



St Paul's Stars Breakfast and After School Club

Trustees' Annual Report for the period

1st April 2021 – 31st March 2022

Charity name	St Paul's Stars Breakfast and After School Club		
Registered charity number (if any)	108 7223		
Charity's principal address	St Paul's Catholic School		
	City Road, Tilehurst		
	Reading		
	Postcode	RG31 4SZ	

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	Sarah Gibbs	Chair		Annual General Meeting
2	Ludmilla Fowles	Treasurer		Annual General Meeting
3	Anna Maslewska	Secretary		Annual General Meeting
4	Emma Conroy			Annual General Meeting
5	Danielle Sialwiindi			Annual General Meeting
6	Michelle Hoare			Annual General Meeting
7	Akeisha Robinson			Annual General Meeting
8				Annual General Meeting
9				Annual General Meeting
10				Annual General Meeting
11				

Type of adviser	Name	Address
Banker	Barclays Bank	Tilehurst, Reading
Independent Examiner	EJBC Chartered Accountants	Canal Walk, Newbury, RG14 1DY
Co-opted member	Kieran Jennings	7 Barbara's Meadow, Tilehurst, Reading
Co-Opted member	Sarah Armstrong-Stacey	76 St Micheal's Road
Co-Opted member	Felicia Elena Mandu	51 Lower Elemstone Drive, Tilehurst, Reading
Co-Opted member	Benjamin Awuah	8 Fairway Avenue, Tilehurst, Reading
Co-Opted member	Suzie Shu Yang	23 Farm Drive, Tilehurst, Reading
Co-Opted member	Jodie Veck	35 Dalton Close, Reading

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

Gillian Skeldon, Playleader

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Unincorporated association

Trustee selection methods
(eg. appointed by, elected by)

Elected by the Annual General Meeting

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 Breakfast and After School Club works independently for the benefit of the children who attend its out of school hours care. We work solely for the benefit of the children who attend St Paul's Catholic Primary School.

The Group is managed by the Management Committee, the members of which are the 'Charity Trustees' of the Group, which is a recreational charity. As Charity Trustees, they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Committee meets every month to six weeks during term time and consists of 3 officers (Chair, Treasurer and Secretary) together with the other Committee members and playworkers' representation.

Members of the Committee receive information about their responsibilities as trustees and the operating handbook of the Committee within the first weeks of joining the committee.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

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

The objective of the Group shall be to enhance the development and education of children aged 4-11 years of age attending St Paul's Catholic Primary School in particular but not exclusively by:

- Offering appropriate play, recreation, education and care facilities during out-of-school hours, and;
- to advance the education and training of persons in the provision of care, and in the safe use of recreational equipment and facilities for the benefit of the said children.

The Group provides educational and developmental activities and care for children at St Paul's Catholic Primary School.

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

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)

Summary of the main achievements of the charity during the year

The Group has continued to flourish during the year and demonstrates a wide range of activities, open to all the children.

Other points of interest this year include:

- As a result of the ongoing effects of the pandemic the club has run on reduced numbers, however these are slightly increasing over time. Staff have mainly worked in bubbles although these have recently been disbanded.
- The committee has lost a few members over the last year and some co-opted members started mid year; these will be elected trustee's at our upcoming AGM.
- At the upcoming AGM we plan to appoint a co-Chair and have people shadow the roles of secretary and treasurer to help with succession planning.
- Club policies continue to be updated; these are now available on the School website, along with the Club Handbook.
- We continue to be blessed by the commitment shown by Mrs Skeldon as our Playleader. She provides wonderful activities for the children and they continue to enjoy many different experiences. The children have nothing but praise for the BASC and are happy here, which as parents we know is very important. A recent parent and pupil survey continues to support this.
- At the end of July 2021 we lost two members of staff, one to go to University and the other to a full time position in a nursery setting. We have since recruited a new member of staff who has fitted into the setting well and is already well liked by the children.
- Staff have adapted well to a new structure for dropping off and picking up pupils from the club. This has come about as a result of the school's Covid Risk assessment. The new system seems to be working well for all involved.
- Committee structure has been discussed at recent meetings due to the future of the club looking uncertain. Going forward there will be shadow positions available to help with continuity when members leave the club. Several parents came forward to help with this.
- Newsletters continue to be sent to the club mailing list but we aim to improve the frequency over the next year.
- Bookings for the club have continued to be completed online, some issues have been identified and the club are working to rectify these.
- We continue to experience difficulties with parents paying the Club in good time, and have spent a great deal of time chasing parents to keep their accounts up to date.
- Children are now back in the club garden and looking forward to eating what they have planted.

Brief statement of the charity's policy on reserves

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group should income fall short. It also requires sufficient resources to close the Club and the charity should this be necessary. The Group Committee considers that the Group should hold a sum of at least £60,000 to protect this risk.

The Club had increased fees during the year to deal with uncertainty of covid and impact on the bookings. The reserves at the end of 21/22 stand at c£65k.

Details of any funds materially in deficit

The Club reporting an operating loss of (£12.3k) and this was due to delays in payments of last year bills, which had fallen into the first few months of this financial year, reduction in Income and increase in costs.

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.

The Treasurer summarised the BASC accounts as follows:

The principal source of income is from parents who pay fees for their before and after school childcare. The Income this Financial Year had reduced in comparison to the Financial Year 20/21 by c15k pa. This change was an impact of reduced bookings and changing working conditions for many parents post covid.

The running cost in 21/22 had correlated decreased of £5.5k in comparison to the Financial Year 20/21, however with staff salary increases, backfills and general inflation the cost has not reduced in line with Income reduction.

The above factors contributed to an operating loss of (£12.3k).

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)

Sarah Gibbs

Ludmilla Folwes

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

23.6.22

St. Pauls Stars After School Club (including Breakfast Club)

Charity No: 1087223

Income & Expenditure Account

for 12 months ended 31 March 2022

		2021/22 £	2020/21 £	2019/20 £
Income				
Fees	After School Club	73,546.60	33,068.49	81,786.85
	Breakfast Club	9,724.81	5,338.50	16,040.50
		<u>83,271.41</u>	<u>38,406.99</u>	<u>97,827.35</u>
Other Income	Grants	0.00	0.00	0.00
Total Income		83,271.41	38,406.99	97,827.35
Less Expenses				
Staff wages		83,748.53	18,514.43	85,471.41
Other staff costs				
Food & kitchen supplies		3,870.30	1,842.30	6,087.60
Party food & sundry kitchen supplies		26.62	549.61	297.29
Club play equipment & craft supplies		102.03	124.14	302.40
Grant Funded Equipment				
Shed maintenance				
Insurance		661.83	607.02	544.47
Ofsted fee				
Berkshire Assoc. of Clubs for Young People - fee				
Public Video Screening Licence				
Mobile phone		108.00	30.00	70.00
Premises usage		5,000.00	2,500.00	7,500.00
St Pauls Funding		0.00	3,000.00	0.00
Other expenses		2,003.03	1,830.94	1,153.58
		<u>95,520.34</u>	<u>28,998.44</u>	<u>101,426.75</u>
Net Income/Loss for the year		<u>(12,248.93)</u>	<u>9,408.55</u>	<u>(15,633)</u>

	At beginning of the year	At the End of the year	
Bank Balances:			
St. Pauls Stars After School Club	42,307.26	45,157.29	
St. Pauls Breakfast Club	34,979.38	19,880.42	
	<u>77,286.64</u>	<u>65,037.71</u>	
Add net income for the year	(12,248.93)		
	<u>65,037.71</u>	<u>65,037.71</u>	0.00

I report that I have examined the records and vouchers of the St. Pauls Stars After School and Breakfast Club for the year ended 31 March 2022 and that the receipts and payments are in accordance therewith and that I have verified the cash balances.

The Rectory, 1 Toomers Wharf
Newbury, RG14 1DY

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.



Section A

Independent Examiner's Report

Report to the trustees/
members of

St Paul's Stars Breakfast and After School Club

On accounts for the year
ended

31 March 2022

Charity no
(if any)

1087223

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

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**

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:

31/08/2022

Name:

Gillian Down

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

ACA - member of ICAEW

Address:

EJBC Limited