

## **TRUSTEE ANNUAL REPORT**

### **Cylch Meithrin Coed Duon**

### **2023 – 2024**

#### **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 successful futures framework for non-maintained settings. 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, such as FADE forms and observations of the environment. We also monitor 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 Ysgol Cwm Derwen. 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 where the children can learn and play . 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, bikes and balance beams. 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. We also have quiet areas where the children can go for some down time.

## **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

- 1 Safeguarding
- 2 Sun Protection
- 3 Animals at the Setting
- 4 Asthma
- 5 Healthy Living (2019)
- 6 Preventing Children from Wandering / Lost Child
- 7 Drug and Alcohol Misuse Policy
- 8 Compliments and Complaints
- 9 Whistleblowing
- 10 Temporary closure/Responding to and Emergency
- 10a Lockdown Procedure
- 11 Transporting and Transferring Children
- 12 Equality and Diversity
- 13 Confidentiality and Data Protection
- 14 Inclusion and Equal Opportunities
- 15 Digital Images
- 16 Admissions
- 17 Smoke-Free
- 18 E-Safety
- 19 Leaving and Collecting Children
- 20 Lone Working
- 21 Volunteering
- 21a Student/Volunteer Code of Practice
- 22 Promoting Positive Behaviour
- 23 The Welsh Language (2019)
- 24 Health, Safety and Welfare
- 25 Medication
- 26 Nappy Changing
- 27 Illness, Infectious Diseases and Accidents
- 28 Staffing
- 29 Environmental Awareness and Sustainability
- 30 First aid Policy
- 31 Living with Covid Policy
- 32 Networking Policy
- 33 Transition Policy
- 34 Fee Paying Policy
- 35 Body Fluid Spillage Management
- 36 Bribery and Corruption Policy

- 37 Environmental Awareness Policy
- 38 Guidelines for managing headlice
- Statement of Purpose
- Operational Plan

### **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	2020 - 2021	2021 - 2022	2022 - 2023
Grant Mudiad Meithrin Grant			
Grant Arian Plant 3 oed/3yr old Education Funding Grant		1,755.00	8,720.00
Grant Cynladwyedd / sustainability Grant			
Grant Dechrau'n Deg / Flying Start Grant	4117.50	8,868.00	9690.00
Grantiau Eraill / Other Grant	19,414.20	38,214.15	26,517.95
Incwm Hyfforddi ac incwm Cynllun Cyfeirio / Training income & Referral Scheme Income			
Ffioedd Plant / Children's Fees	8820.00	13,785.00	16,619.50
Codi Arian / Fundraising	22.50	645.60	962.70
Rhoddion ag Eraill / Donations & Sundries			
Cyfanswm Incwm / Income Total <b>A</b>	<b>32,374.20</b>	<b>63,267.75</b>	<b>62,510.15</b>
<b>Gwariant / Expenditure</b>			
Cyflogau a Costau TWE / Salaries and PAYE Costs	100.00	963.64	4311.87
Costau Rhent, Gwres ayyb / Rent & Heating costs etc	898.00		
Ffioedd Cofrestru / Registration Fees			
Offer, Nwyddau ag Adnoddau Equipment, Materials & Resources	120.28	341.92	74.99
Costau Bwyd a Diod / Food and Drink Costs	381.97	486.74	159.08
Codi Arian/Marchnata / Fundraising/Marketing			
Eraill (ee. Hyfforddiant) / Other (e.g. training)	20,832.00	38,040.00	65,162.00
Cyfanswm Gwariant / Expenditure Total <b>B</b>	<b>22,332.25</b>	<b>39,832.30</b>	<b>69,707.94</b>
Gweddill (diffyg) am y flwyddyn = A – B Surplus (deficit) for the year <b>C</b>	<b>10,041.95</b>	<b>23,435.45</b>	<b>-7197.79</b>
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswrn pob cyfrif banc / cash at year start	4346.02	14,387.97	37,823.42

(this should include the totals of all bank accounts) <b>CH</b>			
Arian ar ddiwedd y ffwyddyn = C + CH Cash atYear End <b>D</b>	14,387.97	37,823.42	30,625.63

**Caerphilly Early Years**  
**Financial Processes Audit Tool**

<b>Registered Name of Childcare Setting:</b>	<b>Cylch Meithrin Coed Duon</b>
<b>Name of the Childcare Setting Leader (PIC):</b>	<b>Andrea Parfitt</b>
<b>Name of Person/s Completing this Audit:</b>	<b>Andrea Parfitt</b>
<b>Date of Audit:</b>	<b>9 January 2024</b>

**N.B. Those marked with \* are mandatory requirements**

<b>*Setting Financial Responsibilities</b>	
1. What type of setting / business are you?	Charitable Incorporated Organisation If other please explain
3. Who is the person who manages your day to day accounts?	<b>Andrea Parfitt</b>
4. What are the contact details for the named person for the accounts?	<b>Andrea Parfitt</b> <b>07814498652</b>
5. Do they fully understand their responsibilities? Is there anything in writing such as roles and responsibilities document, etc.?	<b>Yes</b> / No
6. Do they present monthly accounts at every management committee / trustee meeting?	Yes / <b>No</b>
7. Do the monthly accounts show a summary of income and outgoings across key spend areas?	<b>Yes</b> / No
8. Are the annual accounts signed off by an independent person?	Yes / <b>No</b>
9. Who signs off the annual accounts?	
10. Are the annual accounts presented at the AGM?	<b>Yes</b> / No / N/A
<b>*Income</b>	
11. Do you have any contracts or funded places for CCBC in your setting?	<b>Yes</b> / 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?	<b>Yes</b> / No If yes what: PDG RRRS Grant Additionality grant
<b>*Financial Processes</b>	
14. What is your process for collecting parent payments?	<b>Cash or direct bank payment</b>
15. What is your process for administering fees via funded places from CCBC?	<b>Registers are sent in monthly and payment is made into our account by BACS</b>
16. What are the processes for handling any cash in the setting, including petty cash?	<b>All money is locked away and banked weekly. We keep a small amount back for snack or other small payments</b>
17. Do you review your hourly childcare fee rate, and if so how often?	<b>We review our childcare rate annually</b>
18. Do you build in reviews of your monthly outgoings?	<b>Yes</b> / No
<b>*Setting Bank Account</b>	
19. Do you have a setting bank account?	<b>Yes</b> / No
20. Does this account have online access?	<b>Yes</b> / No
21. Who has access to the online account if applicable?	<b>Andre Parfitt Teresa Lloyd</b>
22. Who are the signatories on this setting bank account?	<b>Andrea Parfitt Teresa Lloyd</b>
<b>Payroll and Staffing</b>	
23. *Are you registered with HMRC? Employer Reference Number: Unique Taxpayer Reference: VAT registration number:	<b>Yes</b> / 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:	<b>Yes</b> / 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 budget for covering staff absences?	Yes / No				
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: £13:24 Deputy: £12:24 Assistant: level 3 £11.24 Assistant: level 2 £10.24 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				
<b>Insurance &amp; Premises</b>					
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	14/09/23	13/09/24	Rees Astley	10,000000	90165049
*Public liability	14/09/23	13/09/24	Rees Astley	10,00000	90165049
Professional indemnity	14/09/23	13/09/24	Rees Astley	1,000,000	90165049
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	N/A				



allowed?	
39. Do you put money aside for a building maintenance budget?	<b>Yes</b> / No
<b>Equipment and Consumables</b>	
40. Do you put money aside to purchase larger items of equipment needed?	<b>Yes</b> / No – Will mostly use grant money for this
41. How do you decide what equipment to purchase?	<b>Look at the children's need and what equipment we need to support them. Any broken toys would be replace on an as and when basis</b>
42. Do you set a weekly or monthly budget for consumables and snacks?	<b>Yes</b> / No
<b>Sustainability</b>	
43. Do you have a business plan for the next 2-5 years?	<b>Yes</b> / No
44. How sustainable do you think your setting is?	<b>We are currently in a good position financially. Therefore I feel that the setting is sustainable to continue providing our service</b>
45. Will you have trouble paying your monthly bills in the future this financial year?	Yes / <b>No</b>
46. Are you reliant on applying for grants to keep the setting going?	<b>Yes</b> / No
47. Are you able to meet all your monthly commitments easily?	<b>Yes</b>
48. What are the planned bookings for the childcare places for the next 12 months?	<b>We have 11 children on the register at the moment and are hoping that our advertising campaign will bring in new children</b>
<b>Business Support</b>	
49. Do you feel you / your setting needs business support?	Yes / <b>No</b>
50. What type of support would be beneficial?	<b>Anything that can be offered.</b>
51. Have you / your setting had business support in the past?	<b>Yes</b> / No
52. If so, from whom did you have business support and what support was provided?	<b>CCBC – Review of accounts</b>

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**Actions:**

Continue to monitor finances.

Signed

A.Parfitt