



## Trustees' Annual Report for the period

**From** 1 September 2023 **Period start date** **To** 31 August 2024 **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"><li>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; and</li><li>b) 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.</li></ul>
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 3.20 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	<b>Not applicable</b>
Policy on social investment including program related investment	Para 1.38	<b>Not applicable</b>
Contribution made by volunteers	Para 1.38	<b>Not applicable</b>
Other		<b>Not applicable</b>

## 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"> <li>• 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.</li> <li>• Provided interesting activities through a holiday club facility for local primary aged children. The holiday club ran twice during 2023-24, in Easter (fully booked) and the Summer holidays.</li> <li>• Some of the activities that the children participated in included: <ul style="list-style-type: none"> <li>- Magic theme day with an outside provider with a magic performance</li> <li>- Animal theme day with an outside provider enabling children to meet an African land snake, tarantula and cockroach.</li> <li>- Forest day theme where a Birds of Prey provider visited, bringing with her an owl, hawk and falcon – a real hit with the children</li> <li>- An Emergency Services themed day where a parent police office visited in their police car and the local fire brigade visited with their engine.</li> </ul> </li> <li>• In total 147 children benefitted from the Club's services. 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.</li> <li>• The Club were inspected by Ofsted on 24 April 2024 and received a "Met" outcome.</li> <li>• All staff are signed up to the DBS update service, as recommended by Ofsted.</li> <li>• Administrative assistance for the year was provided by St Joseph's Pre-school's Treasury Administrator.</li> <li>• The Club's Group Constitution adopted on 8 December 2021 was retrospectively accepted by the Charity Commission in October 2023.</li> <li>• The current Chair was eventually recognised as the "nominated individual" by Ofsted, once a previous Chair had been located and contacted. Guidance on what to do after an AGM or when a Committee member, eg. Treasurer, stands down during a year have been written for future reference.</li> <li>• All policies and procedures were reviewed, formatted, updated and included an "Associated Policies and Procedures" section.</li> </ul>

	SORP reference	
		<ul style="list-style-type: none"> <li>• GDPR Data Audit completed and privacy notices of suppliers collated.</li> <li>• The Club and Holiday Club section's within St Joseph's Catholic Primary School's website were reviewed to ensure they complied with Ofsted requirements, and regularly checked to make sure the content was relevant and up to date.</li> <li>• One member of staff retired at Christmas 2023.</li> <li>• Due to the location of the Club, recruitment provided challenging. However, two, unqualified, members of staff (Play Assistants) were recruited. One started January 2024 the other February 2024. Both are receiving training. After 2 efforts, the Club successfully recruited a Finance and Admin Assistant – starting 1 Sept 2024.</li> <li>• Discussions between St Joseph's Pre-school and the Club took place with regards to sharing costs to support a new member of staff to undertake an Apprenticeship relevant to both settings.</li> <li>• Staff undertook key training during the year, including Fire Marshall, safeguarding, Paediatric First Aid and food hygiene.</li> <li>• Play Leader submitted an application to the local County Council re being on the Food Hygiene register. Awaiting "surprise" visit!</li> </ul>

### Additional information (optional)

You may choose to include further statements where relevant about:

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



## 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 £25,000 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 Club is committed to ensuring that they have a dedicated, permanent allocated space from which to provide the Club's service. Any surplus of funds, over and above the financial commitments of the Club, are put towards funding the provision of such a space.</p>
Amount of reserves held	Para 1.22	£59,881.92
Reasons for holding zero reserves	Para 1.22	<b>Not applicable</b>
Details of fund materially in deficit	Para 1.24	<b>Not applicable</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p><b>Not applicable</b></p> <p>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.</p> <p>In addition, the Government announced in its Autumn 23 statement that <i>"From September 2024 parents are expected to see an expansion in the availability of children in their local area of before and after school clubs, between 8am to 6pm, also known as 'wraparound care'".</i> The Management Committee have been actively keeping abreast of developments to ensure the longevity of the Club.</p>

### 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	<b>Not applicable</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not applicable</b>

	SORP reference	
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		<b>Not applicable</b>

## Structure, Governance and Management

	SORP reference	
Description of charity's trusts:		Constitution
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 21 June 2000 and reviewed on 14 September 2011. Revised Constitution 2019/20 unanimously adopted at AGM on 8 December 2021 and retrospectively acknowledged by the Charity Commission November 2023.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable 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	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	<p>New Club Management Committee members are referred to the Charity Commission's website for help (including in respect to their responsibilities).</p> <p>The Club also has a document which details the specific duties of the Officers of the charity, ie. the Chair, Treasurer and Secretary. This is supplemented by a "Trustees Guide". Both documents are available for all to see on the Club's section of St Joseph's Catholic Primary School's website.</p>
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".

	SORP reference	
		Information about “any wider network with which the charity works” is <b>not applicable</b> .
Relationship with any related parties	Para 1.51	<p>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.</p> <p>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</p>
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	<p>St Joseph’s Nympsfield Out of School Club  St Joseph’s Catholic Primary School  Front Street, Nympsfield  Stonehouse  Gloucestershire GL10 3TY</p>
Day to day management of the charity	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The Administrator supports the Treasurer and Chair in ensuring that essential documentation required to assist the running of the Club are up to date. The Administrator also undertakes research, eg. the Government’s desire to extend wraparound care from September 2024, and reports back to the Club’s Management Committee in a timely manner.</li> <li>• 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.</li> </ul>
Financial administration	accountancy firm
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	1 September 2023 to 19 June 2024	...
2	Laura Britton	Treasurer	1 September 2023 to 19 June 2024	
3	Louise Benton	Secretary		
4	Rebecca Steele	General Member		
5	Ceriss Crew	General Member	1 September 2023 to 19 June 2024	
6	Clare Howells	Executive Member		
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)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

No Club Management Committee member (ie. Trustee) received remuneration from the charity.


### 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:

<b>Signature(s)</b>		
<b>Full name(s)</b>	Jessica Burchfiel	
<b>Position (eg Secretary, Chair etc)</b>	Chair	
<b>Date</b>	28/06/2025	

# Balance Sheet

St Joseph's Nympsfield Out of School Club

As at 31 August 2024

Cash Basis

31 AUG 2024

## Fixed Assets

### Tangible Assets

710 Office Equipment	2,302.60
720 Computer Equipment	1,195.39
<b>Total Tangible Assets</b>	<b>3,497.99</b>

<b>Total Fixed Assets</b>	<b>3,497.99</b>
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## Current Assets

### Cash at bank and in hand

Current Account	31,621.59
Deposit Account	24,473.00
Petty Cash	113.69
<b>Total Cash at bank and in hand</b>	<b>56,208.28</b>

<b>Total Current Assets</b>	<b>56,208.28</b>
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## Creditors: amounts falling due within one year

850 Suspense	(175.59)
860 Rounding	(0.06)
<b>Total Creditors: amounts falling due within one year</b>	<b>(175.65)</b>

<b>Net Current Assets (Liabilities)</b>	<b>56,383.93</b>
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<b>Total Assets less Current Liabilities</b>	<b>59,881.92</b>
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<b>Net Assets</b>	<b>59,881.92</b>
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## Capital and Reserves

960 Retained Earnings	61,930.23
Current Year Earnings	(2,048.31)
<b>Total Capital and Reserves</b>	<b>59,881.92</b>





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 Nympsfield Out of School Club

On accounts for the year  
ended

31<sup>st</sup> August 2024

Charity no  
(if any)

1084550

Set out on pages

1 to 2

(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 31/08/2024

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:

Date:

10/2/2025

Name:

CLAIRE WOODRIDGE

Relevant professional  
qualification(s) or body

N/A



(if any):

Address:

S Arthur's Yard, Tinkley Lane  
Nymspfield, GU10 3UZ

## 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.

I have completed my examination and confirm that no material matters have come to my attention.