Livingston Village Primary School Out of School Care Project
Management Committees' Report
for the Year Ended 30 April 2023

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity name:	Livingston Village Primary School Out of School Care Project
Name by which the charity is known:	The Livingston Village Out of School Care Project
Charity registration number:	SC035151
Charity's principal address:	Livingston Village Primary School, Kirkton North Road, Livingston Village, Livingston West Lothian, EH54 7EQ
Operational address:	Livingston Village Primary School, Kirkton North Road, Livingston Village, Livingston West Lothian, EH54 7EQ

Management:
The organisation was formed by, and consists of a Management Committee.
The current Management Committee comprises the following people:

Alina Giles	Chairperson
Lisa Christison	Secretary
Sarah Brown	Treasurer

Until April 2023 the committee consisted of:

Jamie Gillis	Chairperson
Lisa Christison	Secretary
Gordon Gilchrest	Treasurer

Other Management Committee Members:
N/A

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Independent Examiner:	Craig J. Allison FCCA, Barrie Scott Limited, 16/18 Weir Street Falkirk, FK1 1RA
Bankers:	The Royal Bank of Scotland plc, Livingston Branch, 4 Almondvale South, Livingston, West Lothian, EH54 6NB

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity was registered in January 2004 as an unincorporated association and is governed by a Constitution.

The organisation was formed by a Management Committee, who are the charity's Trustees for the purposes of charity law and regulation.

Recruitment and Appointment of Management Committee

The Management Committee are elected at the AGM and serve for two years after which time they are eligible for re-election.

The Management Committee meet at least once a year.

The powers of those who serve on the Management Committee are detailed in the Charity's Constitution.

The day to day running of the charity is managed by the Manager and other paid members of staff.

No payment may be made to a member of the Management Committee except to reimburse proper expenses incurred in the work of the Committee and these expenses must be supported by a receipt.

Policy decisions are made at Committee Meetings.

The Management Committee have the authority to raise funds in the name of the organisation and to apply these funds only to further the objectives of the charity.

Management Committee Induction and Training

Under charity regulations, all trustees must undergo training. The Trustees duties and responsibilities are outlined at the meeting at which they are elected.

Membership

All parents and guardians of children attending Livingston Village Primary Out of School Care Project are eligible for membership of the charity.

Risk Management

The Management Committee has assessed the major risks to which the charity is exposed and has taken steps to mitigate those risks. Health and Safety issues are addressed as required and, in particular child safety issues. Staff who are in contact with the children are subject to a Disclosure Scotland review.

At each meeting of the Management Committee the Treasurer is required to provide a statement of account for review. This assists the charity with controlling its finances and helps mitigate any financial risks that may be faced.

OBJECTIVES AND ACTIVITIES

The Charity was established to provide daily care and education of children, during out of school hours and during holidays and to promote the provision of facilities for the recreation and other leisure time occupation of such children; and to advance the education and training of persons in the provision of such care, educational and recreational facilities.

In the year, the charity continued to operate the out of school care project at Livingston Village Primary School. Arts and crafts and play activities were provided to the children who were cared for through the project during out of school and holiday hours.

ACHIEVEMENTS AND PERFORMANCE

The Charity succeeded in providing a safe, activity filled environment for children who were entrusted to their care during the year both during term time and school holidays. Activities during the year included the Pantomime trip in December which was extended to all club members, and one successful Summer holiday club.

The club's invoicing system was improved by introducing the zoho.com system.

The last SCSWIS (formerly the Care Commission inspection was in May 2018 and the gradings were maintained from the previous inspection in 2015 which were :

- Quality of Care and Support - Grade 5 - Very Good
- Quality of Environment - Grade 5 - Very Good
- Quality of Staffing - Grade 5 - Very Good
- Quality of Management and Leadership - Grade 5 - Very Good

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Review of Financial Position

A profit of £2,828 (in 2021 the reported profit was: £2,944) has resulted for the year to 30 April 2023.

The income was provided by monthly paid invoices and amounted to £55,688. The expenditure was mainly wages, pensions, and PAYE = £48,800.

Opening balance on 1 May 2022 - £13,951.
Closing balance on 30 April 2023 - £15,466.

Description of reserves policy

The free reserves of the charity are the general fund which due to the Management Committees' policy is to hold funds to cover staff costs for three months and to enable them to pay creditors. The average 3 moths staff wage and pension was £11,279. Any remaining funds are disbursed in furtherance of the charity's objectives and to utilise the free reserves in any years of deficit.

Plans for Future Periods

The Management Committee plan to continue to carry out activities in furtherance of the charity's objectives.

This report was approved by the Management Committee on and signed on its behalf by:

Alina Giles (Chair)