



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

Telephone: 01433 650004

Registered Charity No. 1180426

27th November 2023

Peak Time Kids Club – Annual General Meeting – November 2023

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

Chairs Report – Rachel O'Driscoll

This year at Peak Time has seen new systems, roles and processes begin to embed, and improvements made to ensure the highest standard of care to the children, their parents and carers, who access peak Time services. Beckie, Laura and the whole team of staff have worked tirelessly to ensure that the service offers a wide range of creative and stimulating activities for the children, both in term time provision and in the holiday club sessions. Parent, carer and children's feedback has, as always been extremely positive.

From Monday 1st April 2023 the National Living Wage increased to £10.42, an increase of £0.92 or 9.7%. Wages and staff costs are by far our largest expenditure and when taken alongside the increase in cost of food and consumables the difficult decision was taken to increase our fee rates by approximately 10%. This was completed to ensure the financial viability of the services provided.

The current cost of living crisis is impacting everyone, and numbers at Peak Time have reduced a little, although we welcomed new children to the service. The committee have worked to keep fees as low as possible, whilst maintaining fair and equitable pay for staff and a quality service for those who use it. Staffing ratios and savings have been reviewed where possible, whilst at all times maintaining safe staffing. The service has worked hard to promote its services with ongoing work planned to review future business streams where there is known to be demand locally, such as provision for nursery aged children. This is scheduled for review and planning across the next year alongside further exploration of charitable funding options and grants.

This year Peak Time were inspected by Ofsted under the early years provision framework, and following the completion of a small number of actions, were certified as meeting the standards. These actions included improving environmental safeguarding in the grounds of the school where the Peak Time building is located, further detailing safeguarding plans around lone working and education around lone working for children and staff and ensuring that all new committee members

were properly registered with Ofsted. All actions were completed immediately with no ongoing concerns. During the inspection the parent and child feedback about the care provided was excellent and the inspector also commented on how child centred the provision was. We must thank the management team for all of their work around the inspection and the ongoing excellent work in learning lessons and ensuring a high standard of care for our children. The committee will continue in their role of governance and ensuring that all necessary regulatory requirements are met.

This year, we have, with great support from Richard Gardiner, committee member for buildings, continued to maintain and improve the facilities at Peak Time. Works completed include electrical works to improve lighting and safety around the building and key maintenance tasks such as boiler servicing. There are plans for the coming year to update and refinish some external elements of the building. We were lucky enough to secure, with Hannah Coulbourne's support, a charitable grant from Hathersage Parish Council of £500 which went towards these works on the building.

Peak Time introduced a booking system in May 2022, which has now been running for 18 months. This has been very successful in terms of ensuring that booking and billing is now automated. There have been challenges with the new system, including ensuring that people pay in advance of sessions, childcare vouchers issues and short notice bookings. The management team have worked extremely hard however to ensure that this system is running effectively and this has significantly reduced manualised processes, and increased visibility and accessibility of bookings for parents. It has also provided a means of communication with parents and carers and safe storage of personal data.

Beckie and Laura, our management team, have also recently created a Watts App business account for the Peak Time mobile which allow parents to contact the service about booking sessions and any changes at short notice. This has been well received.

The management committee has also seen some changes in the past twelve months. The role of Treasurer was recruited to following Amy Thacker stepping down from the role. Tom Rand has now taken on this role and is proving to be a real asset to the committee and to Peak Time in his new role. This year Liz Such also stepped down from her role as HR representative owing to other commitments. We thank Liz for her contribution to the committee for a number of years and wish her well. Hannah Colebourn has now also joined the committee and has taken a lead on sourcing financial support and grants to support Peak Time in its commitment to provide services to the children of Hope Valley.

The voluntary committee now comprises; *Richard Gardiner (Buildings)*, *Laura John (Secretary/OFSTED)*, *Rachel O'Driscoll (Chair)*, *Tom Rand (Treasurer)*, *Hannah Colebourn*, *Sally Watchman*, *Hilary Lewis (Bamford representative)*, and *Elaine Thourgood (fundraising)*.

We continue to have the support of the Mike Roworth, in a more limited role, and must thank Mark Ohlsen for agreeing to complete the independent review of Peak Times annual accounts this year. In the course of the next few months Peak Time are looking to hire a book keeper to pick up many of the tasks currently continuing to be completed by Mike, and to support a smooth transition. We must again thank our committee for their support in this and in particular Sally Watchman for her role in sourcing support in the area and ongoing review of financial and accounting matters.

I would again 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. We would also like to congratulate Laura, our Deputy coordinator on her

pregnancy! We have been successful in recruiting cover for Laura's maternity leave to ensure that there are no challenges to service provision.

Peak Time continues to work to raise its profile through newsletters, social media and through supporting fundraising events.

I would like to make one last thank you to Laura John, committee secretary, for her drive, enthusiasm, common sense and ability to organise us all!

Peak Time is a charity and it relies on the parents and carers 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; it's a great service, serving the children of our local community!

Rachel O'Driscoll
Peak Time Committee Chair

Coordinators Report – Rebecca Lambert

This year has been a rollercoaster with a visit from Ofsted in January 2023 and giving us feedback on our drop off and collection protocol being a highlighted issue, this flipped our routine upside down. We had to implement set drop off and pick up times for breakfast club, afterschool club and holiday club, this came with a lot of issues for us including staffing and expectations of parents and carers. After a lot of communications with Mrs Jackson, headteacher of Hathersage Primary School, The Committee and parents we set times that we felt were most appropriate for us. Taking into account that staff need to be with the children as much as possible. During the six week holidays we then had a visit from Ofsted with no warning due to a concern that was brought to their attention from July 2022, I am thankful to say that the 'concerns' brought to them were false and they acknowledged this in a follow up letter you can find on their website.

Our current staff team comprises of the same staff team as last year – these are; myself, Laura Hammer, Shannon Kirwin, Christine Webb, Ellie Jellis, Abi Goodison, Debbie Kirwin and Di Morello. We have our staff to thank for the warm and friendly welcoming that each child and parent receive when they enter Peak Time. Staff are friendly and communicate effectively within the team, we share ideas, holiday clubs and discuss themes for the week. We recently advertised for a Deputy Coordinator role to cover our current Deputy Manager, Laura Hammer, who will be leaving us to go on maternity leave in February 2024. Following on from these interviews we would like to introduce our long standing staff member, Shannon Kirwin, as our Deputy Coordinator from Feb 2024.

This year has marked the one year anniversary of the booking system, the system has brought ups and downs for us and we know can be tricky for parents to navigate. We currently have 196 parents and 252 children on roll which is amazing to see. The booking system is due an upgrade to a V2 system, we recently had a meeting with administrators and for Jan 2024 we will see this system come into place. The system is new, modern, easier to navigate and has a better phone App which we will hope will help parents with problems they may be experiencing.

We have also marked the one year anniversary of having the Peak Time Car, thanks to the Claire John Foundation. This has given us the opportunity to travel and serve across the villages of the Hope Valley, we currently have collections from Bamford, Castleton and Bradwell Infants. 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.

We were invited back to run the Hathersage Fell Race Stall, this again brought a lot of interest and raised funds for us to support Peak Time and its users. We would like to thank Damo Thacker for organising the evening and his continued support of Peak Time. We have also applied for fundraising grants and we would like to thank the Hathersage Parish for their donation for maintenance work to be carried out in and around the building. The Christmas Raffle is currently on sale where we intend on using the funds we raise to buy crafts, games and activities for the children in our care.

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 - Thomas Rand

This is my first year as Treasurer on the Peak Time Committee. I would like to thank Amy Thacker for the handover she conducted with me following the completion of her four years in the role.

My eldest son loves coming to Peak Time both during term time and during the school holidays 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 him with a wide variety of activities to keep him engaged and entertained.

During the year ending 31st August 2023, Peak Time's income was £69,579. This was a decrease of £16,755 on the previous year. This decrease in income is mainly due to a decrease in the number of children attending Peak Time. The numbers attending Breakfast Club has decreased across all days, but Monday and Fridays see particularly low numbers of attendees. The number of children attending After School Club on a Friday has traditionally been lower than other days of the week, but is particularly low at present.

Our overall costs of £76,712 were very similar to last year. This left us with a deficit of £7,133 for the year. Our most significant cost of £58,808 was wages.

2022/2023 has been a challenging year for Peak Time finances. The start of the financial year saw an increase in the National Living Wage of 9.7%. As wages and staff costs are by far our largest expenditure this led to the committee making the decision to increase fees by approximately 10% from the start of summer term. No further increase to fees was made at the start of the autumn term, however with a rise in the Nation Living Wage 9.8% due I anticipate that we will have similar decision to make for April 2024.

The aim of the 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.

Thank you to Mike Roworth for his invaluable financial assistance behind the scenes.

Thomas Rand (Treasurer and Peak Time Committee Member)

The parents now on the committee comprise:

Rachel O'Driscoll (Chair)

Laura John (OFSTED)

Thomas Rand (Treasurer)

Richard Gardiner (Buildings)

Hillary Lewis (Bamford representative)

Also on the committee are: Sally Watchman and Hannah Colebourn



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
HOPE VALLEY AFTER SCHOOL CARE GROUP

No (if any)
1160426

Receipts and payments accounts

CC16a

| For the period from | Period start date | To | Period end date |
|------------------------|-------------------|----|-----------------|
| | 01/09/2022 | | 31/08/2023 |

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 | 66,640 | - | - | 66,640 | 91,556 |
| Courier Charges | - | - | - | - | 2,411 |
| Deposit Interest | 577 | - | - | 577 | 31 |
| Donations & Grants | 10,730 | - | - | 10,730 | 336 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 77,947 | - | - | 77,947 | 94,334 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 77,947 | - | - | 77,947 | 94,334 |
| A3 Payments | | | | | |
| Wages | 58,808 | - | - | 58,808 | 61,715 |
| Catering & Consumables | 5,641 | - | - | 5,641 | 5,067 |
| Transport | 13,249 | - | - | 13,249 | 2,170 |
| Activities & Play Materials | 1,210 | - | - | 1,210 | 1,873 |
| Repairs & Maintenance | 2,981 | - | - | 2,981 | 1,555 |
| Fixtures & Equipment | 1,377 | - | - | 1,377 | 49 |
| Telephone & Internet | 649 | - | - | 649 | 676 |
| Administration, Regulatory Fees, Insurance, Accountancy | 5,115 | - | - | 5,115 | 4,281 |
| Training | 681 | - | - | 681 | 639 |
| Administration & Sundries | - | - | - | - | - |
| Building Improvements | - | - | - | - | - |
| Sub total | 89,711 | - | - | 89,711 | 78,025 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 89,711 | - | - | 89,711 | 78,025 |
| Net of receipts/(payments) | - 11,764 | - | - | - 11,764 | 16,309 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 74,870 | - | - | 74,870 | 58,561 |
| Cash funds this year end | 63,106 | - | - | 63,106 | 74,870 |

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 | 26,228 | - | - |
| | National Westminster Bonus A/C | 36,267 | - | - |
| | FairEX Credit Card | 403 | - | - |
| | Cash in Hand | 208 | - | - |
| | Total cash funds | 63,106 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |

| | | 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 | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

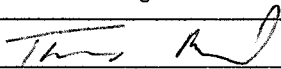
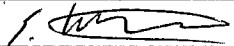
B4 Assets retained for the charity's own use

| | 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 | 12/05/25 |
|  | SALLY WATCHMAN | 12/05/25 |

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 2023, 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.

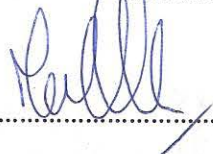
Basis of the independent examiner's report

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.



Mr Mark Ohlsen, FCA

Norwood House, Middlecott
Brandis Corner, Holsworthy, Devon, EX22 7YE

Dated

16/4/2025