



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01 Sep 2022** Period start date To **30 Aug 2023**
Period end date

Charity name: Poppleton School's Out Club

Charity registration number: 1081953

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the Charity are:</p> <p>a)To provide the necessary facilities for the daily care recreation and education of children during out of school hours and school holidays;</p> <p>b)To advance the education and training of the persons in the provision of such care, education and recreational facilities;</p> <p>c)To promote the provision of childcare facilities in the catchment area of Upper Poppleton Infant and Junior schools.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>This year has seen Popsoc growing from strength to strength, with a dedicated team that has worked hard this year to create a greater increase in demand for both holiday and afterschool clubs than we have seen in previous years. Popsoc is committed to staff development. Popsoc staff have attended and completed a variety of professional development courses. Staff wellbeing continues to be incorporated within the regular staff reviews which include identifying and addressing development needs.</p> <p>Uptake for the holiday clubs has been higher than in previous years for both the summer and half term sessions. We are very proud of the Popsoc team and what they have organised for the holiday clubs which have included a variety of activities, themed weeks, special days, and visitors. The children have looked at nature, different cultures, and the world around them. Outings have included a trip to the seaside and to Wolds Lavender. The Popsoc team also arranged visits from</p>

		<p>People Who Help Us including the fire brigade who talked to the children about what they do and showed them how things work on the fire engine. Themed days included a beach party, kite flying, and tennis, which continues to be one of the most popular days for Popsoc.</p> <p>Breakfast club demand has slightly decreased, and it is the only session without a waiting list.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>Trustees have had regard to the guidance and are firm in the belief that this the ongoing running of PopSoc is for the public benefit.</p> <p>The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission. Achievements and performance</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	Volunteers continue to support the running of PopSoc through the charity committee
Other		

Achievements and Performance

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The committee rents premises from Poppleton Ousebank Primary School and is fully integrated into the school working days. Popsoc has a very good working relationship with the school and they help to promote the club in return. Popsoc are fully committed to staff development and during the year staff have attended and completed a number of professional development courses.</p> <p>Within the holiday clubs, uptake has been much higher than previous years for both summer holidays and half term. We are very proud of the team and what they organise for the holiday clubs. The children and staff have been enjoying a wide variety of activities, themed weeks with special days and visitors to the site looking at nature, different cultures, and the world around us. The PopSoc team had arranged outings and special visitors through holiday clubs. Highlights of the Summer included a trip to the seaside and Woldies Lavender. Not only this but POPSOC arranged visits from 'People who help us' with one being firefighters coming to see to the children and show them how things work on the fire engine. Other days that were well received were the beach party and kite flying. Tennis at PopSoc always proves very popular during the summer with it being one of the busiest days</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	n/a
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	A surplus of £11,165 has been made this year due to increased fee and fundraising income. This will build reserves.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Based on an estimate of the amount required for employees' redundancy pay entitlements and rental payable, a minimum figure of £20, 000 is required to be held in the Popsoc Bank Account at all times. This figure is based upon the redundancy entitlements of all Popsoc employees as of 31st August 2023 and the full annual rental amounts for hiring facilities to run the breakfast, out of school and holiday clubs for 1 full year. The reserves policy for the club will be reviewed on an annual basis to take into account revised staff details and increased rental fees.
Amount of reserves held	Para 1.22	£36,160
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	none
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	none

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Membership is open to</p> <ul style="list-style-type: none"> i.All parents and guardians on the attendance register of the Charity ii.To other persons over the age of eighteen who are interested in furthering the work of the Charity iii.Anybody corporate or unincorporated association which is interested in furthering the work of the Charity and has paid any annual subscription (any such body being called in this constitution a "member organisation"). <p>b)The committee herein constituted shall have the right to;</p> <ul style="list-style-type: none"> i.Approve or reject applications for membership ii.For good and sufficient reason to terminate the membership of any member provided that the member concerned shall have the right to be heard by the committee, accompanied by a friend, before the final decision is made. <p>Trustees volunteer and will be voted on to the committee with a two thirds majority</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Staff are continually and actively encouraged to continue their professional development and attend courses to improve their skills and portfolio. Staff wellbeing is continuing to be incorporated within termly supervisions for the team, including when staff have an annual appraisal where their development needs are identified and addressed.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	

Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Poppleton School's Out Club
Other name the charity uses	PopSoc 1081953
Registered charity number	
Charity's principal address	POPSOC The Studio Poppleton Ousebank Primary School Main Street, Upper Poppleton York YO26 6JT

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	Marianne Tritton-Hughes	Chair		
2	Nathan McCain	Treasurer		
3	Jack Lindsay			
4	Damian Wroe	Secretary		
5	Laura Crawford			
6	John Mitchell			
7	Samantha Jackson			
8	Paul Jones			
9	Maxine Chambers			
10	Laura Collier			
11	Lisa Williams			
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Marianne Tritton-Hughes	Damian Wroe
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Position (eg Secretary,
Chair, etc)

Chair	Secretary
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Date

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Poppleton School's Out Club

Charity number 1081953

Trustees annual report & financial statements for the year ended

31st August 2023

outsource

Charity accounts preparation &
independent examination service

Poppleton School's Out Club

Charity number 1081953

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Trustees' Annual Report

From: 01/09/2022

To: 31/08/2023

Charity's full name Poppleton School's Out Club

Registered Charity number 1081953

Objectives and activities

Summary of the purposes of the charity set out in its governing document

The 3 objectives as written in the constitution are as follows:

1. To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
2. To advance the education and training of the persons in the provision of such care, education and recreation facilities.
3. To promote the provision of childcare facilities in the catchment area of Poppleton Ousebank Primary School.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

Popsoc provides out of school hours childcare in the form of breakfast club, an afterschool club and holiday clubs. The committee rents premises from Poppleton Ousebank Primary School and is fully integrated into the school working days. Popsoc has a very good working relationship with the school and they help to promote the club in return. Popsoc are fully committed to staff development and during the year staff have attended and completed a number of professional development courses.

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and performance

Summary of the main achievements of the charity during the year

This year has seen PopSoc growing from strength to strength, with a strong team they have worked hard this year to show an increase in want of holiday clubs, breakfast and afterschool clubs, more than we have seen in previous years.

The relationship with the school is strong and we are constantly trying to work closely with the Head teacher to ensure we are able to provide a safe and sanitised environment for all our team members and children

PopSoc is now at maximum capacity for afterschool club all week! With large waiting list on all days ranging from 11 on Friday to 35 on Wednesday. The waiting lists are constantly being reviewed to make sure spaces are not going spare. The children have a number of structured activities available to choose from, or they are able to do homework or have downtime and we consistently ask for their input and that of the parents into looking at additional things we can introduce to the club.

Breakfast club numbers are still increasing with Monday and Wednesday being busy and the rest of the week quieter. Breakfast club numbers are still lower than afterschool with no waiting lists currently for any day – possibly due to larger numbers of people still working from home and able to be more flexible with school drop off times.

Within the holiday clubs, uptake has been much higher than previous years for both summer holidays and half term. We are very proud of the team and what they organise for the holiday clubs. The children and staff have been enjoying a wide variety of activities, themed weeks with special days and visitors to the site looking at nature, different cultures, and the world around us. The PopSoc team had arranged outings and special visitors through holiday clubs. Highlights of the Summer included a trip to the seaside and Woldies Lavender. Not only this but POPSOC arranged visits from 'People who help us' with one being firefighters coming to see to the children and show them how things work on the fire engine. Other days that were well received were the beach party and kite flying. Tennis at PopSoc always proves very popular during the summer with it being one of the busiest days.

Staff are continually and actively encouraged to continue their professional development and attend courses to improve their skills and portfolio. Staff wellbeing is continuing to be incorporated within termly supervisions for the team, including when staff have an annual appraisal where their development needs are identified and addressed.

Review of the charity's financial position at the end of the period

A surplus of £11,165 has been made this year due to increased fee and fundraising income. This will build reserves.

Amount of Reserves held - £36,160

Statement explaining the policy for holding reserves stating why they are held

Based on an estimate of the amount required for employees redundancy pay entitlements and rental payable, a minimum figure of £20, 000 is required to be held in the Popsoc Bank Account at all times. This figure is based upon the redundancy entitlements of all Popsoc employees as of 31st August 2023 and the full annual rental amounts for hiring facilities to run the breakfast, out of school and holiday clubs for 1 full year.

The reserves policy for the club will be reviewed on an annual basis to take into account revised staff details and increased rental fees.

Reasons for holding zero reserves

N/A

Funds materially in deficit

None

Explanation of any uncertainties about the charity continuing as a going concern

None

Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, royal charter) Constitution

How the charity is constituted (e.g. unincorporated association, CIO) Association

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees AGM

Reference and administration details

Club full name Poppleton School's Out Club

Other names the charity is known by Popsoc

Club principal address The Studio
Main Street
Upper Poppleton
York
Postcode YO26 6JT

Names of the 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)
Marianne Tritton - Hughes	Chair		
John Mitchell	Vice Chair	To 01/01/2023	
Nathan McCain	Treasurer	From 27/03/2023	
Damian Warne	Secretary	From 27/03/2023	
Sam Jackson			
Jack Lindsey			
Laura Collier			
Laura Crawford			
Maxine Chambers			
Lisa Middleton			
Iona Stuart			

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
Nil	

Names and addresses of advisers (OPTIONAL)

Type of adviser	Name	Address
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Independent**Examiner**

Karen Wood ACMA

Outsource Accountancy Services & IE's
Hiscox Building
Peasholme Green, York
YO1 7PR

Bankers**Declaration**

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature



Full Name

Marianne Tritton-Hughes

Position

Chair

Date

15/01/2024

Independent examiner's report to the trustees of Poppleton's School's Out Club

I report on the accounts of: **Poppleton School's Out Club**
for the year ended: **31st August 2023** which are set out on pages 5 to 7.

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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Karen Wood (ACMA)

Outsource independent examination
service

The Hiscox Building
Peasholme Green
York YO1 7PR

29/01/2024

Date:

Poppleton School's Out Club
Charity number 1081953

Receipts & payments accounts for the year ended:			31st August 2023	
	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Receipts				
Fees	144,446	-	144,446	124,703
Fundraising & donations	997	-	997	339
Bank interest	59	-	59	25
Apprentice funding	500	-	500	500
Total receipts	<u>146,002</u>	<u>-</u>	<u>146,002</u>	<u>125,567</u>
Payments				
Salaries	110,238	-	110,238	95,058
Staff training & other costs	2,924	-	2,924	2,783
Activities & play materials	7,332	-	7,332	5,510
Milk & refreshments	6,405	-	6,405	6,098
Rent	3,221	-	3,221	3,357
IT equipment & software	84	-	84	150
Accountancy, HR & payroll costs	922	-	922	857
Insurance	821	-	821	764
Independent examiner's fees	350	-	350	400
Licences, DBS & subscriptions	873	-	873	337
Administration & running costs	420	-	420	787
Bank charges	115	-	115	186
Website, telephone & internet	1,132	-	1,132	854
First aid stock	-	-	-	81
Total payments	<u>134,837</u>	<u>-</u>	<u>134,837</u>	<u>117,222</u>
Net of receipts/(payments)	11,165	-	11,165	8,345
Transfers between funds	-	-	-	-
Balance brought forward	24,995	-	24,995	16,650
Balance carried forward	<u>36,160</u>	<u>-</u>	<u>36,160</u>	<u>24,995</u>

Poppleton School's Out Club
Charity number 1081953

Statement of assets and liabilities at:		31st August 2023		
	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
Assets	£	£	£	£
Cash at bank and in hand				
Current bank account	15,497	-	15,497	10,612
Savings bank account	19,078	-	19,078	13,050
Mastercard	1,585		1,585	1,333
	36,160	-	36,160	24,995
	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Outstanding fees	8,392	-	8,392	5,961
	8,392	-	8,392	5,961
	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
Liabilities	£	£	£	£
Independent examination fee	350	-	350	350
	350	-	350	350

Poppleton School's Out Club
Charity number 1081953

Notes to the accounts for the year ended:	31st August 2023
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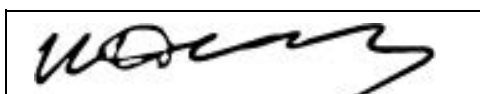
The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

Approval of accounts for the year ended:	31st August 2023
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The report and accounts were approved at a meeting of the trustees held on:

22.1.24
Date

Signed for and on behalf of the trustees:



Signature

MARIANNE TRITTON-HUGHES

Name

Chair

Position (e.g. Chair etc)

201.24

Date



Signature

Nathaniel El. McCain

Name

Treasurer

Position (e.g. Chair etc)

15/01/2024

Date

Poppleton School's Out Club

Charity number 1081953

Trustees annual report & financial statements for the year ended

31st August 2023

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Charity accounts preparation &
independent examination service

Poppleton School's Out Club

Charity number 1081953

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The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

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Summary of the main achievements of the charity during the year

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Review of the charity's financial position at the end of the period

A surplus of £11,165 has been made this year due to increased fee and fundraising income. This will build reserves.

Amount of Reserves held - £36,160

Statement explaining the policy for holding reserves stating why they are held

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The reserves policy for the club will be reviewed on an annual basis to take into account revised staff details and increased rental fees.

Reasons for holding zero reserves

N/A

Funds materially in deficit

None

Explanation of any uncertainties about the charity continuing as a going concern

None

Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, royal charter) Constitution

How the charity is constituted (e.g. unincorporated association, CIO) Association

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Damian Warne	Secretary	From 27/03/2023	
Sam Jackson			
Jack Lindsey			
Laura Collier			
Laura Crawford			
Maxine Chambers			
Lisa Middleton			
Iona Stuart			

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
Nil	

Names and addresses of advisers (OPTIONAL)

Type of adviser	Name	Address
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Independent**Examiner**

Karen Wood ACMA

Outsource Accountancy Services & IE's
Hiscox Building
Peasholme Green, York
YO1 7PR

Bankers**Declaration**

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature



Full Name

Marianne Tritton-Hughes

Position

Chair

Date

15/01/2024

Independent examiner's report to the trustees of Poppleton's School's Out Club

I report on the accounts of: **Poppleton School's Out Club**
for the year ended: **31st August 2023** which are set out on pages 5 to 7.

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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Karen Wood (ACMA)

Outsource independent examination
service

The Hiscox Building
Peasholme Green
York YO1 7PR

29/01/2024

Date:

Poppleton School's Out Club
Charity number 1081953

Receipts & payments accounts for the year ended:			31st August 2023	
	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Receipts				
Fees	144,446	-	144,446	124,703
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Apprentice funding	500	-	500	500
Total receipts	<u>146,002</u>	<u>-</u>	<u>146,002</u>	<u>125,567</u>
Payments				
Salaries	110,238	-	110,238	95,058
Staff training & other costs	2,924	-	2,924	2,783
Activities & play materials	7,332	-	7,332	5,510
Milk & refreshments	6,405	-	6,405	6,098
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Transfers between funds	-	-	-	-
Balance brought forward	24,995	-	24,995	16,650
Balance carried forward	<u>36,160</u>	<u>-</u>	<u>36,160</u>	<u>24,995</u>

Poppleton School's Out Club
Charity number 1081953

Statement of assets and liabilities at:		31st August 2023		
	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
Assets	£	£	£	£
Cash at bank and in hand				
Current bank account	15,497	-	15,497	10,612
Savings bank account	19,078	-	19,078	13,050
Mastercard	1,585		1,585	1,333
	36,160	-	36,160	24,995
	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Outstanding fees	8,392	-	8,392	5,961
	8,392	-	8,392	5,961
	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
Liabilities	£	£	£	£
Independent examination fee	350	-	350	350
	350	-	350	350

Poppleton School's Out Club
Charity number 1081953

Notes to the accounts for the year ended:

31st August 2023

The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

Approval of accounts for the year ended:

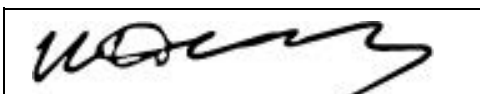
31st August 2023

The report and accounts were approved at a meeting of the trustees held on:

22.1.24

Date

Signed for and on behalf of the trustees:



Signature

MARIANNE TRITTON-HUGHES

Name

Chair

Position (e.g. Chair etc)

201.24

Date



Signature

Nathaniel El. McCain

Name

Treasurer

Position (e.g. Chair etc)

15/01/2024

Date