



Woodpeckers
Out of School Club

Annual Report
2019-2020
and 2020-2021

Whitchurch Primary School
Erw Las
Cardiff, CF14 1NL

Annual Report compiled by the Woodpeckers Committee Chair
July 2021

Woodpeckers is a registered charity
Registered number: 1042261

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1. Report from the Chair

Chair's Report 2019-20 and 2020-21

This Annual Report covers two financial years as due to the unanticipated closure of Schools in Wales and therefore the Club other priorities took over and we were unable to hold an AGM in 2019-20.

It's been an eventful 2 years, overshadowed in the main by the events which overtook us all in March 2020, leading to temporary closure of the club. However, I think it is important that we also take some time to remember some other key activities and events during this time as well as celebrating the successes of the club in maintain a service under ever changing and increasingly difficult conditions. This is of course thanks to the dedication and willingness of staff to return to work and ensure that the play space in Woodpeckers as well as being as safe as possible still managed to offer a fun and stimulating environment for the children.

2019-20

Early 2019 began with ongoing discussions with the School about the future of Woodpeckers with the School considering the future of the Site and considering plans to build a new facility. In early 2019 there was some more clarity about future plans and the School confirmed they now had no immediate plans to change the buildings on the site or to change the agreement in place with Woodpeckers and we were able to look more towards the future and development of the club.

Woodpeckers is however keen to maintain a dialogue with the School to discuss any future developments in this area. Sian continued to act as Club Manager from early 2019 to early 2020, with Cathy on Adoption Leave. Cathy returned from Adoption leave at the start of 2020.

In early 2020, the Committee discussed the future of the infant hut, given necessary maintenance and concerns about the remaining life of the building and whether there may be a need in the medium term to reduce club numbers and move away from using the infant hut. No firm decision was made at this point, but a watching brief was agreed to ensure that the hut remained suitable for use by the Club and plans to adjust numbers if needed were considered.

Club attendance numbers were lower than in previous years at the start of 2020 with some places not filled due to some uncertainties around the future of the club.

By the middle of the year there seemed to be a more positive outlook, with the School clear that there were no immediate plans for changes to the Woodpeckers space and we were able to look more towards the future and development of the club. Expenditure on some new play equipment, seating area and upgrading the hard play surfaces were made to maximise the usable space for the children.

All changed in March 2020 with the club having to significantly change focus as the School closed to the majority of pupils due to Covid-19 pandemic. At the time I don't think any of us were aware quite how long the closure might last and were initially planning for a few weeks or a couple of months. Cathy as Club Manager was very keen to continue to offer a wrap around service to children of key workers who were still attending the School. This continued for several weeks with staff working within this, willing to continue work to support these children and parents in very uncertain and often worrying times. The committee and parents are very appreciative of this service offered as such a difficult time.

Once the School childcare “Hub” was more established, the service for key workers from Woodpeckers was no longer required and all staff were furloughed and the club was closed. This continued until the end of the Summer term. Due to reserves accumulated over previous years the Club was thankfully in a position to be able to “top up” the 80% furlough pay received from the Government Scheme to continue to pay full pay to all salaried staff.

2020-21

Holiday Club was not able to open fully in the Summer 2020 due to ongoing Covid restrictions, but a limited Holiday club provision did run and huge thanks is due to staff for stepping up and running the club throughout this time in difficult and uncertain times. News towards the end of the Summer indicated that Schools and childcare setting would be able to reopen in September 2020. With guidance from the Kids Club, Cathy and Sian put a huge amount of effort into planning a safe return for the children, working within the government guidelines at the time to put in place a system to keep groups of children separate where possible to minimise risks or transmission as well as the number of children who would need to isolate if there was a positive case reported. Staff went above and beyond during this time to plan and implement the new approaches, taking in their stride the need to now use PPE for many activities and continue additional cleaning.

Throughout the Autumn term the club continued to operate as normally as possible offering wrap around care to a large number of children. During this time the necessity for isolation of any close contacts or bubbles of children due to known contacts at Woodpeckers has been minimal.

In December we again faced a new challenge with the situation in the country moving again towards a second lock-down with Schools closing at the end of the Autumn term, which reopening dates uncertain. As the closure continued into the Spring term, staff were again returned to furlough as Woodpeckers was unable to open. Again the Club was able to ensure that all staff received full pay during this time. February Holiday Club was offered to Woodpeckers children and during February wrap around care was again offered to children using the School Hub

With Schools reopening in March 2021, Woodpeckers Holiday clubs was able to return for the Easter holidays 2021 for Woodpeckers Children as well as welcoming back most children to the wrap around care. After Easter with Schools opening to all children again, Woodpeckers was able to return to a more “normal” set up as the year progressed with fewer restrictions and children able to mix with each other more fully. Holiday Club in May half term was opened up to WPS children outside of woodpeckers for the first time in over a year. Strangely this was now becoming “normal” for the children and although enhanced cleaning regimes and other safety measures continued, Woodpeckers life for most children returned as closely as possible to the experience of a normal year.

This time also saw a significant amount of maintenance work carried out on the site by the School fixing a number of ongoing issues which were impacting the experience for staff and Children

As we approach the Summer break, with Holiday Club proving very popular and fully booked for the Summer we can look ahead and hope for a return to a more normal year in 2021-22. Welsh Government guidance to Schools and childcare seems to be proposing reducing restrictions further and we can hope that we can return to normal and spend time focusing on other things in the coming year!

The success of Woodpeckers over the past 18 months moving from closure to opening in changing and challenging conditions is a testament to the fortitude, support and forbearance of the staff who have been absolutely essential in delivering as normal an experience as possible for our children. The Committee would like to thank all of the staff for their efforts this year and for placing the wellbeing and happiness of the children at the centre of all planning and delivery.

Catherine Bushell
Chair Woodpeckers Management Committee
July 2021

2. Woodpeckers 2020-21: A summary of the year

Date	Activity
September 2020	Welcomed all children (although staggered back to club)
October 2020	Holiday Club ran for Woodpeckers children only
December 2020	- saw a further fire break with schools and Woodpeckers remaining open although we then closed early on the 15 th December along with the school with cases increasing.
January 2021	Children did not return to school until after the February half term
February 2021	Only foundation phase children returned to school / Woodpeckers. We offered our service of wrap around to any Woodpeckers children using the school hub. February Holiday Club was offered to Woodpeckers children only.
March 2021	This month we welcomed all our children back to Woodpeckers has schools started to return to some normality.
April	Easter Holiday Club ran for Woodpeckers children only.
May 2021	Holiday Club ran offering places to Woodpeckers children and pupils from Whitchurch primary School from the first time since pre pandemic times.
June 2021	Guidance was updated to allow more children to mix outside. Children in Woodpeckers After-School Club were now able to mix together outside (infants and junior children) could now use all of the outdoor area freely.
July 2021	Holiday Club has been offered to all children for the first time since pre pandemic times. Holiday club booking to date is almost completely full.

3. Committee membership:

Catherine Bushell	Chair	
Jenny Barnes	Secretary	
Phil Evans	Treasurer	

Pip Thomas	Committee Member	
Cathy Martinson	Club Manager	
Sian Burnett	Deputy Club Manager	
Laura Beckham	Committee Member	
Rishii Dhillon	Committee Member	
Eirini Messaritaki	Committee Member	

3.1 Committee Update

Catherine Bushell continued in the role of Chair and Jenny Barnes as Secretary.
 Phil Evans took up the role of Treasurer
 Pip Thomas and Rishi Dhillon joined the committee
 Vanessa Thomas left the committee

Woodpeckers Out of School Club Statement of purpose

Woodpeckers are a Breakfast, After-School and Holiday Club located in Whitchurch Primary School in Whitchurch Cardiff.

The club was formed in September 2012 due to the closure of Eglwys Newydd Primary School and Eglwys Wen Primary school; both previous schools had existing provision, so demand was high in the new school. The club is held on the previous site of Eglwys Wen.

The Woodpeckers club is registered with The Care Inspectorate Wales (CIW). According to the requirements laid down by the children's act 1989. The venues are fully insured and run by experienced, qualified staff on a minimum ratio of 1:8 for children up to 12 years.

The Breakfast Club is registered to take a maximum of 48 children. The After-School Club is registered to take 88 children and the Holiday Club can take up to 40 children.

We are based in two demountable classrooms. The larger double demountable holds the Breakfast Club, After-School Club for the juniors and the Holiday Club. The smaller single demountable holds the After-School Club for the infants.

The club during term-time is open from 7:45am - 9am for Breakfast Club and 3:15pm - 6pm for infants and 3:30pm - 6pm for juniors in the After-School Club.

Holiday Club is open from 8am - 6pm on half term holidays, Easter Holidays and four weeks of the Summer Holiday. Half day cover is also provided.

The club also offers full day care on most school inset days which is 8am - 6pm.

Both boys and girls between the ages of 4 -11 years are cared for in a safe and stimulating environment until collected and signed out by a parent, guardian or another nominated adult known to the staff.

A daily register is taken and kept. Children's records and information are kept in secure files detailing each child's individual needs and emergency contact numbers. Parents complete a registration form and contract before their child starts in the Woodpeckers Club. They are also provided with an up to date parent's handbook.

The aims of the club are to provide a wide range of activities and games that all children can enjoy and participate in whether they are free play or they can join in with set activities.

Children in the After-School Club are on their individual bases at register time and snack time and then they are free to choose between both huts and the outdoor area.

Staff are based on a rota basis in each hut so ratios are always maintained.

The outdoor area is a large garden area with a playground tarmac Safety flooring area & grass areas. There is also under shelter areas which children can use if

raining. A wide range of outdoor toys are available to the children and Woodpeckers have their own shed for safe keeping of outdoor toys.

Other activities include Arts and Craft which is set up in each hut daily, Board Games and Puzzles, Construction Toys, Music, Puppet Theatre, Home Corner, Dolls and Prams, Tool Station, Hama Beads, Lego, and much more.

We have a separate games room in the junior hut for larger games including a pool table, air hockey, and table football. This room can also be used for TV/games console activities in bad weather.

Also available in the larger hut is a room set aside as a library/quiet room. In here children can read, play quiet games, have a rest or have help with homework.

The children are cared for and supervised by English speaking staff, however we do endeavour to incorporate the Welsh language where possible. In addition to this the club does have some books written in Welsh and some Welsh posters. The Welsh language is encouraged and supported in the Woodpeckers Club.

The Woodpeckers further aims to provide a welcoming and supportive environment for all children, parents, and staff. Where possible, the club will aim to provide adaptations to the facilities in order to cater for individual special needs.

The Woodpeckers Club is run by a Voluntary Management Committee made up of the Manager of the Club, Deputy Manager and parents whose children attend the club.

The club is a registered charity, and abides by the charity commission. Charity number 1042261

Parents are automatically entitled to join the committee at any time if they have a child attending any part of the club.

Prices at the club are kept to a minimum and are reviewed regularly by the management committee.

Breakfast club costs £3.70 per session (early breakfast start at 7:45am) or £3.50 per session (start at 8am) After-School Club is £8 per session.

Holiday Club costs £20 for full day care 8am – 6pm or £10 for half day 8am – 1pm or 1pm – 6pm.

Parents will be given an invoice for payments on a half term basis and a four week notice is required for termination of places.

The Woodpeckers club accepts all childcare vouchers, cheques, payments made through the bank or cash payments.

There are three registered persons at the club one of whom is also the Out of School Club Manager.

The Out of School Club Manager Cathy Martinson can be contacted daily on 07786908242

All of our policies and procedures can be found in the Parents handbook. Policies and procedures are reviewed at least annually as part of our review of the service.

The Woodpeckers club as a complaints procedure which is in the Parents handbook however if you wish to contact our registering authority their address is:
Care Inspectorate Wales

CIW

Welsh Government

Tel 03007900126

Rhydycar Business Park

Fax 0300 062 8548

Merthyr Tydfil Email

ciw.southeast@wales.gsi.gov.uk

CF48 1UZ

Updated March 2020

5. Staff Update

Thank you to you all for your continued commitment and hard work over a very challenging year. Woodpeckers could not have continued to provide its valuable service to parents and children especially to the children of key workers when the School Hub was open, without the support and dedication of staff. A special thank you to Cathy and Sian for their leadership, interpretation of guidance, planning and changing plans and ensuring that Woodpeckers remained a welcoming and safe place for the children attending.

During 2020 Yvette Robertson and Olivia Jago left Woodpeckers for full time employment.

Over the last year we have welcomed two new staff members to the Play Worker team Layla Skeggs and Emma Workman.

5.1 Training

The Club has a strong policy of maintaining staff skills and continuing to develop their expertise. Staff must attend the 5 courses set out by the CSSIW for best practice approximately every 3 years. These are First Aid, Child Protection, Positive Behaviour Management, Food Hygiene & Health and Safety. Certificates are awarded to those that attend and pass the course; these are held on their personal files.

Staff have not been on any training courses over the last year due to the pandemic however this is hoped to change with Courses due to offered from September 2021 onwards.

7. Treasurer's report

A verbal report will be provided by the treasurer at the AGM - written report to follow.

THE WOODPECKERS CLUB

REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 2020

REGISTERED CHARITY NUMBER: 1042261

A. P. Baker and Co

Chartered Accountants

THE WOODPECKERS CLUB

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2020

£ £

INCOME & EXPENDITURE

Income Resources

Fees Received		144,689
Bank Interest received		256
		<u>144,945</u>

Resources Expended

Salaries	112,561	
Rent	13,980	
Insurance	656	

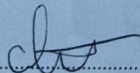
Food and Refreshments	6,096
Telephone, Broadband & Parent mail	1,282
Repairs and Maintenance	2,222
Printing, postage and stationery	1,204
Sundry Expenses	866

THE WOODPECKERS CLUB

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST MARCH 2020

	£
<u>Current Assets</u>	
Debtors	647
Bank Deposit Account	55,863
Bank Current Account	51,852
Petty cash	<u>237</u>
	108,599
 <u>Liabilities due within one year</u>	
Creditors and Accruals	<u>6,589</u>
Balance as at 31 st March 2020	£ <u>102,010</u>
 <u>Held for the Charity's own use</u>	
Accumulated Fund	
As at 31 st March 2020	£ <u>102,010</u>

The financial statements on pages 1 and 2 were approved by the Management committee on 19th August 2020 and were signed on their behalf by: -

.......... Cathy Martinson



Independent examiner's report on the accounts

Section A: Independent examiner's report

Report to the trustees/ members of	Charity Name THE WOODPECKERS CLUB	
On accounts for the year ended	31-3-20	Charity no (if any) 1042261
Set out on pages	ONE - TWO <small>(remember to include the page numbers of additional sheets)</small>	

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

