



AGM

Annual General Meeting

WEDNESDAY 11TH NOVEMBER 2020

ONLINE VIA ZOOM 7.45PM

Agenda

1. Welcome and record of all those present
2. Review of minutes from 2019 AGM
3. Chairperson's report and annual review
4. Treasurer's report and accounts for year ended July 2020
5. Committee roles and election to the committee
 - Committee (trustee) responsibilities
 - Existing WOSC committee roles
 - Resignations from committee
 - Nominations and election
6. AOB

Practicalities

- Ensure your Zoom name reflects who you are
 - We will ask everyone to briefly introduce themselves
- Please stay on mute unless you want to speak
- Please ask questions: there will be opportunity to do this throughout but also use the message function on Zoom to post a question
- A copy of the presentation will be posted on the WOSC website after the AGM



CHAIR REPORT AND ANNUAL REVIEW

Review of minutes from AGM 2019

- AGM 2019 was held 13th November 2019. Attended by the committee, three parents and Paul Bryant.
- Reported on a successful year
- Two members of the committee stood down, and one new member elected. The WOSC 2019 -2020 committee comprises of 10 trustees (parent volunteers).
- Minutes will be signed and accepted

Annual review: introduction

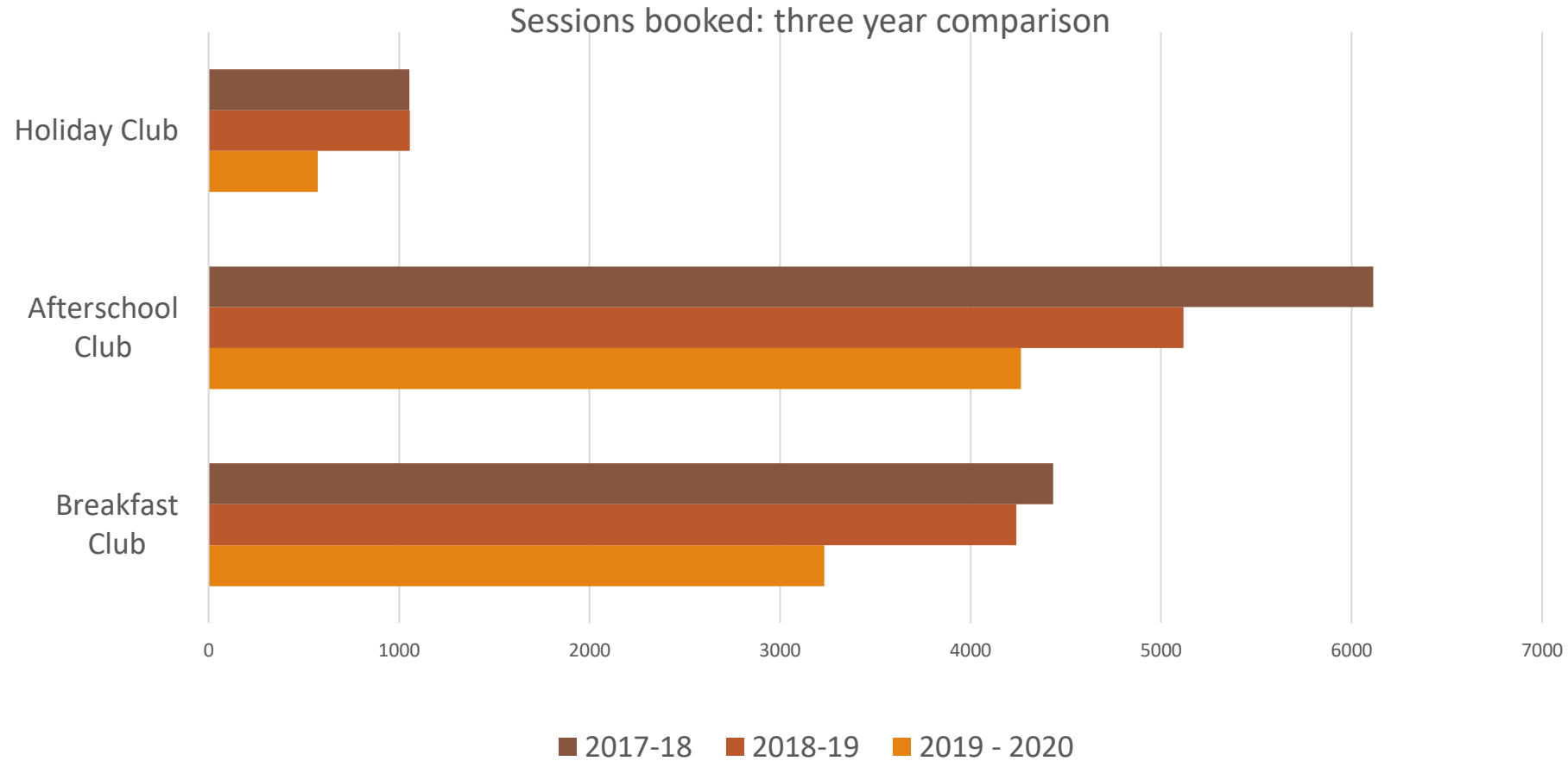
- WOSC has had a year of two halves. Until March 2020 and COVID19 lockdown there was a strong demand for the club with waiting lists for many After School Club sessions and also for Breakfast Club. We also had a very successful Ofsted inspection.
- Since March, like all wraparound childcare providers, WOSC has had to navigate through challenges that the everchanging COVID19 landscape and guidelines have brought and at this current time we are still only able to offer a limited number of places for William Westley children only.
- These circumstances mean that this year's annual report is slightly different to that shared last year as it is important that we capture the challenges that WOSC has faced.

WOSC registrations



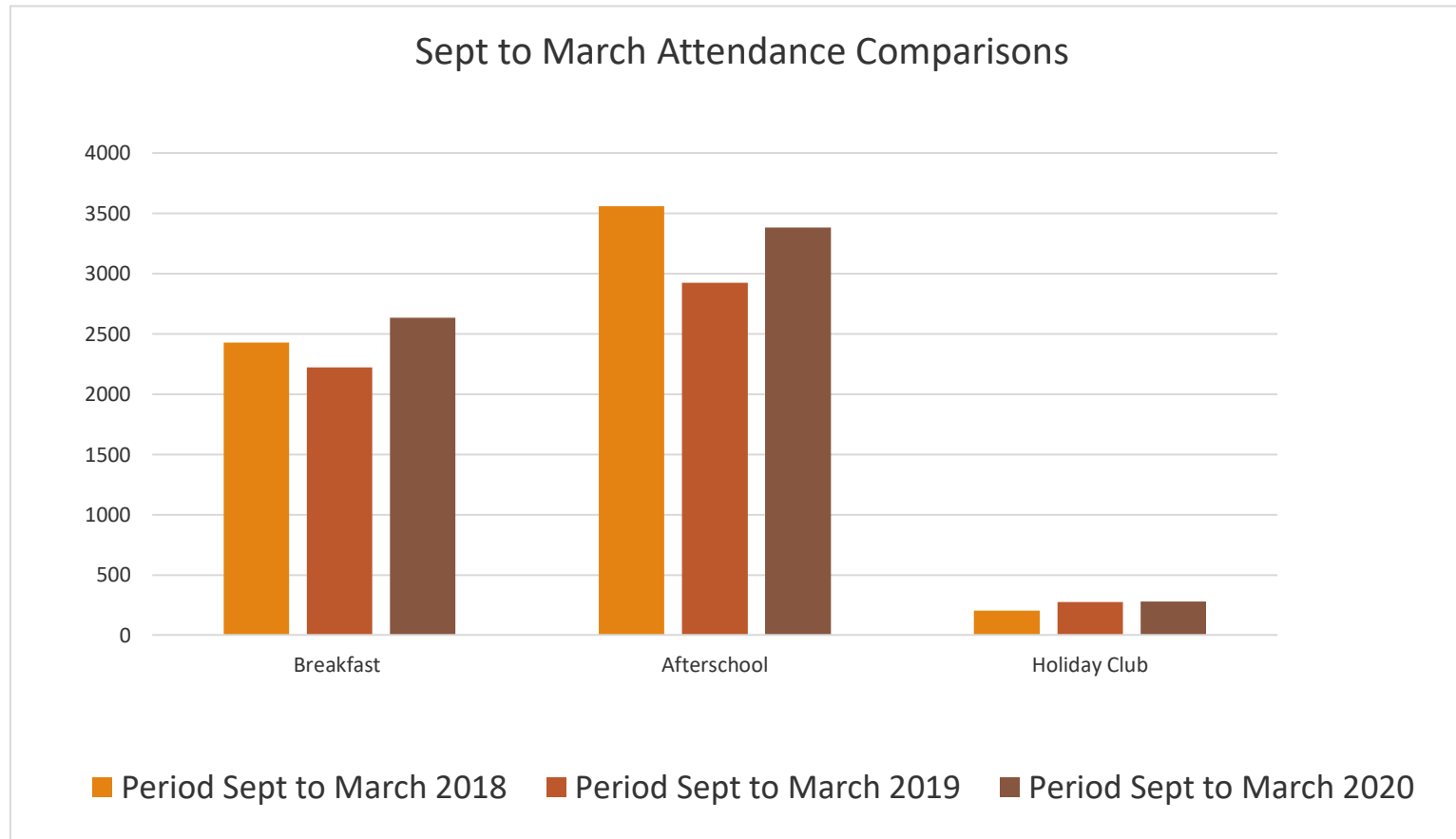
- New registrations are required at the beginning of each academic year.
- The lower number for 2020 is a reflection of the COVID19 situation with many parents working from home and the limited provision WOSC can offer

Club sessions booked 2017/18 to 2019/20 (Full year)



- Club was closed 23rd March – August 18th
- Holiday club ran for 3 weeks, 3 days a week only 15 children each week

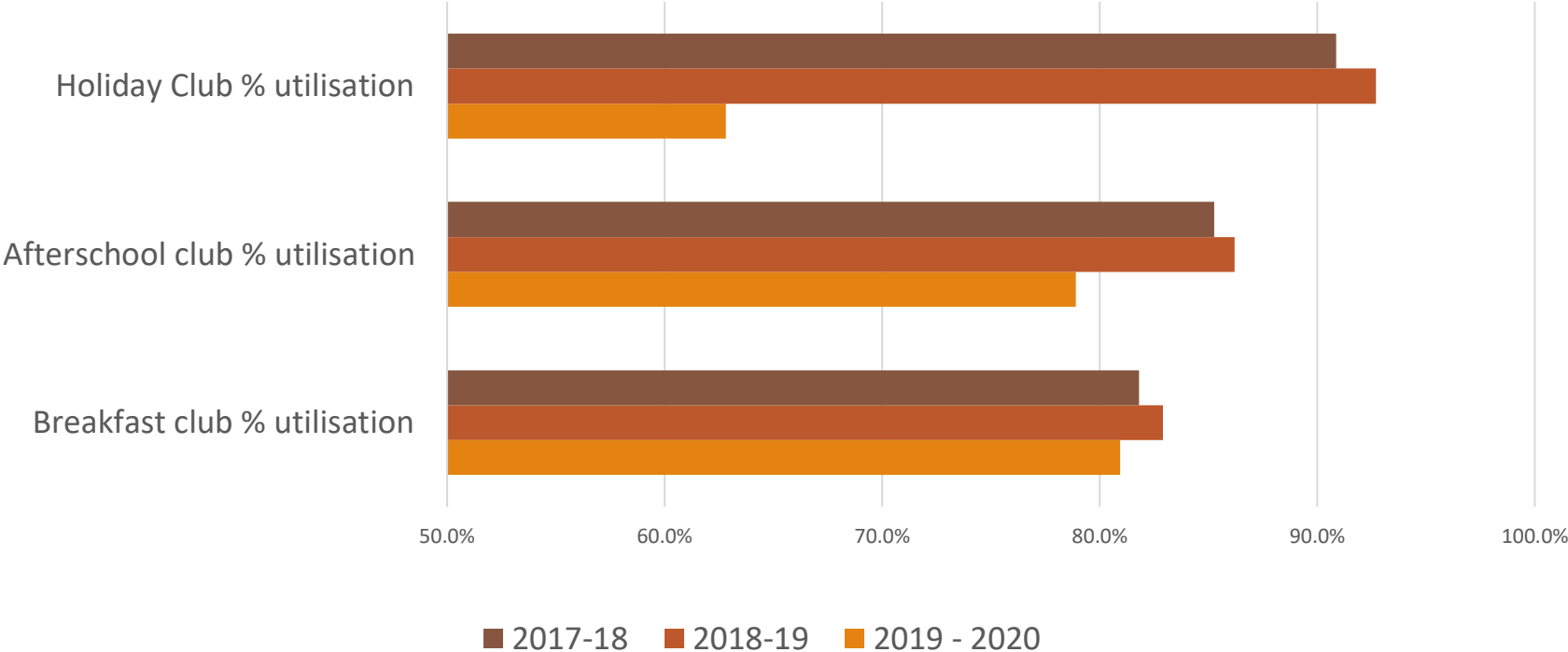
Attendance comparison September – March for 2017/18 to 2019/20 (Pre – Lockdown#1)



- Compared to the previous year, pre-COVID WOSC attendance had increased,
- Strong demand for Breakfast Club

WOSC utilisation comparison 2017/18 - 2019/20

WOSC utilisation (bookings vs attendance)



Coronavirus impact – childcare provision

End of Spring term

- WOSC closed from 23rd March following guidelines issued by the Government and DoE and as there were only two children of key workers requiring wraparound care at the time.

Easter holiday club

- Club remained closed but some WOSC staff joined the staff team in school to provide support for children of key workers.

Summer term

- WOSC continued to follow the government and DoE guidelines and this meant that we were unable to provide any childcare provision.

Summer holiday club

- Changes in guidelines meant that we were able to plan a limited summer holiday club provision. However, numbers were limited to a bubble of only 15 children per week, and we operated for only three days a week.

September term - new academic year

- With agreement from Paul Bryant and the Governors, we started up Afterschool club provision but again with very restricted numbers requiring block booking.
- Just before half term, WOSC split the children into year group bubbles and have been using the outdoor space, small hall and large hall.

Coronavirus impact – childcare provision

- Since half term WOSC has been able to offer more children places in after school club, with KS2 using the main hall, and KS1 using the small hall. The children are also outside whenever possible. However this has some significant impacts:
 - Unfortunately, this means we can only accommodate 5 year groups.
 - A minimum of three staff are needed each day
 - Opening hours are reduced to allow for additional cleaning
 - Staggered school hours has required more coordination with school
 - We cannot offer snacks, hands on activities such as baking or use some of our toys and play equipment
- For holiday club we have only been able to provide for William Westley pupils
- At this time we have not yet been able to open Breakfast club



Coronavirus impact – managing the charity

- All staff were placed on furlough in the initial weeks of lockdown including WOSC Manager. Only our Bookings and Administrator continued to work and support the committee.
- The committee effectively took on the running of the club from this point forward.
 - Parent communications
 - Staff communications, updates and furlough/flexi -furlough agreements
 - Working with Price Bailey to set up the process and provide the information required for making claims from the Job Retention scheme as well as ensuring Payroll was correct
 - Agreeing when to re-open WOSC based on government guidelines
 - Working with the school and governors to ensure alignment in minimising risk and agreement for opening
- The committee target was to keep WOSC as financially stable as possible, support the staff and to take WOSC through these challenging times.

Coronavirus impact – managing the charity

- WOSC was fortunate to be in a stable financial position in March and thus agreements were made to support staff financially by ensuring 100% pay for staff who had previously already agreed to work in rota through April and May.
- However, after 8 months, WOSC has taken a significant financial impact as a result of COVID19
 - We are no longer able to offer refunds for cancelled sessions whilst the club is open in both Term time and holiday club.
 - Fees have been increased to cover the increased staff levels needed for splitting the children into year groups and using both the main hall and small hall
 - WOSC is still claiming from the Coronavirus Job Retention Scheme (CRJS) as full contractual hours cannot be offered to all staff at this current time

WOSC highlights



- Up until March, WOSC continued to offer flexibility in allowing children to attend afterschool activities whilst under the care of WOSC.
- 2019 Summer holiday club was a resounding success. Unfortunately, this year was unlike any other and we were only able to provide three weeks of holiday club in August 2020 to a small group of children from key worker families. This has had a significant impact on WOSC both for staff and financially.



- WOSC Staff continue to provide a wide variety of activities for the children, both inside and out
- All holiday club weeks have continued to have a theme, which has proven to be popular with the children. February half term was no exception, with Nature activities and forest school
- Fudge and Crunchie are well, and the children have been pleased to see them again at the beginning of term. They had their lockdown and holiday in three different gardens before returning to school
- WOSC staff are now being even more creative and are creating great games and activities for socially distanced year groups.

WOSC Staff team

- Currently there are 18 staff in the team covering term time and holiday club.
- Sadly we said goodbye to 'Nanny Pops' aka Tina in February who moved to Norfolk. We have also said goodbye to Tracey and Cheryl in September. We thank them all for their contribution to the club.
- Liz and Emily joined the team at the beginning of 2020, and we welcomed Stacey back to holiday club. Most recently Jo has rejoined us as a Level 3 supervisor.
- A big thank you to all staff for their commitment and flexibility over the last few months in these difficult times, often stepping in to cover other staff at last minute notice
- A significant amount of planning and coordination as well as adjusting to last minute changes has been and continues to be required to ensure that the club can open day to day

Ofsted inspection 21st November 2019

- In November WOSC had its first Ofsted inspection since the club changed to CIO status in July 2017
- The rating system for afterschool clubs had just recently changed (Sept2019) and is no longer the same as for schools.
- WOSC was awarded 'Met'. The report can be found at the following link <https://reports.ofsted.gov.uk/provider/16/EY547274r> or via the WOSC website
- All the staff and committee worked extremely hard in preparation for the inspection
- The inspector wrote a very complimentary report.

"The committee and managers support this well-qualified staff team extremely well. There is a strong sense of camaraderie between all those involved, and morale is high."

"Parents express their delight with the club. They clearly value it highly and say it gives them 'peace of mind' when they are at work. "

"Children have a wonderful time in this superbly run club. They arrive from their classrooms with genuine enthusiasm and greet staff with happy smiles."

"Managers and staff have established close links with the school. Several staff members work in school, which gives children a good sense of continuity."

Health and Safety – yearly review

- A total of 30 incident reports were reviewed for the period Monday 7 October 2019 to Sunday 4 October 2020 (52 weeks). 90 injuries were reported in the same period the year before, but comparison is not meaningful due to closures and reduced operation of the club.
- Prior to the start of lockdown (16th March, a period of 23 weeks), there were 26 incidents compared to 35 in the same period last year.
- The following factors were reviewed as detailed in the table:

Factor	Findings
Injuries sustained	<ul style="list-style-type: none"> • All recorded incidents were minor in nature, none requiring a hospital visit. • There were no obvious trends to the incidents which occurred throughout the period reviewed.
Location of incidents	<ul style="list-style-type: none"> • As in recent past years, a majority of incidents occurred outdoors on the school grounds. This year, 18/30 (60%) of the reported incidents reviewed occurred outside, but note club has been open less during summer than normal • As adequate supervision was present in the outdoor areas at all times, this trend seems likely attributable to the more physical nature of outdoor activities undertaken compared to the indoor activities which take place in the WOSC room and school hall.
Cause of incidents	<ul style="list-style-type: none"> • No individual cause accounted for >10% of incidents
Quality of incident reporting	<ul style="list-style-type: none"> • The quality of reporting and filling in the tracking form was good. There have been problems with this in previous years but this has clearly been addressed

H&S Actions taken since 2018/19 review and future recommendations

- New risk assessments have been put in place operating during the COVID epidemic
- Maintenance checks of all six WOSC scooters were carried out in September 2020. Two scooters have been withdrawn pending repair or replacement as the handles were wobbly.

Recommendations

- Helmets have been withdrawn across the last two years as clips have broken. Unfortunately, it does not seem possible to replace these and so new helmets will need to be purchased. More helmets therefore to be purchased as a matter of urgency.
- COSHH: Remove particularly hazardous chemicals that do not really need to be in WOSC to the cleaning cupboard in school and upgrade the childlock on the under-sink cupboard to a more substantial one or move chemicals to cupboards out of reach of children.

Acknowledgements

- WOSC manager, deputy and all staff
 - Dedication to providing high quality childcare and activities that the children clearly enjoy
 - resilience during the months that WOSC was closed and commitment to enable the club to start up again under difficult circumstances and different staffing arrangements
 - For achieving an excellent outcome from the Ofsted inspection
- Committee: Judith, Richard, Bernard, Claire, Dina, Lenia, Jon, Sarah and Lucy
 - Judith in particular has been a key member of the WOSC committee over the last 4 years and has been instrumental in helping keep WOSC going over the last 8 months since March.
- Paul Bryant and school Governors
- All parents and children using WOSC for their ongoing support and understanding in these difficult times



TREASURER'S REPORT AND ANNUAL ACCOUNTS

Key Points

The 2019/20 accounts have been independently audited and approved by an accountant in Shelford. This is a requirement of a CIO. WOSC's financial year is 1st August - 31st July.

- Turnover of **£55, 815 (40% drop on last year)**
 - Revenue reduced by COVID closure
 - WOSC made a loss of ~£17,000 this year
 - Accounts displayed show that up until end July, we claimed £13,000 from the Government Job Retention Scheme which was passed directly onto staff. However, these amount is understated by £4.4k as July's claim was paid to WOSC in August but wages were paid in July
 - Summer holiday club booking fees would normally be included in July's bank statements and would offset the large staff wages for the previous August each year. No income in July 20 has meant that we have not balanced the outgoings (wages) for August 19.
 - In April and May we agreed to pay staff a top up to 100% of their wages although the CJRS provides 80% of wages. This amounted to £2.3k

- The committee has agreed to close the Deposit (reserves) account in September 20
 - The balance of ~ £13,000 has been transferred to the current account to ensure more ready access over the next few months

1st August 2019 – 31st July 2020 Accounts (Charity No: 1164607)

WHITTLESFORD OUT OF SCHOOL CLUB CIO 01/08/2019 to 31/07/2020 RECEIPTS AND PAYMENTS

Receipts	2018/19 £	2019/20 £	Payments	2018/19 £	2019/20 £
Session fees:-	92,259.95	55,815.28	Wages	69,294.76	70,382.02
			Rent / premises	1,975.44	1,646.20
			Insurance	528.94	444.74
			Governance / admin	-	523.87
			Food	7,124.40	5,111.54
Total fees	92,259.95	55,815.28	Training	-	780.00
			Equipment / consumables	785.34	666.82
Interest	103.59	44.59	Software	1,954.38	1,294.85
Covid 19 JRS	-	13,113.57	Holiday club events	-	468.75
Training contributions	-	-	Refunded fees	1,164.80	1,384.06
Insurance claim	-	-	Other costs	5,999.66	3,237.51
Fund-raising	186.50	-			
Other	214.75	-			
Totals	<u>92,764.79</u>	<u>68,973.44</u>	Totals	<u>88,827.72</u>	<u>85,940.36</u>
Surplus for the year					
BALANCE SHEET	£				
Balance b/f at 31 July 2019	40,694.44		Represented by		
Surplus/(Deficit) for the year	(16,966.92)		Current Account	£ 27,346.63	
			Deposit Account	<u>£ 13,347.81</u>	
				£ 40,694.44	
Balance c/f at 31 July 2020	23,727.52		Represented by		
			Current Account	£ 10,335.12	
			Deposit Account	<u>£ 13,392.40</u>	
				£ 23,727.52	

Fundraising

- Only one fundraising activity took place in the last year which was a film night in January
- Our Easter hamper raffle, Easter Bingo and annual Easter hunt all had to be cancelled.
- Thank you to those who contributed Items to the Easter hampers: these were donated to the Arthur Rank Hospice for staff and patients



WOSC would like to express our thanks to the Nicholas Swallow Trust for their generous donation in June to offset any loss of funds due to not being able to fundraise. This money helped finance some expenses related to the utilising the Job Retention Scheme. We are also grateful for their continued support of WOSC as part of the Whittlesford Community.



COMMITTEE ROLES AND ELECTION TO COMMITTEE

WOSC Committee

- The CIO constitution requires that all committee members are the charity trustees
 - Details provided to Charity Commission and Ofsted
 - All committee members need to serve at least a two year term
 - A third of the committee should retire at each AGM, but can be re-elected for up to five terms
- In addition, because we are a childcare provider and registered with Ofsted, all committee members are required to complete a registration form for Ofsted and undergo an enhanced CRB check.
- Together the committee is responsible for the overall management and smooth-running of the club.
- The committee is the employer of staff in WOSC so has overall responsibility for recruiting, training and developing staff, paying their salaries, and managing their contracts of employment.
- The committee also has responsibility for developing/maintaining a business plan, managing the accounts and, working with staff, ensuring the setting follows health and safety, risk assessment, insurance and first aid guidance and procedures as well as working to deliver the highest standards of childcare provision as recognised by Ofsted.

Shared Committee member responsibilities

- Acting in the best interests of the charity; promoting its values and working to achieve its charitable objectives.
- Working as part of a team with the other trustees; whilst bringing your own ideas, perspectives and experiences.
- Regularly attending committee meetings and contributing to the effective management of the charity.
- Reading committee papers and contribute to the decision making process of the committee.
- Working with the Treasurer to set priorities for the budget.
- Using safe recruitment procedures and work to Early Years Foundation Stage & Ofsted requirements to employ suitable adults to work with the children.
- Employing Managers to act as the person in charge of WOSC; supporting them to successfully manage the childcare provision and ensure that the Early Years Foundation Stage and Ofsted requirements are met.
- Ensuring all committee members and staff have clearly identified roles and responsibilities.
- Submitting the annual update, or annual return and accounts, to the Charity Commission.
- Ensuring that the charity complies with the rules in its constitution, charity law, and other relevant regulations that govern the work of the charity.

2020/21 WOSC Committee elections

- At this AGM, four committee members are stepping down.
 - Steph McFarlane (Chair)
 - Judith Badman (Payroll)
 - Bernard Thomas (Treasurer)
 - Sarah Smith (HR & DBS)
- The remaining five committee members have decided to stay on for the next year.
- We have vacancies for more volunteers to join the committee but propose not want to exceed 12 committee members for practicality
- An election process will now follow but specifically the following vacancies need to be filled. Note that the club cannot continue without an elected Chair as this is a requirement of a charity.
 - Chair
 - Payroll support
 - HR support

WOSC committee roles and responsibilities

Essential committee roles for WOSC as charity providing childcare.

Chair

Treasurer

Secretary

Payroll

Ofsted and DBS

Other Committee roles and responsibilities (to be allocated and agreed)

Website and publicity

Health and Safety

Data Protection Officer for GDPR

IT systems

HR Support

Client Account & WOSC Administrator support

WOSC Committee elections - Chair

Responsibilities:

- Liaises with school and governors representing committee, and represents the club;
- Chairs meetings including committee meetings, open meetings and general meetings such as the AGM;
- Sets the agenda for committee meetings;
- Co-ordinates the work of the committee to ensure effective administration;
- Line manages WOSC manager and has oversight of all staff contracts;
- Authorises the work of the treasurer;
- Has an overview of the club's business and employment practices, responsibilities to Ofsted and financial position.

Nominations: None

Elected:

WOSC Committee elections - Treasurer

Responsibilities:

- Ensures the committee are aware of the financial position of the charity;
- Presents annual financial report to members at the AGM;
- Manages the charity bank account and signs cheques on behalf of the the setting (as one of two signatories);
- Prepares in advance an annual budget, as agreed by the committee, and monitors this.
- Manages the club budget

Nominations: Richard Darbey

Elected: Richard Darbey

WOSC Committee elections - Payroll

Responsibilities:

- responsible for managing Staff Payroll, PAYE, holiday, pension and staff personal expenses;
- Collecting timesheets from WOSC manager and ensuring robust processes for timesheet records;
- Monthly inputting hours and holiday payments;
- Monthly sending payroll information securely to payroll company;
- Monthly making payments from bank for payroll payments according to payslips;
- Acts as deputy for bank account;
- Works closely with the Treasurer.

Nominations: None

Elected:

WOSC Committee elections - HR Support

Responsibilities

- Provides recruitment support for managers;
- Applies safe recruitment practices;
- Works with WOSC manager to develop job adverts and ensure up to date job descriptions;
- Works with others to create job offers letters and staff contracts, ensuring that all staff has relevant contracts for their role;
- Providing HR support and advice to the committee and WOSC manager.

Nominations: Joanna Johnson

Elected: Joanna Johnson

WOSC committee elections

Health and Safety:

- Nominations: Jon Houseley
- Elected: Jon Houseley

Website and publicity

- Nominations: Lenia Iliadis, Dina Pitman
- Elected: Lenia Iliadis, Dina Pitman

Secretary:

- Nominations: Lucy Harper
- Elected: Lucy Harper

Ofsted and DBS:

- Nominations: Claire Hemel
- Elected: Claire Hemel

Other responsibilities agreed:

O365 & OSCARS: Richard Darbey

Data protection officer: tbd

Client Accounts and WOSC Admin support: Lucy Harper

Fundraising and other support

Would like volunteers to plan, coordinate and manage fundraising events when this is possible to do so.

- Do not need to be a trustee/committee member
- Team – many hands make light work, volunteers can give as little or as much time as they are able
- Liaise with committee and managers to understand what to fundraise for, when to involve the club

WOSC would also welcome any volunteers to help maintain & check equipment owned by the club

Please support WOSC!