

TEMPS ANNUAL TRUSTEES REPORT
APRIL 2021 - MARCH 2022
Charity Registration No. 1184942

Trustees Board Members:

Rhiannon Edwards
Lynda Baker
June Davies
David Baker
Sheila Williams
Linda Bunkell

The Annual Trustees Report for April 2021 - March 2022 was compiled by Linda Bunkell who got all information from The Trustees Meeting Notes and the TEMPS Daily Diaries. The draft document was then circulated to Trustees and the Report was approved by all Trustee Board Members.

Introduction:

TEMPS continue to provide high-quality, affordable and accessible Out of School Childcare offering a welcoming atmosphere. A further objective is to advance the Education of the Children and Training of the staff providing the Childcare.

Care is provided for children attending the Rofft School from Nursery to Year 6 during Term Time. During school holidays Holiday Club is provided for all children who attend the Rofft School from Nursery to Year 6 and children are welcome to attend from other schools up to the age of 14 years. A maximum of 52 children can attend the Morning and After School Club as TEMPS has a mobile classroom, outdoor classroom/pod, and stated rooms in the school. The Fun-Time club can only have a maximum of 24 children as we only have use of the Mobile Classroom for Fun-Time. Since running this Fun-Time Club the maximum on the register has been 15 children and we have never had more than 12 children at a Fun-Time session. The Holiday Club we use the Mobile Classroom and the Outdoor Classroom/Pod we keep numbers to 24 for Holiday Club as if the weather is poor, we do not have access to the stated rooms in the school.

TEMPS has been operating for over 30 years and is a Charitable Incorporated Organisation (CIO) Charity No. 1184942, the Club is managed by a Board of Trustees.

TEMP operates from a Mobile Classroom at the Rofft School Marford which is leased from Wrexham County Borough Council and we also have an Outdoor Classroom/Pod that was purchased by TEMPS. The setting is

registered with the Charity Commission and the Care Inspectorate Wales. Whilst we do operate from the School Site, the TEMPS Club are legally and technically independent from the operation of the school.

Trustees Meetings:

Trustees held four full meetings in the period April 2021 – March 2022 and various informal meetings on-line, telephone etc throughout the year.

Finance:

TEMPS re-opened fully this year as last year due to COVID-19 restrictions the Club was closed at times and staff were Furloughed. We still received a small amount of furlough during April, May and June 2021. From July all staff were back working their normal hours.

Numbers were low to start as many parents/carers were still working at home or still on Furlough until end July 2021. Numbers did start to pick-up from September 2022 onwards.

All costs at the Club continue to increase and from April 2022 there was over a 6% rise in minimum wage. A meeting was held with the Accountant at it was agreed by Trustees to do a small increase in the hourly rate to £3.50 per hour from April 2022 to off-set some of the expenditure.

TEMPS employs an external accountancy company - Accountant Mike Griffiths & Partners Limited, Gresford who do our year-end books and offer us advice throughout the year. They are also employed to do staff payroll and NEST Pensions administration. A copy of the end of year accounts has been circulated to all Trustees and will be uploaded with this report onto the CIO Reporting System. There were not areas of concern where accounting rules were not followed, disclosures not fully made or accounting records incomplete.

Staff:

Staff continue to attend all relevant Training Courses. There are regular staff meetings and all issues are reported to the Trustees. All staff files are kept up to date.

Web Site

The TEMPS Web Site continues to be updated <https://tempsrofft.co.uk>

Areas of Concerns:

Trustees are very proud of the Club and how it is run. We did have issues with numbers following Covid but we are fortunate that numbers have increased. We have excellent well-trained staff. Some staff have been

with us for many years 12, 20, 30 years. The Board of Trustees are looking to recruit new qualified staff ready to take-over when existing staff retire.

The rules are that we have to have a certain percentage of Qualified Playworkers Level 2 and Level 3. We are finding it more and more difficult to recruit candidates with the required qualifications. As a Club where do we go? We are in constant contact with our support network CIW, Clybiau Plant, WCBC Children's Service etc. All settings are having the same problems. In Out of School Clubs, we have to have a Level 3 Playworker on duty at all sessions as directed by CIW. We continue to follow this issue up with our Support Network. We are happy to report that all our staff are qualified to at least Level 2 and Level 3 in Playwork.

Brief Overview April 2021 - March 2022

April 2021

It was lovely to see the children playing together outside after the last two years of lockdown restrictions. Fun-Time Club numbers were low in Morning Club and After School Club. This was due to parents still working from home. The children carried out various indoor and outdoor free play sessions. Craft work, singing and dancing. Fire drill took place.

May 2021

Numbers at the Club were still not back to pre-Covid levels but children still enjoyed attending the Club. Fire drill took place. News Letter was issued to parents & carers updating them on the new Fun-Time Club and also reminding parents to book-in for the Holiday Clubs, and what events would be taken place. It was also agreed that the Club would take place in the Village Scarecrow Trail and the Rossett Show.

June 2021

Club numbers in June remained lower than pre-Covid but that was due to parents still working from home. Fire drill took place. Children enjoyed many outdoor and indoor activities. Fire drill took place.

July 2021

During July 2021 numbers in Morning & After School Club were lower than pre-Covid but that was due to parents still working from home. Fire drill took place. There was a lot of interest in Holiday Club as parents

who were working from home could not work from home and have the children at home. Holiday Club was successful. Weather was good so there was a lot of outdoor activities. We had a visit to the HACK – Donkey Sanctuary on July 28th this was enjoyed by children and staff. Children continue to enjoy the various activities inside and outside the Club.

August 2021

Holiday Club was running numbers were good. “Sport George” attended Holiday Club on the 3rd, 5th, 17th & 19th August and was doing various sporting activities with all the children. Football, cricket, tennis, athletics to name a few. Theatre Train visited Holiday club for two days 10th & 11th August where the children enjoyed dancing, singing and musical instruments. Holiday Club was not open the last week of August as staff had their holidays. The Club did open for a Training Day on Tuesday 31st August. Children made a scarecrow to take place in the Village Scarecrow Trail.

September 2021

We returned to school after a successful Holiday Club. We opened for the Training Day on Wednesday 1st September. We were operating all the Clubs, Morning Club, After School Club and Fun-Time Club. Numbers started to increase in Morning & After School Club. Fun-Time Club numbers were low but this followed the same pattern as last year, we do compete for 3-year-olds alongside a local day nursery. Beryl responded to CIW Inspection Report. Staff met with Beryl Blackmore to arrange training sessions. Children enjoyed indoor and outdoor activities. Fire drill took place.

October 2021

Lots of activities in TEMPS. Children doing display boards for Harvest Festival, Autumn and Halloween. The children enjoyed helping to decorate the classroom for Halloween. Children went out collecting leaves and acorns doing wonderful patterns/pictures. Holiday Club open for the October Half-Term and was well attended. When the weather was poor the After School club was split into two groups and one group did indoor games in the school hall.

November 2021

All Clubs continue to operate and numbers were good so in the November newsletter to parents & carers they were reminded to let the Club know if their child/ren were not attending to let the Club know so the Club can offer emergency childcare to other families. Parents/carers were also reminded to pay their bills promptly. Fun-Time Club for the 3-years has taken off after a slow start. The children have settled well and making friendships that will last through school and longer. The Club also asked if anyone would like to join the Trustees. We received a grant of £3000 from the local co-op which will be used for a well-being project. The children did a display board for Bonfire Night which included wonderful pictures of fireworks. Fire drill took place.

December 2021

During December TEMPS continue to operate and numbers remained good. Children were busy putting up Christmas decorations and decorating the tree. They made tree decorations and Christmas cards for their families. Children enjoyed playing with the Nativity Set. The Holiday Club did not open in December.

January 2022

All TEMPS Clubs were running and numbers were good. Children really enjoyed musical chairs, musical bumps and musical statues during outdoor play. Another day children put a show on and had a disco. Recycled Christmas cards were glued onto re-cycled wall paper to make a winter freeze. Free play indoors and outdoors. The weather was good in January which allowed more outdoor activities take place. Fire drill took place.

Fun-Time Club numbers increased and the children were happy and settled attending the Club.

February 2022

All TEMPS Clubs well attended. Children made Valentines cards with glue, paper, scissors etc. Also painted daffodils. Children built a Lego Fort for a competition. Lots of free play indoors and outdoors. Enjoyed playing on the scooters. Weather was poor on a couple of days so the school hall was used for indoor games. Fire drill took place. News Letter was issued to all parents informing them of the increase in fees to £3.50 per hour from April 1st.

March 2022

Weather mixed in March sunny but cold. Lots of outdoor play with the football and scooters. Craft took place indoors. Children have free play

to choose what they like to do. Children celebrated “Women’s Day” by colouring pictures and making cards. Andy’s Music Club attended TEMPS on Thursday 31st March 2022. The children really enjoyed his visit. They have the opportunity to play instruments and to sing various songs.

TEMPS Holiday Club

TEMPS Holiday Club was open for some dates in April, June, July, August, October 2021 and February, 2022. These Clubs were very successful. Lots of indoor and outdoor activities. Children loved playing outside with their friends. We also had sporting activities and music activities at the Holiday Club.

TEMPS Fun Time Club

Fun-Time Club followed the pattern of the previous year only a few children attend between September and December but there was still interest from parents and carers. Numbers increased from January 2022 and we ended up with 15 children being registered. There were never more than 12 children at a session. The children attending this Club are children who attend the Rofft School Nursery and most of them were using their 30hrs allowance. Some of the children had older siblings in the school.

Morning Club April 2020-March 2021:

As mentioned above numbers started off slowly and this was mainly due to parents still being furloughed until the end of July. From September 2021 numbers started picking back up and we increased staffing levels.

After School Club:

We had around 24 children attending the After School Club. This is a lot less than pre-pandemic levels.

Good News from September 2021 these numbers have increased and we are now back to pre-pandemic levels.

APPROVED BY THE BOARD OF TEMPS TRUSTEES

Signed On Behalf of TEMPS Boards of Trustees:

Linda Bunkell.....

Date:10th November 2022.

.....

Lynda Baker

Date:10th November 2022

Beryl Blackmore

Income & Expenditure Statement

31/03/2022

Beryl Blackmore

t/a

Temps After School and Holiday Club

The Rofft School

Wynnstay Lane, Marford

Wrexham

LL12 8LA

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Temps After School and Holiday Club

Beryl Blackmore
Accountants Report
For the year ended 31/03/2022

I approve this account for submission to HM Inspector of Taxes
and confirm that I have made available all relevant records and
information for its preparation

.....
Beryl Blackmore

Date

This Income and Expenditure account has been prepared without
carrying out an audit from the books, vouchers and information
produced to us by Beryl Blackmore.

Mike Griffiths & Partners Ltd
The Yew Tree Inn
High Street
Gresford
Wrexham
LL12 8RF

Temps After School and Holiday Club

Beryl Blackmore
Income and Expenditure Account
For the year ended 31/03/2022

	2022	2021
	£	£
Sales and work done	88,405	32,943
Less cost of Sales:		
Consumables	4,940	2,162
	<u>4,940</u>	<u>2,162</u>
	83,465	30,781
Bank interest receivable	3	30
Grants receivable	5,642	34,576
	<u>89,110</u>	<u>65,387</u>
Advertising and sales promotion	164	643
Entertainment & Excursions	1,626	-
Insurance	390	356
Rent	3,150	3,150
Repairs and renewals	486	2,318
General wages	55,856	46,795
PAYE	7,954	4,994
Pension contributions	1,119	296
Training	32	74
Accountancy fees	992	1,121
Stationery & office supplies	29	289
Telephone	572	498
DBS Checks	65	117
Subscriptions	60	10
Sundry expenses	325	50
	<u>72,820</u>	<u>60,711</u>
Excess of Income over Expenditure	<u><u>16,290</u></u>	<u><u>4,676</u></u>

Beryl Blackmore

Income & Expenditure Statement

31/03/2022

Beryl Blackmore

t/a

Temps After School and Holiday Club

The Rofft School

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