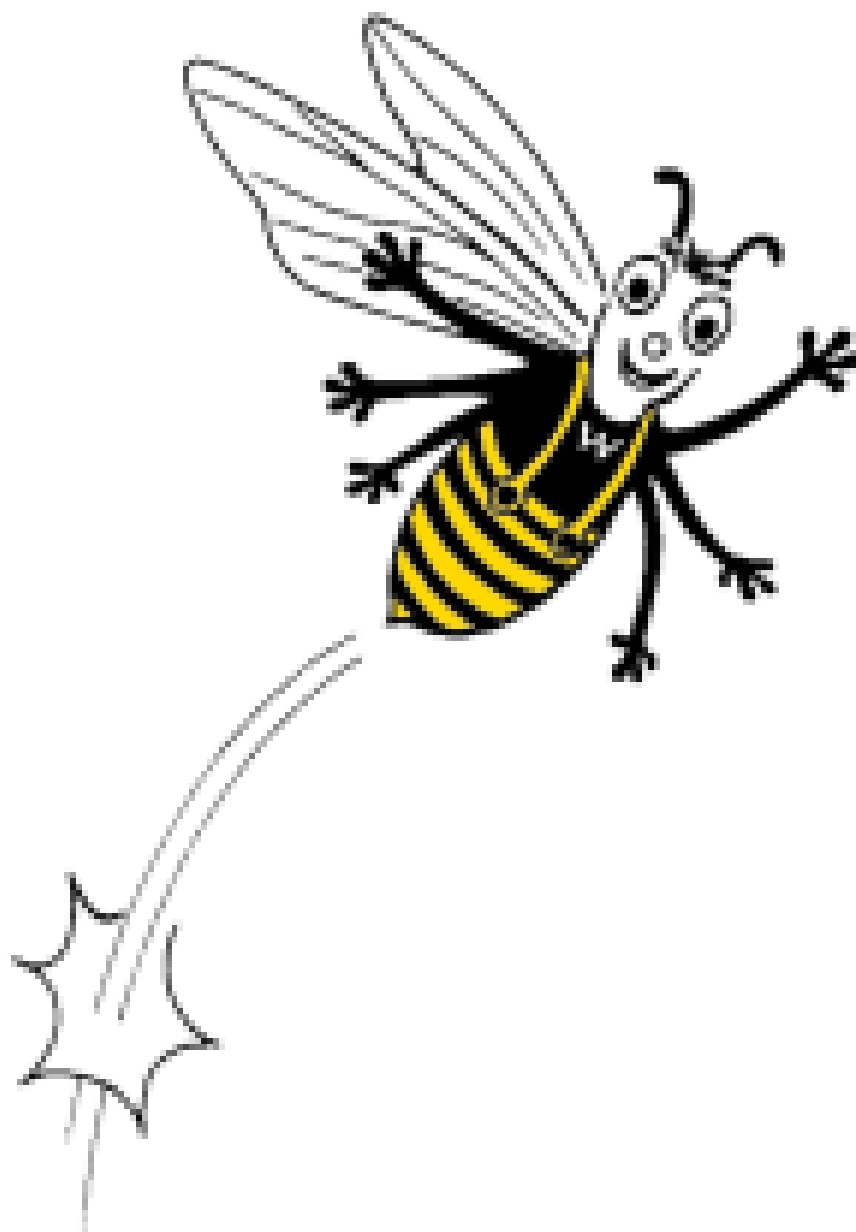


Waterbeach After School Play Scheme



Annual Report 2020-2021

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This report has been prepared by:

Zoe Badcock	Deputy Manager
Sarah Heil	Manager
Catherine Williamson	Treasurer
Temoc Rodriguez	Chairman

The reporting period is 1st September 2020 to 31st August 2021.

1. Synopsis

This year we have seen a partial recovery from the effects of the covid-19 pandemic. Under a new club manager, the operations of the club have been more closely scrutinised and the financial impact from a third lockdown has been minimised. Some unexpected maintenance tasks resulted in a higher overall loss than budgeted. During the third lockdown starting in November 2020 the club made use of the HMRC job retention scheme. Attendance numbers were low in the autumn term of 2020. However, we have seen an increase during the summer term and moving on to the new school year we are expecting a full recovery.

2. Chairperson's Report

Club Status

The club has seen another difficult year as the effects of the pandemic are still felt in the club operations. A third lockdown between November 2020 and March 2021 again affected our finances in addition to the general uncertainty around business returning to work from offices instead of home working. This has a direct impact on our services, which are specifically tailored to allow working parents to go to their place of work.

Despite the challenges, the management committee and the club manager and deputy manager have been effectively working this year and minimised the financial impact resulting from lower than anticipated income. We have had to use some of our reserves fund to get us through the year but anticipate a return to positive cash flow going forward to the new school year.

Ofsted Inspection

This year we were anticipating an Ofsted inspection but due to the continued restrictions this did not take place. However, Ofsted organised a visit on 20th September 2020 to look at how the club was coping with the effects of the pandemic. This was successful and the comments were complimenting of how we managed through the crisis.

We are anticipating a next inspection in the autumn term of 2021.

Opening of Premier

Premier Education opened a wrap-around care service in February 2020. Due to the pandemic we have not yet fully assessed the impact of this competitor. However, we anticipate that we will not recover to a full attendance numbers as before the pandemic. Nevertheless, attendance numbers during the summer term 2021 were sufficient to operate a cash neutral position those months. Provided the numbers increase slightly going forwards, the club should be able to operate with a slight positive cash flow, which would be required to replenish the reserve funds.

Covid-19

The club had to close between November 2020 and March 2021 due to the restrictions imposed by the government when schools closed in a third lockdown. Whilst the club has been utilising the government's Job Retention Scheme grants, some staff had to continue working and running costs had to be paid whilst schools were closed. The club re-opened on 8th March for the end of the winter term. The club operated continuously through the summer term 2021.

Throughout the school year the club has operated under special conditions with pupil bubbles and
October 2021

extra safety measures in place at the setting, e.g. additional cleaning, hand washing, and signage.

Changes in Management Team

This year we appointed Sarah Heil to the Club Manager position from 1st September 2020. We also promoted Zoe Badcock to the Deputy Manager position from 1st July 2020 (previous reporting year but mostly impacting from this reporting year due to the summer holiday period).

These appointments have been very successful and the management of the club through this difficult year has been exemplary.

Premises

This year the club contributed approximately £7,000 towards the maintenance and upkeep of our building and facilities. This sum was larger than budgeted due to unexpected failures of the boiler and dishwasher.

3. Treasurer's Report

The club's finances have been greatly affected by lower attendance in the autumn term and the third lockdown between November 2020 and March 2021. Income recovered in the summer term but this was not sufficient to finish the year as budgeted.

Fees and Grants

The total fees collected for the year were approximately £35,895 versus a budget of £37,921. The lower income was due to the third lockdown between November 2020 and March 2021.

Grants received totalled £12,999 against a budgeted £7,000. This larger sum due to claims on the Job Retention Scheme during the third lockdown.

The total income for this year was £48,895 versus a budgeted income of £44,921.

Salaries

The club paid £46,085 in salaries compared to a budget of £37,055. This reflects the closure of the club during the third lockdown. The club continued to employ staff through the lockdown period and we made use of the government Job Retention Scheme grant.

An increase to salaries of 2% is proposed from 1st January 2022 subject to a favourable financial position from strong pupil attendance and fees collection.

Capital Expenditure

This year we made additional contributions to the premises Joint Venture to replace the boiler £2000 and the dishwasher £304. The club paid for half of the item costs, with the other half paid for the other charity that shares the building.

Training

The club made investment in staff training of £380 versus £1,000 budgeted.

Premises

WASPS paid a total £6934 to the premises Joint Venture for the upkeep of the building and grounds versus a budget of £5750. Additional contributions of £1,184 were made to pay for unexpected

expenses of the boiler and dishwasher.

Licences, DBS, and Memberships

License fees were below budget at £440 compared to £1,160 budgeted.

Food and Sundries

Grocery expenditure was below budgeted due to the third lockdown. Only £2,300 were spent versus a budget of £2,400.

Reserves

Due to the ongoing effects of the pandemic, the club has had to draw £9,000 from its reserves to fulfil its financial obligations. Therefore, the reserve fund is £17,750 at the end of this financial period (August 2021). Per club policy, the reserves fund should be maintained between 3 and 6 months of operational costs. The on-going operational costs are on average £4,500/month. Therefore, the reserves remain above the 3-month mark (£13,500) but below the target 4.5-month average (£20,250). The club will endeavour to recover some reserves monies as conditions recover from the pandemic.

Fundraising

The club raised £53 from a raffle conducted in the summer term.

Budget Summary

The following table summarises the budgeted and the expenditure for the financial year 2020-2021. There are two columns for budget. The first budget was proposed in September 2020. However, due to the third lockdown in November, the budget was adjusted accordingly as shown in the second column.

	Original Budget (£)	Adjusted Budget (£)	Actual (£)
INCOME			
Fees	42,756	37,921	35,896
Grants and donations	10,000	7,000	12,999
EXPENDITURE			
Service Fees	816	816	1,178
Materials	600	600	260
Training	1,000	1,000	380
License, membership, etc.	1,160	1,160	440
Fees returned	500	500	807
Groceries	2,400	2,400	2,300
Capital Exp.	200	200	0
JV contribution	5,750	5,750	6,934
Salaries	44,003	37,055	46,085
Balance	-3,672	-4,560	-9,488

4. Manager's Report

At the start of the Autumn term, we opened WASPS doors to all children once again and now the government guidance has been revised, we no longer have to operate in separate groups and can once again welcome in parents/carers at drop off and collection time. It has been great to get back to a bit more normality and reintroduce the more usually routines and play opportunities at the club. We are once again able to promote independence with the children being more involved in preparing and self-selecting their own snacks.

The past year has brought some challenges due to the ongoing Covid-19 pandemic with a further closure period of the club in the Jan/Feb 2021 Lockdown. When returning in March we continued to operate with two separate groups of children and carried out enhanced cleaning, parents/carers were not allowed into the premises. Although the set up throughout last year meant our provision looked very different to usual, we hope the children still enjoyed their experience at the club.

WASPS has been running since September 1997 and is well established in the community of Waterbeach, the club has been providing a reliable, affordable service for 24 years now. WASPS continues to run fulfilling its original aim; to provide a home from home family atmosphere. The children decide how to spend their time in the club and the staff team facilitate child led play and offer a variety of play opportunities, both inside and outside. With the growth of Waterbeach Community Primary School and Waterbeach village, we hope WASPS continues going from strength to strength into the future.

The Breakfast Club can cater for up to 24 children in the mornings; we currently have availability at all sessions.

The After School Club can cater for up to 40 children in the afternoons; we currently have availability at all sessions.

WASPS has encountered a few challenges over the past year due to the Covid-19 pandemic, there have been many restrictions we had to follow meaning we were working in small consistent groups, as well as being short staffed on occasions but also having to be mindful of the financial situation the pandemic had put us in. An additional competitor offering wrap around care on the school site also had an impact on our attendance. We are pleased to report though that there have been many successes too. We have been working with our county advisor to make sure we have things in place, and we are confident as we await our next full Ofsted inspection, following our interim visit from Ofsted in October, which went well. The children enjoyed taking part in their own children's council, this will run again this year as the children's council is so important to enable the children to have their voice and say in what goes on at WASPS... their club! As a new Manager this was also a helpful way of getting to know the children and their interests so we could support these. We also had conversations about the snack the children have in the afternoon, and they helped to create a new menu giving them more choices. Now restrictions have lifted the children have been more involved in making their own snack, making their wraps, spreading jam or honey on toast and buttering their own crackers. They have enjoyed taking part in fun activities, including arts and crafts, outside play and role play to name just a few, which have stemmed from their interests and ideas. We introduced a Minecraft Club on a Monday afternoon where the children could meet other Minecraft fans and make new friends, learn about architecture and Minecraft building techniques and play the game for a short time. We also ran a STEM session on a Thursday, these were run and coordinated by an approved STEM Ambassador. The sessions were delivered at the right level for our children and were meant to promote science, engineering, and technology. The sessions involved hands-on experiments that facilitated learning and relevance to our daily lives. We have purchased some new resources based on the children's interests and requests, this included Minecraft Uno, chess, loom bands, clay and hama beads to name a few. We have also used the internet to print resources for various role play (hairdressers, shops and ice cream parlours) that they children have loved using, as well as hama bead designs based on interests like Minecraft, Among Us and Unicorns. We were also successful in our latest recruitment drive hiring a new Playworker and a bank member of staff. Due to the circumstances of last year we were not able to do the usual amount of fundraising but we did raffle a Family Movie Night Hamper with support from Tesco. We managed to raise £54 from this that the children then gave ideas of the resources they would like to purchase from this. The winning vote was a basketball hoop.

With regards to our team, over the year we said farewell to Olivia (Playworker), Emily (Bank Playworker) we thank them both for their hard work at the club and wish them well for the future. We welcomed Tommy (Playworker) in the Summer term 2021, and Harry (Bank Playworker). Our staff team now consists of Sarah (Manager), Zoe (Deputy/Breakfast Club Co-ordinator), Sophie (Playworker), Tommy (new Playworker). As well as having Toyin, Harry and Sam remain on our bank staff. The club was closed in the Jan/Feb 2021 Lockdown, meaning staff were placed on the furlough scheme. We were able to re-open in March when the school re-opened its doors to all children.

Staff members have undertaken various training throughout the year, including Safeguarding (Designated Person and Playworkers Basic Child protection), Equalities Named Co-Ordinator (ENCo), Safer Recruitment, Domestic Abuse Awareness, Prevent Duty, FGM, First Aid, Food Hygiene to name just a few! We would encourage you to take a look in our training and qualifications file on the front desk for more details. In addition to this we have also included some in house training at our staff meetings and created quizzes to complete to evaluate staff knowledge about policies and procedures around Safeguarding. Our two new staff members will also be

completing various training.

WASPS share Waterbeach Playhouse, our premises, with Waterbeach Community Playgroup. We have continued to work with the Playgroup throughout the past year on our Joint Venture projects. Regular maintenance on the building includes the following throughout the year: -

- External areas and gardening
- Carpet cleaning
- Fire safety equipment maintenance
- Security
- PAT testing
- Insurance
- Cleaning of the building – Managing a contracted cleaner
- Air conditioning
- Play structure
- Easi Grass play surface outside,

We communicate regularly and hold meetings (although these have continued to be online over the past year) so we can ensure the smooth running of the premises for both groups. We have continued to face the extra challenges the pandemic brings to us in a shared premises and have devised good systems for cleaning between sessions and entering/exiting the building to keep our staff/children separate, following clear operational plans. As well as contractors working on maintenance and equipment. We have had some work carried out including improvements to the front ramp and some woodwork repairs, painting the building internally, some tiling around the sinks and more regular gardening, all by volunteers and committee members of the two groups, this has helped us to keep costs down. We have put on hold some projects including the refit of the toilets and kitchen and at some point, the oven needs replacing. We still plan to develop an outside digging area for the children, and we are currently looking at options for the safety surface under the play structure.

WASPS are members of Waterbeach Community Association, due to the ongoing Covid situation, unfortunately the Association has not been able to hold their usual meetings this year. However, they have continued to update members via email, and we have written articles for the Beach News throughout the year keeping the local community up to date with what's going on at the club (there was a disruption to the planned schedule due to lockdown). Unfortunately, Waterbeach Feast day didn't go ahead for a second year in June due to the restrictions, but we hope to take part at the next opportunity as this is always a fun community event and also a good fundraising opportunity for WASPS too, as we usually hold a stall on the village green.

We have had a busy year at WASPS. Along with the staff team and Management Committee we work hard to continually reflect on our practise and to make changes where needed to improve the service for the WASPS children and families. We would like to thank all of the Management Committee; some of whom will be standing down this evening, for giving up their time and for their hard work throughout the year. WASPS would be unable to run without a fully functioning committee, so much goes on behind the scenes, thank you to you all!

5. Budget Plan for 2021-2022

The budget for the coming year compared to last year's budget is shown below.

	Budget 2020-2021	Budget 2021-2022
INCOME		
Fees	37,921	65,446
Grants and donations	7,000	0
EXPENDITURE		
Salaries	37,055	52,891
JV Contribution	5,750	7,000
iPAL Fees	180	340
Telephone Line	816	400
BOX	180	180
Expense Claims	0	250
Groceries (Fairfax card)	2,400	2,400
Training	1,000	500
Materials	600	200
Refunds	500	100
Memberships	400	250
Accounts Examination	200	150
DBS	200	100
Staff Socials	0	100
Capital Expenditure	200	0
Agency Fees	0	500
Total Income	44,921	65,446
Total Expenditure	49,481	65,361
Balance	-4,560	85

The JV contribution has been increased in line with actual expenditure in the previous reporting period. The additional expenditure is due to an increase in maintenance and repairs as items reach their end of life. This trend is expected to continue the coming year.

The coming year we have not budgeted for any government aid as in the previous year, including HMRC JRS.

The fees income is based on confirmed bookings for the autumn term (approximately 20 children per session).

6. Fees for 2021-2022

For the next financial year, we are budgeting an increase of fees as follows. The afterschool sessions will be longer based on new plans from the school to finish at 3.00pm instead of 3.20pm. The fees have been adjusted pro-rata. In addition, all fees have been increased 2% in line with inflation.

Session	2020-2021	2021-2022
Breakfast		
Standard	£5.40	£5.55
Sibling	£5.00	£5.10
After School		
Full session	£9.90	£11.35
Full session Sibling	£9.20	£10.45
Half session	£6.50	£8.20
Half session Sibling	£6.00	£7.55

Session	2020-2021	2021-2022
Holiday Club		
Full Session	£29.20	£29.80
Full Session Sibling	£25.55	£26.10
Half Session	£18.10	£18.50
Half Session Sibling	£15.84	£16.20
Hourly	£4.80	£4.90
Hourly Sibling	£4.20	£4.30

7. Pay Grades for 2022

An increase of 2% is proposed across all rates and salaries from 1st January 2022. This is subject to a favourable financial position based on actual pupil attendance numbers.

Grade	2020-2021 rate £/hour	2021-2022 proposed rate £/hour	Guidance
1	13.01	13.27	This rate is for experienced (>7 years) setting management positions (coordinators, deputy manager, manager). Staff may also have a level 3 qualification or higher.
2	12.77	13.02	This rate is for experienced (>5 years) setting management positions (coordinators, deputy manager, manager). Staff may also have a level 3 qualification or higher.
3	11.97	12.21	This rate is for experienced play workers with experience greater than 7 years in a similar role and some management or administrator responsibilities. Staff may also have a level 3 qualification or higher.
4	10.65	10.86	This rate is for experienced play workers with experience greater than 5 years in a similar role and some management or administrator responsibilities. Staff may also have a level 3 qualification.
5	9.64	9.83	This rate is for experienced play workers with experience greater than 5 years in a similar role. Staff may also have a level 3 qualification.
6	8.88	9.06	This rate is for play workers with a range of experience between 2 and 5 years in a similar role. Staff may also have a level 2 qualification.
7	8.72	8.89	This is the rate for inexperienced play workers over 25 (inclusive) years of age. Staff may have a level 1 qualification but have not gained much experience (<2 years).
8	8.20	8.36	This is the rate for junior play workers under 25 and above 21 (inclusive) years of age
9	6.45	6.58	This is the rate for junior play workers under 21 years of age.

It is also anticipated that the lower grades 7 to 9 may need to be adjusted again on 1st April 2022 after the government publishes updated minimum wage rules.

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18 May 2022

Charities Commission

**RE: Waterbeach After School Play Scheme
Registered Charity No 1069551**

Dear Sirs

As instructed I have completed an independent examination of the accounts for the above charity for the year ended 31 August 2021.

The accounts were prepared on the receipts and payments basis and I confirm I found the records and accounts to be accurate.

If you have any questions concerning these please do not hesitate to contact me.

Yours faithfully



Teresa Reynolds FMAAT ATT

Director: Teresa J. Reynolds FMAAT ATT

"Licensed and regulated: Teresa J. Reynolds is licensed and regulated by the Association of Accounting Technicians to provide services in accordance with licence no. 2027, details of which are displayed at the address shown."

Registered Office: 16 Mill Road, Waterbeach, Cambridge CB25 9RQ Company Registration No. 07570600

Accounting Statement 2020 – 2021

(Receipts and Payments Accounts)

Waterbeach After School Play Scheme

Name of charity

Charity Commission registered number


1069551

For the financial
year ended on

31 Aug 2021

Breakdown using WASPS analysis

		Unrestricted funds	Premises fund (Joint Venture)	Total this year	Total last year
		£	£	£	£
Receipts					
A1a	Donations, legacies and other similar receipts	15800		15800	10057
	Donations/HMRC Grant				
A1b-1	Operating activities to further charity's objectives	32991		32991	54794
A1b-2	Operating activities to generate funds	0		0	
	Childcare fees				
	Fundraising activities				
A1c	Investment income receipts	63		63	136
	Interest				
	Sub-total (A1a+A1b+A1c)	48854		48854	64987
A1d	Other receipts (not counting as "Gross Transfers between a/c's, fairfax and Income")	72,763	7061	79824	69335
	paypal				0
A1d					
	Total receipts	121617	7061	128678	134323
Payments					
A2a	Payments for generating funds	0	0	0	0
A2b	Charitable payments:				
	(i) grants paid				0
	wages/national insurance/pensions	46085	1375	47460	69042
	(ii) Charitable activities	2687	767	3454	4497
	other childcare toys/sundries/food /dbs/activities	304	0	304	1248
	(iii) support costs	1304	638	1943	1849
	training	519	4350	4869	4494
	fees service/paypal fees/membership/gifts and rewards/insurance				
	premises/utilities				
	(iv) Management & Administration	150		150	1560
	accounts examination/solicitors fees	51049	7131	58180	82689
	Sub-total (A2a+A2b)	79647	0	79647	68539
A2c	Other payments (not counting as "Expenditure")	79647	0	79647	68539
	paypal				
	Total payments (A2a+A2b+A2c)	130696	7131	137827	151229
	Net of Receipts/(Payments)	(9079)	(70)	(9149)	(16906)
	Cash funds last year end	30032	306	30338	47243
	Cash funds this year end	20953	236	21188	30338


18/5/22

Section
B Restricted Income Funds nil

Section
C Endowment Funds nil

Section
D Statement of Assets and Liabilities at year end 2021
For the financial year ended on 31st Aug 2020

Note		Unrestricted funds	£	Joint Venture funds	£
D1a	Cash funds				
	Santander bank current acc	£	2,478		
	Santander bank deposit acc	£	17,759		
	Petty cash	£	14		
	Paypal	£	117		
	Cheques and Cash Unbanked	£	93		
	Cambridge Building Society saving account	£	-		
	Kalixa cash card balance	£	-		
	FairFx account balance	£	-		
	FairFx card balance	£	492		
	WCP & WASPS Jnt Venture Santander bank current acc	£	-	£	236
		£	20,952	£	236
D1b	Other monetary assets		nil		
D3a	Investment assets		nil		
	Assets retained for the Charity's own use	Fund	Cost £	Current value £	
D3b					
	Premises building	Joint Venture	138909		2
D2	Liabilities		nil		

Signed on behalf of the trustees

		print name C. RODRIGUEZ
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		print name
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date of approval

28 MAY 2022

Premises fund (Joint Venture) managed jointly with Waterbeach Community Playgroup with equal ownership in the assets.

Asset cost

	Leasehold land and buildings		Other land and buildings		Fixtures, fittings and equipment		Total		Total
	Unrestricted funds	Premises fund (Joint Venture)	Unrestricted funds	Premises fund (Joint Venture)	Unrestricted funds	Premises fund (Joint Venture)	Unrestricted funds	Premises fund (Joint Venture)	
Balance brought forward	0	138909	0	18819	9648	9529	9648	167257	176905
additions	0	0	0	0	0	0	0	0	0
disposals	0	0	0	0	0	0	0	0	0
transfers	0	0	0	0	0	0	0	0	0
revaluations	0	0	0	0	0	0	0	0	0
Balance carried forward	0	138909	0	18819	9648	9529	9648	167257	176905

Accumulated depreciation and impairment provisions

	SL		SL		SL		SL		
	20 years	20 years	5 years	5 years	3 years	3 years			
Balance brought forward	0	131961	0	18819	9648	9528	9648	160310	169957
disposals	0	0	0	0	0	0	0	0	0
transfers	0	0	0	0	0	0	0	0	0
revaluations	0	0	0	0	0	0	0	0	0
impairment provisions	0	0	0	0	0	0	0	0	0
charge for year	0	6945	0	0	0	0	0	6945	6945
Balance carried forward	0	138906	0	18819	9648	9528	9648	167255	176902

Net Book Value

Brought forward	0	6947	0	0	0	0	0	6947	6947
Carried forward	0	2	0	0	0	0	0	2	2

Premises fund (Joint Venture) managed jointly with Waterbeach Community Playgroup with equal ownership in the assets.