



Trustees' Annual Report for the period

From 1 September 2022 **Period start date** To 31 August 2023 **Period end date**

Charity name: St Joseph's Nympsfield Out of School Club

Charity registration number: 1084550

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The enhancement of the development, care and education of children primarily under statutory school age and also of children and young people of school age by encouraging parents to understand and provide for the needs of their children through community (voluntary managed) groups and by:</p> <ul style="list-style-type: none">a) offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children and young people, whatever their race, culture, religion, means or ability; andb) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area.
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>St Joseph's Nympsfield Out of School Club (the Club), exists to provide wraparound care for those children attending St Joseph's Catholic Primary School and also those children who are in the last year of attending St Joseph's Pre-school, before moving to Primary School.</p> <p>The Club runs two sessions every day during School term times. One in the morning from 7.45 to 8.45 am and another after school from 3.15 to 6pm.</p> <p>This provision enables children of working parents who have no other childcare facilities available to them, to attend the school.</p>

	SORP reference	
		<p>The Club provides a home from home environment during the morning session. Breakfast is provided and the children are allowed free play which is typically supervised by two staff members.</p> <p>The longer afternoon after school session allows for a more structured programme of events to be run. Typically each term a theme is adopted and activities are organised relating to this.</p> <p>The staff employed by the Club are supported in all aspects of their role. Their opinions are sought in regard to third party activities arranged by the Club's Management Committee, and they are actively encouraged to be proactive in requested specific training. All staff are members of the local community.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All members of the Club's Management Committee have due regard to the guidance issued by the Charity Commission on public benefit, and take this into consideration in the ongoing management of the provision of the Club's services.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Not applicable
Other		Not applicable

Achievements and Performance

	SORP reference	
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	<ul style="list-style-type: none"> • Provided reliable, stimulating, home from home wraparound care, for children attending St Joseph's Catholic Primary School and eligible children attending St Joseph's Pre-school. • Provided interesting activities through a holiday club facility for local primary aged children. The holiday club ran three times during 2022-23, during the February 2023 half-term, at Easter and the during the first two weeks of the Summer holidays. • The Easter and Summer holiday club dates were full with waiting lists in operation. However, the February half-term was poorly attended so the decision was made not to offer this in future academic years. • Some of the activities that the children participated in included: <ul style="list-style-type: none"> - street dance festival; - The Great Outdoors; - Sports and Water day; - Circus Day; - Mini First Aid day; - African drumming. • A maximum of 27 children can use the Club each night it operates. There are 145 children registered on the Club's online booking system. The existence of the Club enabled a significant number of families to send their children to St Joseph's Catholic Primary School. Without it, and because of the rural location of the Club and School, this would not be possible. • The Play Leader organised the Club's participation within the Fareshare Scheme which benefits the Club, school community and local community. • Staff supported the Management Committee in understanding the Early Years Foundation Stage (EYFS) requirements for ratios and changing the Club's registration to ensure the Club is meeting requirements. • From June 2023, administrative assistance was sought and provided by St Joseph's Pre-school's Treasury Administrator. • The Club's section within St Joseph's Catholic Primary School's website was regularly checked to make sure the content was relevant and up to date. • One member of staff left the Club in August 2023 prior to her starting her University course. • Staff undertook key training/essential updates during the year. The Play Leader completed an Outdoor Learning course

	SORP reference	
		<p>which she has found invaluable in influencing her work.</p> <ul style="list-style-type: none"> • The Club attended the Easter Fayre organised by St Joseph's Catholic Primary School, by participating on the Tombola and Dice Game stall. Total proceeds raised was split between St Joseph's Pre-school and the Club, with the money helping to pay for the duckling experience. • The Club and St Joseph's Pre-school continue to have a strong collaboration sharing staff members between both settings. Staff regularly discuss YR and Pre-school children's key steps with relevant key workers/teachers and ensure that the Club's practice reflect this. The Club, the Pre-school and School share safeguarding and SENCo information where applicable for effective information sharing, and ensuring the needs of the individual children are met.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	Not applicable
Performance of fundraising activities against objectives set	Para 1.41	Not applicable
Investment performance against objectives	Para 1.41	Not applicable
Other		Not applicable

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	The financial position at the end of the period is set out in the Balance Sheet and Statement of Profit and Loss.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>"Reserves policy" – the Club requires £23,000 to be held in reserves at all times to meet the financial commitments of the Club and redundancy payments of staff, in the event of the Club income being severely compromised.</p> <p>The OOSC is committed to ensuring that they have a dedicated, permanent allocated</p>

	SORP reference	
		space from which to provide the OOSC service. Any surplus of funds, over and above the financial commitments of the Club, are put towards funding the provision of such a space.
Amount of reserves held	Para 1.22	£61,711.60
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable The Club's Management Committee has a reasonable expectation that the charity will be able to continue as a going concern due to the level of reserves and fee income, notwithstanding the increased cost associated with the services provided.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	Not applicable
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	The Club's Management Committee have assessed the major risks to which the Club is exposed, in particular those related to the operations and finances of the Club, and are satisfied that systems and procedures are in place to mitigate the Club's exposure to the major risks.
Other		Not applicable

Structure, Governance and Management

	SORP reference	
Description of charity's trusts:		Constitution
Type of governing document (trust deed, royal charter)	Para 1.25	Unincorporated Association
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	The Club's Management Committee invites parents of children attending St Joseph's Nympsfield Out of School Club to volunteer for a place on the Committee. If they wish to undertake the role of Chair, Treasurer or Secretary then they have to be proposed and seconded by an existing member of the Club's Management Committee.
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	Constitution

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	New Club Management Committee members are referred to the Charity Commission's website for help (including in respect to their responsibilities).
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Club's organisational structure is detailed in its "Trustees Guide". Information about "any wider network with which the charity works" is not applicable .
Relationship with any related parties	Para 1.51	The Club has a strong relationship with St Joseph's Catholic Primary School, with the Acting Head being an Executive Member of the Management Committee. In addition, the Club has a good working relationship with St Joseph's Pre-school. With the majority of the Club's staff being also permanent employees of the Pre-school
Other		

Reference and Administrative details

Charity name	St Joseph's Nympsfield Out of School Club
Other name the charity uses	
Registered charity number	1084550
Charity's principal address	St Joseph's Nympsfield Out of School Club St Joseph's Catholic Primary School Front Street, Nympsfield Stonehouse Gloucestershire GL10 3TY
Day to day management of the charity	<ul style="list-style-type: none"> The Play Leader is responsible for the organisation and running of sessions together with the management of staff. She is supported in these duties by the Deputy Play Leader. The Management Committee is responsible for ensuring that the Club adheres to legislative requirements and looking after the employment wellbeing and management of staff. They meet monthly to discuss progress/issues.
Financial administration	local accountancy firm supporting the Treasurer
Professional advice etc	The Club is a member of the local Preschool And Toddler Association (PATA), who provide regular updates and advice on developments within the Early Years environment, and to the latter extend, Out of School Clubs. PATA also provide payroll services for the Club.

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	Heidi Saunders	Chair		Family Member at AGM
2	Laura Britton	Treasurer		Family Member at AGM
3	Louise Benton	Secretary		Family Member at AGM
4	Rebecca Steele	General Member		Family Member at AGM
5	Ceriss Crew	General Member		Family Member at AGM
6	Clare Howells	Extra Member		Family Member at AGM
7				
8				
9				
10				

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

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

No Management Committee member (ie. Trustee) received remuneration from the charity during 2022-23.

Other optional information

Not applicable

Declarations

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

Signed on behalf of the charity's trustees:

Signature(s)	<i>Louise Benton</i>	
Full name(s)	Louise Benton	
Position (eg Secretary, Chair etc)	Secretary	
Date	26 June 2024	

Profit and Loss

St Joseph's Nympsfield Out of School Club

For the year ended 31 August 2023

Cash Basis

2023

Turnover

200 Fee Income	58,881.84
270 Interest Income	356.91
Total Turnover	59,238.75

Cost of Sales

320 Direct Wages	30,909.93
321 Consumables and Refreshments	1,165.16
322 Craft items	552.23
323 Toys and Games	16.99
324 Wages Costs (PAYE/NI)	1,885.14
Total Cost of Sales	34,529.45

Gross Profit

24,709.30

Administrative Costs

401 Audit & Accountancy fees	3,417.40
402 Administrative Costs	152.80
417 Children's Entertainment	1,525.28
424 Payroll Expenses	621.60
429 General Expenses	74.49
433 Insurance	376.36
445 Light, Power, Heating	850.00
463 IT Software and Consumables	705.60
469 Rent	6,295.00
473 Repairs & Maintenance	221.18
480 Staff Training	244.14
481 Staff Gifts	62.79
482 Pensions Costs	758.12
485 Subscriptions	337.34
Total Administrative Costs	15,642.10

Operating Profit

9,067.20

Profit on Ordinary Activities Before Taxation

9,067.20

Profit after Taxation

9,067.20

Balance Sheet

St Joseph's Nympsfield Out of School Club As at 31 August 2023

31 AUG 2023

Fixed Assets

Tangible Assets

710 Office Equipment	2,157.60
720 Computer Equipment	1,195.39
Total Tangible Assets	3,352.99

Total Fixed Assets	3,352.99
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Current Assets

Cash at bank and in hand

Current Account	34,684.68
Deposit Account	23,703.27
Petty Cash	13.69
Total Cash at bank and in hand	58,401.64

Total Current Assets	58,401.64
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Creditors: amounts falling due within one year

800 Accounts Payable	218.63
850 Suspense	(175.59)
860 Rounding	(0.01)
Total Creditors: amounts falling due within one year	43.03

Net Current Assets (Liabilities)	58,358.61
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Total Assets less Current Liabilities	61,711.60
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Net Assets	61,711.60
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Capital and Reserves

960 Retained Earnings	52,621.63
Current Year Earnings	9,089.97
Total Capital and Reserves	61,711.60



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name

ST JOSEPH'S NYMPHFIELD OUT OF SCHOOL CLUB

On accounts for the year
ended

2022 - 2023

Charity no
(if any)

1084550

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed:

Katy Seal

Date:

17/6/24

Name:

KATY SEAL

Relevant professional
qualification(s) or body

BA (HONS) ACCOUNTING + FINANCE

(if any):

Address:

25 BOX ROAD, CAM. DURSLEY,
GLOS GL11 5DJ

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.