



# **Annual Report Summary 2019-2020**



**PATA is the largest voluntary sector provider of support to early years childcare and education in Gloucestershire.**

PATA, originally Playgroup and Toddler Association, started in the 1960's when community playgroups first began to form. We evolved along with the sector, working collaboratively with many other early years and childcare charities.

Today, PATA (UK) remains one of only two of these original organisations and is now a charitable company run by, and for its members. The Board of Trustees is drawn from people with a variety of skills and knowledge from all parts of Gloucestershire.

Over the years baby and toddler groups were welcomed into PATA's membership and later the out of school sector as well as a number of private groups, children's centres and schools. With more than 200 members to date we are by far the largest voluntary sector organisation supporting early years and childcare settings in and around the county.

PATA now provides training, support and information to this range of settings, both within and outside of our membership, enabling them to offer high quality childcare, education and play opportunities.

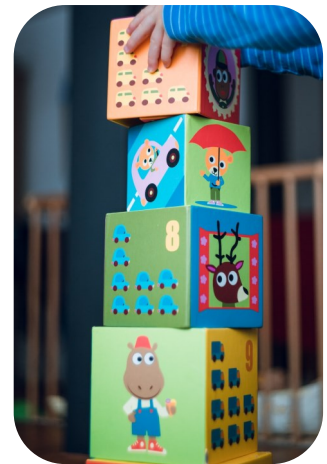


# PATA's Vision



## Our Vision is:

- **To offer a range of accessible, responsive, information advice and guidance (IAG) services** to member settings, their staff, and volunteers by offering online resources and newsletters.
- **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 develop the PATA Managed Groups' (PMG) infrastructure, administration, and team skillset** to ensure their sustainability and provide the foundation for potential future acquisitions.
- **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 non accredited short courses and workshops.
- **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 Gloucestershire County Council (GCC) and other relevant Voluntary and Community Sector (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.



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



# Supporting the Development of Early Years and Childcare Settings

**175**

Members received information and guidance, along with job vacancy advertising services, subsidies on training, a groups in need specialist support scheme and the payroll service.

**90%**

of our support for settings enquiries March—August related to coronavirus in some way; including furlough queries, staffing issues around risk from the virus, opening or closing settings, financial concerns and enquiries, environmental queries around risk and management and support in understanding legislation relating to the virus.

**146**

job adverts placed by

**74**

member groups despite a 3 month pause due to the pandemic

**2000+**

enquiries via our phone and email helpdesk

**15%**

in depth with significant or multiple issues. We offered immediate support or signposting on topics including HR, legislation, governance and financial concerns.

**19**

briefings plus model document and information sheets sent since early March, helping groups to make sense of and confidently implement government advice.

*'We really do appreciate the services PATA provide and the contribution of all its volunteers. Thanks again for your support'.*

**1900**

average page views per quarter on the members area of the website March—May. Up from an average of 200 in the previous 4 quarters

**32%**

increase in Facebook followers during the year.

**358**

posts, **217** since March

**1000+**

reach on many posts

**Significant update to the PATA 2006 group constitution.**

Updating to ensure it remained fit for purpose for our member groups. Working with the Charities Commission to gain pre-approval as a model constitution and now being formally adopted by member groups.

**Our members** are playgroups, toddler groups, nurseries, out of school clubs, children's centres, childminders and individuals throughout Gloucestershire and its borders.



## Training & Development

Although existing courses had to be cancelled from March 2020 due to the COVID related lockdown, the PATA team quickly established **online training**, starting with a focus group to determine what support was most required.

'The world is still a safe place' (focusing on supporting children's wellbeing) and 'It's ok not to be ok' (for staff wellbeing) along with a number of other pandemic focused courses were designed. In the summer term we ran 13 online courses supporting over 120 attendees.

**Online Network Meetings** giving managers and senior staff from PATA member settings the opportunity to talk through issues with peers and experienced PATA staff. We have increased the number of high-profile external speakers as well as continuing to work with those we have established relationships with.

**Partnership with Milestones School** developed offering a number of support days for member settings during the year to help them with specific SEND needs.

**Continued partnership with 2nd Chance** for Paediatric First Aid training.

**Partnering with Facts4Life** which is a new way of thinking about our health which challenges commonly held beliefs about illness and builds resilience in three key ways, Riding the Ups and Downs, Keeping Balanced and Smoothing the Path. PATA is proud to have piloted this wellbeing programme in our PATA Managed Preschools ready for further rollout to our member settings in the 2020/21 academic year.

We work closely with **Going the Extra Mile (GEM)** and a number of participants under the GEM project have attended several of our training courses aimed at improving their skills and helping them to take a step closer to volunteering or employment.

**Preferred Artemis Provider** for Children's Workforce Common Induction Programme e-learning in Gloucestershire continues.

**Bespoke Babysitting course** (funded by Brockworth Parish Council) and other courses planned for local Secondary Schools had to be cancelled due to the pandemic.

*We continue to look to secure funding for further learning opportunities aiming to help learners to take the next step into volunteering or work in the childcare sector*

**50**  
training courses run  
**630**  
delegates attending.

**4**  
bespoke courses  
**74**  
delegates attending

*Covid related  
courses  
subsidised by a  
Gloucester  
Community  
Foundation grant*



# PATA Managed Groups (PMGs)

## PATA Managed Groups (PMGs) increases to 6

**PATA took over the legal governance of Winchcombe Playgroup** this year after working closely with the setting's Trustees who were all waiting to step down. PATA staff provided management and administrative support during the transition and worked closely with the managers to standardise policies, procedures, documents and forms to make the provision sustainable for the future.

**PATA started due diligence and management support for one additional member playgroup**, however the Coronavirus Pandemic forced this work to be put on hold. The group managed to find a parent who would stand as Chair until the move to become a PATA Managed Group can be finalised.

**A staff restructure was carried out at Elmbridge Under Fives and Tiny Tots** with the aim of reducing staffing numbers overall and increasing flexibility across the two settings which are geographically very close and share the same manager. Two staff took voluntary redundancy and all remaining staff agreed to new terms requiring them to work across either setting from Autumn 2020. This also enabled us to offer new challenges to staff who were ready to step up.

*This work continues to enable the PATA office team to provide key support to all groups in our membership through working directly with staff to identify and share best practice across the county and to lead by example.*

*Strategic decisions are made in conjunction with PATA Trustees for the purpose of ensuring community playgroups remain viable and that foundations are put in place to ensure we are able to save other settings at risk if necessary.*

PATA employed another University of Gloucestershire Early Years Initial Teacher Training Intern (EYITT) providing the opportunity to work across two PMGs

A reduction in the overall number of funded University places for EYITT students sadly means we will not have an intern with us for the coming academic year.

Without PATA, these 6 settings would have closed leaving 304 families without a childcare place.



# The impact of COVID

## PMGs

All settings closed in March lockdown as insufficient keyworker/vulnerable children were attending.

3 settings reopened in May and all settings back open in June.

All PMG staff were furloughed until May/June, with small number off until August.

Initial Govt guidance indicated the furlough payments could be reclaimed at 80%. Later guidance changed this to proportion of parent private fee income only. For PATA this was only 28%.

Over £55K of NEF and fees income was lost due to the coronavirus impact across all 6 PMGs.

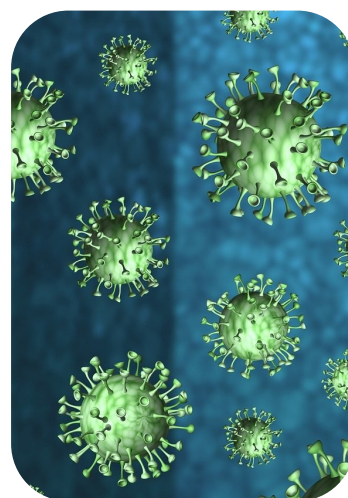
All settings reopened from 1<sup>st</sup> June although numbers were limited due to the 'bubble' requirements

Tiny Tots continued to run from the Elmbridge site.

COVID specific risk assessments implemented and all policies/procedures updated

Enhanced cleaning and hygiene routines introduced for staff/children. All resources/toys reviewed regarding COVID safety, with some removed.

Large focus on outdoor learning and investment made in waterproof clothing.



## Head Office

Steps taken to make Head Office COVID secure including:

- Installation of perspex screens and repositioning of desks to allow social distanced working areas. Visitor temperature checks introduced and mask wearing when away from own desks requested.
- Enhanced cleaning and hygiene routines introduced for staff including hand sanitiser and routine handwashing. Additional surface cleaning of all main touch points from entry door to desks and common areas.
- Investment in IT infrastructure to enable office staff to work from home.
- Review of phone systems to enable seamless support even when staff are working from home.





# PATA Payroll



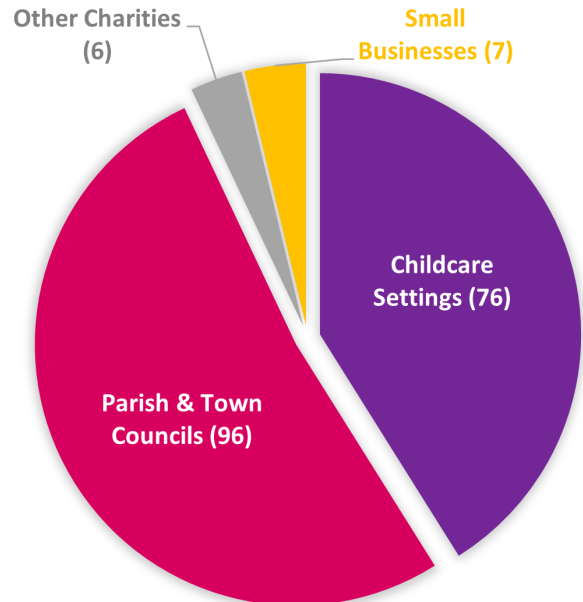
9 new clients increases total to 187

We process an average 695 employees per month.

As well as our member clients receiving the PATA support for settings COVID briefings, we produced **supplementary payroll related COVID briefings** for all our clients.

This was particularly important as the guidance to the **Coronavirus Job Retention Scheme** continued to change over the first few months of its introduction.

For many member settings, where staff had been furloughed and a sole administrator or manager was left to manage the payroll side of their business, the support of the PATA Payroll team was vital.



*A user survey to our payroll clients in July indicated that 93.5% of respondents rated our service as excellent and the remainder rating us good.*

“Thank you all for all your outstanding work and support this year, you have been totally amazing in helping keep us informed, answering what sometimes seems such random questions and in amongst all the chaos have kept your normal service going. We cannot thank you enough.”

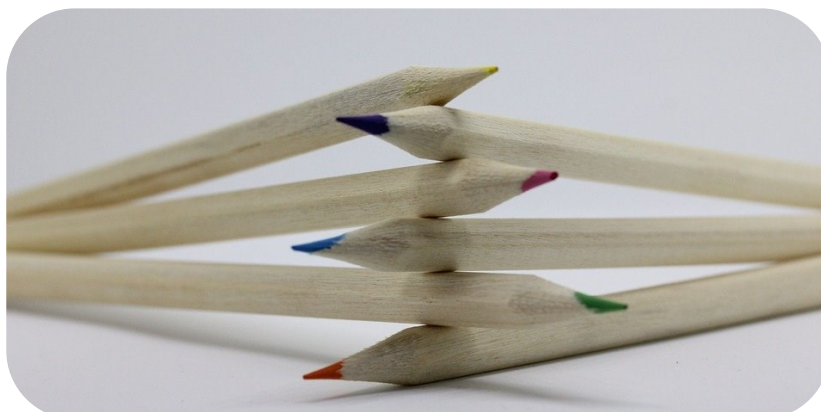




## Forging links with...

**PATA has worked with organisations and partners to achieve the best for all our members.**

- Gloucestershire County Council, and other VCS organisations across the county
- Gloucestershire Going the Extra Mile (GEM) Project Team and Partners
- Facts4Life
- GloW (Gloucestershire Wellbeing)
- Play Work specialists across the South West region (specifically BAND, BAP and Children's Scrapstore in Bristol).
- University of Gloucestershire for EYITT Students and Partnership Board
- Second Chance First Aid
- Artemis
- Local MPs
- Local BBC radio



## Financial Headlines

**£817,775 income**

75% PMG funding and fees

9% Grants

7% Payroll

4% CPD Training

3% Donations and fundraising

2% Membership

**£751,006 expenditure**

87% Delivering charitable activities

10% Support costs

3% Governance and depreciation

The surplus includes £23k restricted fund for GINF. The balance of the additional surplus will be used to top up reserves and support our membership and charitable aims.

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

As a partner of the Gloucestershire **Going the Extra Mile (GEM)** project we continued to employ a GEM Navigator/Developer to support participants to move into work, education or training.

**Local PMG fundraising reached a total of £4,700** to put towards improvements to their own settings.

In June we received **£5,000** from Gloucestershire Community Foundation from their **COVID Emergency Response Fund** to cover core and training costs incurred in PATA's support to our members during the pandemic.

Traditional fundraising from the general public represents only a very small part of the charity's income and usually originates through the PATA Managed Groups where they fundraise locally for improvements to their own settings.

### Significant PATA funding sources:

- GCC Nursery Education Funding (NEF)
- GEM Project
- University of Gloucestershire for EYITT Student
- Discretionary Grants
- Coronavirus Job Retention Scheme
- Groups in Need Fund donation

### PATA other income sources:

- PATA Managed Groups – Private Parent Fees
- Payroll service fees (Split by member and non-member clients)
- Membership fees
- Individual training course fees

*Grants and contracts awarded as above have enabled PATA to succeed this year in its key objectives. PATA has employed staff, purchased consumables, occupied an office base and six PATA Managed Group setting buildings to carry out its aims and objectives.*

## What next...

### Strengthening our team, supporting our members

**Early Years Manager Support role** created to provide additional support to the PMG managers and enabled auditing of practices and procedures together with sharing of best practice across the managed groups.

**Early Years Lead role** created for the coming year will enable the CEO to focus more time on overseeing the business as a whole and being a proactive voice for the sector.

A significant amount of work and time has again been spent on **updating and standardising policies**, forms, and documentation primarily for the PATA Managed Groups.

These proven policies and documents along with the on-the-ground experience of PATA staff are key to **providing and understanding the support required** for our Member settings.

We are constantly **updating our website** and looking for ways to provide additional support and tools for both our members and our wider audience. This will include model documents available to purchase.

### Gift of £23k from closing setting will enable PATA to launch 2021 COVID Response Fund

The Response fund aims to help member settings who have faced additional costs and challenges as a result of the COVID-19 pandemic.

Funding is to support their vital services and benefit the children in their care.







PATA (UK), Chequers Bridge Centre, Painswick Road, Gloucester GL4 6PR

T: 01452 541244 E: [info@pataglos.org.uk](mailto:info@pataglos.org.uk) W: [www.pataglos.org.uk](http://www.pataglos.org.uk)

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