



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1 st	April	2022		31 st	March	2023

Section A

Reference and administration details

Charity name

VICTORIA OUT OF SCHOOL CLUBS

Other names charity is known by

Registered charity number (if any)

1191354

Charity's principal address

C/o Victoria C.P. School, Junior Department

Poyser Street

Wrexham

Postcode

LL13 7RR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Jones	Chairperson and Registered Person	From 6 th September 2022	
2	Jitender Pal Singh Dhaliwal	Vice Chair		
3	Catherine McNamara	Treasurer	From 4 th October 2022	
4	Gavin Arnett	Secretary	21 st September 2022	
5	Beverly Jepson	Committee Member		
6	Deborah Eccles	Committee Member and School Head		
7	Nadia Giles	Committee Member	From 22 nd September 2022	
8	Julie Jones	Committee Member	21 September 2022	
9	Diana Tranter	Committee Member	From 21 st September 2022	
10				
11	Cheryl Spiers	Chairperson and Registered Person	Resigned in September 2022	
12	Georgina Farr	Treasurer	Resigned in October 2022	
13	Kate Cunningham	Secretary	Resigned in September 2022	
14				
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B

Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Elected by Trustees

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity’s organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees’ consideration of major risks and the system and procedures to manage them. 	<p>We provide out of school hours care for children aged 3 to 11 years. We are Registered with CIW to care for a maximum of 43 children at any one time. DBS checks are carried out prior to commencement of employment and carried out again in line with statutory requirements.</p> <p>All staff are committed to the Club by getting involved in many activities and ensuring they update their training on a regular basis in first aid, food hygiene, health and safety and Safeguarding children together with other courses relevant to the setting.</p> <p>All Trustees and Committee members are required to read our Code of Conduct for Trustees and Committee members and each sign a Statement of Acceptance. We are waiting for a Trustees and Committee members course titled Committee Rules and Responsibilities to become available and all committee members will attend which will be beneficial in supporting the Management and Staff in the continued successful running of our Club.</p> <p>We have recently signed up to Peninsula who are an award-winning HR, Employment Law and Health and Safety support experts, who ensure all our policies and procedures are all up to date and in line with CIW’s legal requirements.</p> <p>We are a member of Clybiau Plant Cymru Kids Clubs, AVOW (Association</p>
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of Voluntary Organisations in Wrexham), Wrexham Family Information Services and Early Year's Wales.

The Trustees, Committee members and Club Manager work closely to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the Club's activities and actual existence. We have daily Health and Safety checks in place which, are signed each day after checks have been made.

We create an environment that is:

- Safe and without risk to health
- Prevents accidents and cases of work-related ill health
- Use, maintain and store equipment safely
- Ensure that all staff are competent in the work in which they are engaged

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The aim of the Group is to provide accessible, affordable quality childcare for primary school age children out of school hours. We hope that our service will be able to support working families and those in education or training and support parents in need of respite. We also open on training days to support these families. We aim to provide a stimulating play environment where the children feel happy, safe, valued, and respected. We provide choice, independence, and development through a wide range of play opportunities.

We follow a three-week healthy menu for the children's snacks.

We operate an Equal Opportunity Policy.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

When planning our activities and compiling our annual Play Plan we take into account the Charity Commission's guidance on public benefit, this is discussed at our Trustees/Committee meetings.

Play is at the forefront of the setting allowing children to express and develop themselves giving them the time, space, equipment, and materials to allow them to do this. We have a quiet area with a comfy sofa, TV, a selection of children's DVD's and a large selection of books for those children who maybe tired after a day in school or just need a place to 'chill out' for whatever reason.

The play opportunities we offer cover the full spectrum of child development. They range from physical to creative including:

- Large selection of outdoor equipment, bikes, scooters etc
- Den building
- Football and Netball
- Tri golf
- Team games
- Large variety of Arts and Crafts
- Tabletop and board games, jigsaws
- Pool table
- Air Hockey table
- Baking

We also have off site trips these include the Zoo, Castles, Museums, Safari Park, Farms and Educational settings.

Children determine and control the content and intent of their play, by following their own instincts, ideas and interest, in their own way for their own reasons.

We aim to make our activity programme inclusive so that children of all abilities can take part.

The staff and Trustees take an active role in making sure that the Club comes up to the highest standards of performance through regular Meetings.

Additional details of objectives and activities (Optional information)

Parents and carers offer a range of contributions to club whether that be baking goods for fundraising cake sales, volunteering to help with fundraising events or donating any unused toys or equipment to club.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

APRIL – Easter Holiday club – Easter egg hunt, craft and activities.

MAY – Whit half term – crafts and activities – we held a fundraiser where the children stayed late one evening to have a ‘Pyjama party’ with party food and games’

JUNE – Summer display. Summer craft

JULY – Holiday club – seasonal crafts and Activities, weekly day trips, trips to the park etc. We held a fundraiser at the ‘Offa carnival’

AUGUST – Holiday club – seasonal crafts and Activities, weekly day trips, trips to the park etc

SEPTEMBER – Harvest/autumn display and ‘back to school’ snack.

OCTOBER –DIWALI – craft. HALLOWEEN - children made a ‘spooky’ craft display we had themed activities for Halloween.

NOVEMBER – Bonfire – Craft.

DECEMBER – Winter and Santa display. Christmas crafts, making cards, decorations home. Daily Christmas challenges/games.

JANUARY – New year display. St Dwynwens day craft.

FEBRUARY – Valentine’s Day craft and themed snack. – February holiday club activities and trips to the park.

MARCH –. Spring craft. Lots of outdoor playing on school playground and field.

Section E

Financial review

Brief statement of the charity's policy on reserves

Victoria Out of School Club's Trustees have agreed to keep a reserve of £30,000. The funds are held to cover 6 months operational costs in the event of a loss of income and to meet any unforeseen expenditure that may occur. The reserve is built up from the unrestricted income and the level of reserves required is monitored by the Trustees.

Details of any funds materially in deficit

NONE

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The £30,000 reserve is invested in a 32 Days' Notice Account

Fees paid by parents and also grants applied for and awarded.

Ensures we can still provide the children with a variety of different play opportunities.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	S Jones	J Dhaliwal
Full name(s)	Susan Jones	Jitender Dhaliwal
Position (eg Secretary, Chair, etc)	Chairperson	Vice Chair
Date		



Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2022

To

Period end date
31/03/2023

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					
CHARITABLE ACTIVITIES	74,784	-	-	74,784	78,718
FUNDRAISING	190	-	-	190	392
JRS GRANTS RECEIVABLE	-	-	-	-	-
RESTRICTED GRANT	-	-	-	-	750
DONATION FROM PREVIOUS CHARITY (bank)	-	-	-	-	41,688
DONATION FROM PREVIOUS CHARITY (cash)	-	-	-	-	100
HMRC (Maternity pay)	3,066	-	-	3,066	3,787
	-	-	-	-	-
Sub total (Gross income for AR)	78,040	-	-	78,040	125,435
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	78,040	-	-	78,040	125,435
A3 Payments					
WAGES (including pension contributions)	63,527	-	-	63,527	60,406
OTHER CHARITABLE COSTS	19,803	-	-	19,803	17,472
GOVERNANCE AND SUPPORT COSTS	2,192	-	-	2,192	1,378
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	85,522	-	-	85,522	79,256
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	85,522	-	-	85,522	79,256
Net of receipts/(payments)	(7,482)	-	-	7,482	46,179
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	38,648	-	-	-	7,531
Cash funds this year end	31,166	-	-	31,166	38,648

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Current account	1,566	-	-
	Deposit account	29,500	-	-
	Petty cash	100	-	-
	Total cash funds	31,166	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	-	-	-
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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)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

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
Susan Jones	Susan Jones	
Jitender Dhaliwal	Jitender Dhaliwal	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
VICTORIA OUT OF SCHOOL CLUBS

**On accounts for the year
ended**

31 MARCH 2023

**Charity no
(if any)**

1191354

Set out on pages

1 to 2 and pages 1 to 7 of the Trustees' Annual Report

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2022.

**Responsibilities and
basis of report**

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.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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.

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

Signed:

Date:

11/12/23

Name:

BRUCE ROBERTS

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

FCA

Address:

10 EDISON COURT

ELLICE WAY, WREXHAM TECHNOLOGY PARK

WREXHAM LL13 7YT

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.