

# Trustees' Annual Report

for the period 1 April 2024 to 31 March 2025

Oak Hill ASD Childcare CIO

---

## Structure, Governance, and Management

The Governing Instrument for Oak Hill ASD Childcare is the Constitution for the Charitable Incorporated Organisation, established on 29 June 2020. The organisation is now in its fifth year of operation, with the Board of Trustees meeting regularly throughout the year to review governance, finances and organisational risks.

The Board remains committed to ensuring that all financial resources are used effectively, transparently and in accordance with the objectives of the charity. The trustees ensure compliance with legal requirements, safeguarding duties and funder expectations, and maintain appropriate controls over expenditure and operational decisions.

During this financial year, three trustees resigned from the Board: **Jane Weale**, **Aji Gass Jarra**, and **Stephen Leadbetter**. The remaining trustees continued to oversee the safe running of the organisation, although trustee capacity remained stretched throughout the year.

The charity employed one full-time Club Manager, **Tracy Thornton**, funded by The National Lottery. Tracy held responsibility for planning, organising and delivering the specialist holiday provision, safeguarding practice, staff supervision, and ongoing liaison with families.

---

## Funding and Financial Overview

During the financial year 1 April 2024 to 31 March 2025, Oak Hill ASD Childcare received income from a combination of grant funding, donations and parent fees. This included:

- **The National Lottery Community Fund** (final year of three-year funding), 1910 Trust, Newport Endowment Fund, Albert Hunt Trust, Waterloo Foundation, Margaret and Gwendoline Davies fund, Nourish the Nation, Archbishop of Wales, FIS Sustainability grant, St James ' Place, GAVO further faster grant, Moondance foundation and NCC New Places grant.
- **Parent fees** for attendance at the Easter, Summer and October 2024 holiday clubs
- Small donations and contributions from community supporters

These funds enabled the charity to employ the Club Manager, secure sessional staff for holiday openings, maintain CIW compliance, and run specialist childcare provision for autistic children and young people with complex needs.

Unrestricted reserves continued to support operational costs where grant funding was not sufficient to meet the full annual expenditure.

A detailed breakdown of all income and expenditure is included in the accompanying financial statements.

---

## Management and Staff Changes

Tracy Thornton completed her first full year in post as Club Manager. She continued to develop her knowledge and skills through training, engagement with CIW guidance and supervision with the trustees.

During the year:

- Tracy completed a significant amount of training and preparation for holiday provision.
- She coordinated staff recruitment and mandatory training for holiday club delivery.

As noted above, three trustees resigned during the year. Their responsibilities were redistributed among the remaining trustees. Despite this, trustee capacity became an increasing challenge, particularly given the complexity and safeguarding responsibilities associated with running a CIW-registered specialist childcare service.

---

## Objectives and Activities

The Charity's main objective is to work for the public benefit to advance the education, recreation and care of children with autistic spectrum disorder (ASD) and additional complex needs within the Newport local authority area. This is achieved through:

- Providing high-quality, CIW-registered childcare and play opportunities during school holiday periods.
- Recruiting, training and supervising staff who are able to meet the complex needs of the children who attend.
- Supporting families who have limited or no access to suitable childcare due to the specialist nature of their children's needs.
- Offering structured, safe and enjoyable social opportunities for children and young people aged up to 19 years.

The provision remains unique within Newport. There is no equivalent local service offering specialist childcare for autistic young people with high support needs, particularly those over the age of 12. Approximately **45% of Oak Hill's young people are over 12**, a group traditionally overlooked by mainstream childcare providers.

Holiday provision was delivered at **Ysgol Bryn Derw**, continuing the strong partnership with the school.

---

# Holiday Club Operations

During the holidays of 2024/25, the club operated on the following dates within this reporting period:

- Easter 2024 - 6 days and 96 sessions

Attendance ranged between **8** and **10** young people per day, with **22** families accessing the service overall.

- Summer 2024 - 16 days and 256 sessions

Attendance ranged between **10** and **15** young people per day, with **32** families accessing the service overall.

- October 2024 - 4 days and 64 sessions

Attendance ranged between **9** and **15** young people per day, with **28** families accessing the service overall.

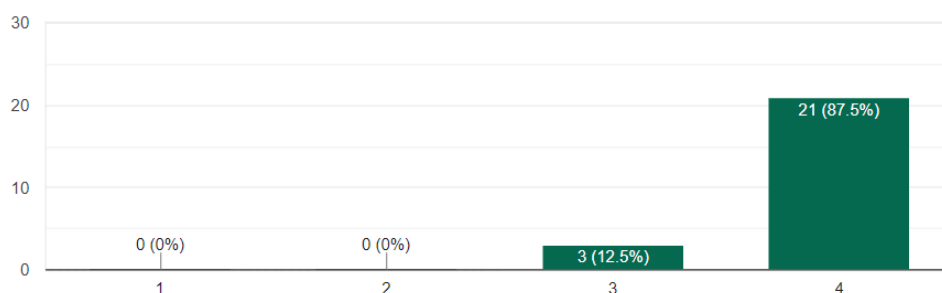
Sessional staff were recruited and trained in advance, with mandatory safeguarding specific to Wales group A and B, ASD awareness, Paediatric first aid training, Epilepsy and Prevent delivered before opening.

## Family Feedback

Feedback was again positive, reflecting on the following strengths in:

*How much do you think your child enjoyed being at the club?*

24 responses

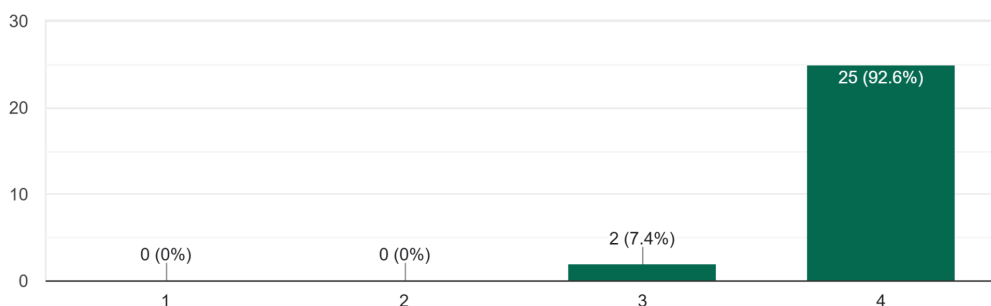


*Did you feel your child was safe at the club?* 100% (consistent during Easter, Summer and October )

*Did you feel your child was adequately supported at the club?* 100% (consistent during Easter, Summer and October )

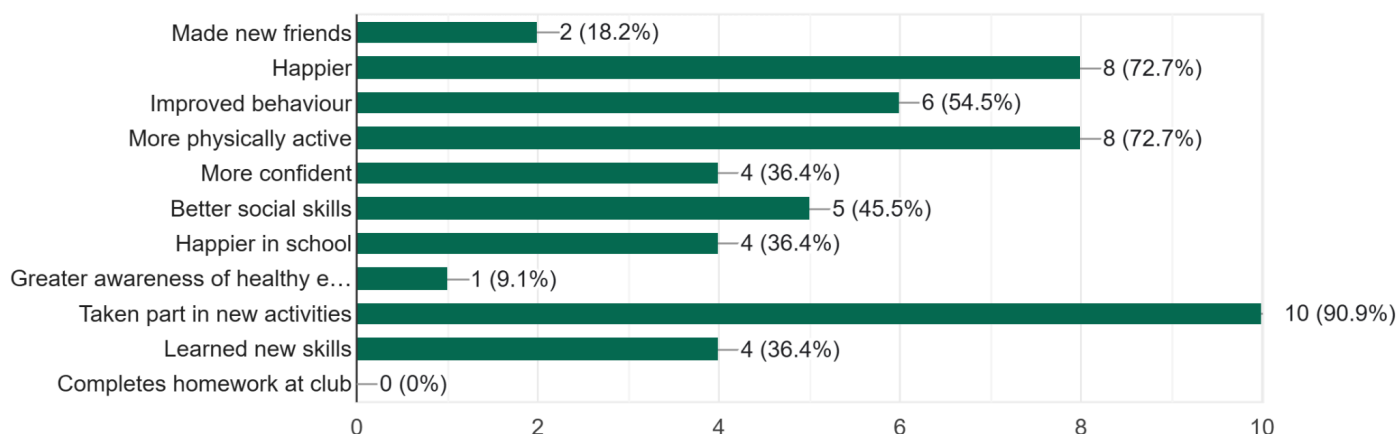
Please rate on a scale of 1- 4 the staff. (4=Excellent, 3 =Good, 2 = Adequate 1=Poor)

27 responses



What difference did attending club make to your child during the Easter holidays? (please tick all that apply)

11 responses



## Key Achievements

- Continued safe, compliant holiday provision for autistic children and young people with complex needs.
- Strengthened operational policies and training.
- Ongoing safeguarding compliance through CIW registration and NMS.
- Recruitment and training of new sessional staff.
- Sustained positive family feedback and strong relationships with parents, carers and other professionals.

Despite the pressures on trustee capacity, Oak Hill maintained a stable and supportive environment for the children who attended.

## Challenges

A number of challenges emerged during the year:

- **Trustee capacity:** resignations and increased personal commitments reduced available time for governance and operational oversight.
- **Funding uncertainty:** securing long-term funding beyond The National Lottery (ending October 2025) continued to prove challenging.

- **Staffing pressures:** finding and retaining specialised sessional staff remained difficult.
- **Increasing administrative and safeguarding requirements**, which place a heavy burden on a small volunteer trustee board.
- **Sustainability of the current model**, particularly the financial and operational feasibility of employing a full-time year-round Manager for holiday-only delivery.

While these challenges did not disrupt the 2024–25 financial year, they informed trustee discussions about the future structure and sustainability of the service going into the next reporting period.

---

## Risks

The key risks identified in this financial year were:

1. **Insufficient long-term funding** to support the Manager role beyond October 2025.
2. **Limited trustee capacity** to meet CIW, safeguarding and operational governance requirements.
3. **Recruitment challenges**, particularly in securing experienced deputy managers and support workers.
4. **Rising operational costs** for venue hire, staffing, training, safeguarding checks and resources.

Mitigations included careful financial management, increased focus on grant funding applications, and continued monitoring of safeguarding and governance responsibilities.

---

## Reserves Policy

The Board of Trustees maintains a reserves policy to ensure sufficient unrestricted funds to:

- continue operating for a short period in the event of reduced income
- meet staffing commitments
- cover any unexpected costs
- support regulatory and safeguarding responsibilities

Unrestricted reserves at 31 March 2025 totalled **£28,819**.

This level of reserves was lower than the ideal level but remained adequate for short-term commitments.

---

## Plans for Future Periods

At the end of this financial year, trustees recognised the need to review the sustainability of the current operating model and funding structure. This included:

- assessing options for long-term funding
- reviewing staff structure and cost base
- exploring partnership opportunities
- considering how to maintain continuity of childcare provision for families if funding or staffing capacity is reduced

No formal decisions regarding structural change or closure were taken during the 2024–25 reporting period. A full sustainability review was planned for early 2025–26.

---

## Responsibilities of Trustees

The Trustees are responsible for preparing this Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

In preparing these statements, trustees must:

- select suitable accounting policies and apply them consistently
- observe the methods and principles in the Charities SORP
- make reasonable and prudent judgements and estimates
- state whether applicable UK Accounting Standards have been followed
- prepare the financial statements on a going concern basis unless inappropriate to do so

The trustees confirm that they have complied with these responsibilities during the period.

---

## Trustees

### Trustees at April 2024

- Gwen Vaughan (Chair)
- Jane Weale
- Aji Gass Jarra

- Stephen Leadbetter
- Andy Hopkins
- Catherine Cains
- Claire Hawkins
- Amy Williams-Pring

### **Trustees at March 2025**

- Gwen Vaughan (Chair)
- Andy Hopkins
- Catherine Cains
- Claire Hawkins
- Amy Williams-Pring
- Nigel Stephenson

*(Jane, Gass and Stephen resigned during this period.)*

---

## **Approval**

This report was approved by the Board of Trustees on **15th Jan 2025**, and signed on their behalf by:

**Gwen Vaughan**

Chairperson of Board of Trustees

Oak Hill ASD Childcare CIO

Oakhill ASD Childcare

Charity No. 1190841

Trustees' Report and Unaudited Accounts

31 March 2025

Oakhill ASD Childcare  
Statement of Financial Activities  
for the year ended 31 March 2025

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income and endowments from:					
Donations and legacies	2	4,361	63,639	68,000	29,133
Charitable activities	3	10,110	-	10,110	2,030
Total		14,471	63,639	78,110	31,163
Expenditure on:					
Other	4	34,353	34,878	69,231	18,328
Total		34,353	34,878	69,231	18,328
Net gains on investments		-	-	-	-
Net income	5	(19,882)	28,761	8,879	12,835
Transfers between funds		-	-	-	-
Net income before other gains/(losses)		(19,882)	28,761	8,879	12,835
Other gains and losses					
Net movement in funds		(19,882)	28,761	8,879	12,835
Reconciliation of funds:					
Total funds brought forward		40,701	889	41,590	28,754
Total funds carried forward		20,819	29,650	50,469	41,589

Oakhill ASD Childcare

Balance Sheet

at 31 March 2025

Charity No. 1190841

	Notes	2025 £	2024 £
Fixed assets			
Tangible assets	7	670	1,195
		<u>670</u>	<u>1,195</u>
Current assets			
Debtors	8	-	2,337
Cash at bank and in hand		50,049	38,202
		<u>50,049</u>	<u>40,539</u>
Creditors: Amount falling due within one year	9	(250)	(145)
Net current assets		<u>49,799</u>	<u>40,394</u>
Total assets less current liabilities		<u>50,469</u>	<u>41,589</u>
Net assets excluding pension asset or liability		<u>50,469</u>	<u>41,589</u>
Total net assets		<u><u>50,469</u></u>	<u><u>41,590</u></u>
The funds of the charity			
Restricted funds	10		
Restricted income funds		29,650	889
		<u>29,650</u>	<u>889</u>
Unrestricted funds			
General funds		20,819	40,701
		<u>20,819</u>	<u>40,701</u>
Total funds		<u><u>50,469</u></u>	<u><u>41,590</u></u>

Approved by the trustees on 28 January 2026

And signed on their behalf by:

A. Hopkins

Trustee

28 January 2026

for the year ended 31 March 2025

## 1 Accounting policies

### Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

### Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

### Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

#### Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

#### Taxation

The charity is exempt from tax on its charitable activities.

#### Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

#### Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

#### Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

#### Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### Research and development

Expenditure on research and development is written off in the year in which it is incurred.

#### Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

#### Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

#### Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

#### Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

## 2 Income from donations and legacies

Unrestricted	Restricted	Total	Total
		2025	2024
£	£	£	£
4,361	63,639	68,000	29,133
<u>4,361</u>	<u>63,639</u>	<u>68,000</u>	<u>29,133</u>

3 Income from charitable activities

Unrestricted	Total 2025	Total 2024
£	£	£
10,110	10,110	2,030
<u>10,110</u>	<u>10,110</u>	<u>2,030</u>

4 Other expenditure

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Employee costs	25,704	34,878	60,582	15,017
Motor and travel costs	265	-	265	294
Premises costs	1,980	-	1,980	-
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	525	-	525	525
General administrative costs	4,337	-	4,337	1,226
Legal and professional costs	1,542	-	1,542	1,266
	<u>34,353</u>	<u>34,878</u>	<u>69,231</u>	<u>18,328</u>

5 Net income before transfers

	2025	2024
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	525	525

6 Staff costs

	2025	2024
Salaries and wages	57,008	13,186
Pension costs	1,516	318
	<u>58,524</u>	<u>13,504</u>

No employee received emoluments in excess of £60,000.

7 Tangible fixed assets

	£	£
Cost or revaluation		
At 1 April 2024	3,170	3,170
At 31 March 2025	<u>3,170</u>	<u>3,170</u>
Depreciation and impairment		
At 1 April 2024	1,975	1,975
Depreciation charge for the year	525	525
At 31 March 2025	<u>2,500</u>	<u>2,500</u>
Net book values		
At 31 March 2025	670	670
At 31 March 2024	<u>1,195</u>	<u>1,195</u>

8 Debtors

	2025	2024
	£	£
Other debtors	-	2,337
	<u>-</u>	<u>2,337</u>

9 Creditors:  
amounts falling due within one year

	2025	2024
	£	£
Trade creditors	-	145
Accruals	250	-
	<u>250</u>	<u>145</u>

10 Movement in funds

	At 1 April 2024	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 31 March 2025 £
Restricted funds:					
Restricted income funds:	889	63,639	(34,878)	-	29,650
<i>Total</i>	<u>889</u>	<u>63,639</u>	<u>(34,878)</u>	<u>-</u>	<u>29,650</u>
Unrestricted funds:					
General funds	40,701	14,471	(34,353)	-	20,819
Total funds	<u>41,590</u>	<u>78,110</u>	<u>(69,231)</u>	<u>-</u>	<u>50,469</u>

11 Analysis of net assets between funds

	Unrestricted funds £	Total £
Fixed assets	670	670
Net current assets	49,799	49,799
	<u>50,469</u>	<u>50,469</u>

12 Reconciliation of net debt

	At 1 April 2024 £	Cash flows £	At 31 March 2025 £
Cash and cash equivalents	38,202	11,847	50,049
	<u>38,202</u>	<u>11,847</u>	<u>50,049</u>
Net debt	<u>38,202</u>	<u>11,847</u>	<u>50,049</u>

13 Commitments

*Operating lease commitments*

Annual commitments under non-cancellable operating leases are as follows:

	2025	2025	2024	2024
	Land and	Other	Land and	Other
	buildings		buildings	
	£	£	£	£
Operating leases with expiry date:				

*Pension commitments*

	2025	2024
	£	£
The pension cost charge to the charity amounted to:	<u>1,516</u>	<u>318</u>

Oakhill ASD Childcare  
Detailed Statement of Financial Activities  
for the year ended 31 March 2025

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income and endowments from:				
Donations and legacies	4,361	63,639	68,000	29,133
	<u>4,361</u>	<u>63,639</u>	<u>68,000</u>	<u>29,133</u>
Charitable activities	10,110	-	10,110	2,030
	<u>10,110</u>	<u>-</u>	<u>10,110</u>	<u>2,030</u>
Total income and endowments	14,471	63,639	78,110	31,163
Expenditure on:				
Employee costs				
Salaries/wages	22,130	34,878	57,008	13,186
Pension costs	1,516	-	1,516	318
Staff training	2,058	-	2,058	1,513
	<u>25,704</u>	<u>34,878</u>	<u>60,582</u>	<u>15,017</u>
Motor and travel costs				
Travel and subsistence	265	-	265	294
	<u>265</u>	<u>-</u>	<u>265</u>	<u>294</u>
Premises costs				
Rent	1,980	-	1,980	-
	<u>1,980</u>	<u>-</u>	<u>1,980</u>	<u>-</u>
General administrative costs, including depreciation and amortisation				
Depreciation of	525	-	525	525
Bank charges	55	-	55	-
Equipment expensed	1,759	-	1,759	316
General insurances	477	-	477	488
Software, IT support and related costs	298	-	298	258
Stationery and printing	784	-	784	114
Subscriptions	40	-	40	-
Sundry expenses	811	-	811	-
Telephone, fax and broadband	113	-	113	50
	<u>4,862</u>	<u>-</u>	<u>4,862</u>	<u>1,751</u>
Legal and professional costs				
Audit/Independent examination fees fees	250	-	250	-
Accountancy and bookkeeping	992	-	992	945
Other legal and professional costs	300	-	300	321

Oakhill ASD Childcare  
Detailed Statement of Financial Activities

	<u>1,542</u>	<u>-</u>	<u>1,542</u>	<u>1,266</u>
Total of expenditure of other costs	<u>34,353</u>	<u>34,878</u>	<u>69,231</u>	<u>18,328</u>
Total expenditure	34,353	34,878	69,231	18,328
Net gains on investments	-	-	-	-
Net income	(19,882)	28,761	8,879	12,835
Net income before other gains/(losses)	<u>(19,882)</u>	<u>28,761</u>	<u>8,879</u>	<u>12,835</u>
Other Gains	-	-	-	-
Net movement in funds	<u>(19,882)</u>	<u>28,761</u>	<u>8,879</u>	<u>12,835</u>
Reconciliation of funds:				
Total funds brought forward	40,701	889	41,590	28,754
Total funds carried forward	<u>20,819</u>	<u>29,650</u>	<u>50,469</u>	<u>41,589</u>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees**

Oakhill ASD Childcare

**On accounts for the year  
ended**

31<sup>st</sup> March 2025

Charity no  
(if any)

1190841

**Set out on pages**

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

**Responsibilities and  
basis of report**

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date: 31/01/2025

Name:

Sandra Wise

Relevant professional  
qualification(s) or body  
(if any):

CIPFA

Address:

124 Beaumont Road, Birmingham, B30 2DX