

St Paul's Stars Breakfast and After School Club
Trustees' Annual Report for the period
1st April 2024 – 31st March 2025

Section A **Reference and administration details**

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 Armstrong-Stacey	Chair		Annual General Meeting
2	Zanna Rojenko	Treasurer		Annual General Meeting
3	Kieran Jennings	Secretary		Annual General Meeting
4	Jodie Veck			Annual General Meeting
5	Felicia Mandu			Annual General Meeting
6	Benjamin Awuah			Annual General Meeting
7	Suzie Shu Yang			Annual General Meeting
8	Patricia Brennan			Annual General Meeting
9	Nicola Wallace			Annual General Meeting
10				
11				

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:

- 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)

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 continues to retain shadow roles for office holders to allow a smooth handover at the end of their time in office.
- Club policies continue to be updated and are available on the School website, along with the Club Handbook.
- During this year we said farewell to Mrs Skeldon who retired as playleader in July. Mrs Skeldon had been the playleader since the club started over 20 years ago and had been instrumental in its success in this time. The children and parents contributed to a gift to thank her for everything she had done for St Paul's Stars.
- The committee appointed a new playleader, Jess Boxall who was a current member of the club staff and started in post in September 2024. Miss Boxall has settled in extremely well due to her existing knowledge of the children and the staff.
- Due to Miss Boxall moving into the playleader role, we recruited a new staff member to cover Breakfast Club sessions. A second staff member resigned during the year and this was covered by existing staff increasing hours where needed.
- The children continue to enjoy their time in the club and the opportunities they have to socialise with children from other year groups, and as parents we really value the service the club offers. This year some new activities have been well received including two movie nights and a disco. A parent and child survey was carried out which allowed suggested improvements to be made, including displaying the food menu in school and some more variety of meals and games.
- Administrative changes/improvements include digital rather than paper registers, changes to drop off/pick up arrangements to improve safeguarding, and a rota system for the football cage.
- We have seen an increase in bookings this year which has helped to increase income. The Kids Club booking system continues to be very effective at allowing the club to manage bookings and track payments. This system has also enabled a process of chasing outstanding fees and ensuring these are paid before next terms bookings are approved. As a result, we have successfully managed down the amount of debt the club carries.

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 2025 stand at £55.4k

In the previous year the Club reported an operating loss of £25.8k, due to payments for salaries from the previous financial years and a dispute payment from 2020.

Details of any funds materially in deficit

In 2024-25 financial year annual premises rent was £12k what is paid in 3 instalments. The result of this significant increase in rent, also wages annual inflation increase for staff and general cost increase for food / goods due to inflation was that the club is reporting an operating deficit of £1.8k. As this expenditure increase is ongoing and won't decrease with time the service cost might need to be reviewed before the new academic year to stay in line with overall inflation.

Currently the club does not have any other outstanding payments.

Income generated in this financial year is £96.1k what is almost £7k higher than in 2023-24 year due to change in policy of late / missing payments for the ASC and BC service from the parents.

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 only source of income for the club is from fees charged to parents for before and after school childcare. The income this financial year had increased by £6.8k in comparison to the financial year 2023/24, which is due to an increase in bookings and decrease of missing / late payments from the parents for the service. In 2024-25 school has increased its admissions to a maximum capacity comparing to the 2 previous years. Also due to a new policy the parents with missing payments are not able to book the service for the future periods and this is encouraging payments to be made in timely manner.

Section F

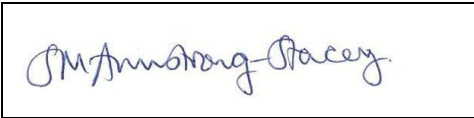
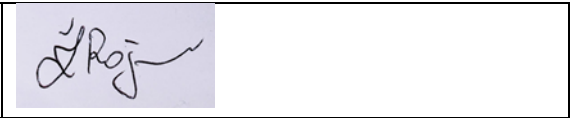
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sarah Armstrong-Stacey	Zanna Rojenko
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	24/06/2025	

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

Charity No: 1087223

Income & Expenditure Account

for 12 months ended 31 March 2025

		2024/25	2023/24	2022/23	2021/22	2020/21
		£	£	£	£	£
Income						
Fees	After School Club	94,924.46	78,310.99	80,002.10	73,546.60	33,068.49
	Breakfast Club	1,216.86	11,021.54	12,741.21	9,724.81	5,338.50
		<u>96,141.32</u>	<u>89,332.53</u>	<u>92,743.31</u>	<u>83,271.41</u>	<u>38,406.99</u>
Other Income	Grants	0.00	0.00	0.00	0.00	0.00
Total Income		<u>96,141.32</u>	<u>89,332.53</u>	<u>92,743.31</u>	<u>83,271.41</u>	<u>38,406.99</u>
Less Expenses						
Staff wages		77,575.24	98,843.86	58,942.57	83,748.53	18,514.43
Other staff costs						
Food & kitchen supplies		3,182.40	4,021.58	2,806.48	3,870.30	1,842.30
Party food & sundry kitchen supplies		0.00	0.00	134.97	26.62	549.61
Club play equipment & craft supplies		0.00	358.49	35.35	102.03	124.14
Grant Funded Equipment						
Shed maintenance						
Insurance		464.06	428.21	434.54	661.83	607.02
Ofsted fee						
Berkshire Assoc. of Clubs for Young People - fee						
Public Video Screening Licence						
Mobile phone		0.00	28.00	0.00	108.00	30.00
Premises usage		12,000.00	9,000.00	10,000.00	5,000.00	2,500.00
St Pauls Funding		0.00	0.00	0.00	0.00	3,000.00
Other expenses		4,731.38	2,442.69	2,389.92	2,003.03	1,830.94
		<u>97,953.08</u>	<u>115,122.83</u>	<u>74,743.83</u>	<u>95,520.34</u>	<u>28,998.44</u>
Net Income/Loss for the year		<u>(1,811.76)</u>	<u>(25,790.30)</u>	<u>17,999.48</u>	<u>(12,248.93)</u>	<u>9,409</u>

	At beginning of the year	At beginning of the year	At beginning of the year	At beginning of the year	
Bank Balances:					
St. Pauls Stars After School Club	13,703.72	50,465.56	45,157.29	42,307.26	
St. Pauls Breakfast Club	<u>43,543.17</u>	<u>32,571.63</u>	<u>19,880.42</u>	<u>34,979.38</u>	
	57,246.89	83,037.19	65,037.71	77,286.64	
Add net income for the year	(1,811.76)	(25,790.30)	17,999.48	(12,248.93)	
	<u>55,435.13</u>	<u>57,246.89</u>	<u>83,037.19</u>	<u>65,037.71</u>	(7,790.82)

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 2024 and that the receipts and payments are in accordance therewith and that I have verified the cash balances.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

ST PAULS STARS AFTER SCHOOL CLUB

**On accounts for the year
ended**

31/03/25

**Charity no
(if any)**

1087223

Set out on pages

1 and 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 / 03 / 2025.

**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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

11/07/2025

Name:

Lorraine Scarrett

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

ACA
ICAEW

Address:

E J Business Consultants Ltd

2 Toomers Wharf, Canal Walk, Newbury RG14 1DY

Only complete if the examiner needs to highlight 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.