

## **TEMPS ANNUAL TRUSTEES REPORT APRIL 2022 – MARCH 2023**

### **Trustees Board Members:**

Lynda Baker  
June Davies  
David Baker  
Sheila Williams  
Linda Bunkell  
Beryl Blackmore

The Annual Trustees Report for April 2022 – March 2023 was compiled by Linda Bunkell who sourced all the 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 environment. 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 9 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, as we do not have access to the stated rooms in the school.

TEMPS has been operating for over 32 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 TEMPS purchased a number of years ago via a grant. 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 2022 – March 2023 and various informal meetings in person, on-line, telephone etc throughout the year.

### **Finance:**

All costs at the Club continue to increase and from April 2023 there was a rise in minimum wage. All qualified staff are on a rate above the National Living Wage. One unqualified member of staff is on minimum wage. This member of staff works one shift in the morning club. We are continuing to keep our fees hourly rate at £3.50 per hour and these will be reviewed in October 2023 with the possibility of a rate increase from January 2024. We are trying to keep hourly rates as low as possible to support struggling families with the cost-of-living crisis. TEMPS are currently absorbing 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.

### **Staff:**

Staff continue to attend all relevant Training Courses and are DBS checked. There are regular staff meetings and all issues are reported to the Trustees. All staff files are kept up to date. The TEMPS Administrator had started to audit the staff files. Trustees had discussions with staff and held in-house training with regard to completing the SASS Review.

Oksana who joined TEMPS in September 2022 completed her Level 2 Playworker qualification in record time. We got assistance from Re-Act to help towards her wages and training. Everyone is very proud of Oksana who came over to the UK in April 2022 with her two sons. Oksana is a qualified primary school teacher and she is a valuable member of the TEMPS Team.

### **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 our numbers are back to pre-covid levels. 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 in Wales, 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 and we have been informed if we have a member of staff who is working towards their Playworker Qualification they do come under the category of “Qualified Staff”. We are happy to report that all our staff are qualified to at least Level 2 and Level 3 in Playwork except for one member of staff who helps in morning club. This member of staff also works in a Unit at the School and has other Qualifications but does not currently hold the Playworker qualification. In-line with CIW Recommendations Risk Assessments are carried out on our highly experienced Level 2 Staff if they need to cover for a Level 3 member of staff.

### **Brief Overview April 2022 – March 2023**

#### **April 2022**

During April the TEMPS Holiday Club ran through the Easter Holidays. Many activities took place inside and outside. Free play sessions, craft, singing, dancing. The children also started the Display Board for the Queen’s Platinum Jubilee Celebrations. The Before School Club, Fun Time Club and After School Clun ran as usual with excellent numbers. Fire drill took place.

#### **May 2022**

Numbers at the Club continued to remain good. Fire drill took place. A Newsletter was issued to parents & carers updating them on all the activities that were taking place, an update on the Fun-Time Club and also reminding parents to book-in for the Holiday Clubs. In all the TEMPS Newsletters we remind parents of the help on childcare fees that is available and encourage them to apply.

#### **June 2022**

Lots of activities and outdoor play during June. Numbers at the Clun remained good. All children were reminded about the importance of sun screen and sun hats. Children enjoyed many outdoor and indoor activities. Fire drill took place. We had a volunteer student visiting the Club who is completing his Duke of Edinburgh Award and he would do football and other sports with the children under the supervision of the TEMPS Staff. There was a Special Birthday Celebration for Mrs. Blackmore the children sang Happy Birthday and they all had cake.

#### **July 2022**

During July 2022 numbers in Morning & After School Club continued to be good. There was a lot of interest in Holiday Club. Weather was good so there was a lot of outdoor activities. Children continue to enjoy the various activities inside and outside the Club. We had two members of staff who were retiring Mrs. Blackmore and Mrs. Griffiths so the children had “chocolate treats”.

## **August 2022**

Holiday Club was running numbers were good. We did a lot of outdoor sports, tennis, football, dancing. Theatre Train visited the Clun on 10<sup>th</sup> August. On the 5<sup>th</sup> August children had a trip to the HACK which is a local sanctuary for horses, donkeys, pigs and goats. The children helped groom the Shetland Ponies. Lunch was a picnic at Alyn Waters. Lots of craft, face painting, jewellery making etc.

## **September 2022**

We returned to school after a successful Holiday Club. We opened for the Training Day. We were operating all the Clubs, Morning Club, After School Club and Fun-Time Club. Numbers continued to be good 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 and a school in the next village. Children enjoyed indoor and outdoor activities. Fire drill took place. The children were sad about the death of the Queen but were interested to find out more information on the King Charles and the Queen Camilla.

## **October 2022**

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 2022**

A new member of staff joined the Before and After School Club. Janet Dolan with over 20-years' experience, and a Level 3 Playworker. Children were excited about the Football World Cup and were doing charts, flags and completing a display board.

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 children did a Display Board for Bonfire Night which included wonderful pictures of fireworks. Fire drill took place.

## **December 2022**

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. Jane Weston a long serving member of staff retired at the end of December.

Additional staff meetings took place with regard to completing the SASS Return.

### **January 2023**

Holiday Club opened for 4 days in January as requests were received from parents/carers. All TEMPS Clubs were running and numbers were good. Children really enjoyed the indoor and outdoor play. Re-cycled Christmas cards were glued onto re-cycled wall paper to make a winter freeze. The weather was good in January which allowed more outdoor activities take place. Fire drill took place.

Fun-Time Club numbers continued to increase and the children were happy and settled attending the Club. TEMPS Newsletter was sent out to parents and carers.

### **February 2023**

All TEMPS Clubs well attended. Children made Valentines cards with glue, paper, scissors etc. Also painted daffodils. Lots of free play indoors and outdoors. Children 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.

### **March 2023**

As usual the weather was 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.

### **TEMPS Holiday Club**

TEMPS Holiday Club was open for dates in April, June, July, August, October 2022 January and February, 2023. 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. Children enjoyed biscuit and cake decorating. External coaches visited the Club.

### **TEMPS Fun Time Club**

Fun-Time Club followed the pattern of the previous year only a few children attended between September and December. Numbers increased from January 2023 and we ended up with 13 children being registered. There were never more than 9 children at a session. The children attending this Club are children who attend the Rofft School Nursery and most of them were using part of their 30hrs allowance. Some of the children had older siblings in the school. Lots of activities took place in Fun Time Club the children enjoyed learning through play.

### **Morning Club April 2022-March 2023:**

We have between 24 and 30 children attending the morning club. Club is open from 07:45am – 08:45am. We have employed an additional member of staff due to the increase in numbers. Nursery and Infant Children are escorted to their classrooms at 08:45am and Junior children make their own way to their classrooms. Any child who has not had breakfast the club provide this.

**After School Club April 2022 – March 2023:**

We had around 45 children attending the After School Club on a Monday-Thursday. On a Friday we have around 30 children.

**APPROVED BY THE BOARD OF TEMPS TRUSTEES**

**Signed On Behalf of TEMPS Boards of Trustees:**

Linda Bunkell.....

Date: .....30<sup>th</sup> August 2023.....

Lynda Baker .....

Date: .....30<sup>th</sup> August 2023.....

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**Beryl Blackmore**

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Income & Expenditure Statement

31/03/2023

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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**

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**Beryl Blackmore**  
Accountants Report  
**For the year ended 31/03/2023**

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

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**Temps After School and Holiday Club**

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**Beryl Blackmore**  
Income and Expenditure Account  
**For the year ended 31/03/2023**

|                                          | <b>2023</b>          | <b>2022</b>          |
|------------------------------------------|----------------------|----------------------|
|                                          | <b>£</b>             | <b>£</b>             |
| <b>Sales and work done</b>               | 98,730               | 88,405               |
| Less cost of Sales:                      |                      |                      |
| Consumables                              | 8,244                | 4,940                |
|                                          | <u>8,244</u>         | <u>4,940</u>         |
|                                          | 90,486               | 83,465               |
| Bank interest receivable                 | -                    | 3                    |
| Grants receivable                        | 6,316                | 5,642                |
|                                          | <u>96,802</u>        | <u>89,110</u>        |
| Advertising and sales promotion          | 144                  | 164                  |
| Entertainment & Excursions               | 1,299                | 1,626                |
| Insurance                                | 421                  | 390                  |
| Rent                                     | 3,150                | 3,150                |
| Repairs and renewals                     | 995                  | 486                  |
| General wages                            | 66,292               | 55,856               |
| PAYE                                     | 6,075                | 7,954                |
| Pension contributions                    | 594                  | 1,119                |
| Training                                 | 304                  | 32                   |
| Accountancy fees                         | 633                  | 992                  |
| Stationery & office supplies             | 313                  | 29                   |
| Telephone                                | 517                  | 572                  |
| DBS Checks                               | 192                  | 65                   |
| Subscriptions                            | 10                   | 60                   |
| Sundry expenses                          | 827                  | 325                  |
|                                          | <u>81,766</u>        | <u>72,820</u>        |
| <b>Excess of Income over Expenditure</b> | <u><u>15,036</u></u> | <u><u>16,290</u></u> |

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**Beryl Blackmore**

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Income & Expenditure Statement

31/03/2023

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Beryl Blackmore

t/a

Temps After School and Holiday Club

The Rofft School

Wynnstay Lane, Marford

Wrexham

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