

Trustees' Annual Report for the period

Period start date
From 1st Sept 2019 To 31st August 2020
Period end date

Section A

Reference and administration details

Charity name

Coton Home Club

Other names charity is known by

Registered charity number (if any) 1158287

Charity's principal address

Coton Home Club c/o Coton C of E Primary School

Whitwell Way, Coton

Cambridge

Postcode

CB23 7PW

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	Antony Smyth	Chair		
2	Kate Naylor	Treasurer		
3	Simangaliso Masuka	Member		
4	Andrew Ferguson	Member		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution (21 st July 2014)
How the charity is constituted	Association
Trustee selection methods	Elected by members

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 Club is formally managed by the Trustees, who are elected at the AGM each year. The Trustees form the Committee, and are responsible for making decisions on the day-to-day running of the Club. Important decisions are taken at an AGM or EGM, where all members of the Club are consulted and can vote.

Section C Objectives and activities

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

The objects of the CIO are to advance the education and provide for the recreation of children of school age by making facilities and services available to them during out of school hours and, at the discretion of the Trustees, during school holidays.

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)

Coton Home Club has the aim of providing educational and recreational activities to local school-age children aged 4-11 years, through the provision of a Breakfast Club and After-School Club, open 8.00-8.50am and 3.30-5.30 every school day. The operation of the Breakfast Club and After-School Club in 2019-20 is sub-contracted to Davidson-Roberts.

Coton Home Club is located in the grounds of Coton C of E Primary School in Cambridgeshire under agreement with the Coton C of E Primary School.

The correspondence address is Coton Home Club c/o Coton C of E Primary School, Whitwell Way, Coton, Cambridge, CB23 7PW.

The Club is registered as a Charitable Incorporated Organisation with the Charity Commission.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

This year has seen a significant shift for the Charity in moving the operational management of the Home Club away from the volunteer led Charity committee. Following the AGM decision in July 2019, the charity reached an agreement with Coton C of E Primary School and Davidson-Roberts to sub-contract the service provision and operation of the out of school hours care.

Staff

The Home Club is hugely grateful for the support of staff in the transition of the operation. All staff members were provided the option to transfer across to the new service providers Davidson-Roberts. We have been pleased to see that most staff members believed in the new operators and transferred across and the Committee remained in liaison with both staff and Davidson-Roberts.

As part of the transition we were sorry to say goodbye to Esme Hague who had served as Deputy Manager at the club. Esme has been a long standing and dedicated staff member and chose to seek alternative opportunities. The committee wish Esme all the success for the future and thank her for her years of service

Transfer of Operations

As reported in the 2018-19 AGM, The Coton Home Club committee have been in dialogue with both the school and parents about ensuring there was sufficient provision for the demand from all staff and children. The outcome of this was a new agreement between the school to offer the service provision to Davidson-Roberts and operation of the Breakfast Club and After School Club transferred to them at the start of the school year.

From September 2019 Davidson-Roberts entered into agreement with Coton Home Club and Coton Pre-school to run the child-care settings. Within the original agreement, they had made significant investment and plans in developing a new cabin to create additional space at the school. Whilst the plans were developed, the school kindly provided additional facilities for the clubs to use and support the demand in numbers.

All parents were informed of the changes in operation and found immediate benefits in the new booking system provided by Davidson-Roberts. During 2019-2020 Coton Home Club charity has resigned its Ofsted registration and continued to support Davidson-Roberts in their operation of the club. The charity are grateful to Davidson-Roberts for the time and commitment in running the club throughout an unprecedented year.

It was the view of the Committee that Davidson-Roberts

demonstrated the commitment and capability for the ongoing operation of the club and the Committee has provided agreement that Davidson-Roberts continue discussion to enter into a direct agreement with the Coton C of E Primary school to continue operations in the 2020-2021 school year.

Management of the building facility is through the Facility Liaison Committee, with representation from the school, the governors and both settings. Coton Home Club has an agreement with Davidson-Roberts for the 2019-2020 school year that ensures all obligations on the setting are adhered to and continues to support the Facilities Liaison.

Finances

The finances for the year have changed substantially with the transition with the transfer of staff and booking system. From September 2019, Coton Home Club no longer received income or incurred direct expenses for childcare provision and had no staff on the payroll. The Club continued to support the operation with the school through the funding of the overheads and retained the responsibility for rent charges to support the transition to Davidson Roberts in light of the challenging business conditions caused by Covid-19.

The Club remains a CIO as was the case last year. Our income was £5,008 which does not exceed £25,000 income again as part of the return submission.

The income received by the Charity was solely in relation to deferred fee collection from the 2018-19 school year. The deferral related to the delay in closing the parent account balances that were operated by Cambridge Kids Club.

Within the school year, the committee used the charity funds to provide a donation of £3,005 to Coton C of E Primary school for the installation of a secure access system. The purpose of the system was to provide the facility with secure access to an additional classroom provided by the school for the purposes of after school care. This access permits additional space on site and increases the access for the families of Coton C of E pupils to access out of hours childcare and is in accordance with the charter of the charity.

Other expenses incurred with the year relate to closure of expenses from staff payroll and settlement of the rent expenses to the school for the 2018-2019 school year.

As a result of these transactions, the charity made a small gain of £363 in the financial year.

Plans and the next School Year

The next major step is for supporting Davidson-Roberts in the transition to a direct agreement with the Coton C of E Primary School from September onwards.

In the current climate of Covid-19 there remains a risk that the transition to a direct agreement may be threatened by wider economic factors and the Committee expects to maintain the charitable status into the school year 2020-21 to support liaison and the transition. Despite the challenging Covid situation within the UK, the Committee believe that the children and community in Coton will benefit from a professional service provider offering both Pre-school and out of school childcare.

The committee anticipates that the next school year will see a decision to be made about the dissolution of the charity in light of the transition of the childcare to a commercial operator.

Section E**Financial review****Brief statement of the charity's policy on reserves**

The opening balance at the start of the year was £4,477.58
The closing balance at the end of the year is £4,840.77

As noted above, the reserves represent a marginally higher closing balance due to the deferred income received from July during the close down of accounts.

These reserves are sufficient for the anticipated costs to be incurred in the next accounting period and in light of the reduction in operating costs.

Details of any funds materially in deficit**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.

Expenditure of the charities funds has moved from the operational costs of the club. The Committee is pleased to have been able to support the school with a contribution to the infrastructure to allow an increase the access to child care for Coton C of E pupils.

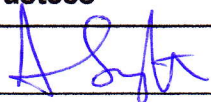
In line with the guidance on Charity submission, with income less than £25,000, the charity is submitting the annual report and accounts for 2019-20 with no independent examiner report.

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)

ANTONY SMYTH

Position (eg Secretary, Chair, etc)

CHAIR

Date

14 - OCT - 21

Coton Home Club Accounts
Profit/Loss
01/09/2019 to 31/08/2020

	<u>2019/2020</u>	<u>2018/2019</u>
<u>INCOME</u>		
Fees	4 454	35 159
Grants	-	-
Donations	315	-
Other	239	-
TOTAL INCOME	<u>5,008</u>	<u>35,159</u>
Unreconciled	-	-
Total income in bank	5,008	35,159
 <u>EXPENSES</u>		
Wages	-	28 800
Rent/School Charge	465	1 385
Staff training	-	-
Consumables	-	2 957
Petty Cash	-	260
Memberships insurance etc	315	35
Equipment	-	85
Payments - club access control	3 005	-
Other	859	2 660
TOTAL EXPENSES	<u>4,644</u>	<u>36,183</u>
unreconciled	-	-
Total Expenses out	4,644	36,183
 Net Profit (Loss)	<u><u>363</u></u>	<u><u>(1,023)</u></u>
 Debts (money we are owed); Liabilities (money we owe);	 -	 -
 Adjusted Profit (Loss)	<u><u>363</u></u>	<u><u>(1,023)</u></u>
 <u>BALANCE (total assets)</u>		
Opening balance	<u>4,478</u>	<u>5,501</u>
Closing balance	<u><u>4,841</u></u>	<u><u>4,478</u></u>

Coton