# Trustees' Annual Report for the period

| From | Period start date | To | Period end date |
|---|---|---|---|
| | 01 04 2025 | | 31 03 2026 |

## Section A Reference and administration details

**Charity name** Ghyllside Out of School Club

**Other names charity is known by**

**Registered charity number (if any)** 1156624

**Charity's principal address**

Ghyllside Primary School
Gillinggate
Kendal, Cumbria
**Postcode** LA9 4JB

**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 | Mr Huw Davies | Ex Officio Trustee | | |
| 2 | Mrs Marie-Anne Williamson | Chair Person | | |
| 3 | Mrs Maria Hearn | Elected Trustee | Resigned Sept 2023 | |
| 5 | Mrs Dawn Bradley | Elected Trustee | Resigned Sept 2023 | |
| 6 | Mrs Etain Gibson | Elected Trustee | | |
| 7 | Mrs Alison Tancrel | | Resigned Sept 2023 | |
| 8 | Nicola Audin | Elected Trustee | | |
| 9 | Jayne Edwin | Elected Trustee | Resiged Sept 2025 | |
| 10 | | | | |
| 11 | | | | |

**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 |
|---|---|---|
| Administrative Assistant | Lauren Marshall | |
| | | |
| | | |
| | | |

**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 dated 31st March 2014 |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Elected, ex-officio and nominated |

**Additional governance issues (Optional information)**

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

- 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.

The charity trustees will make available to each new charity trustee, on or before his or her first appointment;

a) a copy of the constitution and any amendments made to it; and
b) a copy of the CIO's latest trustees' annual report and statement of accounts
c) a copy of the CIO's Policies and Procedures
d) a copy of the CIO's SEF (Self Evaluation Form)
e) a copy of the Charity Commissions guidance on charitable purposes and public benefit

## Section C Objectives and activities

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

The objects of the CIO are to advance the education of children and young people by such means as the charity trustees think fit and, in particular but without limitation by;

a) providing the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays;
b) advancing education and training in the provision of such care, education and recreational facilities;
c) enhancing community links with Ghyllside Primary School.

**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)**

Ghyllside Out of School Club is set up to benefit all children, families and the local community. There are no restrictions, geographical or otherwise, that would exclude anyone from being a member or beneficiary of Ghyllside Out of School Club, though in practice it is local children and families who benefit. The club is open to all, not just those who attend Ghyllside School.

Ghyllside Out of School Club is beneficial as it advances the education of children and young people, by providing the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays. This provides added benefits to children through play opportunities, the development of social skills and self-confidence. Evidence of the value and benefit of the club is displayed through the number of families that use it and the high demand for places. Parents and carers benefit and can rely on a safe, dedicated, well equipped environment for their children. The service gives parents and carers a greater peace of mind during the working day which helps them to concentrate at work/college. The club can offer practical support to parents for example providing regular respite care or time out for families and their children. The club can also provide a short term solution in times of crisis. Ghyllside Out of School Club is located within Ghyllside School premises and has a positive collaborative working relationship with Ghyllside School. The staff overlap between the school and the club enhancing already established strong and secure relationships with the parents and children. Children attend for a variety of sessions. There are currently 380 children attending. It supports children with special educational needs and/or disabilities. The Club facilitates school attendance for those children who attend the club for breakfast and/or after-school provision and also attend Ghyllside School.

The only personal benefit is to the beneficiaries of the club, i.e. the children who attend, and the parents and carers, who benefit from the care provided for their children. Some trustees of the club are parents of beneficiaries, and benefit in the same way as other parents. Ghyllside School also benefits from the wrap-around care provided.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit. The trustees have reviewed and considered the guidance during trustee management meetings to assist them in making all decisions. The trustees will carry out the purpose of Ghyllside Out of School Club by managing the affairs and only making decisions that are in accordance with the CIO's objects and powers as outlined in the constitution. Through close consultation with the constitution, the trustees will understand their role and responsibilities and act accordingly to make effective decisions. The trustees will work as a team to carry out the purpose through membership, reporting, AGM's and trustee meetings. Through these functions the trustees can ensure the club is well-run, efficient and delivering the charitable outcomes for the benefit of the public for which it has been set up, whilst also ensuring that the club complies with charity law and legislation. Regular communication and consultation between trustees and members enables the trustees to use charitable funds and assets reasonably. These functions also enable the trustees to review and assess the daily care and facilities provided to its beneficiaries. The trustees will ensure that finances are used appropriately, lawfully and in accordance with the objects. Trustees may make financial management decisions about fundraising, the provision of services and equipment and the employment and remuneration of paid or voluntary staff.

It is the trustee's responsibility to make decisions as to who can benefit from the club. The primary beneficiaries are the children who attend the club. In line with the constitution, trustees ensure that membership is open to all. There are no exclusions. Trustees may make decisions on membership and payment of fees on a case by case basis. Trustees will make all these decisions through open, democratic quorate meetings.

The trustees will focus on the charitable object of advancing the education of children, and will regularly assess the benefit to the families of the children and the local school, to ensure that it is no more than a necessary result of carrying out this object.

**Additional details of objectives and activities (Optional information)**

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

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

Not applicable

## Section D Achievements and performance

## Section D Achievements and performance

**Summary of the main achievements of the charity during the year**

During the year the CIO has continued to deliver affordable, high quality out of school care to an ever changing number of children. In particular the main achievements have been;

- adapting to the changes in number of children
- recruitment of staff to cater for changes
- able to offer places without having to implement waiting lists
- offering free places to families in crisis
- not increasing fees
- adding value to the CIO and Ghyllside School through planned expenditure
- maintaining a stable financial situation
- providing varied resources and activities for the children
- supporting the community through child care support groups

Planned expenditure has enabled the CIO to provide specific outputs;

**Investment in equipment for children**

- Library books
- Resources to enhance imaginative play and support writing.
- Equipment to develop fine motor skill and hand strength (pre-writing skills).
- Play equipment for outside

**Investment in facilities**

- Furniture

Fencing

**Investment in staff**

- Health and Safety Training
- First Aid Training
- Child Protection (level 3) training
- Medicine administration for children

**Community Support**

- Community child care support groups
- Breastfeeding group
- Baby massage

The CIO is able to continually invest in its future. All funds are re-invested to add value and benefit the users (the children) of the club.

## Section E Financial review

| | |
|---|---|
| **Brief statement of the charity's policy on reserves** | In accordance with the CIO's constitution, any income of the CIO is applied solely towards the promotion of the object and this also applies to any reserves.<br><br>The CIO does hold a reserve account which at the 31st March 2026 was £7.5 The trustees agreed to hold reserves to cover any fluctuations in payments and to meet specific, planned future needs. The reserves amount will be continuously evolving and needs to be adaptable. |
| **Details of any funds materially in deficit** | Not applicable |

**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.

Ghyllside Out of School Club does charge for its services and facilities, in order to provide paid qualified staff and facilities. The charges are affordable and compare favourably with other alternatives. If any parents/carers have difficulty in affording fees then trustees may make decisions based on a case by case basis following set guidelines. This could be free, unlimited places or a reduction in fees. Trustees will consult with parents/carers to provide the best possible outcome for their situation. There are also discounts available for the number of siblings that attend. Parents/carers can also take advantage of subsidies from training providers and use childcare vouchers. Payment of fees does not restrict who can attend. By charging a minimal amount for these sessions, Ghyllside Out of School Club is able to cover its costs and enables the club to receive a guaranteed income, improving its sustainability and ability to successfully provide the out of school services for the future.
We are registered providers of tax free childcare.

## 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)** | Marie-Anne Williamson |
| **Full name(s)** | Marie-Anne Williamson |
| **Position (eg Secretary, Chair, etc)** | Chair Person |
| **Date** | 14·07·2026 |

**GHYLLSIDE OUT OF SCHOOL CLUB**
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31ST MARCH 2026**

| **Receipts** | £ |
|---|---|
| Fees - After School | 73,015.07 |
| Fees - Breakfast | 0.00 |
| Fees - Lunch club | 2,294.76 |
| Fees - Holiday club | 25,712.97 |
| Fees - 10% Surcharge | 0.00 |
| Total fees | 101,022.80 |
| Bank interest received | 130.86 |
| COB commission | 0.00 |
| Refund from School | |

| **Payments** | £ |
|---|---|
| Staff costs | 75,425.05 |
| Rent | |
| Food (petty cash) | 5,074.18 |
| COB Charges | 2,961.99 |
| Insurance | 925.37 |
| Consumables | 3,221.50 |
| Payroll preparation | 1,305.00 |
| Ghyllside Primary School | 12,254.38 |
| Other admin costs | 64.00 |
| OFSTED | 220.00 |
| Bank Charges | 25.00 |
| **Total payments** | 101,476.47 |

| | |
|---|---|
| **Total receipts** | 101,153.66 |
| Less total payments | -101,476.47 |
| Excess of payments over receipts | -322.81 |
| Balance brought forward | 16,866.40 |
| **Balance carried forward** | 16,543.59 |

| Made up of balances at bank at 31 March 2026 | | £ |
|---|---|---|
| Current account | **I3** | 8,808.78 |
| Deposit account | **I2** | 7,734.81 |
| Total cash and deposit balances | | 16,543.59 |

STABLES THOMPSON & BRISCOE
www.stb-accountants.co.uk

## Independent Examiner's Report to the Trustees of Ghyllside Out of School Club

I report on the accounts of the charity for the year ended 31st March 2026.

### 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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or

2. the accounts do not accord with those records.

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.

*Helen Holmes BSc FCA*
*ICAEW*
Stables Thompson & Briscoe
Lowther House
Lowther Street
Kendal
Cumbria
LA9 4DX

Date: 14 July 2026