

TRUSTEE ANNUAL REPORT

Cylch Meithrin Coed Duon

2020 - 2021

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. Policies have been amended to include Covid

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	2018 - 2019	2019 - 2020	2020 - 2021
Grant Mudiad Meithrin Grant		330.00	
Grant Arian Plant 3 oed/3yr old Education Funding Grant	1,497.63		
Grant Cynladwyedd / sustainability Grant			
Grant Dechrau'n Deg / Flying Start Grant	3,735.00	1,704.00	4117.50
Grantiau Eraill / Other Grant	9,950.65	9,898.54	19,414.20
Incwm Hyfforddi ac incwm Cynllun Cyfeirio / Training income & Referral Scheme Income		352.00	
Ffioedd Plant / Children's Fees	6,248.75	6,530.00	8820.00
Codi Arian / Fundraising	417.13	349.31	22.50
Rhoddion ag Eraill / Donations & Sundries			
Cyfanswm Incwm / Income Total A	21,849.16	19,163.85	32,374.20
Gwariant / Expenditure			
Cyflogau a Costau TWE / Salaries and PAYE Costs	1,000.50		100.00
Costau Rhent, Gwres ayyb / Rent & Heating costs etc	898.00	898.00	898.00
Ffioedd Cofrestru / Registration Fees	215.00		
Offer, Nwyddau ag Adnoddau Equipment, Materials & Resources	264.06	248.88	120.28
Costau Bwyd a Diod / Food and Drink Costs	484.70	879.46	381.97
Codi Arian/Marchnata / Fundraising/Marketing			
Eraill (ee. Hyfforddiant) / Other (e.g. training)	20,051.05	13,546.40	20,832.00
Cyfanswm Gwariant / Expenditure Total B	22,913.31	15,572.74	22,332.25
Gweddill (diffyg) am y flwyddyn = A – B Surplus (deficit) for the year C	-1,064.15	3,591.11	10,041.95
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswrn pob cyfrif banc / cash at year start	1,819.06	754.91	4346.02

(this should include the totals of all bank accounts) CH			
Arian ar ddiwedd y ffwyddyn = C + CH Cash atYear End D	754.91	4,346.02	14,387.97

Caerphilly Early Years

Financial Processes Audit Tool

Registered Name of Childcare Setting:	Cylch Meithrin Coed Duon
Name of the Childcare Setting Leader (PIC):	Andrea Parfitt
Name of Person/s Completing this Audit:	Andrea Parfitt
Date of Audit:	11 July 2021

N.B. Those marked with * are mandatory requirements

*Setting Financial Responsibilities	
1. What type of setting / business are you?	<div></div> If other please explain
3. Who is the person who manages your day to day accounts?	Andrea Parfitt
4. What are the contact details for the named person for the accounts?	Andrea Parfitt 07814498652
5. Do they fully understand their responsibilities? Is there anything in writing such as roles and responsibilities document, etc.?	Yes / No
6. Do they present monthly accounts at every management committee / trustee meeting?	Yes / No
7. Do the monthly accounts show a summary of income and outgoings across key spend areas?	Yes / No
8. Are the annual accounts signed off by an independent person?	Yes / No
9. Who signs off the annual accounts?	
10. Are the annual accounts presented at the AGM?	Yes / No / N/A
*Income	
11. Do you have any contracts or funded places for CCBC in your setting?	Yes / No
12. If yes please state	Early years education Flying Start

	Assisted and supported places
13. Do you receive any grant funding from CCBC or other grant funding body?	Yes / No If yes what: PDG Moondance Additionality grant
*Financial Processes	
14. What is your process for collecting parent payments?	Cash or direct bank payment
15. What is your process for administering fees via funded places from CCBC?	Registers are sent in monthly and payment is made into our account by BACS
16. What are the processes for handling any cash in the setting, including petty cash?	All money is locked away and banked weekly. We keep a small amount back for snack or other small payments
17. Do you review your hourly childcare fee rate, and if so how often?	We review our childcare rate annually
18. Do you build in reviews of your monthly outgoings?	Yes / No
*Setting Bank Account	
19. Do you have a setting bank account?	Yes / No
20. Does this account have online access?	Yes / No
21. Who has access to the online account if applicable?	Andre Parfitt Bethan Seymour
22. Who are the signatories on this setting bank account?	Andrea Parfitt Bethan Seymour
Payroll and Staffing	
23. *Are you registered with HMRC? Employer Reference Number: Unique Taxpayer Reference: VAT registration number:	Yes / No 120/LB58924 6013001788 Not VAT registered
24. Are you registered with Companies House and/or Charity Commission? Companies Registration Number: Charity Commission registration number:	Yes / No N/A 1174022
25. *Does the person who does your day to day accounts also do payroll?	Yes / No
26. *If not, who does payroll?	Playworks one
27. How are staff paid?	Direct back payment
28. When / how often are staff paid?	Monthly
29. Do you have any money in the	Yes / No

budget for covering staff absences?					
30. Do you know about Living Wage and Minimum Wage?		Yes / No			
31. *What are the pay rates for all staff employed? Please state:		Leader: £10.00 Deputy: £10.00 Assistant: £8.91 Cook: N/A Cleaner: N/A Other: N/A			
32. *Are you registered with the Pensions Regulator? Or have you opted out?		Yes			
33. What is the name of the company that operates your company pension scheme?		Nest			
Insurance & Premises					
34. *What insurances and to what level do you have in place for the setting?					
	Start date	Expiry date	Name of Insurer	Amount of cover	Policy Number
*Employers Liability	14/09/20	13/09/21	Zurich	10,000000	ZAO-272097-4233
*Public liability	14/09/20	13/09/21	Zurich	5,000000	ZAO-272097-4233
Professional indemnity					
35. Do you have a lease / rental agreement / ownership of the building you use for delivery? Please delete as appropriate		Letter from school agreeing to use of building			
36. Do you have to pay business rates?		Yes / No			
37. Are you able to apply for business rate relief?		Yes / No N/A			
38. If you are able to apply for rate relief, what percentage discount was allowed?		N/A			
39. Do you put money aside for a building maintenance budget?		Yes / No			
Equipment and Consumables					
40. Do you put money aside to purchase larger items of equipment needed?		Yes / No - Will mostly use grant money for this			
41. How do you decide what equipment to purchase?		Look at the children's need and what equipment we need			

	to support them. Any broken toys would be replaced on an as and when basis
42. Do you set a weekly or monthly budget for consumables and snacks?	Yes / No
Sustainability	
43. Do you have a business plan for the next 2-5 years?	Yes / No
44. How sustainable do you think your setting is?	Although we had to close for a lengthy period due to covid numbers have been good and we are hopeful that this will continue into next year
45. Will you have trouble paying your monthly bills in the future this financial year?	Yes / No
46. Are you reliant on applying for grants to keep the setting going?	Yes / No
47. Are you able to meet all your monthly commitments easily?	Just about
48. What are the planned bookings for the childcare places for the next 12 months?	We have 12 children on the register at the moment and are hoping that our advertising campaign will bring in new children
Business Support	
49. Do you feel you / your setting needs business support?	Yes / No
50. What type of support would be beneficial?	Anything that can be offered.
51. Have you / your setting had business support in the past?	Yes / No
52. If so, from whom did you have business support and what support was provided?	CCBC - Review of accounts

Actions:

Continue to monitor finances.

Signed

A.Parfitt