



Woodpeckers
Out of School Club

Annual Report
2022-23

Whitchurch Primary School
Erw Las
Cardiff, CF14 1NL

Annual Report compiled by the Woodpeckers Committee Chair
June 2023

Woodpeckers is a registered charity
Registered number: 1042261

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Report from the Chair 2022-2023

The end of this academic year has brought some significant changes to Woodpeckers. Catherine Bushell ended her term as chair and stepped down from the committee with her youngest moving to High school. The committee thanks Catherine for all the help and support given to the club over the years. I have taken over the role of Chairperson with support from the Club and Deputy Managers (Cathy and Sian) and other committee members. We have welcomed two new members onto the Committee this year and we would like to thank all our members both new and old for their support, committee support from our parents is very important for the running of the club.

This was the first year of normal operation following the global pandemic, but unfortunately saw us in a cost-of-living crisis instead. As a charity we have tried to keep our fees low, and we remain extremely competitive compared to other clubs and childcare providers in the locality. The popularity of the Club, including an extensive waiting list, remains encouragingly strong which is a testament to the high quality of care provided by the dedicated staff, who work hard to care effectively for our children.

Our holiday club continued to be a great service to our parents, it also allows attendance from children who are not regular members of Woodpeckers as it is open to the whole school on a first come first served basis, after a priority booking period. Rising costs meant we did not offer off-site trips as booking coaches and activities has proved too costly and instead, we have focused on activities and entertainment on the club site. The staff have worked hard to provide an exciting and varied programme of activities within the club itself. This has proved to be a success with both children and parents. During the October half term holiday club, the children really enjoyed taking part in lots of traditional Halloween activities, fancy dress and cooking. Easter saw lots of chocolate themed activities culminating with a traditional Easter egg Hunt.

In March, the Club saw the arrival of the 'Play shack'. This was provided by the council to facilitate more traditional outside play. It is a metal shack placed in the outside area which stores 'loose parts'. Loose parts are materials that can be moved, carried, combined, redesigned, lined up and taken apart and put back together in multiple ways. Materials include crates, tubes, sticks, stones, unused building materials, pinecones, natural materials, household items, etc. The benefits of loose part play are children using their imagination to make structures. A sense of adventure in the outdoors, problem solving and solution making. The children have thoroughly enjoyed this more traditional type of play in our excellent outdoor area. This addition to the Woodpeckers Garden has made a massive impact on the way the children play as it leads to a more traditional type of play rather than, leaning towards technology.

I would like to take this opportunity to thank all the staff for their continued hard work, patience and dedication to the children of Woodpeckers. They continue to support our children and keep them happy whilst in their care.

The committee and staff members are continually looking for opportunities to improve the Club and look forward to the changes and building on another successful year with the children at the heart.

Michelle Carolan
Chair Woodpeckers Management Committee
June 2023

2. Woodpeckers 2022 - 2023: A summary of the year

Date	Activity
September 2022	We started the school year with a new intake of children. All children settled well quickly. Woodpeckers did not open for the inset days on the 4 th and 5 th , as these days were used for a deep clean and tidy up in preparation for the new academic year. There were a few changes to staff to start the year. We closed on 19 th for the Queen's funeral.
October 2022	Cathy M and Sian B attended a Pediatric First aid Course. There was an Inset Day on October 10 th . We had a busy day with many children in attendance. The school had a Flu Immunization for the children.
November/December 2022	A busy Holiday club at Half term which involved Halloween and Bonfire Activities. Leanne W attended a Child Protection course. Preparations for Christmas began with the decoration of both huts by the children. Cari W is finalizing her Playwork qualification. A new member of staff was welcomed to the team as a 1:1 support. All children received a Christmas Present.
January 2023	The term started on Tuesday 10 th January. There have been a few staff changes to start the year. Staff have been successfully inducted into the team.
February 2023	The school proposed some strike days for teachers, thankfully they were cancelled. February holiday club was a success. We had a delivery of our 'Play shack' provided by the Council with 'loose parts' which really enhanced the play experience for the children in our outside area. Katie E embarked on her Transition to Playwork level 3 with lots of enthusiasm!
March 2023	We had our first Play Shack training from the Council, it gave us ideas how to get the most benefit from the shack and underlined how important frequent replenishing the parts is for maximum benefit.
April 2023	The Easter holidays fell in the first week of April, we had a fun time in holiday club with an Easter egg hunt, lovely craft activities and lots of fun. There was an Inset day on Friday April 28 th demand was low, so we did not open.
May 2023	We had a delivery of 'loose parts' from the Council to fill our very successful Play shack.
June 2023	Cathy M hands in her notice and preparations begin for Sian B to take over as the new manager.
July 2023	Catherine Bushell ends her term as Chairperson and Michelle Carolan becomes the new chairperson. We say goodbye to our long attending Year 6 Children with a week of treats. Preparations begin for our busy summer holiday club.

3. Committee membership:

Catherine Bushell Michelle Carolan	Chair	
Louise Price	Secretary	
Sadie Lowman-Jones	Treasurer	
Cathy Martinson	Club Manager	
Sian Burnett	Deputy Club Manager	
Darren Stacey Louise Price Karen Dawson-Morris Michelle Carolan Simon Geeves	Committee Members	

3.1 Committee Update

Catherine Bushell ends her term as Chairperson and Michelle Carolan takes up the role. New committee members are welcomed, Sadie Lowman -Jones and Simon Geeves. Sadie Lowman-Jones becomes Secretary later in the year.

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 successful 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. Emma W left in September 2022 and was replaced by Caroline M. Also, Cari W joined the team. Chris W left in December 2022. Leanne W transferred from being a 1:1 support to a playworker and Thomas P joined us as a one-to-one support.

5.1 Training

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

Currently all staff are up to date with these courses. Looking to the future we endeavour to get all the staff presently at Woodpeckers working towards a Play qualification, which will really enhance the club.

6. Treasurer's report

Report and statement for the year 2022-23 and update for 2023-24.

The Woodpeckers Committee present the Financial Report at this meeting; for the account's year ending 31st Aug 2023.

For the financial year ending 31st Aug 2023 the committee continued with existing financial commitments, including continuing with existing lease commitments.

Total Income for the year 2022-23 was £154,084

£166,164 was spent from unrestricted funds on salaries for the club staff.

The net result for the year was a net loss of £12,080

The closing balance held by the charity was £88,258 as of August 2023.

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.

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.

During this period (2022-23) fees have increased for the first time since September 2019 to cover rising costs & wage increases.

To support all staff in the cost-of-living crises a one-off bonus was paid in December 2022.

A pay increase of at least 6% was awarded in April 2023 recognising the rising cost of living. 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.

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 2023

- 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 is 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.

2023-24 Financial Year

September 23, fee increases again to cover ever increasing costs.

Term time wrap around fees to increase by +4%, along with Holiday Club increasing to £30.00 from October 23. From July 24, holiday club fees to increase to £35.00 for a full day, and £16.00 to £18.00 for a half day, which given competition prices still offers great value.

A pay increase of 8% in April 2024 recognising the rising cost of living and ensuring that all play workers' wages are higher than the living wage.

The financial position remains tough at the club, with the ever-rising costs.

To be read with this report: Independent Auditors Report 2022-23

THE WOODPECKERS CLUB

REPORTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST August 2023

REGISTERED CHARITY NUMBER: 1042261

A. P. Baker and Co

Chartered Accountants

THE WOODPECKERS CLUB
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2023

	£	£
<u>INCOME & EXPENDITURE</u>		
<u>Income Resources</u>		
Fees Received		143,782
Grants and Subsidies		9,953
Bank Interest Received		<u>349</u>
		154,084
 <u>Resources Expended</u>		
Salaries	128,496	
Rent	13,920	
Insurance	750	
Equipment Toys and Crafts	2,873	
Food and Refreshments	5,140	
Telephone, Broadband & Parent mail	369	
Repairs and Maintenance	6,062	
Printing, postage and stationery	376	
Sundry Expenses	3,171	
Heat and Light	3,302	
Accountancy	1,050	
Book-keeping Fees	475	
Staff Training	180	
	<hr/>	
		<u>166,164</u>
Deficit for the Year		(12,080)
Balance brought forward 1 st September 2022		<u>100,338</u>
Balance carried forward 31 st August 2023		£ <u>88,258</u>

THE WOODPECKERS CLUB

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2023

	£
<u>Current Assets</u>	
Bank Deposit Account	56,289
Bank Current Account	32,858
Petty cash	<u>161</u>
	89,308
 <u>Liabilities due within one year</u>	
Creditors and Accruals	<u>1,050</u>
Balance as at 31 st August 2023	£ <u>88,258</u>
 <u>Held for the Charity's own use</u>	
Accumulated Fund	
As at 31 st August 2023	£ <u>88,258</u>

The financial statements on pages 1 and 2 were approved by the Management committee on 3rd April 2024 and were signed on their behalf by: -

..... Sian Burnett



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Woodpeckers Club

On accounts for the year ended

31st August 2023

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

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.B.

Date:

3rd April 2024

Name:

Anthony P. Baker

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

Chartered Accountant - ICAEW

Address:

493A Caerphilly Road

Cardiff

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.

