



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2020		Day 31	Month March	Year 2021

Section A Reference and administration details

Charity name

Cylch Meithrin Pontllanfraith

Other names charity is known by

Registered charity number (if any)

1176511

Charity's principal address

Cylch Meithrin Pontllanfraith

Bryn Pavilion, Bryn Lane

Pontllanfraith, Blackwood

Postcode

NP12 2PG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1				<i>Jodie Lewer and Stacey Cooper</i>
2	<i>Stacey Cooper</i>	<i>Treasurer</i>		
3	<i>Victoria Ward</i>	<i>Treasurer</i>		
4	<i>Zoe Young</i>	<i>Secretary</i>		
5	<i>Stacey Cooper</i>	<i>Chair</i>		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
<i>N/A</i>	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

<i>Jodie Lewer and Stacey Cooper</i>

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	<i>Constitution</i>
How the charity is constituted (eg. trust, association, company)	<i>Association</i>
Trustee selection methods (eg. appointed by, elected by)	<i>Trustees are appointed or reappointed annually at the Annual general meeting in July.</i>

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There is a child protection policy in place. Criminal Record Bureau checks are carried out prior to commencement of employment. These checks are carried out again every three years in line with statutory requirements.

Cylch Meithrin Pontllanfraith is a member of the Mudiad Meithrin which provide quality pre-school provision for children age 2-4 years through the medium of Welsh, in a happy and secure environment, having fun, meeting new friends and learning through play.

We work closely with Health visitors, Early Years team, Flying Start and the local council to give each individual child the best start in life.

All trustees give their time voluntary and received no remuneration or other benefits.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Provide quality pre-school provision for children age 2-4 years through the medium of Welsh, in a happy and secure environment, having fun, meeting new friends and learning through play.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

As a provider, the happiness and wellbeing of your child is paramount and we are there to encourage children to develop as individuals. Activities are age / stage appropriate and we will listen to children's and parents ideas / comments when planning. We have long term and daily plans in line with the foundation phase and these are adapted to meet the needs of all children. We offer choice to all children whatever their ability or needs. We have high expectations and we aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel valued and we will respect the children choices and listen to their demands:

We aim to provide a broad and balanced curriculum for all children by planning for the needs and requirements of individuals including those with Additional needs. Staff will respect the child's requirements and make provision to meet their needs and ensure that they are able to participate effectively in curriculum and assessment activities.

All our children are assessed when they start in the Cylch. We use this information to provide a starting point for the development of an appropriate curriculum for all children. If our assessments show that a child has a learning difficulty then the ALN co-ordinator and key worker will use a range of strategies and resources to further support the child. Outside agencies will be contacted if necessary, with consent of the parents to provide the best care and development for the child. We will follow and adhere to information and instructions given to fully include the child and work closely with referral agencies, educational psychologist, portage workers and any other agencies involved. An additional needs support worker will be employed if necessary for the child under the 'Assisted Places' scheme. Children and families benefit from this service.

Some children may demonstrate difficult behaviour. Staff uses a range of strategies to deal with difficult behaviour, but some may require additional support. A Play Plan may be created, outlining key targets for the

child to work towards. Advice would also be sought from external support services e.g. behaviour support team.

We work in partnership with parents, Early Years, Flying Start and the wider community and this often benefits each individual child with their development.

Additional details of objectives and activities (Optional information)

A great contribution is made by member's volunteers. Without the help and support of our volunteers and their valuable contribution of time to help us apply and allocate grant money to purchase new resources we would not have been able to have achieved so much with the young children and their families.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

We were successful to be able to reopen our doors in September 2020 after closing in March due to Covid 19. In this time staff were able to access the Furlough scheme whilst they were off.

The Meithrin were grants from Early Years. This enabled us as a group to replenish old and worn equipment for the children and to develop their skills and play further and enhance social engagement.

Section E

Financial review

Brief statement of the charity's policy on reserves

We try to reserve £400 in the account in order to meet any unforeseen expenditure that may occur.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of funds this year has been nursery fees and Flying Start fees. We rely on our local community, our local council (Early Years team) and Flying Start for their continuing support.

The income is applied to purchasing sundries and resources for the Cylch (from toilet roll to food to large equipment), rent, staff wages, utilities and insurances. We try to keep staff costs down by training apprentices and helping them gain their level 3 and beyond in Child care.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

S.COOPER

Full name(s)

Miss Stacey Cooper

Position (eg Secretary, Chair, etc)

Chair

Date

28/01/2022

FEURLEN INCWM A GWARIANT / INCOME AND EXPENDITURE FORM

	UNION / EXACT	UNION / EXACT	AMCANGYFRIF / ESTIMATE
INCWM / INCOME	BLWYDDYN / YEAR 01.04.2019—31.03.2020	BLWYDDYN / YEAR 01.04.2020—31.03.2021	BLWYDDYN / YEAR 01.04.2021—31.03.2022
Grant Mudiad Meithrin <i>Grant</i>		1989.47	1500.00
Grant Arian Plant 3 oed / <i>3yr old Education Funding Grant</i>		556.39	800.00
Grant Cynladwyedd / <i>Sustainability Grant</i>		0.00	0.00
Grant Dechrau'n Deg / <i>Flying Start Grant</i>		9888.75	12000.00
Grantiau Eraill / <i>Other Grants</i>		14527.50	20000.00
ncwm Hyfforddi ac Incwm Cynllun Cyfeirio / <i>Training In- come & Referral Scheme Income</i>		9667.18	1500.00
Ffioedd Plant / <i>Children's Fees</i>		8812.28	18000.00
Codi Arian / <i>Fundraising</i>		0.00	400.00
Rhoddion ag Eraill/ <i>Donations & Sundries</i>			
Cyfanswm Incwm / <i>Income Total</i> A		45441.57	53900.00
Gwariant / Expenditure	BLWYDDYN / YEAR 01.04.2019—31.03.2020	BLWYDDYN / YEAR 01.04.2020—31.03.2021	BLWYDDYN / YEAR 01.04.2021—31.03.2022
Cyflogau a Costau TWE/ <i>Sala- ries and PAYE costs</i>		32815.57	37000.00
Costau Rhent, Gwres ayyb / <i>Rent & Heating Costs etc</i>		706.78	1000.00
Ffioedd Cofrestru / <i>Registration Fees</i>		0.00	
Offer, Nwyddau ag Adnoddau / <i>Equipment Materials & Resources</i>		8230.56	14000.00
Costau Bwyd a Diod / <i>Food & Drink Costs</i>		430.50	800.00
Codi Arian/Marchnata / <i>Fund- raising/Marketing</i>			
Eraill (e.e. hyfforddiant) / <i>Other (e.g. training)</i>		3181.12	500.00
Cyfanswm Gwariant / <i>Expenditure Total</i> B		45364.53	53300.00
Gweddill (diffyg) am y flwyddyn = A - B <i>Surplus (deficit) for the year</i> C		+77.04	+600.00
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswm pob Cyfrif banc) / <i>Cash at year start (this should include the totals of all bank accounts)</i> CH		-129.00	-51.96
Arian ar ddiwedd y flwyddyn = C + CH <i>Cash at Year End</i> D	-129.00	-51.96	548.04



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Cylch Meithrin Pontllanfraith

On accounts for the year
ended

March 2021

Charity no
(if any)

1176511

Set out on pages

3

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent
examiner's statement

In connection with my examination, no matter has come to my attention.

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: *L. Batten*

Date: *30/01/2022*

Name: *Ms Lisa Batten*

Relevant professional
qualification(s) or body
(if any):

Business Management

Address:	13 Pengam Road
	Ystrad Mynach
	CF82 8AA

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

None to report.