



Trustees' Annual Report for the period

From 01/09/23 Period start date

To 31/08/24 Period end date

Charity name: Stanbridge Out of School Club

Charity registration number: 1155687

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the CIO are: <ul style="list-style-type: none">a) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours on the Stanbridge Primary School site; andb) To advance the education and training of persons in the provision of such care, education and recreational facilities.
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	The trustees have had regard to the guidance issued by the Charity Commission on public benefit and have agreed to the Club's purposes as detailed below. We see the OOSC as having four purposes relating to advancing the education of children in the Downend area, through the provision of out of school childcare at a modest cost: <ul style="list-style-type: none">1. to further advance the provision of supervised play activities on the Stanbridge Primary School site eg basketball, football, group games such as 'tag', playing on the school field play equipment or using equipment such as skipping ropes, hula hoops, footballs etc;2. to supplement the creative opportunities available to the children, allowing them to express themselves through craft activities, eg marking cards/presents for Mother's Day/Father's Day, or Christmas/Easter decorations, learning paper crafts such as origami etc3. to teach the children to be 'good global citizens', supporting the work of the primary school, by providing

		<p>information on and arranging activities on protecting the environment. For example, reusing or recycling craft materials or recycling food and drink packaging.</p> <p>4. to further the children's life skills, again, by supporting work undertaken by the primary school, by instilling values of respect for others and themselves, eg by giving children responsibility for clearing up or taking orders for snacks etc.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	See previous answer.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p>The Club has continued to provide essential wrap-around childcare to a significant number of pupils (approx. 153 children) at Stanbridge Primary School, allowing parents to work and giving the children a warm, welcoming environment to play and relax in before and after school hours.</p> <p>Hot breakfasts alongside a choice of cereal, croissants and toast are served to children each morning. In the afternoon children have a choice of jam or savoury sandwiches, along with vegetable sticks, fruit-flavoured yogurt and fruits. Juice, squash, milk and water are on offer. Dairy free alternatives are available as per parents requests.</p> <p>Compared to the previous academic year 2022/2023 numbers of children on the books increased slightly with new Reception starters replacing Y6 leavers. Tuesday is the most popular day for after-school-club reaching nearly full capacity for up to 60 children whilst Wednesday is for breakfast club. Friday is the most quiet day for both. There was no waiting list for the 2023/2024 academic year, with all parents getting the sessions they requested. That was because parents were communicated in advance on which days had/had no capacity to plan accordingly.</p> <p>This academic year one member of staff has been on long term sick leave, and one has resigned, but were not replaced.</p> <p>Ratios of staff to children remained above those used at other clubs/the levels required by Ofsted.</p> <p>The website and online registration system set by the OSC's Chair in the previous academic year has been successful and has continued to be used.</p> <p>The Trustees have continued to work closely with the Stanbridge Primary School's management and the OSC comms material are routinely included in the school's newsletter to maintain awareness among parents.</p>

		We invested in arts and crafts resources and staff training for one member of staff to attend Level 3 Award in Child Care and Education.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	<p>Para 1.21</p>	<p>Finances remain healthy.</p> <p>Total income was higher than the previous financial year by £11,738 (£102,713 vs £90,975). This was due to higher number of children using the club. Total expenditure was also lower than the previous financial year (£80,520 vs 86,410), raising the surplus to £22,193, compared to £6,242 in 2022/2023. This was primarily due to lower staffing costs (see section on Achievements and Performance). We ended the year with £27,161 in the bank. Two savings accounts were opened this financial year holding £43,579 of the Club's funds.</p> <p>Staff wages were increased across the board in line with minimum wage increases, in effect for April's salaries. The club reviewed the financial impact of various potential increases and checked wages for similar roles in the local area for staff on higher-than-min-wage pay.</p> <p>Overall the number of employed staff and the hours they worked were lower than in the past financial year.</p> <p>The new self-employed bookkeeper was taken on as a Club employee during this financial year. She has continued in her role as bookkeeper, and has also taken on some of the administrator duties carried out by the Club Leader and Deputy after the departure of the previous bookkeeper.</p>
Statement explaining the policy for holding reserves stating why they are held	<p>Para 1.22</p>	<p>We have an informal policy to keep approx 3 months' running costs eg £20,000-£25,000 in reserve (but in the same bank account) to enable the club to continue running through times where there is less demand (ie fewer pupils) or for emergencies such as the COVID-19 pandemic. The reserves are unrestricted.</p>
Amount of reserves held	<p>Para 1.22</p>	<p>During this financial year £43,579 were moved into two savings accounts (a 32 Day Notice Account with £20,258, and a 95 Day Notice Account with £23,321). The decision was taken to safeguard the reserves for emergencies, allowing for relatively immediate access to 3 month's running costs- in the case of the 32 Day Notice account – with the possibility to access more funds if the need arises.</p>

Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Income from fees charged for children attending breakfast and afternoon club sessions.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Foundation Model - CIO
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	Application stating they are not barred from acting as a Trustee, followed by internal discussions with applicant as to interest, commitment and suitability for role. Subsequently, appointment by existing committee members, subject to DBS checks and EY2 checks.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Stanbridge Out of School Club
Other name the charity uses	Stanbridge OOSC
Registered charity number	1155687
Charity's principal address	Stanbridge Primary School, 24 Stanbridge Road Downend Bristol BS16 6AL

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)
Christopher Moore	Chair	Appointed 05.09.2019	OOSC Committee
Sarah Taylor	Secretary	Appointed 31 August 2022	OOSC Committee
Christalla Pithara-McKeown	Treasurer	Appointed 24 July 2023.	OOSC Committee
Donna Kenny	Trustee	Appointed 24 July 2023	OOSC Committee

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	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

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

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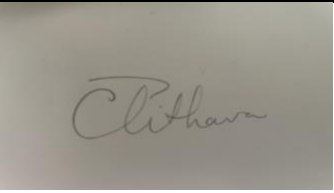
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher Moore	Christalla Pithara-McKeown
Position (eg Secretary , Chair, etc)	Chair	Treasurer
Date	27/6/2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Stanbridge Out Of School Club

1155687

Receipts and payments accounts

CC16a

For the period
from

01/09/2023

To

31/08/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fee Income	99,387	-	-	99,387	88,788
Annual Registration Fees	895	-	-	895	1,569
Sundry	585	-	-	585	35
Discounts Given	- 22	-	-	- 22	- 635
Furlough Grant	-	-	-	-	1,218
Prior Year Adjustment	1,868	-	-	1,868	1,218
Sub total (Gross income for AR)	102,713	-	-	102,713	90,975
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	102,713	-	-	102,713	90,975
A3 Payments					
Insurance	518	-	-	518	485
Telephone	518	-	-	518	650
Rent	7,163	-	-	7,163	5,625
Office	-	-	-	-	251
Food Provisions	6,120	-	-	6,120	6,527
Subscriptions & Membership	469	-	-	469	556
Recreation Purchases	300	-	-	300	422
Equipment	304	-	-	304	76
Professional Expenses	294	-	-	294	482
Health & Safety	7	-	-	7	9
Cleaning Materials	-	-	-	-	4
Admin Expenses	-	-	-	-	36
Prior Year Adjustment	-	-	-	-	294
Bank Staff	6,748	-	-	6,748	7,285
Payroll Services	650	-	-	650	730
Pension	1,001	-	-	1,001	958
Salaries & Wages	50,491	-	-	50,491	56,807
PAYE / NIC	5,394	-	-	5,394	4,147
Staff Training	389	-	-	389	714
Staff Expenses	154	-	-	154	352
Sub total	80,520	-	-	80,520	86,410
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	80,520	-	-	80,520	86,410
Net of receipts/(payments)	22,193	-	-	22,193	4,565
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	22,193	-	-	22,193	4,565

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank Account	27,161	-	48,547
	32 Day Notice Account	20,258	-	-
	95 Day Notice Account	23,321	-	-
	Total cash funds	70,740	-	48,547
	(agree balances with receipts and payments account(s))	Agreement Error	OK	Agreement Error
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use				
	Office Equipment	Unrestricted Fund	2,034	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities				
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	<i>C Moore</i>	Christopher Moore	25/06/2025	
	<i>Christalla</i>	Christalla Pithara-McKeown	24/6/25	