



St Michael's School Site, School Lane, Hathersage, Hope Valley, S32 1BZ

Peak Time Kids Club – Annual General Meeting – November 2021

- Treasurer's report. Amy Thacker
- Coordinator's report. Laura Hammer
- new management committee

Treasurer's Report. Amy Thacker

My children love coming to Peak Time and I know that I can rely on the fantastic staff led by Becky and Laura to provide a safe, caring and fun environment for them. The committee, children and staff were devastated by the sudden death of Jacq at end of June this year and it is a credit to the staff team that they continued to provide consistent wonderful care to the children during this extremely difficult period.

2020/2021 was a better year for Peak Time finances following the severe Covid related losses in the first half of 2020. Following the announcement of lockdown and school closures in January 2021 we made the difficult decision to close Peak Time thus avoiding the losses of the previous year's lockdown. Staff were put on furlough until we reopened in March 2021. We have had 2 staff on maternity leave during the second half of the financial year.

During the year from Aug 20 to Aug 21, Peak Time's income was £72,602 which is approximately £30,000 less than a typical year (due to lockdown closure). Our overall costs were £72,494 of which £57,115 was wages, which left us with a surplus of £108 for the year. Peak Time was not eligible for any Covid related grants as we do not pay rates on the building.

The aim of the current committee is to ensure that Peak Time can cover its costs and break even. This was a huge challenge last year as we dealt with additional cleaning and the increased staff headcount required to run separate bubbles for Covid. We are always looking at all options to reduce costs and increase revenue. We continue to monitor attendance and the cost of each session to ensure that Peak Time both remains viable and also offers value for money to families.

Peak Time continues to meet all financial obligations as an employer. A pension scheme is now in place to allow auto-enrolment of staff and this continues to require active management to meet the targets set by Government legislation.

Once again, thank you to Mike Roworth for his invaluable financial assistance behind the scenes.

The Peak Time committee needs more parent volunteers to ensure this valuable asset continues to provide the best environment and wrap around school care for our children. If you can spare some time from a busy schedule you will be supporting the running of this organisation for the benefit of your children and others in the future. From a finance point of view we are particularly looking for help with sourcing and implementing an integrated online booking and invoicing system. If you could help with this please get in touch.

Amy Thacker (Treasurer and Peak Time Committee Member)

Coordinator's report. Laura Hammer

After the lockdown at the beginning of the year Peak Time opened on 8th of March with Covid restrictions still in place. Jacq Allen stepped up as Coordinator (while Becky Lambert is on maternity leave) and I started to be her deputy. We also welcomed Lucy Waller to our team. From spring on Elizabeth Ackerley and later also Rachael Phillips started as bank staff, with Elisabeth leaving us again at the end of the summer and Rachael deciding to work more regularly at Peak Time from this term on.

At the end of June terrible news overtook us with Jacq's sudden death. It also left a big whole at Peak Time, as all children loved her and she was such a lovely person and colleague.

I stepped up as Coordinator while we were looking for new staff members which appeared to be a difficult task during a pandemic. During this period, all staff members and the management committee worked very hard to keep Peak Time running smoothly.

From the beginning of this term on we were very happy to welcome Jenna Harris to our team. She brought some new ideas to Peak Time and helped with non contact hours as we were not having a deputy coordinator. We continue not having any bank staff members at the moment, which might bring us in a difficult position when someone is off, ill or on holiday. But from the end of November on Becky Lambert will return to Peak Time gradually, which should soften this problem.

At the moment our staff team comprises Debbie Kirwin, Lucy Waller, Jenna Harris, Shannon Kirwin, Christine Webb, Dianne Morello, Rachael Phillips and me Laura Hammer.

From this term on with Covid restrictions lifted we introduced a weekly theme and daily activities at the after school club which was very welcomed by the children. Places also gradually fill up with Wednesday being our busiest days for afterschool club and we also have ad hoc bookings in addition to these numbers:

	Breakfast Club		Afterschool Club	
	Children	Staff	Children	Staff
Monday	2	1	21	4
Tuesday	11	2	17	3
Wednesday	9	2	23	4
Thursday	6	2	21	4
Friday	7	2	6	2

Holiday Club

Because of the shortage of staff we had to adapt the opening times from the June holiday on from then 7.30am-6pm to now 8.30am-4.30pm.

Luckily, for the summer holiday Terri suggested some students who helped us out to cover Jacq's shifts during the holidays and we managed to cover all shift. Even though this meant some busy days for the staff members at shift and especially for me. Hopefully from next term on we will be able to go back to the longer opening hours as some parents requested it.

In general we had many new children at the holiday club, also from other schools as a result of extensive advertising.

In the October holiday club we received a funding from the alpkit foundation which enabled us to book Ruth Dixon for a day of forest school inspired activities which was very popular with the children and we will try to do it again in the future.

Training

This year we had 5 safeguarding courses completed and 2 still in process, 3 paediatric first aid courses and 1 food hygiene course, which brings us in a advantaged position regarding staff training.

Building

We have continued to maintain the building and we got new fire doors installed in spring. Richard Gardiner has installed new gutter guards, fitted new smoke alarms and fire escape signs. In

November we also had the outside of the building painted to keep it weather-resistant and had a deep cleaning of the carpet indoors.

The team is working hard to provide a happy and inspiring space and time for children. And the survey we conducted with many children and parents showed us that they are overall happy with the service provided at Peak Time. We are just looking for parents and carers to join the management committee to continue to keep Peak Time running smoothly.

Laura Hammer (Coordinator)

New management committee

The management committee has changed considerably over the past year and we said goodbye to Helen Benson and Terri Gibson – both of whom have supported Peak Time for many, many years. Both have had a considerable impact on Peak Time and their legacy continues. Sarah Daniels and Sonal Sutcliffe have also left the committee and again we thank them for the contributions they were able to make.

We have been lucky to welcome Rachel O'Driscoll into the role of the chair, Hillary Lewis has taken over as Bamford representative, and Elaine Thourgood and Sally Watchman also joined the committee.

The parents now on the committee comprise:

Rachel O'Driscoll (Chair)

Amy Thacker (Treasurer)

Laura John (OFSTED)

Richard Gardiner (Buildings)

Jane Turnbull (Social Media)

Liz Such (HR)

Hillary Lewis (Bamford representative)

Elaine Thourgood

Sally Watchman



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
HOPE VALLEY AFTER SCHOOL CARE GROUP

No (if any)
1180426

Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
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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					
Fees from Childcare Activities	52,967	-	-	52,967	62,000
Courier Charges	2,446	-	-	2,446	2,861
Deposit Interest	6	-	-	6	120
Donationas & Grants	5,864	-	-	5,864	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	61,283	-	-	61,283	64,981
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	61,283	-	-	61,283	64,981
A3 Payments					
Wages	46,824	-	-	46,824	60,975
Catering & Consumables	3,536	-	-	3,536	4,709
Transport	3,270	-	-	3,270	4,320
Activities & Play Materials	1,746	-	-	1,746	2,669
Repairs & Maintenance	812	-	-	812	5,688
Fixtures & Equipment	143	-	-	143	555
Telephone & Internet	581	-	-	581	792
Regulatory Fees, Insurance & Accountancy	2,789	-	-	2,789	1,944
Training	604	-	-	604	642
Administration & Sundries	373	-	-	373	728
Building Improvements	-	-	-	-	8,129
Sub total	60,678	-	-	60,678	91,151
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	60,678	-	-	60,678	91,151
Net of receipts/(payments)	605	-	-	605	- 26,170
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	57,956	-	-	57,956	-
Cash funds this year end	58,561	-	-	58,561	- 26,170

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	National Westminster - Current A/C	-	-	-
	National Westminster Reserve A/C	31,832	-	-
	National Westminster Bonus A/C	25,932	-	-
	FairEX Credit Card	555	-	-
	Cash in Hand	242	-	-
	Total cash funds	58,561	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval