

TEMPS Annual Trustees Report April 2023 – March 2024

Trustee Board Members:

- Lynda Baker
- June Davies
- David Baker
- Sheila Williams
- Linda Bunkell
- Beryl Blackmore
- Karon Rowlands
- Jane Weston

The Annual Trustees Report for the period of April 2023 – March 2024 has been compiled by Linda Bunkell, utilising information sourced from the Trustees Meeting Notes and TEMPS Daily Diaries. A draft of this document was circulated among the Trustees and subsequently approved by all Board Members.

Introduction:

TEMPS is committed to providing high-quality, affordable, and accessible out-of-school childcare in a welcoming environment. Our objectives include fostering the development of children and delivering relevant training for all childcare staff.

Childcare services are offered to children attending Rofft School, from Nursery to Year 6, during term time. During school holidays, our Holiday Club welcomes all children from Rofft School and other local schools up to the age of 14. Additionally, we maintain emergency childcare provisions for Social Services. Our facilities accommodate a maximum of 52 children in the Morning and After School Club, utilising a mobile classroom, an outdoor classroom/pod, and designated school rooms. The Fun-Time Club has a maximum capacity of 24 children, as it exclusively uses the Mobile Classroom. Between April 2023 and March 2024, we had eight registered children in the Fun-Time Club. For the Holiday Club, attendance is also limited to 24 children, given potential adverse weather conditions and limited access to school rooms.

TEMPS has been operational for over 34 years as a Charitable Incorporated Organisation (CIO), Charity No. 1184942, and is governed by a Board of Trustees. We operate from a Mobile Classroom at Rofft School, leased from Wrexham County Borough Council, alongside an Outdoor Classroom/Pod acquired through a previous grant. While we function from the school site, TEMPS remains legally and technically independent from the school's operations.

Trustees Meetings:

The Trustees convened for four full meetings during the April 2023 – March 2024 period, supplemented by various informal discussions held in person, online, or via telephone.

Finance:

Rising operational costs continue to pose challenges. Following the national living wage increase in April 2023, all staff members are compensated at or above this rate. Our childcare fees have been adjusted to £4.00 per hour to support families facing cost-of-living challenges, with TEMPS absorbing some of the increased expenditures. As a registered charity and non-profit organisation, we prioritise affordability for our community.

TEMPS engages the services of Mike Griffiths & Partners Limited for accounting, year-end financial reporting, and payroll management, including NEST Pensions administration. A copy of the end-of-year accounts has been distributed to all Trustees and will be uploaded with this report onto the CIO Reporting System.

Staff:

All staff members participate in relevant training courses and hold valid DBS checks. Regular staff meetings ensure that all issues are communicated to the Trustees. Staff files are consistently updated and audited. A SASS Review was completed by both Staff and Trustees.

Website:

The TEMPS website continues to be regularly updated: <https://tempsrofft.co.uk>

Areas of Concern:

The Trustees are proud of the Club's operations and the quality of our trained staff. However, like many clubs, we face difficulties in recruiting qualified candidates. We maintain close communication with our support network, including CIW, Clybiau Plant, and WCBC Children's Service. According to CIW guidelines, a Level 3 Playworker must be present during all sessions. We are pleased to report that all staff members are qualified at least to Level 2 or Level 3 in Playwork. In alignment with CIW recommendations, Risk Assessments are conducted by our experienced Level 2 staff when covering for a Level 3 member.

Anticipating a decline in school enrolment over the next three years, the Trustees and staff remain committed to marketing our various clubs and monitoring expenditures. Funding opportunities are limited; however, we were fortunate to secure a grant from Wrexham Council and the Welsh Government in November 2023. This funding facilitated improvements, including a new main entrance door, upgraded toilet facilities, new wooden furniture for nursery-aged children, additional storage containers, and outdoor play equipment.

Brief Overview (April 2023 – March 2024):

The Holiday Club operated successfully throughout most school holidays, with active engagement from parents and carers. Due to rising costs, the decision was made to forego trips during the Holiday Clubs. Instead, we collaborated with external organisations to provide engaging activities such as sports, dance, safety workshops with community police, and various creative projects.

Regular fire drills and reverse drills were conducted to ensure safety. Monthly newsletters were distributed to parents and questionnaires were administered to gather feedback from parents and children.

During summer months, we emphasised sun safety by reminding children and parents about the importance of hats and sunscreen.

Children participated actively in maintaining display boards showcasing their work and achievements, fostering a sense of pride. Notably, the children created cards for the Princess of Wales, expressing their best wishes for her recovery, and received a thoughtful response from the palace.

We celebrated numerous special events, including Diwali, Christmas, Women's Day, World Book Day, St. David's Day, Easter, and Harvest Festival, alongside crafting cards for Mother's Day, Father's Day, Valentine's Day, and Christmas.

The TEMPS program encourages "free play," allowing children to choose their activities, with an emphasis on outdoor play, which is highly valued for their mental health. In inclement weather, we utilise school classrooms or halls.

TEMPS Holiday Club:

The Holiday Club operated during the following periods: April, June, July, August, October 2023, and January, February and March 2024, attracting high attendance with a variety of indoor and outdoor activities. Children enjoyed sports and music, contributing to a vibrant environment.

TEMPS Fun Time Club:

The Fun-Time Club followed a similar pattern as the previous year, with attendance peaking in January 2024 after lower numbers in the initial months. Typically, there were never more than seven children per session. Activities were tailored to the younger children from Rofft School Nursery. Some parents/carers utilised part of their 30-hour allowance. This Club is open to all children from the age of 3 years.

Morning Club:

Attendance at the Morning Club ranged from 24 to 30 children, we open from 07:45 to 08:45. An additional staff member was employed to accommodate the increased numbers. Nursery and Infant children were escorted to their classrooms, while Junior children made their own way.

After School Club:

The After School Club hosted approximately 45 children from Monday to Thursday, and around 30 children on Fridays.

Improvements for 2024/2025:

The Trustees have approved the implementation of a new online booking and payment system, anticipated to launch in August 2024. Additionally, we are exploring the installation of a buzzer gate to enhance security, allowing parents and visitors to gain access after verification via camera. This improvement aims to address current safety concerns, as staff currently must leave the mobile classroom to unlock the gate.

Approved by the Board of TEMPS Trustees

Signed on behalf of the TEMPS Board of Trustees:

Linda Bunkell

Date: 1st October 2024

Lynda Baker

Date: 1st October 2024

Company registration number CE018563 (England and Wales)

TEMPS AFTER SCHOOL AND HOLIDAY CLUB
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

TEMPS AFTER SCHOOL AND HOLIDAY CLUB

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TEMPS AFTER SCHOOL AND HOLIDAY CLUB

REPORT TO THE DIRECTOR ON THE PREPARATION OF THE UNAUDITED STATUTORY ACCOUNTS OF TEMPS AFTER SCHOOL AND HOLIDAY CLUB

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Temps After School and Holiday Club for the year ended 31 March 2024, which comprise from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <https://www.accaglobal.com/gb/en/member/standards/rules-and-standards/rulebook.html>.

This report is made solely to the board of directors of Temps After School and Holiday Club, as a body, in accordance with the terms of our engagement letter dated 6 August 2014. Our work has been undertaken solely to prepare for your approval the financial statements of Temps After School and Holiday Club and state those matters that we have agreed to state to the board of directors of Temps After School and Holiday Club, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at https://www.accaglobal.com/content/dam/ACCA_Global/Technical/fact/technical-factsheet-163.pdf. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Temps After School and Holiday Club and its board of directors as a body, for our work or for this report.

It is your duty to ensure that Temps After School and Holiday Club has kept adequate accounting records and to prepare statutory financial statements that comply with the requirements of the Companies Act 2006. You consider that Temps After School and Holiday Club is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Temps After School and Holiday Club. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Mike Griffiths and Partners

Chartered Accountants

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The Yew Tree Inn
High Street
Gresford
Wrexham
LL12 8RF

TEMPS AFTER SCHOOL AND HOLIDAY CLUB

DETAILED PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	2024 £	2024 £	2023 £	2023 £
Turnover				
Sales		74,176		72,920
Donations		138		-
Childcare Scheme		19,160		25,810
Family Care		464		-
		<u>93,938</u>		<u>98,730</u>
Other income				
Grants receivable	13,839		6,316	
	<u>13,839</u>		<u>6,316</u>	
		13,839		6,316
Cost of raw materials and consumables				
Consumables	3,093		3,899	
Materials and equipment	13,596		4,345	
	<u>16,689</u>		<u>8,244</u>	
		(16,689)		(8,244)
Staff costs				
General Wages	74,923		66,292	
PAYE	7,883		6,075	
Pension contributions	1,702		594	
	<u>84,508</u>		<u>72,961</u>	
		(84,508)		(72,961)
Other charges				
DBS Checks	71		192	
Training	216		304	
Rent	3,150		3,150	
Repairs and renewals	2,601		995	
Subscriptions	27		10	
Accountancy fees	766		634	
Bank charges	15		-	
Insurance	401		421	
Stationery and office supplies	288		313	
Advertising and sales promotion	190		144	
Telephone	419		517	
Entertainment and excursions	997		1,299	
Sundry expenses	658		827	
	<u>9,799</u>		<u>8,806</u>	
		(9,799)		(8,806)
(Loss)/profit for the year		<u>(3,219)</u>		<u>15,035</u>

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