

## Chairperson's Report by Gordon McCrae

### Achievements and Performance.

The Directors of the management board are delighted to report another busy and successful year.

The staff have achieved several qualifications this year (half workforce now qualified) including the BA Childhood Practice degree (Manager), SVQ level 3 Playwork (Assistant Manager) and SVQ Playwork level 2 (two staff members). Several short courses were also undertaken by the staff.

This year also saw the completion of the garden with the foundations laid for the greenhouse, a more manageable pathway and several new raised beds. The garden has become a valued resource not only for the Club, but for the school too, with increased input from parent volunteers, children and staff.

The Club also had a successful Care Commission Inspection, receiving three grade 5's (very good) and one grade 4 (good).

Plans for next year include the possible extension of our building to create a further room/s which would allow us to have all our children in the building at the same time. Talks are ongoing with our architect.

Fiona, Ross and the staff have once again worked extremely hard this year, ensuring that the service our club provides continues to be of a high standard, meeting all requirements and standards set by the Scottish Social Services Council and the Care Commission. I would also thank my fellow Board members for their time and commitment to the After School Club over the past year and in particular express my gratitude to our retiring member, Helen Sweeting, for all her hard work.

I feel confident that the Board and Staff will continue to develop and lead Hyndland After School Club effectively, and will embrace new opportunities over the coming year.



## Manager's Report by Fiona Ansdell

### General

Attendance. Our latest daily average is around 90 children, with the Breakfast Club, Holiday Club and pick-up service from Notre Dame all showing steady numbers. However, we do have some places available, both regular and drop-in. Our Summer Holiday Club was well attended - well up on last year averaging 40 per day. The programme proved popular once again with the addition of a couple of new (to us) activities – swimming and Loudon Castle. Both of which proves we are taking risk management seriously and showing the benefits outweigh the risks.



### The Building and Garden

**Some exciting news regarding the building – it's been short-listed for an award!** The Making Spaces Award for buildings with innovative design for children and young people will be announcing the winner on Thursday 7 October – just too late for this report unfortunately but check out the website for news. Jason Brown our architect from Abozzo is very pleased.

After the last few years of building works and some extreme maintenance it has been nice to spend some funds on other things for example the greenhouse, the shed and the new gate for the garden. Speaking of the garden – what a show of colour we've had this year! The input from the school had made such a difference and we can look forward to further improvements with funding (\$1000!) awarded from the Blue Sky Project through a project run by the BBC which we were introduced to by one of our parents. The dollars have translated to just under £650 which we will use to buy plants, a new picnic bench and improved fencing.



### Our Staff

Replacing staff in our transient workforce is always a challenge. On the one hand we want to employ staff with childcare qualifications or those willing to take up qualifications to allow them to register with the SSSC (now a requirement for managers and practitioners with workers following in a few of years time.) On the other hand we have a good track record with employing students (often studying non-childcare subjects) who nevertheless bring a diverse range of skills to our Club. They can stay with us up to three years and become valued members of the team. Sadly we said 'bye' to three members of staff recently – Katrina Keddie, Stacey Hardie and Chris McEwan. We wish them well. However, they have been replaced already! Our very new members of staff are Hannah Murtagh, Greer Pester, Sophie Fisher and Brioni Bradbeer.



Christopher Ross became a paid member staff after 'working' his way up the ranks from Duke of Edinburgh volunteer and can still do an afternoon since starting at University. Seanaid Threlfall returned to work after having her baby. The remaining staff- Ross MacDougall, Edith Austin, John Ansdell, Emma Sanderson, Perri MacKenzie, Arlene McKenzie, Tricia Robertson, Daniel Graham, Farrah Cortico, Alice Butterworth and Sarah Barbara have all worked hard this year to continue and improve on the quality of our service with their varied and innovative activities.

Our bookkeeper of five years also left but we were very fortunate to have parent Kathy Melvin jump in to keep things ticking over until we could advertise the post. After a thorough selection process Kathy proved to be the best candidate and we were delighted when she took up the offer of the post of a permanent contract.

Our three childcare escorts (Mandy Maxwell, Sharon and Amanda D'Alfonso) who pick up from Notre Dame have now been with us just over a year and have made a big difference to our staffing levels here at base.

As mentioned earlier a few of us have been studying hard this year! I was very pleased to have finished my BA Childhood Practice degree and thoroughly enjoyed my graduation day in June. Ross achieved his level 3 SVQ Playwork, and Alice and Sarah their Level 2 SVQ Playwork. Other training undertaken this year included first aid, child protection, infection control and anaphylaxis awareness.

We were inspected in earlier this year by the Care Commission and were pleased to receive three grade 5's (very good) and 1 grade 4 (good). The only recommendations were to update some of our policies and re-introduce our 'Kids Council'. Again we received some positive feedback from parents:

*'The kids get a lot of different things to do indoors and out, both fun and educational. Our experience has been consistently excellent'. ALSO, 'It has been a huge relief to know my child is in such good hands. I've watched her grow in confidence. She is happy in the after school club.'*



**Finally** many thanks again to **all** the staff for their hard work and for meeting all the challenges with enthusiasm and commitment. To the members of the Board who give their time, expertise and support. Not forgetting Margaret our cleaner, Ian our IT expert (look out for our re-vamped website – coming soon!) and also thanks to Janitors Joe (and John) for their care and attention. Also to the PTA, the school staff – particularly Fiona Kerr, for helping to ensure good relations between the Aftly and the school.

**Treasurer's Report  
by Laurence Williams**

Our accounts are audited annually by chartered accountants (since 2006 by Alexander Sloan) to provide external validation and confidence in the financial status and management of HASC finances. The 2009/10 audit summary will be reported at the

AGM. The Club's finances are carefully managed through excellent record keeping now by Kathy Melvin, good management practice by Fiona and Ross and support and advice from the Board. The budget projection model continues to help to provide realistic financial forecasts. The general climate of financial uncertainty has continued to have some effect on HASC, e.g. reduced interest rates and higher day to day costs. Staff wages were kept in line with inflation this year at 2%. Our sound financial practices enable us to keep the fee increases reasonable, while continuing to provide high quality childcare and supportive employment. Our 30p daily rise for after school care will help to cover the costs relating to our new closing time of 6pm which we introduced to enhance our service for parents.

Plans for the coming year include:

- Securing external funding (grants) for the next stage of buildings work.
- Developing a 3 year business plan

**Fees 2010-2011**

Service	09-10	10-11
Registration	No change	No change
Daily after school	£9.00	£9.30
Notre Dame asc	£11.50	No change
Holiday/in-service day	£20.00/ £12.50 ½ day	No change
Breakfast Club	£2.50	£2.60
12-3 Club	£11.50/£12.00 (50p disc with asc)	No change
12 to 3 from Notre Dame	£11.50(with asc) £14.50(£12 to 3)only	No change
Late Fees	£7.00 to 6pm £18.50 to 6.30pm	£7.00 to 6.15pm £18.50 to 6.30pm



**Hyndland  
After School Club**



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