



**SQUARE PEG**  
**Activities**

WHERE SQUARE PEGS FIT IN

# 2023/24 Annual Report





# Chair of Trustees report

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Although there has been some challenges during the past 12 months, the Board of Trustees are delighted at how the charity has still managed to grow and evolve.

We have complete faith in the management team and can see that they are recruiting some fantastic support staff. The board is working on plans to support with improving structure and implementing new reporting methods as well as increasing our knowledge on governance.

Additionally we are looking to recruit more trustees who can bring specialist expertise to the charity to support its growth

“

it's the family you didn't know you needed, the village you can't do without, it's support, understanding, judgement free and a safe and secure place for the whole family. We genuinely wouldn't be where we are now without them (and the other families who attend  
Clare A



## PROFILE OF COMPANY

The Trustees present their Annual Report for the year ending 31 August 2024

## STRUCTURE, GOVERNMENT & MANAGEMENT

### Governing Document

The charity is controlled by its governing document, a deed of trust and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006.

#### Mission

To deliver safe accessible and appropriate leisure activities and facilities that are designed for disabled people's needs

#### Vision

To become the "go to" organisation in North Birmingham for families with disabled children for leisure advice and community



Square Peg has been a part of our twins' lives for a long time. Especially for their 12th birthday and the support when we lost one of the Twins, Alex, after his 14th birthday. Talitha has made friends as well as the both of us as parents.

Tony



169

Individual children attending during the summer

869

Attendances over the summer

129

Families supported in 2023-2024



91

Attended our sessions for disabled adults

11

Parent/Carer breakfast meet ups organised

70%

Children attend more than once a week in holidays



## Projects

## Details

## Outcome

### Gaming Room

New media wall, slimline chairs and bespoke desks all funded by local Rotary Clubs

- There is now room for more children to use the space
- The kids love the room even more now it looks "professional."

### Pantomime

Our annual trip to the Panto funded partly by Happy Days

- We managed to take 221 people to the theatre and allowed families to go in a safe space as a group.

### Disabled Adults

It was our aim to increase provision for disabled adults

- We ran 17 sessions for disabled adults
- 71 adults have attended with or without carers, we're following their lead on activities

## CLUBS

Our clubs are aimed at special interests, meaning that children can attend after school clubs as mainstream children do, providing them the equality of opportunity they deserve. Two of which are highlighted below:

Lego Club has been re-established and is currently used by up to 15 children each week. Although there is lots of Lego fun, the children are also able to use the gardens and sensory room giving them a variety of opportunity.

Home Education Club has grown so much that we have had to increase it to two sessions per week.

Youth Club is a new project which has grown from strength to strength. It is our first drop and go session for children age 11-18. We have already had to increase numbers from 10-14 as it is so popular.

Gaming Club attracts different families every month and is a great way for children to game in a social environment

Pre-school Group is for children with or suspected to have a disability, we also welcome their siblings

3

After school clubs

2

Clubs for children out of school

109

Term time sessions were available

## Projects

## Details

## Outcome

### Youth Club

Create a group for over 11's where children are dropped off and they can have their own space.

- The group is thriving and we've already had to expand
- The kids choose all their activities and bring tuck money in to help with independence

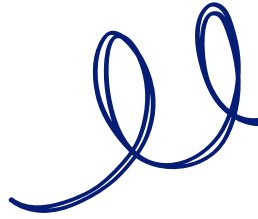
### Second Home Ed Club

The group has expanded so it was time to start a second session

- A new Friday Storytime session has been set up which is a great addition to the Tuesday free play group.



# The year in review



The year has continued to see all our staple activities with a couple of additions. We have increased numbers of attendees to a maximum of 30 during school holiday activities as we have had more staff to cover the sessions meaning we can support more children than ever before.

We continue to work closely with local SEN colleges and provide their students Work Experience in a variety of roles including admin, gardening, play work and painting/decorating. We treat all our volunteers and work experience students with the same respect and conditions as staff so interview and reference them to ensure the standard is as required.

The two play staff who joined us last year were still with us and return in whichever school holidays they can manage around their university commitments. The children enjoy the familiarity of having regular staff members so this is something that we have learned we will continue in the future. We still recruit volunteers from 6th form colleges and schools which is great for the children to have younger people there to support them

## FUTURE PLANS

The plans for moving premises have been revisited and it has been decided that the time isn't right for a big move, that is would be too costly and disruptive. This has been put on hold until another plan can be formulated that would be more cost effective and relevant.

There are plans for more recruitment to be undertaken in the next few months. A new Business Improvement Manager will be recruited to take the role of operations and also to move us into the digital age and to bring fresh ideas. This will allow the current Operational Director to focus on what she does best, funding.

## Summer Highlight

Summer holidays are always our biggest undertaking. It is looked forward to by children, parents and staff. It's a mammoth planning and implementing exercise but is so worth the effort. Disappointingly this year funding from the local council was cut by 43% so we had to dig deep to deliver more home grown activities with less trips and visiting entertainment than we usually provide. Summer 2024 saw a host of new families attend along side our regulars creating new friendships and community.

## Winter Highlight

The theme for this Christmas was The Grinch where the colour green was very evident in all areas of the centre. Outside was the marquee area that represented "Whoville" where the children could throw snowballs and enjoy the outdoor fun. We provided a magical Santa experience for 84 children over two full days. This remains one of our most loved activities.



# Finances

2023/2024

Total Income

£187,922

Donations

£15,394

Trusts & Foundation

£170,952

Funding

Other revenue

£1,576

Total Expenditure

£153,167



RESERVES POLICY: We aim to hold unrestricted free reserves sufficient to cover 6 months operating costs which are currently £77,000

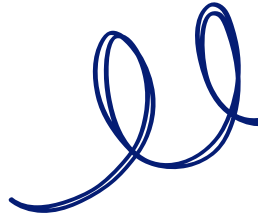
The Charity and Trustees are currently investigating further ways to develop sustainable funding streams. It is the duty of the Trustees to monitor reserves available to be able to fund the activities of the charity and they regularly review the reserves required to meet known and estimated expenditure in furtherance of the charity's objectives and for its administration

## RESTRICTED FUNDS

Restricted funds which are received from Trusts or Foundation funders can only be applied to defined activities. Restrictions can either arise because of a condition set by a donor/funder on how income may be applied or because an appeal raises funds for a defined area of concern/activity. Restricted Funds carried forward from 2023/2024 are £41,537



# Risk management



The trustees have a duty to identify and review the risks that the charity is exposed to and to ensure appropriate controls are in place to provide reasonable assurance against fraud or error. Key risks to Square Peg Activities have been identified and recorded on the Risk Register, alongside appropriate mitigation plans. The charity will report back to the trustees at all board meetings and keep them informed of any new risks identified. Based on the register, the top three principal risks to the charity have been identified as being:

ISSUE: Lack of skill in operating good governance

SOLUTION: Chair of Trustees to upskill her own knowledge and disseminate to the other trustees.

-This goal has is in the process of being met. The Chair is undergoing training as well as bring knowledge gained in her role as trustee of a larger charity.

ISSUE: Lack of volunteers

SOLUTION: Employ a new member of staff to be responsible for building a team of and managing volunteers

-This goal has been met by the recruitment of the Delivery and Outreach Coordinator whose role is partly to reach out to schools and colleges to recruit volunteers. To date this has been very successful.

ISSUE: Lack of business acumen for proposals to move premises

SOLUTION: recruit a pro-bono business mentor to support the preparation of a robust business plan

-This goal has been met. We have been fortunate to gain the pro-bono services of Cranfield Trust who donated a mentor for six months to help build the business plan, this has been completed

ISSUE: Lack of networking with external organisations

SOLUTION: recruit a new member of staff to take responsibility for networking

Again the Delivery and Outreach Coordinator is meeting this goal with her networking amongst other providers at local events.





# Statement of Public Benefit



Under the Charities Act 2011, charities are required to demonstrate that their aims are for the public benefit. The two key principles which must be met in this context are, first, that there must be an identifiable benefit or benefits; and, secondly, that the benefit must be to the public, or a section of the public. Charity trustees must ensure that they carry out their charity's aims for the public benefit, must have regard to the Charity Commission's guidance, and must report on public benefit in their Annual Report. Square Peg Activities Limited Board of Trustees regularly monitors and reviews the success of the organisation in meeting its key objective of providing appropriate leisure activities for children with disabilities and their families. The trustees confirm, in the light of the guidance, that these aims fully meet the public benefit test and that all the activities of the charity, described in the Trustees' annual report, are undertaken in pursuit of these aims

Registered England & Wales charity number: 1185040  
Registered Office: 39 Gate Lane Sutton Coldfield B73 5TR  
Operations Director: Mrs Sharon Needham  
Creative Director: Lauren Baker



# The Board of *Trustees*



## *Acknowledgements*

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. These accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime

### **BOARD OF TRUSTEES**

**Mrs Ramandeep Kaur – Chair**

**Ms Crystal Merrill**

**Mrs Claire Greaves**



# Trustee statement of Responsibility

The trustees (who are also directors of Square Peg Activities Limited for the purposes of company law) are responsible for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
  - Observe the methods and principles in the Charities SORP
  - Make judgments and estimates that are reasonable and prudent
  - State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
  - Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation
- The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware

- Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information



# We'd like to thank all our donors for their *generous support*



## *Thank You*

We would like to extend a huge thank you to all the families who have donated, local businesses who have donated money as well as offered time, funders and everyone else who have supported us through the last financial year. We appreciate your support and hope this continues in the future.



**Our volunteers**

**People in management**

**Our colleagues**

**Our Funders**





Childrens Quarter 12,753.00  
Sutton Coldfield Charitable Trust 7,575.00

Bailey Thomas 4,668.00  
Owen Family Trust 1,000.00

Lottery Funding 9,152.00  
The Rowlands Trust 1,500.00  
Children In Need 10,000.00

Landau 2,157.60

Asda 480.00

Gosling 10,000.00

Heart of England Community Foundation 15,000.00

Cole Charitable Trust 1,200.00

Barbara Ward 5,000.00

Happy Days 2,500.00

Trees of David 750.00

Marsh Trust 500.00

Patrick Trust 1,300.00

Heart Of England Wesleyan 9,515.00

Rotary Club 350.16

29th May 61 7,000.00

Archer Trust 3,000.00

Heart Of England BBCF 3,000.00

Baron Davenport 500.00

TK Maxx 500.00

Roughley Trust 2,000.00

Masonic Charitable Trust 5,000.00

Postcode Local 25,000.00

141,400.76



