

CHARITY NUMBER: 1199749

**PLASNEWYDD OUT OF SCHOOL CLUB
REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 AUGUST 2024**

Bevan Buckland LLP
Chartered Accountants
and Statutory Auditors
SWANSEA

PLASNEWYDD OUT OF SCHOOL CLUB
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FOR PERIOD ENDED 31 AUGUST 2024

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PLASNEWYDD OUT OF SCHOOL CLUB
TRUSTEE'S ANNUAL REPORT
FOR PERIOD ENDED 31 AUGUST 2024

Main purpose

Plasnewydd Out of School Club (POOSC) has been in operation for over 25 years. In 2022, we became a Charitable Incorporated Organisation (CIO).

POOSC's purpose is to provide high quality out-of-hours play activities and childcare for children in the Plasnewydd area at prices that parents can afford.

Our charitable objectives are: "To provide the necessary facilities for the daily care, recreation and education of children out of school hours and to advance the education and training of the persons in the provision of such care, education and recreational facilities.

We want each child who attends our setting, which is based in a local primary school (Roath Park), to feel welcome, seen and heard.

We facilitate a variety of accessible and inclusive play opportunities where children can explore their natural curiosity, use their imagination and develop friendships and trusted relationships in a safe space.

Over the years our diverse and intergenerational staff and trustees have brought and shared their diverse backgrounds, experiences and skills to support POOSC to continue providing affordable quality childcare and play opportunities in the Roath area of Cardiff for primary school aged children aged 4 -11 years.

The club Manager shares a copy of the Information Booklet with parents/carers. The Information Booklet includes copies of our policies and procedures so that parents can read through and be fully informed.

In relation to Safeguarding, the club Manager is the first point of contact for Safeguarding concerns, and we have a Trustee as a named Safeguarding Officer. POOSC has not made any Safeguarding referrals.

This report sets out our activities and achievements towards our purpose during the July 2023-August 2024 period.

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Activities and achievements

In the academic year September 2023 to July 2024 (accounts cover the period Sept 2023 to Aug 2024) we continued to provide after-school care and play opportunities for children from two local primary schools and welcomed 19 new children to the setting and 45 families in total over the course of the year.

Both primary schools have a high number of families from Global Majority Communities, and we ensure our provision is welcoming and accessible to all; however, it should be noted that our capacity is limited and we have a waiting list in operation for places Monday to Thursday.

One new member of staff joined the staff team and undertook their Level 2 in Playwork. Another member of staff completed a Transition to Playwork Training. Both training courses were delivered free by Clybiau Plant Cymru Kids Club and 3 out of 4 of our staff team now hold a Playwork qualification Level 2 or above.

Additional training undertaken by the staff team included Paediatric First Aid, Food Hygiene Level 2, Meeting the Healthcare Needs of Children and Young People in Cardiff and Clwb Hwb sessions on Anti-Racist practice.

Our club was selected as an example of good practice in an Anti-Racist Toolkit developed to support good practice for Early Years, Childcare and Playwork practitioners.

One of our team continues to work as a Community Mentor with Welsh Government to support their work in making Wales an Anti-Racist Nation by 2030.

The club Manager also attended the DARPL (Diversity and Anti-Racist Professional Learning) National Leadership Conference in Llandudno in June 2024.

This was an important and excellent opportunity for CPD, networking and accessing workshops from The Black Nursery Manager and Jamil Carly Campbell who have a wealth of lived experience of Early Years Childcare.

The setting is fortunate to benefit from a diverse, skilled staff team. Our staff members speak Arabic, Romanian, Spanish and Italian. We also include the use of incidental Welsh in the setting.

Amongst the families and children, a range of languages are spoken – including Italian, Tigrinya, French, Urdu, Romanian, Spanish, Dutch, Nepali, Mandarin and Greek.

Our aim is to facilitate a range of Play opportunities that support children's well-being and development though indoor and outdoor play activities.

Children contribute to the activity planning and we facilitate a combination of planned activities and free play or child led activities.

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We also include sessions that will enhance the children's experiences. In June last year the children took part in activities for Refugee Week where they designed postcards to welcome refugees to Cardiff. We also had an author come in to after-school club to share his story of fleeing his home country as a child with his family, seeking asylum in Cardiff and gaining their refugee status.

Other activities from external providers included a Yoga workshop for children, a visit from Animal Zone UK and a Circus not Skills Workshop.

Safeguarding – we have not had to report any safeguarding incidents, however the club Manager was informed of a Safeguarding concern in July 2024, this was documented accordingly and our Safeguarding Officer informed.

Regular meeting with the Board and staff team were held throughout the year. Policies were reviewed and we created a draft Anti-Racist Policy for the setting.

We maintain a good working relationship with the Headteachers of both schools and other members of the staff team. They are very supportive of the work we do.

Feedback from parents and children

Our successes are evident in the feedback we receive from parents and children:

“Thank you so much for’s birthday card. Such a lovely touch” - Email from a parent.

“The best thing is going outside” - Child aged 6.

“Twas the last Christmas sessions of after-school club, most of us parents making use of the hub.

The events they hold for kids in the hall, but mostly our son just wants to play football.

They had some animals and yoga too, the fun things they planned for the children to do.

The Playworkers in the yard where it's getting cold, hearing the laughter of the children which never gets old.

There they stand in the playground with a warm cup of Joe, saying to the children mind how you go.

The kids playing nicely in the playground, just waiting for their parents to take them homebound.

If it wasn't for your team most parents would worry, trying to get home in a mad crazy hurry.

We thank you for all the work that you do, helping us parents all the week through.

With that, it's almost time for Christmas cheer, with thanks from us, Merry Christmas and a Happy new Year.” - Poem from a parent December 2023.

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Our celebration of Chinese New Year 2024

Vegetable stir-fry for snack



We made Chinese dragon drums



Our Diwali 2023 tea light creations



Holi Festival March 2024



Eid April 2024



Diverse resources and craft activities



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Financial review

Reserves policy

We hold a minimum of £10,000 in free cash reserves, representing approximately one quarter of operating costs. We have very low liabilities, so this is felt to be an appropriate reserve.

In line with our policy, our reserves at the end of the financial year were £24,601.

Our budget and forecast show that we have sufficient income from fees to cover our costs and maintain our minimum reserves level. Modest fee increases have covered inflationary pay rises and we will continue to invest any surplus reserves in staffing and activities chosen by the children, as well as experimenting with some limited free provision for children who will benefit.

Sources of funds

Our principal source of income is fees paid for registration and daily attendance fees. These are set at as low a level as possible to make the club accessible (currently £9.50 for 2 hours).

Key risks

Our main risks are:

- **Staff turnover:** Our biggest asset is our staff as the Charity would not be possible without their contributions. To mitigate the risk, we pay in line with the real living wage, offer staff training and prioritise staff wellbeing.
- **Safeguarding:** Safeguarding risks are mitigated through a robust policy and practice, staff training and an expert Safeguarding trustee.
- **Loss of venue:** We rely on the school providing a hall for the setting. We have and maintain a strong relationship with the school and recognise the mutual benefits of our setting being placed in the school for parents and children.

Structure, governance and management

POOSC is a CIO with a signed constitution. Trustees are selected through an open recruitment process targeted at parents and the wider school community. Trustees and officer roles are appointed during quarterly Board meetings by existing trustees. Current trustees are the first trustees of the CIO established in 2022. Induction included reading the constitution and all the POOSC policies and procedures. They were also sent a link to information from the Charity Commission UK on the legal duties of trustees.

The POOSC Board has 4 trustees including a Chair, Treasurer, Secretary and Safeguarding Lead.

The charity runs from Roath Park Primary School, Penywain Road, Roath Park, Cardiff, CF24 4BB.

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TRUSTEE'S ANNUAL REPORT
FOR PERIOD ENDED 31 AUGUST 2024

Charity trustees

	Position	Appointed	Resigned
Susie Ventris-Field	Chair	22nd July 2022	
Martina Portanti	Treasurer	10th October 2022	
Laura Elizabeth McNutt	Safeguarding Lead	22nd July 2022	
Joanne Elizabeth Harris	Secretary	22nd July 2022	

Independent examiner

Michael Jones
Bevan Buckland LLP
Ground Floor, Cardigan House
Castle Court
Swansea Enterprise Park
Swansea
SA7 9LA

Declarations

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

Signed on behalf of the charity's trustees:



Date: 28 June 2025

Susannah Ventris-Field

Trustee/Chair

PLASNEWYDD OUT OF SCHOOL CLUB
INDEPENDENT EXAMINER'S REPORT
FOR PERIOD ENDED 31 AUGUST 2024

I report to the charity trustees on my examination of the accounts of Plasnewydd Out of School Club for the period ended 31st August 2024.

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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do 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.



Date: 28 June 2025

Michael Jones
Bevan Buckland LLP
Ground Floor, Cardigan House
Castle Court
Swansea Enterprise Park
Swansea
SA7 9LA

PLASNEWYDD OUT OF SCHOOL CLUB
RECEIPTS AND PAYMENTS ACCOUNT
FOR PERIOD ENDED 31 AUGUST 2024

	Unrestricted Funds	Total Funds	Last year
	to the nearest £	to the nearest £	to the nearest £
RECEIPTS			
Charitable Activities			
Playgroup fees	44,717	44,717	44,713
Total Receipts	44,717	44,717	44,713
PAYMENTS			
Charitable Activities			
Refreshments	1,714	1,714	1,659
Resources	875	875	884
Wages	32,162	32,162	28,734
Rent	3,800	3,800	3,534
Insurance	527	527	733
Training	31	31	263
Admin	307	307	321
Sundry	85	85	483
Governance Cost			
Professional fees	1,699	1,699	904
Total Payments	41,200	41,200	37,515
Net of Receipts/(Payments)	3,517	3,517	7,198
Transfers Between Funds	-	-	-
Cash Funds Last Year End	21,084	21,084	13,886
Cash Funds This Year End	24,601	24,601	21,084

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STATEMENT OF ASSETS AND LIABILITIES
FOR PERIOD ENDED 31 AUGUST 2024

	Unrestricted Funds	Total Funds	Last Year
	to the nearest £	to the nearest £	to the nearest £
ASSETS			
Cash Funds			
Cash at Bank	24,378	24,378	20,933
Cash in Hand	223	223	151
Total Cash Funds	24,601	24,601	21,084

These accounts were approved by the trustees on 28 June 2025 and signed on their behalf by



Susannah Ventris-Field
Trustee/Chair