

Manorbrook Out of School Club



Trustees Report for the Year Ending 31st August 2025

This report covers the reporting period 1 September 2024 to 31st August 2025. It was written in May 2026.

Reference and administrative details of the charity

Name: Manorbrook Out of School Club

Charity Commission Registration Number: 1188183

Address: Manorbrook School, Park Road, Thornbury BS35 1JW

Trustees

The trustees during the financial year, and up to the date that this report was approved were:

- Sally Stevens (appointed 17/04/2025 and appointed Chair 24/09/2025)
- Clare King (Chair, resigned 22/09/2025)
- Megan Carter (Secretary)
- Rebecca Heather Vaughan
- John Edward Mann
- Karen Storey
- Martin Gilkes (appointed 04/09/2025)
- Abigail Fairburn (appointed 10/02/2026)

Structure

Manorbrook Out of School Club is a Charitable Incorporated Organisation (CIO) – Foundation Model, formed on 27th February 2020.

Trustees are appointed following an application and selection process by a properly convened meeting of the charity trustees. In selecting individuals for appointment, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Activities and objectives

Manorbrook out of School Club's primary objective is to provide parents and carers of children attending Manorbrook School with high quality, affordable wraparound care which enables children to thrive.

During this reporting period, over 80 children were registered to attend the club with session attendance ranging between 25-60 children.

Achievements and performance

Throughout this year we delivered our childcare provision in line with our objective, providing high quality care to meet the needs of children ranging from age 4 to age 11.

The start of the school year was positive, with the second double in-take from Manorbrook School (having moved to a two-form entry system in September 2024) boosting our numbers and increasing our financial position. We continue to have exclusive rental of the school hall to support the increased numbers, and we continually liaise with the school to ensure the suitability of the space. A staff structural review led to the amalgamation of the Business Manager and one of the Play Manager roles to a single Club Manager role, strengthening leadership and daily operations. The staffing team additionally grew with the appointment of several new Play Assistants.

Parent feedback gathered at the end of the summer term was unanimously positive, with respondents praising staff approachability, communication, and their overall experience with the club.

Operational updates included revisions to booking policies and safeguarding procedures, and the play provision for older children was actively reviewed and enhanced based on direct input from the children themselves.

Trustee recruitment efforts have been a focus to bring new members into the group to ensure long-term sustainability.

We ended the financial year with most sessions at capacity and a limited waiting on list in place for some mid-week sessions. Manorbrook School is becoming a double intake school in the long term, so trustees will continue to review any potential options for expanding the club, alongside the school growth.

Our continued ability to provide quality wraparound care was only possible thanks to the commitment and flexibility of our staff and trustees, and support from parents and our linked school, Manorbrook Primary. We are very grateful for everyone's efforts and support.

Financial review

Our financial position is positive. We are committed to providing affordable, high-quality care and balancing this with long-term financial stability to ensure that the provision remains reliable and sustainable in the long-term.

We are also committed to our obligations as a good employer. Our pay expenditure increased during this period as a result of uplifting staff salaries from 1st April 2025, in line with the national living wage and maintaining appropriate differentials between different staffing grades. We also factored in training of new staff and ensuring that current staff had their training maintained, such as renewing First Aid.

Reserves policy

The objective of Manorbroom Out of School club is to provide high quality childcare, recreation and education for children out of school hours. We provide this in a safe environment, ensuring it is delivered by appropriately trained and qualified staff. The majority of income to the club is used directly for this purpose.

To support the ongoing financial stability of the charity, some funds must be held in reserve to ensure that we can continue to meet our obligations and deliver our services, in the case of unforeseen events or financial shortfall.

To meet this purpose, our reserves policy sets out the amount held in designated reserves for MOSC should:

- Meet all our redundancy obligations in full (£5,682.71) This is reduced from last year as some long term staff have left/reduced their hours.
- Meet a term (3 months) running costs of the organisation (circa £29,000.00) This is an increase on last year, due to an increase in childcare provision driving higher staffing numbers, higher wages, along with increased insurance and food costs.

Review of reserves: excess / shortfall

The amount held in reserve will be reviewed annually to ensure it complies with this policy. Any decisions to hold a sum that is in excess of the amount set out in the reserve policy will be noted in Board minutes and MOSC's annual report, in line with governance requirements.

Trustees will review the reserve policy and amounts, along with the income surplus generated for the previous financial year (ending 31st August) every Autumn. Once any adjustments have been made, the Board will discuss, agree and set out how it intends to:

- Re-invest surplus to the reserves in ways that will benefit children who attend the club.
- Adjust income / expenditure to meet any shortfall in reserves for the remainder of the financial year.

We have maintained our target designated reserve level, based on our policy, of £35,000.

The charity's free cash reserves at the end of the year were over the target amount of £9,500. This process was realigned in September 2025 to ensure income falls into the correct financial year.

Any plan to reinvest in the club will be agreed in the board meeting scheduled for June 2025, based on continuing growth of the club and the operating structure to support this.

Confirmation of going concern

The trustees have assessed the charity's ability to continue for at least 12 months from the date that the accounts are approved. We conclude that our current level of reserves and continuing increase of children attending sessions support this position.



Receipts and payments accounts

CC16a

For the period
from

01.09.2024

To

31.08.2025

Section A Receipts and payments

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Last year |
|---|--------------------|------------------|------------------|------------------|------------------|
| | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | | |
| Fees | 6,824 | - | - | 6,824 | - |
| Interest | 510 | - | - | 510 | - |
| Chlidcare Vouchers | 90,833 | - | - | 90,833 | - |
| Magic Bookings | 29,555 | - | - | 29,555 | - |
| Misc | 524 | - | - | 524 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 128,246 | - | - | 128,246 | - |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 128,246 | - | - | 128,246 | - |
| A3 Payments | | | | | |
| Wages | 93,271 | - | - | 93,271 | - |
| Pension | 1,466 | - | - | 1,466 | - |
| Rent | 6,080 | - | - | 6,080 | - |
| Wifi | - | - | - | - | - |
| Insurance | 792 | - | - | 792 | - |
| Food & Drink | 4,741 | - | - | 4,741 | - |
| Cleaning & PPE | 515 | - | - | 515 | - |
| Printing Staionary Postage | 351 | - | - | 351 | - |
| Play Things | 1,681 | - | - | 1,681 | - |
| Gifts | 1,121 | - | - | 1,121 | - |
| Hire Charges | - | - | - | - | - |
| Training | 1,723 | - | - | 1,723 | - |
| DBS | 735 | - | - | 735 | - |
| Telephone | 272 | - | - | 272 | - |
| Subscriptions and Pro Fees | 130 | - | - | 130 | - |
| Misc | 459 | - | - | 459 | - |
| Website | 115 | - | - | 115 | - |
| Watercooler | 126 | - | - | 126 | - |
| Ofsted | 35 | - | - | 35 | - |
| ICO | 47 | - | - | 47 | - |
| Magic Bookings | 1,082 | - | - | 1,082 | - |
| Spare 1 | 50 | - | - | 50 | - |
| One Off Equipment Buys | 1,365 | - | - | 1,365 | - |
| Music License | 217 | - | - | 217 | - |
| Refund of Fees | 1,097 | - | - | 1,097 | - |
| Sub total | 117,471 | - | - | 117,471 | - |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 117,471 | - | - | 117,471 | - |
| Net of receipts/(payments) | 10,776 | - | - | 10,776 | - |

| | | | | | |
|---------------------------------|--------|---|---|--------|---|
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 48,171 | - | - | 48,171 | - |
| <i>Cash funds this year end</i> | 58,947 | - | - | 58,947 | - |

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 | Cash in Business Acct | 25,808 | - | - |
| | Cash in Reserves Acct | 33,093 | - | - |
| | Petty Cash at Setting | 46 | - | - |
| | Total cash funds | 58,947 | - | - |
| | (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 | Details | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | Various toys and play equipment | Unrestricted | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | 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 | |
| | #VALUE! | Martin Gilkes | 14.05.26 | |
| | | | | |



Independent examiner's report on the accounts

Independent Examiner's Report

Manorbrook Out of School Club

31st August 2025

1188183

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31st August 2025.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

26 / 5 / 2026

Name:

David Curtis

FCA (ICAEW)

Address:

22 Barley Fields

Thornbury

BS35 1AJ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.