

This newsletter gives you an update on PLAY@Churwell and PLAY@Asquith - the Before and After School Clubs and Holiday Playschemes run by Churwell Out of School Group.

Leeds Quality Assurance (LQA)

We are working towards accreditation under the Leeds Quality Assurance Framework. In our first module on Organisation we achieved a bronze award. The staff have worked hard to pull together the evidence needed but we will need to submit more to support the remaining modules. Feedback on the quality of our service is welcome, especially in writing to we can submit it to the assessors. The next three modules (the 3 E's) are on Environment, Ethos and Experiences.

Developments

Asquith School and Churwell School have building work planned over the summer which includes new accommodation for out of school provision. In addition we will need to move out of the Year 5 classroom at Asquith after Easter so the school can prepare the room for teaching space.

We are working with Mr Summers and Mrs Austerfield to minimise any disruption to the children and parents who use the out of school clubs. Our plan is to make best use of the space available at both schools to provide the same number of overall places as now.

From September we will have new accommodation at both schools which means in the 2007-08 academic year we should no longer need to use a walking bus arrangement between the two schools.

What does this mean for me now?

Churwell pupils: After Easter we will have 2 adjoining classrooms at Churwell so all Churwell pupils will be based at Churwell School. You should collect from Churwell after school.

Asquith pupils: After Easter we will have one classroom at Asquith and use of the community room. Depending on numbers and space available we may have to use Churwell for some of the Asquith pupils. Cath will let you know if we need to use this option and ask for your views and preferences.

Consultation on change to organisational structure

Churwell Out of School Group is an unincorporated association run by a Management Committee. In simple terms this means the group does not exist as a body in its own right. We have been advised by the Childcare Development Team at Leeds City Council that a different type of organisational structure – a Company Limited By Guarantee - would be better. This would be a not-for-profit organisation run by a Board of Directors.

Under our constitution, members vote on proposals before we can make any changes – details are attached. At present only the management committee are members but as parents of children registered with Churwell Out of School Group we want to give you the opportunity to comment on our proposals.

Your views are important. Please return your form by **Friday 4 May 2007**.

Churwell Out of School Group

PROPOSALS TO CHANGE STATUS OF ORGANISATION

Background

Churwell Out of School Group was constituted on 19 April 2001 as an unincorporated association. We opened our first places at Churwell Methodist Church in March 2002. In 2003 we moved to Asquith School and in 2005 expanded the number of places by opening at Churwell School. We now offer 48 childcare places across the two sites with plans to increase to 64 places in 2007-08.

What does Churwell Out of School Group do?

You will all know the obvious answer to this! We provide before and after school care and holiday playschemes for children in Churwell and Morley.

What you may not know is the rest of the work carried out by Cath Dunn and volunteers such as Julie Lawlor and Philip Mallard. We:

- provide training and support to other clubs on setting up childcare places;
- provide advice and guidance on administrative issues to other clubs;
- run the Morley Managers Network;
- work with Leeds Play Network on the content and organisation of events to support playworker's learning and development;
- organise combined playscheme trips for the Morley area;
- provide our own payroll, book-keeping and support services; and
- design, develop and maintain our own website.

What changes are you proposing?

We propose using the services / assets of Churwell Out of School Group to create two new organisations that reflect the range of the activities described above. Both would be incorporated as a Company Limited by Guarantee and Community Interest Company (CIC). Both would use a social enterprise model run by a Board of Directors.

Morley Children's Clubs CIC	Churwell CIC
Summary of objects: To provide childcare services for the benefit of the local community	Summary of objects: To provide training & support and other services for the benefit of the local community.
Directors: Cath Dunn, Julie Lawlor, Michelle Dunn.	Directors: Julie Lawlor, Cath Dunn, Philip Mallard.

We see this as the best way to keep a focus on providing quality childcare in Morley while allowing us to develop and expand our services to other community groups and provide additional services for the local community.

Any surpluses generated would, as now, be used for the benefit of the children, parents and the local community. The governing documents would not allow any dividends to be paid or assets to be transferred to the Directors.

Churwell Out of School Group, Asquith School, Horsfall Street, Morley. Leeds, LS27 9QY

☎: 07986 295246 / 07986 295247 / 0113 3075555

💻: www.churwell.org.uk / www.asquith.org.uk

✉: PLAY@churwell.org.uk / PLAY@Asquith.org.uk

What is a social enterprise?

A social enterprise is a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners. The business can take many different forms.

What is a Community Interest Company?

Community Interest Companies (CICs) are limited companies, with special additional features, created for the use of people who want to conduct a business or other activity for community benefit, and not for private advantage. This is achieved by a "community interest test" and "asset lock", which ensure that the CIC is established for community purposes and the assets and profits are dedicated to these purposes

We have chosen the Community Interest Company (CIC) as this provides assurances to users of our services and to potential funders that any surpluses are reinvested and not used for personal gain.

Why are you doing this now?

An unincorporated association is often adequate for most small community groups but as we have expanded and our turnover increased it is less secure. It is hard to attract volunteers to sit on the management committee as there are personal financial risks involved. As a company, their financial risk would be limited. A company structure is more professional, governance arrangements are regulated and annual reports / accounts are public. The social enterprise model is one that is encouraged by government for the delivery of public services and it matches our ethos of providing services for community benefit.

By creating two new organisations we can ensure we keep a focus on providing quality childcare in Morley while allowing us to develop and expand our services to other groups and to develop community services to meet local needs.

Why change the name?

The name change to Morley Children's Clubs CIC is for two reasons. We started at Churwell School so the name – Churwell Out of School Group - was fitting. When we expanded to Asquith School the name did not fit so well as Asquith is not in Churwell. Our holiday scheme is open to all of Morley so we felt that Morley in the title of the organisation would describe what we do and where we do it. In addition, under the Companies Act the word 'Group' is restricted to groups of companies. We would have had to drop Group so took the opportunity to review the whole name. As a Community Interest Company we have to include that or CIC in the organisation name.

We will continue to use the current brands PLAY@Churwell and PLAY@Asquith for our before and after school clubs.

Churwell Out of School Group, Asquith School, Horsfall Street, Morley. Leeds, LS27 9QY

☎: 07986 295246 / 07986 295247 / 0113 3075555

💻: www.churwell.org.uk / www.asquith.org.uk

✉: PLAY@churwell.org.uk / PLAY@Asquith.org.uk

What happens to the funds and assets of Churwell Out of School Group?

Under our constitution, if we make this change we will “transfer any surplus funds after debts and outstanding payments to enhance the recreational and social well being of the school/community”. In effect, this means we will transfer any funds / assets to the new organisations to continue the activities we have run successfully over the past five years and look to provide extra services to the community. Funds and assets transferred would be protected by an ‘asset lock’ and could not be transferred to Directors or other individuals.

What does this mean for me and my child?

The high quality care your child receives will not change. Morley Children’s Clubs will employ the same staff and be based at the same two schools. We will continue to review and improve our services to meet the needs of children, parents and the local community.

The main difference you may notice is that your invoices will come from Morley Children’s Club. We will inform the childcare voucher companies of the change.

We will continue to consult you on services and respond to feedback as now. We will set up a Parent/Carer’s Forum for you to give us your views and will continue to use the views of the children attending the clubs to inform developments in our services.

Does this change mean fees will go up?

We review our fees every year to ensure we are charging a realistic and sustainable amount. Our main expenditure is on staff and accommodation which will not be affected by the change in status. Our next review will be in May/June and we will advise you of any changes, if necessary.

What if I need more information?

If you have any queries specific to the proposals for Churwell Out of School Group please email PLAY@Churwell.org.uk or PLAY@Asquith.org.uk and we will get back to you as soon as possible.

Information on social enterprises is available from the Social Enterprise Coalition at www.socialenterprise.org.uk

Information on Community Interest Companies is available from the CIC Regulator at www.cicregulator.gov.uk

What happens next?

We will keep you informed of progress.

Churwell Out of School Group

Consultation on Management Committee Proposal

Proposal

“That the existing services and assets of Churwell Out of School Group be used to create Morley Children’s Clubs CIC/Churwell CIC”

The aim of the change is to secure the long term future of the existing services we provide for you and your children and to enable us to develop new services for the benefit of the local community. For further information please see attached.

I support the proposal.

I do not support the proposal.
Please include comments why below

I would be interested in being part of a Parent/Carers Forum to inform Morley Children’s Clubs childcare services.

Name: _____

Date: _____

PLEASE RETURN TO THE CLUB BY 6pm ON FRIDAY 4th MAY 2007.