Low Port Out Of School Club
S.C.I.O

Registered charity number SCIO SC047701

LPOOSC SCIO Annual General Meeting
28th October 2021
Zoom meeting, 8pm

Record of attendance
Gordon Bruce, Innes Cameron, Garry Clark, Gary Connelly, Alison Cowper, Paul Dodd, Catriona Donald, Emma Donaldson, Kat Douglas, Cheryl Hogg, Lee Lewis, Graham MacKenzie, Jennifer Martin, Eileen McGhee, Heather McGhie, Emma McGroarty, Sharon McGrory, Romana Munyavi, Jenny Neale, Linda Ovens, Morag Patterson, Caroline Quigley, Meredith Regan, Mairi Rudkin, Eileen Simpson, Rebecca Smallwood, Amanda Stoyell, Meadhbh Toland, Claire Wakefield, Helen Wallace, Sian Wann, Adrian Williamson

A total of 32 families were represented and therefore the quorum was achieved.

Apologies: Joan McCalmont, Laura Moore, Victoria Rowntree, Chloe Wells

Agenda Summary
1. Record of Attendance
2. Minutes of last AGM
3. Chair's Statement
4. Treasurer's Report
5. Manager's Report
6. Vote for new trustees
7. AOB
8. Next Meeting

Minutes of last AGM
Agreed.

Chair's statement (Graham MacKenzie)
Graham welcomed everyone to the meeting and expressed his gratitude to members for attending, since it looked like we might not have the required number to allow it to proceed. Some ideas were suggested about how low attendance might be avoided in future (for example, could we consider a proxy vote on the Minutes for those members who couldn't make it on the night?).

Graham informed members that Trustees have discussed reducing the quorum. Trustees feel it's important that families understand how the Club works, and that asking families to attend a meeting once a year isn't too big a request, therefore have kept the quorum as is (1/3 of members plus 1).

Graham then reflected on his year as Chair of the Committee.

Financial impact of lockdown

It has been a difficult year due to various pandemic-related issues. Club closure as a result of lockdown meant there was no fee income and we lost about £6k all in last year. We had been sitting on a large capital surplus, so the impact wasn't felt as sharply as it may have been.

The second lockdown saw us closing at Christmas 2020 and we couldn't reopen until the 15th of March 2021. We were unable to reopen when the younger children first came back to school, due to Care Inspectorate guidelines.

We accessed the Job Retention Scheme, however this was based on salaries from March 2020 (and we had agreed our annual staff pay increase in September 2020) so we couldn't claim back 80% of the full amount of staff wages. We were topping up staff pay, whilst at the same time not generating any fee income.

Committee changes

We've seen changes to the group of Trustees – Debbie and Claire stepped down this year and Rebecca and Graham are stepping down now. New Trustees have come on board over the last year, (Chloe, Heather, Innes, Gary and Cheryl). There is lots of work involved behind the scenes, and Club relies on Trustees to be able to run.

Staff changes

We've also seen a change is Club personnel, with Jade and Jen leaving the staff team, and two new members of staff bring recruited in the summer (Jackie and Lyn), to help us maintain the correct staff-to-pupil ratio within the cohorts. Stability for the children is important to us, so we like to see staff being retained for the long-term.

Fee increases

Every June, Trustees meet to decide if we want to adjust staff pay rates and Club fees – this year, we decided we had no choice but to increase fees, due to the money lost over the last two financial years. Alongside this, fees hadn't increased since 2017.

Club has increased capacity – this decision was driven largely by our waiting list situation. Each year, we have a pinch point when incoming P1s are looking for places, which we don't always have available. Increasing the capacity of the Club generates more work and increases staffing costs.

Treasurer role

Due to the growth of Club, the Treasurer role has seen an increase in workload – more people using the Club means more pressure on the financial side of the business. Most of the financial control has fallen to our Treasurer in the past but it has become clear that there is too much for one parent volunteer to do.

Trustees have considered outsourcing tasks. We have an Operational Co-ordinator in place, which gives us someone in-house to do some of the tasks - in many ways, this hasn't worked out how we expected, and the Treasurer has ended up managing this role too.

In light of Rebecca standing down as Treasurer, Trustees have agreed to share the tasks amongst a group of Trustees, rather than the role being left to one person, however we need a bit of oversight – we could really do with someone coming forward to help who has some professional financial experience, to see where we might be able to streamline things in this area of the business.

Looking ahead

Hopefully lockdowns will be a distant memory.

The increase in fees will allow us to generate a surplus this year.

We continue the need to recruit members to help wherever they can, which will mean that the workload for Trustees and the Treasurer will be lightened.

Graham thanked Emma for all her hard work, we'd be really lost without her at the helm.

Treasurer Report (Rebecca Smallwood)

Normally, when meeting in person, we'd hand out copies of the Accounts for members to review, however as the AGM is being held on Zoom again this year, we have emailed them out ahead of the meeting.

Rebecca went into more detail around some of the numbers that Graham had discussed during his report.

The big figure which jumps out is the loss of £19k that we made this year. As Graham highlighted, this is attributed to the ongoing impact of Covid (our financial year runs from September to August, so this covers the second lockdown period).

Our costs have increased, with staff costs being our biggest outgoing. As discussed already, we employed more staff to allow us to increase capacity. We also made some adjustments to staff pay to reflect changes identified in an HR review of our contracts, as well as increasing staff pay in line with the percentage changes to the Real Living Wage.

During the Club closure, the Job Retention Scheme was accessed, which allowed us to claim back what we were eligible to, whilst still paying staff in full.

We were awarded over £10k of grants via West Lothian Council and the Scottish Government (which we weren't available the year before).

When Club closed after Christmas 2020, this didn't have such a big impact on our Holiday Club, compared to last year – we were still able to offer Easter and Summer Holiday Club (which ran throughout the summer). Even though there was good overall demand, the income still wasn't as high as it would have been had we been open between January and March 2021.

The big loss has had a clear impact on our reserves, which have decreased to £48k (our Reserves Policy is to keep 3 months' worth of running and redundancy costs in reserve, to cover those costs in

the eventuality of having to close the Club – this figure is around £44k in 2020 / 21). We are getting very close to the limit of the Policy.

Prior to the pandemic, we had high (and increasing) levels of reserves, which allowed us to reduce some of our fee rates, but after two extended closures, and the continued uncertainty surrounding the pandemic, we've had to make the difficult decision to increase fees this year to protect the financial future of the Club.

Our financial projections show that we are forecasting a modest surplus in 2021 / 22 (this is based on regular sessions, and doesn't take into account Holiday Club, pattern changes, ad hoc sessions etc).

One of the members asked if the numbers of children attending Club reduced after we returned from lockdown. Demand for Breakfast Club changed following the first lockdown, possibly due to more working from home, and this is a trend that has continued (we have seen around 25 children drop out of Breakfast Club on some mornings). We therefore have two fewer staff members working in the mornings, whilst still ensuring we have the right level of staff to cover the different cohorts. Emma is seeing the demand for Breakfast Club gradually increase again.

Manager's Report (Emma Donaldson)

Children are still in separate cohorts at Club, however they are able to mix more freely when in the care of School. The measures that Club are adhering to, from the Scottish Government's *Coronavirus (COVID-19): school age childcare services guidelines* require that there are more stringent contact tracing practises in place, so we will remain in cohorts for the time being.

Laura, Shannon and Lyn are currently responsible for P1 and P2, Abbie and Jackie have P3 and P4, and Gemma and Lorna have P5, P6 and P7. Emma and Chris are able to step in to assist with the groups as and when required.

As has been touched upon, we have taken on some additional staff to help cover the cohort system. We were able to rehire Lyn, and she has been a great addition to the staff team. Erin has gone back to University, but is able to return to help with Holiday Club in future.

Emma highlighted the fantastic working relationship that she has with School – Mark Wheelhouse has been very happy to let us have access to parts of the school that were previously out of bounds (the gym hall and the secret garden), which has been very beneficial due to the extra space required for the different cohorts.

Within Club, we have been working on various displays which can be seen on the website gallery. Look out for the Christmas displays!

Staff and children are continuing to discuss important topics and what this means for them at their time in Club. Diversity and inclusion have been the focus since coming back after the summer. All groups discuss Club values and how they should follow these. Kids Council is still being run, albeit in individual cohorts - kids can read about this regularly, and post their own worries and concerns for staff to pick up.

Children have been giving staff great new play ideas to take forward. Members should feel free to ask staff what the children have been up to! Longer-term projects include woodworking (including a Christmas project).

At some point in the near future, we will be able to go back to being one large group – Emma is keeping on top of the latest guidelines, and has been discussing this issue with other local After School Clubs, so that when the restrictions ease, we can all lift them at the same time.

Vote for Trustees

Graham and Rebecca stood down from the Committee. Members were happy to approve the reinstatement of the remaining Trustees.

If anyone would like to become a Trustee, Graham invited people to get in touch. We need a minimum of 5 Trustees, and there will be 7 within the group who have just been voted back in. Even though we only need 5 Trustees, it is much less burdensome for the group when we have around 10 on the Committee.

As discussed, we are particularly keen to hear from anyone who has experience of running a business / financial control / book-keeping.

AOB

Graham invited everyone to ask any questions via email if they don't want to do so tonight.

Adrian thanked Graham and Rebecca on behalf of all Trustees for the time and effort that they have put in to the Committee and within their roles as Chair and Treasurer.

Graham thanked everyone for attending and the meeting came to a close.

Next Meeting
Tuesday 23rd November 2021 at 8pm on Zoom.