## LINDLEY OUT OF SCHOOL CLUBRegistered Charity No:1067540

**GLEDHOLT METHODIST CHURCH, EDGERTON GROVE ROAD**

**GLEDHOLT, HUDDERSFIELD, HD1 5QX**

**Tel 07894 587130**

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**Annual General Meeting October 14th, 2020**

**Chairperson’s Report**

**Staffing:**

Since the last AGM there have been some staff changes, Ruth is now on maternity leave following the birth of baby Ezra. Penny has settled in well as Infant team leader. Emma-leigh is also on maternity leave but has completed her apprenticeship, so will return on a contract next year. Helen has returned from maternity leave to the office.

We have also said goodbye to Pauline, who decided to retire during the Covid lockdown. Pauline worked for Club for 12 years and will be missed.

**The current staff teams consist of:**

**Business Staff:**

* Vicki Walker
* Elaine Nixon
* Emma Manby
* Helen Hall

**Team Leaders:**

* Ruth Ford (currently on maternity leave
* Penny Lines
* Wendi Armstrong

**Contracted Staff:**

* Clare Hall
* Antonia Pottinger

**Apprentices:**

* Emma-Leigh Davis (currently on maternity leave)
* Chloe Ling

**Bank:**

* Wahida Shahbaz
* Naheeda Parveen
* Mary Mercer
* Israel Johnson
* Lewis Bojar
* Edie Lawton
* Katie Alderson
* Marta Trochim
* Freya Ball

**Total 20**

**Staff Leavers**

* Pauline Calvert, retired, 12 years’ service
* Laila Irakoze, 8 months service
* Ben Whitehead, 14 months service
* Shanika McKenzie, 6 months service

**Training**

* All staff completed Covid-19 Awareness Training
* Clare Hall currently working towards Level 3 in Childcare
* 6 staff updated Child Abuse and Neglect
* All staff updated their First Aid training
* Staff have accessed a variety of Noodlenow courses, especially during lockdown including: Advanced Safeguarding, EYFS, Positive Behaviour, Food Hygiene, Motivating Boys, Customer service, Prevent & Leadership and Management courses

**Events since the last AGM**

We finally had our Ofsted Inspection at Infants on Thursday 14th November 2019. Following the inspection, we were delighted to have done very well and met all requirements which we were very happy with. The Inspector was very happy with the club and loved some of the things going on, the choice of resources for the children, the fact that even though we don't have to follow the EYFS as an Out of School Club that we still do and we carry out planning and observations in line with this.

The Covid pandemic brought a lot of changes and temporary closure to LOSC. We stayed open to keyworkers for one week after schools were closed in March, but this became unviable and so we closed our doors on Friday 27th March.

Our staff were supported by the furlough scheme during our closure. We gave parents the option to continue paying fees (which we have since deducted off their invoice for 2020-21) or they could stop paying from April. Many parents continued to pay fees; this support helped us to pay staff wages when they came off furlough in the summer.

We were able to re-open in June to keyworker children and whilst numbers were low, this was a great support to these families.

Risk Assessments were carried out at both sites before our re-opening in June and then again before September. We have worked closely with both venues and other groups (such as Lindley Preschool) to enable us to maintain high standards of organisation, cleanliness and hygiene.

Unfortunately, we were unable to host our Open Day at Lindley Methodist or have our annual team building day due to Covid restrictions.

**Playscheme**

Easter and Spring Bank playscheme could no longer go ahead. We were able to open for Summer Playscheme, but with bubble restrictions, therefore limiting our numbers to 30 and with no trips and limited workshops.

**Out of School Club attendance:**

Attendance was around 80% last September (2019) and remained relatively healthy around 75% in the winter months, despite increased competition in recent years. Attendance fell during March as families started to isolate then lockdown began.

Club reopened on 8th June, for 14 families (4 with 2 children) all key workers. We operated with the same 3 staff each day before & after school.

**Community Contribution:**

As many Community events have been cancelled this year, we took the stance to continue to work hard and open our doors where we could, to support our local community and local parents. This has, at times, had a negative effect on our finances, but we know it has helped out our families.

**The Committee:**

We welcomed Graham to the Committee last year as Secretary. The established Committee now consists of myself as Chair, Bryn Jones as Vice Chair and Sarah Smith as Treasurer.

Attendance at meetings over the last year is hard to gauge as they were cancelled from March 2020, with two Zoom meetings with the Trustees over the Summer. It is essential we keep the message going about parental input and involvement in the Club and that attendance is pushed when meetings are able to be held again. Otherwise it will not be sustainable for the club to continue to run.

We need to ensure that we keep a healthy core of regular attendees at meetings and that parents (particularly new ones) are made aware of their obligations.

**Rob Watson, Chair**

**October 2020**