

TRUSTEE ANNUAL REPORT
Cylch Meithrin Coed Duon
2019 – 2020

General overview of the provision

We are a Welsh Medium early years setting providing sessional care and Education for children aged 2 – 4 years. We provide funded Early Years Education places for 3 year old children, flying start places for 2 year old children, Assisted and supported places for children with additional needs and we are also registered to take children under the childcare offer Wales scheme. We plan activities based on the needs and interests of the children using the foundation phase framework and the new successful futures framework. All our activities are completed using the medium of Welsh.

Strengths

The wellbeing of the children in our setting is at the heart of everything we do, and we pride ourselves on our nurturing home from home environment and caring staff. Children make good progress during their time with us and enjoy their time at the cylch. We have a team of qualified, experienced staff who attend regular training to keep up to date with current good practice and legislation

How we assess the quality of provision

We assess the quality of provision using a variety of formats. We use self-evaluation and setting improvement plans. We send out parent questionnaires and analyse the feedback, we also have a compliments and complaints book in the foyer that parents may make notes in. We take note and act upon advice and recommendations given in professional reports such as Estyn, CIW and Advisory teacher reports. The leader also monitors provision using a range of formats and tools of the environment. Staff and children's Wellbeing and Teaching and learning.

Safeguarding

We have policies and procedures in place to ensure the safety and wellbeing of the children. We complete daily risk assessments, general risk assessments and complete risk assessments for any visits and activities outside of the setting.

As the children are arriving at the start of the session there is a member of staff at the door to greet the children and to ensure that no children leave the building unsupervised while the door is still unlocked. Once all the children are in, we lock the door and anyone wishing to gain access to the building must ring the doorbell to be let in by a member of staff.

All staff are DBS checked and visitors to the setting are never left unsupervised with the children. Children are signed in and out of the setting by their parent or carer and children are only released to a responsible adult who is named as one of the people who are able to collect the child on the permission to collect children form in the child's personal file. All staff must complete Safeguarding training every 3 years

Environment

We are situated in a demountable building within the grounds of Blackwood Comprehensive School. On entering the building there is a foyer where children can hang their coats and bags with access to child size toilets and sinks. We have a large classroom that is well resourced. The classroom is separated into areas of provision in each area for maths and Mark making. Equipment and furniture are child size and storage allow for easy access to so that children

can choose their own resources. Children have access to books throughout the setting as well as a designated book area.

Our outdoor area provides opportunity for children to run around and provides provision for physical development with equipment such as Slides tunnels and bikes. We have provision for gardening, where children can plant flowers and vegetables and care for them throughout the year, we use the vegetable for cooking activities with the children and we have a mud kitchen where children can embed their skills through role play.

Policies

We have the following policies in place to ensure the safeguarding and wellbeing of the children and staff, to ensure the smooth running of the setting and to comply with legislation and guidelines

Misuse of Alcohol and Drugs

Child Protection

Sun Protection

Animals at the setting

Asthma

Healthy Living, Healthy Eating and Keeping Fit

Preventing the children from wandering/ Lost Child

Compliments and Complaints

Whistleblowing

Lockdown – In the event of an emergency

Transporting and transferring children

Equality and Diversity

Confidentiality and Data Protection

Inclusion and Equal Opportunities

Digital Images

Admissions

Smoke Free

E-Safety

Leaving and Collecting Children

Lone Working

The Welsh Language

Health, Safety and Welfare

Medication

Nappy Changing

Illness, Infectious Diseases and Accidents

Staffing

Positive Behaviour

Environmental Awareness

Funding

Our main source of funding is fee paying children, we also receive funding from the LA for contracted provision such as Early Years Education, Flying Start, and Assisted and supported places.

We also get funding from a range of grants and from fundraising events.

ACCOUNT OVERVIEW – CYLCH MEITHRIN COED DUON

INCWM/INCOME	2017 – 2018	2018 – 2019	2019 – 2020
Grant Mudiad Meithrin Grant	450.00		330.00
Grant Arian Plant 3 oed/3yr old Education Funding Grant	1,946.24	1,497.63	
Grant Cynladwyedd / sustainability Grant			
Grant Dechrau'n Deg / Flying Start Grant		3,735.00	1,704.00
Grantiau Eraill / Other Grant	752.82	9,950.65	9,898.54
Incwm Hyfforddi ac incwm Cynllun Cyfeirio / Training income & Referral Scheme Income			352.00
Ffioedd Plant / Children's Fees	11,480	6,248.75	6,530.00
Codi Arian / Fundraising	218.38	417.13	349.31
Rhoddion ag Eraill / Donations & Sundries			
Cyfanswm Incwm / Income Total A	14,847.44	21,849.16	19,163.85
Gwariant / Expenditure			
Cyflogau a Costau TWE / Salaries and PAYE Costs	286.40	1,000.50	
Costau Rhent, Gwres ayyb / Rent & Heating costs etc	898.00	898.00	898.00
Ffioedd Cofrestru / Registration Fees	215.00	215.00	
Offer, Nwyddau ag Adnoddau Equipment, Materials & Resources	372.00	264.06	248.88
Costau Bwyd a Diod / Food and Drink Costs	69.83	484.70	879.46
Codi Arian/Marchnata / Fundraising/Marketing	111.25		
Eraill (ee. Hyfforddiant) / Other (e.g. training)	14,093.00	20,051.05	13,546.40
Cyfanswm Gwariant / Expenditure Total B	16,045.48	22,913.31	15,572.74
Gweddill (diffyg) am y flwyddyn = A – B Surplus (deficit) for the year C	-1,198.04	-1,064.15	3,591.11
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswrn pob cyfrif banc / cash at year start (this should include the totals of all bank accounts) CH	4,074.99	1,819.06	781.04
Arian ar ddiwedd y flwyddyn = C + CH Cash at Year End D	1,819.06	781.04	4,372.15