



## Trustees' Annual Report for the period

	Period start date				Period end date		
From	1	09	2020	To	31	08	2021

Charity name

Knightwood Kids Club

Other names charity is known by

Registered charity number (if any)

1081786

Charity's principal address

Bellflower Way

Knightwood Road

Chandlers Ford

Postcode

SO53 4HW

### 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	Jo Alker			KKC Committee
2	Joh Foster			
3				
4				
5				
6				
7				
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
Katie Hunter	
Rob Unger	
Richard Bell	

## 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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## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Election by committee

## 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.

The Knightwood Kids Club is a charitable unincorporated body, charity number 1081786.

The charity is governed by its constitution adopted on the 25th May 2000. The club is managed by a voluntary committee of parents who are appointed annually at the AGM.

It is located at Knightwood Primary School in Hampshire. The after-school club is open from 3pm until 6pm on weekdays during the school term. A holiday club operates from 8am to 6pm on some weekdays during the Easter and summer holidays.

There are nine members of staff. The manager holds a level 4 qualification and the majority of staff hold relevant level 3 qualifications and/or teaching qualifications.

A child protection policy is in place. Criminal Records Bureau checks are carried out prior to commencement to employment or trusteeship. These checks are carried out every two years in line with statutory requirements.

Appointment of New Trustees is undertaken in accordance with adopted guidelines and procedure. This includes application, induction, probation period and adoption.

All trustees give their time voluntarily and receive no remuneration.

As an ongoing process Trustees assess the level of risk in relation to governance, services, employment, health and safety, child protection, financial management and information management. The trustees keep

under review the major business and operational risks that the charity face and ensure that monitoring systems have been established so that the necessary steps can be taken to lessen the risks.

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

The main purpose of the charity is to provide necessary facilities for the daily care, recreation and education of children out of school hours in a safe and secure stimulating environment which works within a framework ensuring equality of opportunity for all children and families in the local community.

The trustees confirm that they have referred to all the guidance contained in the Charity Commissions general guidance on Public Benefit when reviewing the charities aims and objectives and in planning future activities.

The focus of the activities remains as educational creative play that enables learning to take place in a fun and secure environment. These benefits children developing social and emotional skills alongside practical and life skills.

We welcome all primary age school children in the local community regardless of background, faith or gender. Our philosophy is one of which encourages openness to others and enriches through sharing skills aptitudes and experiences.

We have a dedicated team of staff who contribute their time and energy which support our children and young people.

**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)**

## Additional details of objectives and activities (Optional information)

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

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

## Summary of the main achievements of the charity during the year

This year we continued to work flexibly and safely whilst also maintaining day to day provision. We were also able to offer Provision in the summer holidays. We have continued to follow guidance related to Covid 19 and work with Knightwood Primary School to ensure staff and children are safe.

The main achievement for the Charity this year was the return of the Ofsted visit, and we are happy to announce we met all our outcomes.

The manager and deputy manager have a clear vision for the club. They are dedicated and passionate about providing a place where children have fun. Staff work well as a cohesive team and have a good understanding of their responsibilities. They share a commitment to providing a quality

service for children and their families.

Staff support children's emotional health well. They have prioritised helping children to settle, build confidence and re-establish friendship groups during the COVID-19 (coronavirus) pandemic. For example, children have written letters to their friends who were not able to attend the club. This thoughtful exchange allowed for children to settle quickly back into the club with their friends.

The committee makes a thorough evaluations of the service the club provides. It uses feedback from staff, children, parents, and staff at the host school effectively to make changes which benefit children. For instance, staff regularly ask children for their thoughts and ideas to improve activities at the club, acting on their views and suggestions.

Professional development for staff is strong. Effective supervision procedures that staff understand their roles and responsibilities. Staff access online and on-site training to support their professional development. They comment that they feel well supported and enjoy working at the club.

We have invested in recruiting new staff this year so we can maintain the calibre and employ qualified staff that are suited to the charity's expectations and ethos.

This year we have also seen an increase in parents becoming more willing to be actively involved and enquiring about becoming committee members.

**Brief statement of the charity's policy on reserves**

Reserves are managed in accordance with the reserves policy. The funds are held in accordance with our policy to hold at least 2 months operating costs in reserve to ensure independent financial and operational stability.

These reserves have held the club in good stead and enable future recruitment, additional staff as and when needed.

**Details of any funds materially in deficit**

## Further financial review details (Optional information)

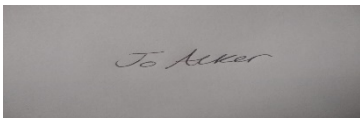
You **may choose** to include additional information, where relevant about:

- 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.

## Section F Other optional information

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jo Alker	
Position (eg Secretary, Chair, etc)	Chair	
Date		



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Knightwood Kids Club

1081786

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2020

To

31/08/2021

### 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 £
<b>A1 Receipts</b>					
Trading Funds	75,189	-	-	75,189	77,600
Investment Income	8	-	-	8	172
Furlough	3,674	-	-	3,674	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>78,871</b>	<b>-</b>	<b>-</b>	<b>78,871</b>	<b>77,772</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>78,871</b>	<b>-</b>	<b>-</b>	<b>78,871</b>	<b>77,772</b>
<b>A3 Payments</b>					
Salaries	72,398	-	-	72,398	63,841
Rent	2,625	-	-	2,625	9,958
Insurance	1,310	-	-	1,310	590
Education Consumables & Activities	2,337	-	-	2,337	2,468
Snacks	1,831	-	-	1,831	2,906
Computer & Telephone	849	-	-	849	2,797
Support Costs	15,157	-	-	15,157	15,219
Misc	89	-	-	89	-
	-	-	-	-	-
<b>Sub total</b>	<b>96,595</b>	<b>-</b>	<b>-</b>	<b>96,595</b>	<b>97,780</b>
<b>A4 Asset and investment purchases. (see table)</b>					
<b>Computer</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>96,595</b>	<b>-</b>	<b>-</b>	<b>96,595</b>	<b>97,780</b>
<b>Net of receipts/(payments)</b>	<b>- 17,724</b>	<b>-</b>	<b>-</b>	<b>- 17,724</b>	<b>- 20,008</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>93,127</b>	<b>-</b>	<b>-</b>	<b>93,127</b>	<b>113,135</b>
<b>Cash funds this year end</b>	<b>75,403</b>	<b>-</b>	<b>-</b>	<b>75,403</b>	<b>93,127</b>

## 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 £
<b>B1 Cash funds</b>	Bank Current Account	500	-	-
	Bank Deposit Account	74,853	-	-
	Petty Cash	50	-	-
	<b>Total cash funds</b>	<b>75,403</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Debtors	52	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
<b>B5 Liabilities</b>				

	Signature	Print Name	Date of approval
Signed by one or two trustees on behalf of all the trustees			



Client Name: Knightwood Kids' Club

Document: CC16a\_-\_revisions\_190417 2022-01-10 17-12

The information within this document is correct and complete to the best of my knowledge and belief.

Signature:  SIGNED SECURELY  
11/01/2022 06:58:15 UTC

Name: Jo Alker

Date: SIGNED SECURELY  
11/01/2022  
11/01/2022 06:58:15 UTC



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Knightwood Kids Club

**On accounts for the year  
ended**

31/08/2021

**Charity no  
(if any)** 1081786

**Set out on pages**

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2021.

**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").

**Independent  
examiner's statement**

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.

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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

10/1/22

**Name:**

Keeley Cousens

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

FCCA DipPFS

**Address:**

2a Poles Copse, Poles Lane

Otterbourne

SO21 2DZ

**Section B****Disclosure**

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.