

Hyndland After School Club

Annual Report 2019-2020



Covid 19 Impact on our Clubs

Covid-19 pandemic has had a huge impact on the Club over the last 9 months or so.

After much speculation regarding Covid -19 in early March 2020 we had to close all our services.

Our last after school day in all three clubs was Friday the 20th March although we continued for one week providing a service for keyworkers at Hyndland. However, as the uptake was so low, and we wanted to give the health and safety of our staff priority a decision was made to close to all children on Friday 27th March. Thereafter followed much advice and guidance from the Government, local Council and the Care Inspectorate. This advice included when we could open, health and safety procedures, furlough procedures for staff and shielding information.

All staff apart from the General Manager and the finance/admin assistant were put on Furlough. We also had the support of our bookkeeper and together we kept the administration ticking over while we were closed. The four Managers were taken off furlough early to plan and prepare for the new term while the rest of the staff stayed on until the end of July. The management Board

were in full agreement of the 20% top up of the wages for all the staff during this time.

We had a long, frustrating wait as each phase of lock down unfolded until we got the guidance we needed to consider re-opening in the new term. The plan at that time was a blended learning system which saw children attend school for 2 days per week. Much thought and administration went into producing our after school 'Covid' register which, in the end, was not required as the children returned to daily attendance. However, we were still restricted with numbers as we were asked (as near as possible) to follow the school's lead in keeping the year groups separate. To meet this demand, we organised a system of four 'mini' clubs at Hyndland and had to reduce our numbers to manage the different groups or cohorts. At Notre Dame, premises were more restricted so the children could only be separated into two groups within the main hall. At Thornwood, with numbers being so low again the groups could be easily accommodated within the dining hall.

Covid -19 continues to impact on the Clubs, staff and families but we look forward to getting back to normal in 2021.



Care Inspections

12th September '19 – Hyndland was inspected and gained the following grades – 5- Very Good for Care and Support and 5-Very Good for Staffing

Some feedback collected by the inspector:

The Afty is a brilliant service. The staff are attentive and make it a fun/safe place.' 'The club has helped him develop his social skills and expand his artistic/creative side.' 'The afterschool club at Hyndland Primary is absolutely superb.' 'This service is as important as the primary school for our family.' 'Outdoor play is encouraged and my son loves to be outside with his friends with a variety of activities on offer.' 'My children love going to Afty. They are very sporty and love all the outdoor activities. I really like the way the staff encourage children to play outside.'

17th December '19 the Thornwood service was inspected and achieved - 5- Very Good for Care and Support and 5- Very Good for Staffing

Some feedback recorded from the children attending that day:

"Love it. I like playing outside. It's so much fun. I like the Lego and drawing ..." *"This is going to be a basic platform. I'm sticking Lego bricks to make Sonic." Child making Sonic the Hedgehog model.* *"I like football and playing with my friends."* *"I like coming. I like playing outside."* *"I like playing the Guess Who game."* *"Yes, like coming, fun games."*

Notre Dame Kids Club await their inspection – no doubt delayed due to Covid-19 restrictions.

Management Board

At the AGM in October 2019 our Chairperson (Gordon McCrae) of 14 years retired from post. Gordon was a committed fan of the Clubs having used both Hyndland and Notre Dame services for his children. His support and encouragement over the years helped shape the clubs as they are today. Alison McIntyre took over from

Gordon – another fan of Afty whose two children attend regularly. Others to join were Deborah Porter, Vaibhav Gadre from Hyndland and Iulia Iordache from Thornwood. The AGM was well attended, and we learned the Club was in a good financial position with a fund balance of £197,000.

Our Board of management meetings continue monthly online at present. The Board members have all been very supportive during this unprecedented time.



Partnerships

We are so grateful for the tremendous support from the school, who agreed to us being able to use areas in the school, so we could accommodate the different groups and keep them separate. As we had priority use of these areas it meant that school-led after school clubs could not operate. The school community including the head teacher, staff, janitor and the parent council members have been very understanding and we continue to work together for the benefit of all the children attending Hyndland Primary.

At Notre Dame and Thornwood the Head Teacher and all school staff have also been very supportive and accommodating.

We continued our partnership with the Annexe Communities and their Connect 2 project which saw us hosting and attending inter-generational activities e.g., shared outings, learning skills like sewing and knitting, and a shared 'health' walk. Sadly, this is on hold currently, but we look forward to joining up with the newly funded 'Younity' project – also Annexe based, soon.

Building

By June 2019 we saw the end of what was, a major upheaval while our building at Hyndland was refurbished with new windows and a freshly painted exterior. This was essential works carried out and paid for by Glasgow City Council, owners of the building. While all that was going on the club ran successfully from in the school and all the admin and office work took place in temporary offices nearby. We also had the interior painted and some much-needed joinery work done to help with storage. This we paid for out of our reserves. Fast forward to October 2019, and, after a busy start to the term with record attendance, we had another decant back into the school to allow workmen in, once again, this time to install new toilets to school standard. Again, this was paid from our reserves.

The toilets were installed during the October break and were a welcome and final improvement to the overall condition of the building and environment.

Staffing & Training

As is normal for our organisation our turnover of staff remains quite high. However, we have a growing number of longer serving staff making up the core teams in each of our clubs. Over the last year or so (from July 2019) we have had 8 staff leave and 10 new starts at Hyndland with a total staff of 24. At Notre Dame, a bit steadier with only two leaving and two about to start – total altogether 13. Thornwood staff have remained the

same at 3 with one member of staff working between Thornwood and Hyndland.

Before lockdown, the Board of Management agreed a 3% rise for all staff to take effect from July 2020. Also, a new rate was introduced for those staff with 3 years' service. Rates were rounded up which put most of our playwork staff on £9.50 per hour making us eligible for the real Living Wage. We will be applying for accreditation before the end of the year.

Two members of staff gained their Social Services Children & Young People level 3 qualification and one member of staff gained at Level 4. One member of staff is working his way through the BA in Childhood Practice and one other due to return to BA course in the new year. We have quite a few staff waiting to start courses soon – just waiting for the colleges and word on funding.

Other training (carried out just before lockdown) included short courses in Autism Awareness Raising, Food Hygiene, Infection Control and Allergy Aware. We are also subscribing to online training – these courses include Safeguarding, Fire Awareness, Food Allergy, Infection Prevention Aware and Coronavirus Awareness.



Our Sister Services

Our sister services **Notre Dame Kids Club** and **Thornwood After School Club** continue to meet the guidance as far as possible. As already indicated, they are unable to access other spaces, so they continue to run their services from their main halls but practice social distancing between groups wherever possible. Much use has been made of outdoor spaces, Thornwood has a brilliant outdoor space with shelter, play equipment and a huge MUGA (multi-purpose games area). The Notre Dame playground also boasts a play area with equipment and a MUGA.

Attendance (latest figures)

Total children registered (Includes regular users, drop-ins, breakfast club and holidays): 354 (400), Hyndland: 201 (220), Notre Dame: 113 (122) and Thornwood: 30 (30). Last year in brackets.

- Hyndland regular users: 180 (201)
- Notre Dame regular users: 90 (100)
- Thornwood regular users: 18 (25)

Thornwood also had regular mid-week children brought by taxi from Hyndland from August to March. *Average approx. 7 per day during the first three months of 2020.

Average daily attendance (last year in brackets – all average to March 2020)

- Hyndland After School Club: 102 (100)
- Hyndland Breakfast Club: 31 (34)
- Notre Dame: 57 (56)
- Thornwood: 17 (20) (*midweek days average was 24)

Waiting List

We continue to operate waiting lists at Hyndland and Notre Dame. At Hyndland the mid-weekdays still have long lists – average of 27 per day with the highest (33) waiting for a Tuesday. Notre Dame

has been able to up their daily attendance despite the Covid restrictions, so their lists are not so long.



Holiday Clubs

Last summer's holiday club (2019) was well attended with an average of 47 children per day. We had a packed programme including making pasta, Lego escape room, magic potion making and various trips including Balloch, Blair Drummond Safari park, Culzean, Kelburn and Calderglenn County parks. We were also working together with Annexe Connect 2 project. This was a continuation of our inter-generational partnership and involved sharing sewing and knitting skills and 'ask a granny'. We also enjoyed joint trips to Luss and Ardrossan Beach.

October week holiday saw numbers drop slightly to an average of 40. However, another packed programme was enjoyed, with trips to Heads of Ayr and Glasgow Green. Sadly, due to Covid -19 that was the last holiday club until October this year which was, understandably less well attended.

Financial Review

The 2019-20 financial year will include the extra costs for the toilets, joinery and decoration (more than covered by the surplus income for 2018-19) but will also see reduced income from the Covid – 19 lockdown in the last three months of the year plus some additional costs not covered by fees income. E.g. the 20% top up for staff wages and full wages for the General Manager, Finance/admin assistant and Bookkeeper. The furlough scheme was very welcome however and meant we were able to keep all our staff on the payroll. We also continued to pay insurance, memberships, and security maintenance but are fortunate in that we do not have energy costs, large lease or renting costs or any loans. As some parents continued to pay over the three months we were closed the end year figures will include income which would be carried forward to the next financial year. We did not however have the costs of running the Spring Holiday Club or advance expenses in preparation for the Summer Holiday Club as neither of these were able to run. True results of the audit will I am sure show an accurate picture of the cost of lockdown on our services.

Reserves Policy & Risk Management

As our reserves were not really affected by the extra costs, we start 2020-21 on a good financial footing. However, reduced income (some parents having substantial credits, reduced numbers as some families have moved on, lost their jobs or are continuing to work from home and no income from the summer holiday 2020 will have some impact on our finances. This can only be monitored against our projected figures and, as we do not know at this time how long we will be affected by Covid -19 it is difficult to provide an accurate forecast.

Moving forward and based on numbers so far this year at Hyndland we are running at approx. 90% capacity, and slightly over staffed to meet the out of school care Covid-19 guidelines of having the children kept separate in smaller groups. At Notre Dame the numbers are close to pre Covid -19 but will also be slightly over staffed to meet the needs of service. The Thornwood Club is yet to

get up to the numbers it had last year and will continue to be subsidised by Hyndland. The drop in income due to reduced numbers expected during the holidays can in some cases, be set against a reduction in staffing and further savings can be met by reduced spending on activities and outings.

Grants

Further income has been awarded by the Government in their Transitional Support Fund which is being delivered using the [COVID-19 Temporary Framework Umbrella Scheme](#) for the UK, which allows for aid to be provided to remedy a serious disturbance in the economy. Our total award of £20,250 has now been received.



Future Plans

We have arranged for plans to be drawn up to install a sheltered play area behind the Hyndland club hall currently known as the den building area. This will allow for greater use of the outdoors, currently a necessity to alleviate the spread of the virus and will in the future add to our ability to facilitate more outdoor play and

activities. Permission may still need to be applied for, but we believe the advantages will be a significant asset to the club. Currently no other plans being considered – only to provide the best service to all our families in the three clubs as far and as safe as possible and within the current guidelines. Also, to make staff welfare a priority.

Thanks

We have many people to thank for their support and tolerance!
Especially the parents and carers for their patience and acceptance when we could not operate or provide our usual services. Many of which sent in emails with kind messages of appreciation and thanks. For our Board of Directors (all parents of children who attend our Clubs) and for our amazing staff including all our playworkers, admin/finance, bookkeeping, and managers.

The managers in particular who have held everything together, coped with the ever changing ‘face’ of the Covid-19 impact on all our lives, the frustrations of waiting for guidance so we could plan and the coming to terms with the restrictions as they became a reality in our working environment. They did some job of making it look like it was ‘business as usual’ for the children while behind the scenes the extra work involved in risk assessments, policies, rotas, cleaning, sourcing equipment and general logistics was carried out with their usual efficiency. Many thanks to them.

Afty Needs You!



We know you need us – but did you know we need you? Without parents on our Management Board, we would not be able to run as a not-for-profit company. Find out what is required to become an Afty Board Director – please see below.

- Completing a simple form for Companies House
- Attending one meeting per month- evening 7pm to 9pm
- 11 meetings approx. per year
- Offering advice, support, any skills or expertise as necessary
- Helping to make decisions re fees, wages, senior recruitment
- Assisting at any celebrations or fundraising if available
- Always completing any surveys or questionnaires issued (yes that would be compulsory!)
- Oh, and attending the Christmas meal!

Look forward to hearing from you!

Or get in touch: ask for Fiona, Paddy or Caroline at Hyndland, John at Notre Dame Kids Club 07419999452 or Arlene at Thornwood After School Club 0141 334 1797

**Incorporating
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Thornwood After School Club**

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**Hyndland After School Club
1992-2020**