



**Woodpeckers**  
**Out of School Club**

**Annual Report**  
**2021-22**

Whitchurch Primary School  
Erw Las  
Cardiff, CF14 1NL

Annual Report compiled by the Woodpeckers Committee Chair  
June 2022

Woodpeckers is a registered charity  
Registered number: 1042261

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## **1. Report from the Chair 2021-22**

This past year has provided the club with the opportunity to get back to a more “normal” year after the major impact of the pandemic in the previous two years. With covid-related restrictions mostly lifted at the start of the year, the club was back to running almost as usual.

During the Summer of 2021 the Holiday Club ran as usual. It was not unfortunately possible to offer all of the usual trips and activities, due to restrictions on large groups at many venues, but thanks to the planning of the Woodpeckers staff, the children did have trips to Cosmeston Lakes and Mountain View Ranch.

Throughout the Autumn term the club continued to operate as normally as possible offering wrap-around care to a large number of children, including new intakes from the waiting list. Even with Covid-19 still an ongoing concern, the Club was able to remain open throughout the year. Parents were diligent in informing the club of any positive cases and ensuring that isolation guidance was followed and any spread was minimised.

Holiday Club in October half term was popular, though activities remained local to Woodpeckers without longer trips offered. In January concerns around the Omicron variant led to a slightly delayed reopening of the School after Christmas and therefore Woodpeckers, though this year thankfully only 2 days rather than several months!

Woodpeckers Management Committee was very pleased to welcome three new members in November with two members also leaving the committee.

Both half terms and Easter Holiday clubs again proved popular with busy weeks being delivered, though due to the Jubilee Bank Holidays only 3 days were offered at May half term. Woodpeckers has also continued to provide holiday club care for the inset days throughout the year.

As we approach the Summer, with Holiday Club shortly to be offered to children and the anticipation that this provision will again prove popular and book up fast. The Committee has taken the decision to increase the Holiday Club fees, which have been static since before the pandemic. This is to ensure that the club income is able to keep up and cover increasing costs across all expenditure.

Although 2021-22 has been far less disrupted both for staff and children than the previous year, it needs to be highlighted that this is in no small part due to the hard work and dedication of the Woodpeckers staff under the leadership of Cathy and Sian. The Committee’s thanks go out to you all. The Children have been able to get back to their usual diet of play, fun and wearing themselves out, unaware that 2021-22 was anything other than a usual year! 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.

With several long standing committee members sadly stepping down at the end of this academic year, I would like to say a big thank you to Eirini Messaritaki, Phil Evans, Treasurer and especially to Jenny Barnes who has cheerfully undertaken the Secretary role and been a great support to me as Chair for the past few years.

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

Date	Activity
September 2020	We started the school year with less covid restrictions and were looking forward to a more 'normal' time. Face masks were still mandatory in childcare settings.
October 2020	Holiday club ran successfully with several new children joining.
November/December 2020	We were made aware of the new omicron variant of Covid at this time. Face masks remained in place and number children were absent. Staff members had their booster vaccinations. We were all relieved to end the term for Christmas still open safe, and all children Christmas presents had gone out!
January 2021	Schools were delayed opening to allow for planning measures for further home learning if required. Woodpeckers completed a full risk assessment at this time however all our protective measures had remained in place. The term started on Thursday 6 <sup>th</sup> January.
<b>February 2021</b>	Covid calmed during this month however we were then ordered to close on Friday 18 <sup>th</sup> February due a rare red weather warning of a storm. This would have been a school inset day which we had planned to open for. The Inset day was re-scheduled for in June. Holiday Club was open with both weather and Covid being calm.
March 2021	Face to face training was allowed to resume with limited numbers. Sian Williams and Katie Evans updated their pediatric First Aid two-day course this month.
April	Easter Holiday Club was well attended, and Woodpeckers children enjoyed a chocolate treat for an Easter gift.
<b>May 2021</b>	Cathy, Elaine Price, and Elaine Wright updated their food hygiene certificates.

June 2021	Work started on clearing our broken decking area ready for a new surface area for the children. Holiday Club opened for the three days and closed for the Jubilee bank holidays Children enjoyed lots of Jubilee celebrations including a Jubilee Garden party.
<b>July 2021</b>	Cathy and Sian Burnett will update their pediatric first aid this month. Planning will start for a Summer Holiday Club programme.

### 3. Committee membership:

Catherine Bushell	Chair	
Jenny Barnes	Secretary	
Phil Evans	Treasurer	
Cathy Martinson	Club Manager	
Sian Burnett	Deputy Club Manager	
Laura Beckham Louise Price Darren Stacey Karen Dawson-Morris Eirini Messaritaki	Committee Members	

#### 3.1 Committee Update

Catherine Bushell continued in the role of Chair and Jenny Barnes as Secretary. Pip Thomas and Rishi Dhillon left the committee and the Committee thanks them for their support and input during two very difficult years.

Karen Dawson-Morris, Louise Price and Darren Stacey were welcomed to the committee as new members.

## **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 Woodpeckers staff for your continued commitment and hard work over another challenging year. A special thank you to Cathy and Sian for their leadership, interpretation of guidance, planning and ensuring that Woodpeckers remained a welcoming and safe place for the children attending.

### **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.

There has been some delays in training progression in the past two years due to the impact of the pandemic on the ability to access courses, but the club is pleased that staff training has now recommenced.

During the year the following training was completed or is planned:

March 2022: Sian Williams and Katie Evans updated their pediatric First Aid two-day course.

May 2022 Cathy Martinsen, Elaine Price, and Elaine Wright updated their food hygiene certificates

July 2022: Cathy and Sian Burnett plan to update their pediatric first aid this month

## **7. Treasurer's report**

### **Report and statement for the year 2020-21 and update for 2021-22**

The Woodpeckers Committee present the Financial Report at this meeting; for the accounts year ending 31<sup>st</sup> March 2021. It is worth noting that this period included a significant period of closure and furlough of staff from end March 2020 until the club reopened in Summer 2020.

For the financial year ending 31<sup>st</sup> March 2021 the committee continued with existing financial commitments, including continuing with existing lease commitments

Total Income for the year 2020-21 was £57820. This included grants of £6322.

£49504 was spent from unrestricted funds on salaries for the club staff. There was limited spend in this year on equipment and maintenance due to the need to focus on safety and adherence to the relevant Covid restrictions.

The net result for the year was a net loss of £6425. The club holds sufficient reserves to cover this loss currently. The management committee will maintain an oversight of the outgoings and fee income over the coming year to consider whether there is a need to raise fees in the short term, however it is likely that any loss can be covered by the current surplus in the short term.

The closing balance held by the charity was £95,585 as at March 2021. The Charity is required to hold reserves of at least 3 months outgoings for a "normal" year. This is held to smooth out fluctuations in cash flow and to meet emergencies. Financial modelling carried out by the Treasurer and considered by the Committee anticipates rising costs will erode these funds and therefore this is maintained as contingency for increasing costs year on year and the risks identified later in this report.

No increase to fees have been implemented in this period

### **Reserves Policy**

It is Woodpeckers' policy, and a requirement of the Charities Commission to keep unrestricted funds, which equates to at least three months payments.

### **Future Risk areas for 2022**

- Increasing inflation will impact all outgoings for the club including heating and food costs.
- The possibility that the School will seek to raise the rent for the current premises.
- Ongoing risks of the current buildings reaching their end of life and needing replacement. Woodpeckers in reliant on the School as the landlord for any consideration of changes to or replacement of the structure of the buildings.

The Committee will seek to restart a dialogue with the School to consider options for the future to pre-empt any need for change, given the likely limited life span of the current buildings.

### **2021-22 Financial Year**

A pay award was offered to all staff of at least 6% in April 2022 recognising the rising cost of living affecting all staff. Those staff on the Play Worker grade had their pay raised by a higher percentage to ensure that the hourly rate was raised in excess of the national living wage.

**To be read with this report:** Independent Auditors Report 2020-21

**THE WOODPECKERS CLUB**

**REPORTS AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31<sup>ST</sup> August 2022**

**REGISTERED CHARITY NUMBER: 1042261**

**A. P. Baker and Co**

**Chartered Accountants**

THE WOODPECKERS CLUB  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2022

	£	£
<u>INCOME &amp; EXPENDITURE</u>		
<u>Income Resources</u>		
Fees Received		201,183
Grants and Subsidies		11,853
Job Retention Schedule Income		4,110
Bank Interest Received		8
Other Trading Income		<u>450</u>
		217,604
 <u>Resources Expended</u>		
Salaries	169,722	
Rent	20,100	
Insurance	722	
Equipment Toys and Crafts	3,558	
Food and Refreshments	5,886	
Telephone, Broadband & Parent mail	705	
Repairs and Maintenance	1,105	
Printing, postage and stationery	1,363	
Sundry Expenses	2,546	
Heat and Light	4,104	
Accountancy	1,200	
Book-keeping Fees	395	
Staff Training	200	
Trips	1,245	
	<u>          </u>	
		<u>212,851</u>
Profit for the Year		4,753
Balance brought forward 1 <sup>st</sup> April 2021		<u>95,585</u>
Balance carried forward 31 <sup>st</sup> August 2022		£ <u>100,338</u>

THE WOODPECKERS CLUB

STATEMENT OF ASSETS AND LIABILITIES AS AT 31<sup>ST</sup> AUGUST 2022

£

Current Assets

Bank Deposit Account	55,941
Bank Current Account	52,944
Petty cash	<u>99</u>
	108,984

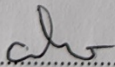
Liabilities due within one year

Creditors and Accruals	<u>8,646</u>
Balance as at 31 <sup>st</sup> August 2022	£ <u>100,338</u>

Held for the Charity's own use

Accumulated Fund	
As at 31 <sup>st</sup> August 2022	£ <u>100,338</u>

The financial statements on pages 1 and 2 were approved by the Management committee on 24<sup>th</sup> January 2023 and were signed on their behalf by: -

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



Section A Independent Examiner's Report

Report to the trustees/ members of THE WOODPECKER CLUB

On accounts for the year ended 31st AUGUST 2022 Charity no (if any) 1042261

Set out on pages 1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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: A.P.A. Date: 24/1/23

Name: MR A.P. BAKER

Relevant professional qualification(s) or body

CHARTERED ACCOUNTANT

(if any):

Address:

493 A CAERPHILLY ROAD  
RHWIRINA  
CARDIFF CF14 4SN

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.

[Empty rectangular box for disclosure details]