



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

Telephone: 01433 650004

Registered Charity No. 1180426

1st December 2022

Peak Time Kids Club – Annual General Meeting – November 2022

- Chair's report. Rachel O'Driscoll
- Coordinator's report. Rebecca Lambert
- Treasurer's report. Amy Thacker
- New management committee

Chairs Report – Rachel O'Driscoll

Following what had been a challenging year for Peak Time 20-21, this year has seen recovery, stabilisation and service development initiatives that have supported a positive year.

Beckie Lambert returned from maternity leave in December 2021, and Laura Hammer, who had been covering in the role of coordinator worked alongside Becky in a newly created job share. Beckie and Laura both now operate as joint coordinators, providing cross cover, and Laura in her additional hours works as the deputy coordinator. Together Beckie and Laura have worked extremely hard to ensure that all processes and systems are in place and have worked extremely well together to lead Peak Time, in consultation with the committee.

Early in 2022 we reviewed risks and challenges we were facing in delivering accessible, cost effective and reliable services. A booking system was introduced to ensure more accessible, efficient and managed system for parents and staff to utilise when booking and paying for sessions. The iPAL system was successfully introduced in May 2022 and this has increased parent's ability to view and book sessions online, manage their booking and payments, and has improved accessibility for parents across the Hope Valley.

Another challenge had been both the costs associated with, and the long term viability of, the transport available to parents to get their children to Peak Time for after school clubs. At the start of the year Peak Time was supporting mainly children from Hathersage school (on site) and only a small number of children from Bamford, but no other local schools could easily access services. The costs were very high and previous attempts to find other providers had been unsuccessful. Following a thorough review, Peak Time decided to invest in its own car. Beckie and Laura have really driven this initiative, sourcing the car, insurances, and doing much of the transport. This has opened up the after school provision to children right across the Hope Valley, whom we have previously not been able to support. This has been a great success.

This year, we have, with great support from Richard Gardiner, committee member for buildings, continued to maintain and improve the facilities at Peak Time. The boiler has been replaced, and other building maintenance tasks effectively managed and completed. We also invested in cleaners for the building, which has been very successful in improving the overall appearance and ability to 'deep clean' certain areas.

The management committee has changed considerably over the past year after we said goodbye to the Terri Gibson, previous chair early in 2021 and we thank her for all of her hard work and dedication over the years. The parents on the committee now comprise; *Richard Gardiner (Buildings)*, *Laura John (Secretary/OFSTED)* *Rachel O'Driscoll (Chair)*, *Liz Such (HR)* *Sally Ohlson*, *Hilary Lewis (Bamford representative)*, and *Elaine Thourgood (fundraising)*.

The role of Treasurer is currently being recruited after Amy Thacker has announced that she would like to stand down from her role, after 4 years. We would like to thank Amy for her work and her commitment to supporting Peak Time over these years and thank her for supporting a handover to the next treasurer.

We continue to have the support of the Mike Roworth in compiling the Draft Accounts for Year End and advising on financial matters more broadly. Mike has worked to continue the close down of the previous booking and sales ledger system that had served Peak Time extremely well for many years, and he has kindly offered to continue in a limited role following his 'retirement' from duties and the committee are considering the best way forwards in terms of ongoing input required. The committee would like to formally thank Mike for the work that he has completed and the support shown to Peak Time over many years.

I would also like to highlight the work completed by Beckie and Laura, in their roles as coordinators. Both have worked extremely hard to develop and drive the provision forwards, taking on the operationalisation of new systems, the car, staffing and they have supported each other, always with the children at the heart of everything they do. The provision for children at Peak Time has continued to be creative, offering the children a fantastic range of activities, experiences and challenges in a safe environment.

Peak Time has also worked to raise its profile this year through social media and through supporting fundraising events. Elaine has also run some very successful fundraisers on site, often leaving some very happy children winnings sweet treats!

Peak Time is a charity and it relies on the parents of children attending the club to get involved! The committee is comprised of parents, grandparents, and carers who rely on the services provided by Peak Time to be able to balance the demands of work with their childcare needs. We need more parents, guardians, grandparents and friends to help us to continue to deliver this great service to all of the children in the Hope Valley. Please get involved; every little helps!

Rachel O'Driscoll – Chair

Coordinators Report – Rebecca Lambert

After returning from Maternity Leave I came back to a 'new' Peak Time – new staff members, new children and a new way of doing day-to-day jobs, returning from a time before COVID. This was great to see and gave the children a new lease of life, opening them up to different opportunities and seeing friendships made. I would like to thank Laura Hammer for leading Peak Time to where it is today after a tough last year and being thrown in the deep end after a couple of months of employment with us.

Our current staff team comprises of; Myself, Laura Hammer, Shannon Kirwin, Christine Webb, Di Morello, Debbie Kirwin, Ellie Jellis and Abi Goodison. Staff share their ideas and we have staff meetings to discuss any themes or activities that we may be interested in doing in the coming weeks. We are currently advertising for additional Bank Staff, if you do know anyone who may be interested please get in touch.

Since my return we have seen the launch of our new Online Booking System, iPAL. Behind the scenes myself and Laura did a lot of research in what we need from an online system and this one topped our chart in terms of use and best value for money. For the system to launch we required the parents to play a huge part in the registration of themselves and their children and logging in online and booking their children on. We did begin with a few teething issues but these now seem to have ended and we have a booking system that we can be proud of. We currently have 141 parents and 185 children on roll which is amazing to see.

This year the committee have began to push fundraising opportunities to be able to provide children with new indoor and outdoor equipment. Our Easter raffle was very successful and raised £356.50 in total, this allowed us to purchase 8 new scooters, 4 new pairs of roller blades, a tent, helmets, safety equipment, balls and other outdoor equipment. We also worked Fell Race Stall and currently have a Halloween fundraiser running.

Before the 6 weeks holidays Peak Time had a very generous donation from the Claire John Foundation, which we are very thankful for. This donation gave us the opportunity to explore how we can use the money to benefit Peak Time and its users. By the end of the summer holidays we'd purchased a car, this opened our doors to more opportunities to serve the Hope Valley area and since September we now have collections from Bamford, Grindleford and Castleton Primary School. Staff and committee members have the opportunity to promote Peak Time at different schools and also form relationships with teachers which we did not before.

The staff that have been here for a substantial amount of time have up to date training and our newer staff are about to undergo a Paediatric First Aid Course.

I would like to take this opportunity to thank all parents for their continued support as we wouldn't be able to run without you all and a big thanks to the management committee who work tirelessly in the background to keep the club running as smooth as we do - alongside their full time jobs! The Committee play a vital role in the running of Peak Time and need parents to volunteer their time once a term to a short meeting. We are looking for parents to join us, as without the committee Peak Time would not be able to run.

Rebecca Lambert - Coordinator

Treasurer's Report – Amy Thacker

After 4 years I am now stepping down from the Peak Time committee. The Peak Time committee relies on 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.

My children love coming to Peak Time and as a working parent 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.

2021/2022 was a better year for Peak Time finances following the upheaval of working through the Covid crisis.

During the year from Aug 21 to Aug 22, Peak Time's income was £86,334. This was an increase of just over £20k on the 2 previous years which were adversely affected by Covid, but not back up to our pre-Covid income of just over £100k in 2018/2019. This decrease in income for a "normal" year is due to a decrease in the number of children attending Peak Time.

Our overall costs were £76,559 of which £56,923 was wages and £6,070 was courier expenses. This left us with a surplus of £9,775 for the year, which goes some way towards recovering the £23k of losses that Peak Time incurred during the pandemic.

The aim of the current committee is to ensure that Peak Time can cover its costs and break even. 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 aims to pay staff fairly and 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.

Amy Thacker (Treasurer and Peak Time Committee Member)

New management committee

The management committee is looking for a new treasurer as Amy Thacker, who has supported Peak Time for many years is stepping down from the treasurer role. We would like to thank her very much for her contributions over the last years.

The parents now on the committee comprise:

Rachel O'Driscoll (Chair)

Laura John (OFSTED)

Richard Gardiner (Buildings)

Liz Such (HR)

Hillary Lewis (Bamford representative)

The role of the treasurer is still vacant at the moment

Also on the committee are: Sally Watchman, Elaine Thourgood and Hannah Colebourn



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
HOPE VALLEY AFTER SCHOOL CARE GROUP

No (if any)
1180426

CC16a

Receipts and payments accounts

For the period from	Period start date 01/09/2021	To	Period end date 31/08/2022
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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	91,556	-	-	91,556	52,967
Courier Charges	2,411	-	-	2,411	2,446
Deposit Interest	31	-	-	31	6
Donations & Grants	336	-	-	336	5,864
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	94,334	-	-	94,334	61,283
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	94,334	-	-	94,334	61,283
A3 Payments					
Wages	61,715	-	-	61,715	46,824
Catering & Consumables	5,067	-	-	5,067	3,536
Transport	2,170	-	-	2,170	3,270
Activities & Play Materials	1,873	-	-	1,873	1,746
Repairs & Maintenance	1,555	-	-	1,555	812
Fixtures & Equipment	49	-	-	49	143
Telephone & Internet	676	-	-	676	581
Administration, Regulatory Fees, Insurance, Accountancy	4,281	-	-	4,281	2,789
Training	639	-	-	639	604
Administration & Sundries	-	-	-	-	373
Building Improvements	-	-	-	-	-
Sub total	78,025	-	-	78,025	60,678
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	78,025	-	-	78,025	60,678
Net of receipts/(payments)	16,309	-	-	16,309	605
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	58,561	-	-	58,561	57,956
Cash funds this year end	74,870	-	-	74,870	58,561

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	47,514	-	-
	National Westminster Bonus A/C	25,944	-	-
	FairEX Credit Card	1,204	-	-
	Cash in Hand	208	-	-
	Total cash funds	74,870	-	-
	(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		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

B4 Assets retained for the charity's own use

	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

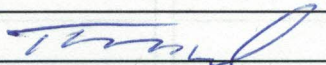

	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature

Print Name

Date of approval

THOMAS RAND
 RACHEL O'DRISCOLL

22/01/24
 22/01/24

Independent Examiner's Report to the Trustees of Hope Valley After School Care Group.

This report on the accounts of the Care Group for the year ended 31 August 2022, which are attached, is in respect of an examination carried out under section 144(2) of the Charities Act 2011.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required under section 144(2) of Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioner section 125(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

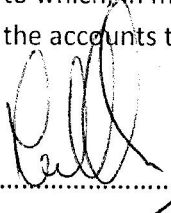
Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


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Dated.....

Mr Mark Ohlsen FCA
Norwood House, Middlecott
Brandis Corner,
Holsworthy, Devon
EX22 7YE