



# Trustees' Annual Report for the period

Period start date				Period end date			
From	1	09	2021	To	31	08	2022

## Section A Reference and administration details

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	
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)

Julie Dellow

## Section B Structure, governance and management

### 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 25<sup>th</sup> May 2000. The club is managed by a voluntary committee of parents who are appointed annually at the AGM.

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.

## Section C Objectives and activities

**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 and volunteers who contribute their time and energy which support our children and young people whom without we would very much be at a loss.

**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)

Every year in September except for during the pandemic we accept work experience students from different schools who volunteer for a week. We also have Duke of Edinburgh Award students

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

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

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

In September 2021 we passed our Ofsted Inspection the Inspector stated the following:

***Children are extremely settled in the warm, comfortable, and welcoming environment. They enter the club happily, engage quickly, and excitedly talk about their school day with staff and their friends. Staff provide an inclusive and nurturing environment for all children, who develop a strong sense of security and belonging. Children are well listened to, and their views and opinions given high priority. For instance, staff gather their feedback regularly, analyse the results and then act on them swiftly. They ensure that children can relax and socialise with their friends. They balance this well with opportunities for children to engage in stimulating activities.***

***Staff actively engage with all the children, providing them with exciting and stimulating activities, both indoors and outdoors. For example, children weave friendship bracelets for their friends. Children have plenty of opportunity to be physically active in the large outdoor space. They enjoy participating in group games, where they listen to instructions and follow the rules. Children's behaviour is exemplary.***

***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.***

## Holiday Clubs

As with every year we are immensely proud of the provision we provide for the Chandlers Ford community.

This year our Holiday Clubs returned fully post Covid restrictions. The planning started just after Christmas 2021.

Our aim is ensuring all the children who attend have fun whilst staying safe in our care, within the fabulous facilities at Knightswood Primary School.

This year we have had a range of activities:

Sublime Science where the children had fun whilst learning about science and making slime!

Crazy Creatures – the children were able to hold some unusual creatures Snakes-Tarantulas -Lizards-Iguanas- and learn about where they live, what they eat etc.

Sports Solent – Lots of sports activities, obstacle courses, bungy runs, football, dance mats.

Mill Farm Cottage – Who bought along Goats-Pigs-Rabbits-Guinea Pigs-Turkey-Hens-Cockerels.

In the afternoons we had six very large paddling pools, for the children to splash around. On some days when the weather was extremely hot, we had ice creams, ice lollies.

We make sure there are always plenty of activities on offer for all the children's ages.

Arts and crafts, games, roleplay, and a Wii for the winter months. We also have the occasional film night.

We have recently asked the children to complete questionnaires either by writing or drawing about what they like, dislike about the club and if they could change anything what would they change. We feel this is a really important aspect of gathering the child's views and voice.

We are incredibly fortunate that within our amazing team of staff we have two brothers working for us who attended our Holiday Clubs when they were younger, they now help organise lots of sporting activities indoor and outdoor depending on the weather.

All staff have recently updated relevant qualifications by completing them online through a company called Educare, who are recognised by Ofsted.

## Section E

## Financial review

### 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

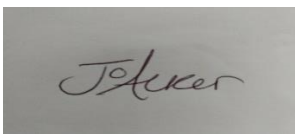
## Other optional information

## Section G

## Declaration

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** 26/11/2022





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Knightwood Kids Club

1081786

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2021

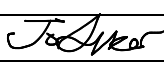
To

31/08/2022

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Trading Funds	114,529	-	-	114,529	75,189
Investment Income	32	-	-	32	8
Furlough	-	-	-	-	3,674
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>114,561</b>	<b>-</b>	<b>-</b>	<b>114,561</b>	<b>78,871</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>114,561</b>	<b>-</b>	<b>-</b>	<b>114,561</b>	<b>78,871</b>
<b>A3 Payments</b>					
Salaries	84,934	-	-	84,934	72,398
Rent	12,473	-	-	12,473	2,625
Insurance	1,025	-	-	1,025	1,310
Education Consumables & Activities	5,042	-	-	5,042	2,337
Snacks	3,504	-	-	3,504	1,831
Computer & Telephone	816	-	-	816	849
Support Costs	16,546	-	-	16,546	15,157
Misc	491	-	-	491	89
	-	-	-	-	-
<b>Sub total</b>	<b>124,830</b>	<b>-</b>	<b>-</b>	<b>124,830</b>	<b>96,595</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Computer	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>124,830</b>	<b>-</b>	<b>-</b>	<b>124,830</b>	<b>96,595</b>
<b>Net of receipts/(payments)</b>	<b>- 10,269</b>	<b>-</b>	<b>-</b>	<b>- 10,269</b>	<b>- 17,724</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>75,403</b>	<b>-</b>	<b>-</b>	<b>75,403</b>	<b>93,127</b>
<b>Cash funds this year end</b>	<b>65,134</b>	<b>-</b>	<b>-</b>	<b>65,134</b>	<b>75,403</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	64,625	-	-
	Petty Cash	9	-	-
	<b>Total cash funds</b>	<b>65,134</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Debtors	808	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computer Equipment	Unrestricted funds	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
	Creditors	2,069	-	
	Social Security & other taxes	1,397	-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Jo Alker	5/12/22



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Knightwood Kids Club

**On accounts for the year  
ended**

31/08/2022

**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").

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.

**Independent  
examiner's statement**

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:**

6-12-22

**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.**