



Trustees Annual Report for the Period:

1st September 2023 to 31st August 2024

Charity Name: Cadley Kids Club

Charity Registration Number: 1149645

Trustees confirm they have given due regard to the guidance issued by the Charity Commission.

Board of Trustees 2023/2024:

Iain Mackie
Harriet Preston
Elizabeth Hodginson

Co-ordinators of Club:

Catherine Horrocks
Angela Jackson

Business Manager:

Ann Mills (from May 2024)

Auditor:

Susan Langan

Bank:

Royal Bank of Scotland
36 St Andrew Square
Edinburgh
EH2 2YB

Structure Governance & Management:

Trustees are responsible for the strategic running of the Cadley Kids Club. They ensure that the necessary policies are implemented and are reviewed regularly. They monitor, analyse and approve financial decision making and ensure financial records are kept and independently reviewed annually. Trustees meet termly, (Autumn, Spring & Summer) in line with the school's academic year, to determine best practise for the club and to monitor budget spend.

The Trustees give their time freely and receive no remuneration or other financial benefits.

The day today management of Cadley Kids Club is delegated to paid staff.

Existing Trustees are responsible for the recruitment of new trustees. They seek people from within the communities of Fulwood & Cadley thus ensuring that the views and needs of the community are considered and represented.

Summary of the purpose:

Cadley Kids Club promotes the advancement of education by providing daily care, practical assistance and emotional support to primary school children and their families in Preston, primarily in the areas of Fulwood and Cadley.

Cadley Kids Club aims to provide high quality child care within a warm and welcoming environment. The individuality of each child is respected and nurtured.

Summary of activities:

Cadley Kids Club offers a programme of activities during term time, which meets the needs of each child, promoting their physical, intellectual, emotional and social development. Thus enabling them to become confident, independent and co-operative individuals.

Cadley Kids Club has a termly plan of activities based round a theme and a play centred environment. They follow the Play Work Principles, where play workers support and facilitate play without controlling or directing it. The child is allowed to choose which activities they partake in thus allowing them to direct the experience for themselves. Activities are designed to appeal to different learning styles, visual, auditory, reading/writing and kinaesthetic.

Safeguarding:

All staff have been DBS cleared and undertake annual safeguarding training.

All staff have read the up to date KCSIE (part one)

Cadley Kids Club has a Designated Safeguarding Lead for before and after school clubs which all staff know to report any concerns to.

Cadley Kids Club uses CPOMs to raise and record concerns and have robust safeguarding policies which the Trust reviews regularly.

Staff have undertook Paediatric First Aid training

Achievements & Performance

Cadley Kids Club is currently working towards the 'Stepping into Quality Mark'. Lancashire County Council approached the club, after its successful Ofsted inspection, to see if they would trial the scheme. The club has embraced the initiative and are hoping to be awarded the quality mark in the 2024/25 academic year.

Cadley Kids Club donated £10,000 to Fulwood & Cadley Primary School to help fund a support worker for the needs of children within school.

Cadley Kids Club purchased a further set of 10 iPads for the club, which enhances the digital learning of the children and allows access for those children who can't access it in the home environment.

The McMullen Centre, in addition to be used for the Cadley Kids Club, is designed to be available to the community of Fulwood and Cadley and has been used by the following in 2023/24:

- Lancashire Creative Club
- Our Ladies RC High School (GCSE students with extra exam condition requirements)
- Mad Science Summer Club
- Head Teacher Cluster for District 6
- SOBS (Survivors of Bereavement by Suicide)

Funding:

Income for Club is generated via charging Parents the following fees:

Before School Club £4.50 per day & After School Club £8.00 per day.

Parents pay via ParentPay, company vouchers or Tax Fund Credits. Club accepts Pupil Premium children, which school provides funding for (only for sessions that are attended).

The 2023/2024 financial year has been independently audited and accounts are attached. Bank balance as of the 31st August 2024 £110,373.24. Balance looks large but staffing costs of £60,000 for the 2023/2024 academic year are paid in September 2024, the next financial year.

Cadley Kids Club decided to employ a Part time Business Manager rather than paying for the services from school, this allows all administrative and financial aspects required for the club to be actioned in a timely fashion ensuring the smooth running of the club whilst freeing up the co-ordinators to plan and deliver the aims of the club. The position is for 16 hours per week and started in May 2024. This new role will have an impact on the staffing budget but this will only be fully recognised in September 2025 and therefore needed to be factored into the budget reserves.

Reserves of £85,000 are required to ensure that rises in minimum wage and future rent increases can be covered without impacting adversely on parental fees. It also allows the club to cover any staff shortages due to sick leave or unplanned absences of any kind. By maintaining reserves it would allow the club to still continue to run for a period of time should another provider needed to be found in the event of CKC having to close. Thus ensuring continuity of provision and affordability for families of Fulwood & Cadley Primary School. Reserves are reviewed regularly and project spend is considered to ensure the high quality service that the club gives is maintained.

Uncertainties:

Difficulty in recruiting Trustees

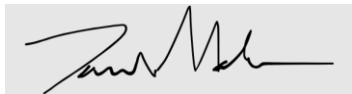
Impact of the increase in minimum wage year on year.

Numbers in club possibly declining due to:

- hybrid working patterns.
- cost of living

This report has been approved by the Trustees and signed on its behalf by Iain Mackie (Chair):

Signature:

A handwritten signature in black ink, appearing to read 'Iain Mackie', is displayed within a light gray rectangular box.

Date: 19.06.25

Income and Expenditure Account for the 12 months ending 31.08.24

Income

Fees

See breakdown

Bank Interest

Total Income

Expenditure

Playworkers costs

Donation to school

Admin & Consultancy

Consumables/ Food

Resources

LCC – HR/Payroll

ParentPay charges

Training

Miscellaneous

Insurance

Phone contract

Staff Gifts

Bad debts

Ofsted Registration

Audit costs

Total Expenditure

#VALUE!	0	0	0
---------	---	---	---

Income

Fees

Funds via ParentPay 73000.75

Vouchers 9642.50

Direct into Bank 16459.61

Fees still outstanding 1492.90

Refund overpayment -76.00

100519.76

100519.76	
<u>50.00</u>	
	100569.76

48050.38	
10000.00	
8541.12	
5175.07	
4629.26	
1989.96	
1124.20	
865.00	
655.11	
476.74	
406.79	
346.00	
213.50	
50.00	
<u>50.00</u>	
	82573.13

<u>0</u>	<u>17996.63</u>

(prior to charges)

(Bad debts 213.50 monies still owed 1279.40)

Cadley Kids Club Bank Account Sep 2023 to Aug 2024

Accumulated Fund

Current Assets

Balance brought forward from 01/09/2023
Plus excess expenditure brought down

£93,656.01 Cash at bank (carried forward to Sep 2024)
£17,996.63 Monies owed re fees

£110,373.24
£1,279.40

Total

£111,652.64

£111,652.64

Signed.....

Treasurer

Date.....

10/12/24

Signed.....

Chair of Trustees

Date.....

10/12/24

Auditor's Statement

I have examined all the financial records relating to this fund and in my view the Accounts and Balance sheet shows a true and fair view of the operation of the fund.

Signed.....

Auditor

Date.....

19/11/24

Presented to Governors/Trustees on.....

28/11/24