



St Paul's Stars Breakfast and After School Club
Trustees' Annual Report for the period
1st April 2022 – 31st March 2023

Section A **Reference and administration details**

Charity name	St Paul's Stars Breakfast and After School Club
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Registered charity number (if any)	108 7223
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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	Kieran Jennings	Secretary		Annual General Meeting
4	Sarah Armstrong-Stacey			Annual General Meeting
5	Danielle Sialwiindi			Annual General Meeting
6	Michelle Hoare			Annual General Meeting
7	Emma Conroy			Annual General Meeting
8	Jodie Veck			Annual General Meeting
9	Zanna Rojenko			Annual General Meeting
10	Felicia Mandu			Annual General Meeting
11	Benjamin Awuah			Annual General Meeting
12	Suzie Shu Yang			Annual General Meeting

Type of adviser	Name	Address
Banker	Barclays Bank	Reading
Independent Examiner	EJBC Chartered Accountants	Canal Walk, Newbury, RG14 1DY
Co-Opted member		
Co-Opted member		

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

Gillian Skeldon, Playleader

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)	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.

Section C Objectives and activities

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:

- a) Offering appropriate play, recreation, education and care facilities during out-of-school hours, and;
- b) 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)

Section D

Achievements and performance

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:

- The committee gained a few members at the AGM last year, this allowed the committee to set up shadow roles for key roles to allow a smooth handover at the end of their time in office.
- 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.
- In March 2023 we lost a member of staff due to their family circumstances requiring them to travel home to help care for a family member. A new staff member that started part-time at the beginning of the year has settled in well and has increased hours over the year.
- Staff have adapted well to a new structure for dropping off and picking up pupils from the club.
- 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. We have now signed up to two new online payment schemes to help parents make payments.
- Children are now back in the club garden and looking forward to eating what they have planted.
- The children have enjoyed a variety of activities over the last year, learning to knit and sew, pom-pom making to name a few. They enjoyed an end of year party which as always they enjoyed helping to plan.
- In April 2023 the club received a visit from Ofsted, which highlighted many of the positive aspects of the club. The inspector enjoyed her time at the Club interacting with the children. The inspection report can be found on the club website.

Section E

Financial review

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 £40k to protect this risk. The reserves (closing combined bank balances) at the end of March 23 stand at 83k.

Details of any funds materially in deficit

The Club is reporting an operating profit of £17k and this is due to delays and omissions of staff salary cheques for four months: February23, March23 ,June22 and July 22 which will be paid in the next financial year. Income generated in the year is £92.7k

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 increased by £9.5k in comparison to the Financial Year 21/22, partially due to increase in fees and partially due to increase in bookings.

The running cost this financial year is slightly lower, with the main reason being missing payments of salary invoices.

The above factors contributed to an operating profit of £17k.

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)

S. V. Gibbs

Fowles

Full name(s)

Sarah Gibbs

Ludmila Folwes

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

20.6.23

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

Charity No: 1087223

Income & Expenditure Account

for 12 months ended 31 March 2023

		2022/23 £	2021/22 £	2020/21 £
Income				
Fees	After School Club	80,002.10	73,546.60	33,068.49
	Breakfast Club	12,741.21	9,724.81	5,338.50
		<u>92,743.31</u>	<u>83,271.41</u>	<u>38,406.99</u>
Other Income	Grants	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Income		92,743.31	83,271.41	38,406.99
Less Expenses				
Staff wages		58,942.57	83,748.53	18,514.43
Other staff costs				
Food & kitchen supplies		2,806.48	3,870.30	1,842.30
Party food & sundry kitchen supplies		134.97	26.62	549.61
Club play equipment & craft supplies		35.35	102.03	124.14
Grant Funded Equipment				
Shed maintenance				
Insurance		434.54	661.83	607.02
Ofsted fee				
Berkshire Asssoc. of Clubs for Young People - fee				
Public Video Screening Licence				
Mobile phone		0.00	108.00	30.00
Premises usage		10,000.00	5,000.00	2,500.00
St Pauls Funding		0.00	0.00	3,000.00
Other expenses		2,389.92	2,003.03	1,830.94
		<u>74,743.83</u>	<u>95,520.34</u>	<u>28,998.44</u>
Net Income/Loss for the year		<u><u>17,999.48</u></u>	<u><u>(12,248.93)</u></u>	<u><u>9,409</u></u>

Bank Balances:

	At beginning of the year	At beginning of the year	
St. Pauls Stars After School Club	45,157.29	42,307.26	
St. Pauls Breakfast Club	19,880.42	34,979.38	
	<u>65,037.71</u>	<u>77,286.64</u>	
Add net income for the year	17,999.48	(12,248.93)	
	<u><u>83,037.19</u></u>	<u><u>65,037.71</u></u>	17,999.48

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 2023 and that the receipts and payments are in accordance therewith and that I have verified the cash balances.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

St Paul's Stars Breakfast and After School Club

On accounts for the year
ended

31 March 2023

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 31/03/2023

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

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:

- 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.

Signed:

Date: 13 July 2023

Name:

Gillian Down

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

ACA - member of ICAEW

Address:

EJBC Limited

2 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.