

St Joseph's Out Of School Club

St Joseph's Catholic Primary School, Front Street, Nympsfield, Stonehouse GL10 3TY

Minutes of the OOSC Committee Annual General Meeting

01 July 2025

7:30pm

Held via Microsoft Teams

Attendees:

Committee members: Jess Burchfield-Milliner (Chair), Sam Foran (Treasurer), Honor Palmer (Secretary), Rebecca Steel (Extra Member), Clare Howells

OOSC Team: Marie Knight

Others: Gemma Wilkins, Leah Farrer, Nicola Connolly, Hayley Partridge, Abbey Lint, Anna Gage, Anna Hitchings, Nicola Frost

1. Welcome

The chair welcomed all attendees and was happy to note the quorum had been met.

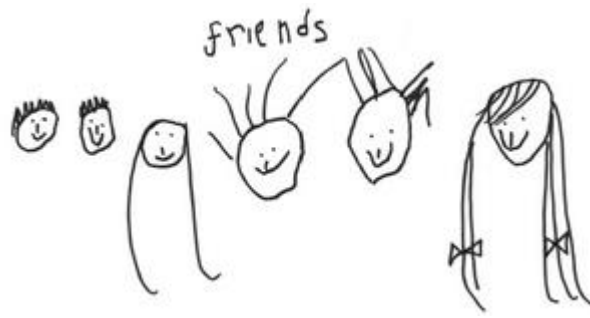
2. AGM minutes from 2024

All parents of all children at OOSC were sent last years AGM minutes ahead of the meeting. Anna Hitchings wanted to address her surname was spelt incorrectly, which has been amended. When the chair asked if anyone had an issues with the previous minutes, no further comments were made.

3. Annual Report from the Committee

3.1. Chair's Report

The Chair shared that the setting provided a reliable, stimulating home from home wrap around care for children attending St Joseph's school and eligible children from St Joseph's



preschool. The setting provides interesting and varied activities through a holiday club facility for local primary aged children. This holiday club has been very well attended and the children took part in a variety of activities with different themes including magic day and circus day.

It was noted that a maximum of 27 children could use the Club each night it operated with 151 children registered.

The chair explained that the Play Leader organised the Club's participation in the Fairshare Scheme which benefited the Club, school community and local community. Staff supported the Management Committee in understanding the Early Years Foundation Stage (EYFS) requirements for ratios and changing the Club's registration to ensure the Club was meeting requirements. In addition, the Club's section within St Joseph's Catholic Primary School's website was regularly checked to make sure the content was relevant and up to date and updates were sent out in school newsletters.

Staff undertook key training/essential updates during the year. There have been no staffing changes this year.

The Club and St Joseph's Pre-school continued to have a strong collaboration sharing staff members between both settings.

From September the Breakfast club will be open from 7.30am. It was confirmed that in light of last years AGM questioning the insurance of this earlier option, that it was all fully insured. Thank you to the OOSC staff for allowing for this change to help out our children's families.

The chair stated that the charity commission was submitted on Monday 30th June.

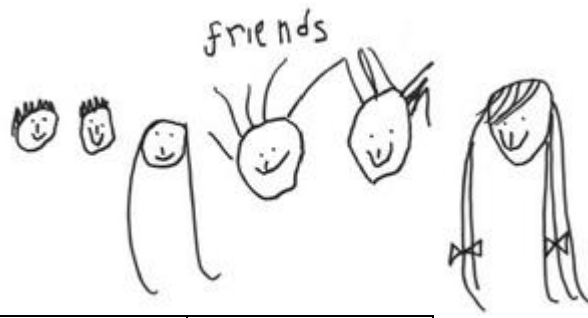
3.2. Treasurer's Report for the year ending 31 August 2023

The Treasurer report that the OOSC had made a loss of £2,049 and that the independent review had been completed.

Marie and the team keeps costs down wherever possible and good use of the Food Share scheme was used with inventive snacks and food options available to the children. (Thank you Marie!)

OOSC did not apply for any grants during the financial year.

Fees:



BREAKFAST CLUB	2024/5
Contract	£4.40
Ad-hoc	£5.50

AFTER SCHOOL CLUB	2024/5
Contract (till 6pm)	£8.80
Ad-hoc (till 4:30pm)	£8.80
Ad-hoc (till 6pm)	£11.00

It was noted that given the increase of the rent and staffing costs due to the national minimum wage increasing, in order to keep the OOSC viable and prevent further loss, we are likely to need to adjust our prices in the 25/26 school year, we will inform parents once we have consulted next meeting. We have surveyed the prices of other schools in the area and found our prices are competitive with their school OOSCs. The treasurer reminded attendees that invoices were sent on the 1st, and to paid by the 20th please.

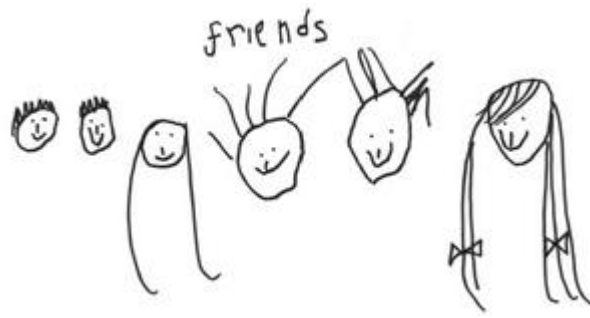
4. OOSC

It was noted that Rebecca Steele would be stepping down as a member of the committee after 5 years of service. Thanks was expressed for her dedication and contribution to the OOSC.

We are looking for a parent volunteer to replace her. It involves attending the meetings once a month on teams during the school year. Please reach out to the committee if you are interested in helping.

It was noted that the government plans to extend breakfast club to all primary aged children, however no details have been confirmed currently. This was the one question sent in ahead of the meeting as requested in the school news letter, and the headteacher reported that trials have been ran by the early adopters The Rosary, however there has been poor feedback into the logistics of offering this. The school termed the idea “a headache” as there were not enough staff to cope with any increased uptake, and the grants have not covered the running costs resulting in a deficit to the school. More information will come but nothing official has been discussed.

5. OOSC Committee



All members of the committee stood down.

The previous secretary asked if anyone would like to stand for the position of chair. Only Jessica volunteered, which was seconded.

The previous secretary asked if anyone would like to stand for the position of treasurer. Only Sam volunteered, which was seconded.

The previous secretary asked if anyone would like to stand for the position of secretary. Only Honor volunteered, which was seconded.

The previous secretary asked if anyone would like to join the committee. Leah, Clare and Gemma volunteered. Leah questioned we had previously questioned the conflict of interest policy due to herself being a member of the Preschool Committee. The committee are aware that the constitution states that someone on multiple committees would not be able to join in with discussions or voting linked to the preschool in this particular case. Leah believed that another person expressing interest in joining the committee fell into a similar conflict of interest category, but that this person was not one of the three roles seconded. The chair, secretary and treasurer said that they would research this further to ensure that all people wishing to join the committee had the same rules applied, and that once researched, we could join new members after the AGM in another committee meeting.

The following individuals were nominated as Committee members:

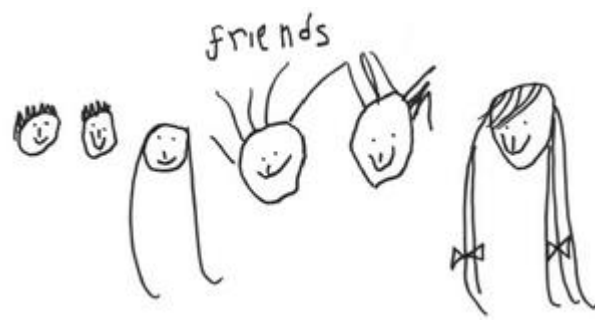
Jess Burchfield-Milliner	Chair
Sam Foran	Treasurer
Honor Palmer	Secretary

6. Any other business

Close of AGM 8.10pm

Signed:

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Chair: Jessica Burchfield-Milliner

Date:

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