerships and initiatives that focus on enhancing support for early years providers and/or giving them a voice on issues and shared concerns. We will continue to work in partnership with GCC and other relevant VCS organisations and take part in and encourage others to respond to research and consultations.

To undertake planned programmes of work that focus on PATA's own development and continuous improvement. We will seek to develop our quality improvement programme and monitoring and evaluation framework. We will continue to work on our HR and ICT strategies.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities they should undertake.

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FOR THE PERIOD ENDED 31 AUGUST 2015

Statement of Grant Making Policies

The 'Groups in Need Fund' is financed from membership income and donations. It awards small grants to member settings which are in financial difficulty for equipment, improving facilities for children including those with special needs, to promote equality and diversity and training. A panel meets three times a year to assess applications. Full details of the awarding of this grant are available from The PATA Centre.

PATA received a donation from Lewis Lane Playgroup, and this was allocated to the Groups In Need Fund at their request. The grant scheme supported 3 groups with awards of between £239 and £321, totalling £800. The remaining £200 is carried forward for distribution in 2015-16.

Investment Activities

Funds are only retained in bank current accounts for immediate requirements. The remaining funds are retained in a business reserve account and a fixed rate deposit account to optimise the interest receivable.

Volunteer Involvement

All major decisions concerning business plans, strategy and finances are taken by charity trustees within the Board of Trustees. PATA (UK) involves volunteers in maintenance of the website, IT support, building maintenance, recruitment panels, HR and marketing.

Achievements and Performance

To provide the children and young people's workforce access to training and qualifications

113 candidates were registered on national qualification programmes with City and Guilds and the Cache Awarding Organisations during 2014-15, of which 6 were apprentices. These qualifications were:

- * Level 2 and Level 3 Certificate and Diploma for the Children and Young People's Workforce
- * Level 2 and Level 3 Certificate and Diploma Supporting Teaching and Learning in Schools
- * Level 3 Early Years Educator
- * Level 5 Diploma in Leadership for the Children and Young People's Workforce - Early Years.

The apprenticeship model includes the delivery of functional skills in Maths, English and ICT, and other learners have taken advantage of this to improve their skills and to gain qualifications.

The new Level 3 Early Years Educator qualification has restricted the number of learners due to the entry requirements of having minimum Grade C GCSE passes in Maths and English. This reduced the number of learners across the whole sector and was finally relaxed in the summer of 2015, after many appeals to the Government.

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Funding to support candidate fees was secured from sub-contractual agreements with:

- * The Summerhouse Training Group to support training through apprenticeships
- * Adult Education in Gloucestershire to access 24+ Learning Loans
- * Gloucestershire College for learners to access 24+ Learning Loans and subsidies if on both benefits or low income and to support learning through apprenticeships.

The 24+ Learning Loans have been quite popular in our sector however reduced and capped income that can be claimed via these sub-contractual arrangements from the Skills Funding Agency continues to place significant strains on our service and limited learners' access to funding. Costs have had to be reduced to avoid significant losses in the year.

We have a 96% overall retention and completion rate which is significantly higher than the national average and higher than our funding contract targets. Learners consistently tell us how training with PATA has improved their confidence and helped them to achieve their personal goals. Our progression rates, whether into further learning or into employment are also consistently high.

There were 518 enrolments on 6 pre-employability courses and 57 workshops, covering a wide range of subjects that support the continuing professional development of staff and community group leaders, parents on aspects of play and parenting and those interested in or new to working with young children. The courses on working with children with special educational needs continue to be popular and new courses are being developed, including: the new OFSTED Common Inspection Framework, Letters and Sounds, Leadership and Management and Reflective Practice.

Workshops have included: managing children's behaviour, music, science, toddler activities, pre-school planning and Makaton sign language. Pre-employability courses included: Introduction to Children's Play and Working with Children, which were run at the PATA Centre and at a Children's Centre. There were also certificated courses in partnership with Envesca for Health and Safety, M V Hughes for Food Safety and 2nd Chance for Paediatric First Aid.

Our exit survey from all courses and workshops gives an average overall satisfaction rate of 9.4 out of 10.

We have continued to be the preferred provider of all Artemis Children's Workforce Common Induction Programme e-learning in Gloucestershire.

PATA is always looking for opportunities to secure funding to enable us to promote learning opportunities and enable learners to take the next step into volunteering or work in the childcare sector.

Support the Development of Early Years and Childcare Settings

We continued to provide a membership service to 249 playgroups, toddler groups, nurseries, out of school clubs, children's centres and individuals throughout Gloucestershire and its borders. This includes providing information, advice and guidance on running effective groups, a job vacancy advertising service, subsidies on training, a small grant scheme and the payroll service.

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TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 AUGUST 2015

We produced 3 copies of our PATA Chatter newsletter and 23 e-news bulletins, keeping our members up to date with information for the sector, promoting good practice and legal compliance and engaging them with national initiatives. Our advice line and email help-desk service dealt with over 1,850 calls and enquiries mainly from registered childcare providers, playgroups or nurseries with some also from toddler groups and play schemes/out of school clubs. 80% of these provided immediate advice or signposting, 15% were more complex with 15 groups receiving help and advice with complex, multiple issues that may have also had face to face or long term support. About 33% of contacts required support with governance issues, 25% on HR or employment, 20% on legislation issues, 14% on finance and 8% on a range of other issues. The member's area of the website contains a range of information sheets and an electronic version of our Business pack and it receives in excess of 300 hits per quarter with many of these documents being actively downloaded.

In our annual survey of members, 73% of respondents said our help was very useful and 14% considered it "crucial" with 46% reporting it had improved the quality of the service they provide.

The payroll service is preparing to assist their clients, for the introduction of the Auto-Enrolment Workplace Pensions, with clients staging from April 2015 through to October 2017.

In a recent survey 86% of our payroll customers, who responded to the survey, reported that PATA Payroll's support has helped to improve the efficiency and smooth running of their organisation, with 96% reporting it provided excellent overall service and 4% reporting it provided a good overall service. 100% of respondents would recommend the PATA payroll service to others.

The PATA Managed Playgroup Project has been set up with the aim to explore how PATA can provide for the management of playgroups to enable them to continue to be, or become, high quality and sustainable providers of childcare in their communities whilst maintaining their charitable status with strong parental involvement. A steering group has led the project, made up of PATA staff and trustees with a range of specialisms.

After exploring legal and financial implications both to PATA and the groups involved, the project moved to devise, implement and test the management, employment and financial systems. The project is now entering the final phase with PATA having agreement to take over the legal governance of three member playgroups. PATA has invested reserves to fund this new development work to explore sustainable ways of supporting settings.

PATA continues to source and apply for funding for specialist projects that support the development of early years and childcare settings.

A support worker for out of school and holiday schemes has also been employed, on a variable hours contract, during the year to provide specialist advice and guidance to this sector as required.

Provide a Voice for PATA Members and the Wider VCS on External Partnerships

PATA have regular meetings during the year with the Gloucestershire County and Gloucestershire City Council, as well as other relevant VCS organisations across the county to provide information exchange on behalf of our members. These include:

- * Gloucester VCS Alliance (GVCSA). The Children and Young People's Forum
- * Gloucestershire Wiltshire partnership meetings
- * Young Gloucestershire

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We also helped parents have a voice through the Parent Customer Access Survey: Services for children age 0-11 years. The survey was commissioned jointly by Gloucestershire County Council, Gloucestershire Care Services and NHS Gloucestershire Clinical Commissioning Group in spring 2015, and was promoted to all parents involved in the full range of services for children aged 0-11 years. As part of the survey, focus groups were required to ensure the views of parents of children in greatest need were included in the feedback. The Local Authority sought the support of PATA, as an independent provider, to run the focus groups and report on findings.

Identify Measures to Improve Organisational Effectiveness and Efficiency

PATA has continued to further develop our ICT infrastructure to allow peripatetic staff to access our network more efficiently, giving greater flexibility to learners and updating some IT equipment.

There is more use of emails and electronic communication with learners, customers and members.

Wild Apricot membership database, website content and training course management system implemented for improved efficiency and cost savings whilst enabling:

- * Members to update their own details on a self-service basis
- * Full automation of membership renewals with reminders, invoices and follow-ups all sent by email
- * On-line training course booking and payment

Fund-raising Performance

Most of PATA (UK)'s activities are funded through grants, contracts, membership fees or charges for services. Traditional fundraising from the general public only represents a small part of the charity's income.

Consideration of Factors Within and Outside the Charity's Control

PATA (UK) trustees and staff members keep up to date on pertinent developments in the childcare sector by attending meetings and conferences, reading relevant publications and using the internet. We aim to be aware of and monitor the factors within and outside our control which are relevant to achieving our objectives. Gloucestershire County Council gave PATA notice in May 2014 to vacate the premises at the PATA Centre at Grange Road, Tuffley, Gloucester. New premises were found at Chequers Bridge Centre, Painswick Road, Gloucester and we moved in on 1 November 2014.

The move resulted in great expense for PATA, both in the moving expenses involved and also in the large increase in rent payable each month.

Financial Review

Policy on Reserves

PATA (UK) holds reserves based on a realistic assessment of need. The purpose of reserves is to provide security and stability to the association and enable PATA (UK) to meet its legal obligations in the event of having to dissolve.

It aims to keep the equivalent of at least six month's core running costs in unrestricted funds so that the money can be called upon in times of short-term cash flow difficulties. It aims to retain enough money to carry out its legal obligations in the event of it having to close which includes: salary payments to cover notice periods, obligations to staff for redundancy costs, any payments required to terminate leases and similar contracts (For example: photocopier lease).

At the end of each financial year, the CEO, Finance Sub-Committee of the Board of Trustees and the Finance Administrator will review the amount of money held in reserves.

Consideration of Surplus/Deficit

PATA (UK) made a surplus of £27,066 (2014: deficit of £73,751) in the financial period.

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TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 AUGUST 2015

The principal funding sources for 2014/15 were:

- * Donation from Morton Michel
- * Gloucestershire County Council - Adult Education
- * Gloucestershire County Council - Parent Customer Access Survey
- * Individual candidate and learners' fees
- * Membership fees
- * Payroll service - Customer fees
- * Gloucestershire College
- * Summerhouse Equestrian Group

The grants and contracts awarded as above have enabled PATA (UK) to succeed this year in its key objectives.

Specifically, the Association has employed staff, purchased consumables, and occupied an office base to carry out its aims and objectives.

Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

Auditors

Griffiths Marshall were appointed auditors to the company, a resolution proposing that they be re-appointed will be put to the members.

On behalf of the board of Trustees



R Flaxman

Trustee

Dated: 20 January 2016

PATA (UK)
(A CHARITABLE COMPANY LIMITED BY GUARANTEE)
STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees, who are also the directors of PATA (UK) for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

PATA (UK)
(A CHARITABLE COMPANY LIMITED BY GUARANTEE)
INDEPENDENT AUDITORS' REPORT
TO THE MEMBERS OF PATA (UK)

We have audited the accounts of PATA (UK) for the period ended 31 August 2015 set out on pages 11 to 24. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditors

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of PATA (UK) for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2015 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

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INDEPENDENT AUDITORS' REPORT (CONTINUED)
TO THE MEMBERS OF PATA (UK)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



S J Humphries (Senior Statutory Auditor)
for and on behalf of Griffiths Marshall

Chartered Accountants
Statutory Auditor
Beaumont House
172 Southgate Street
Gloucester
GL1 2EZ

Dated: 20 January 2016