

**School Lane Playgroup
Old School Lane Centre
Church Walks
Llandudno
LL30 2HL**

Telephone: (01492) 577861

Mobile: 07799 234120

**E-Mail: schoollaneplaygroup@conwy.gov.uk
cylchlonysgol@conwy.gov.uk**

Reg. Charity No.: 1180616

21st October 2021

Treasurer report

Firstly, I would like to say thank you to Caroline Filbee for reconciling our accounts and her continued help and financial support throughout the year.

This financial year we have ended up ahead by £13,500.

We were successful with grants totalling £17,000 (£7000 more than the last financial year)

We have also had continued help from the UK Government Furlough Scheme to the tune of £5000, compared to £19000 applied for last year. Our 30-hour funding has been of a similar amount.

We have also increased the fees, mainly to cover increases in the National Minimum Wage which accounts for a rise in income from £158,000 to £173,000.

This picture will change next year as we now have 14 staff members, and we are paying staff *above* the national minimum wage from September 2021.

There were times 12 months ago when the committee had grave concerns about the financial future of School Lane if children didn't return as a result of the pandemic. But it is testament to families having confidence in us to provide a safe and stimulation learning environment that they did return. We have survived where many early years settings have not.

Part of the £13,500 profit will be spent on updating some of our resources to enable us to offer the new curriculum with confidence in our setting. We will also use funds to invest in our staff and provide additional training courses.

My final point must be to express my thanks to the playgroup manager, Sandie, who has put in many additional hours over the last 18 months to ensure School Lane remains at the top of its game, and also at some times, simply to remain open! Sandie has a great team behind her, and I know we all appreciate the experiences our children have here at School Lane that sets them up for life.

Louise Emery

School Lane Playgroup

Statement of Income and Expenditure

for the year ended 31st August 2021

	Note	2021 £	2020 £
Income			
Fees		84,189.69	50,951.48
Fundraising	1	1,958.86	1,257.98
Sweatshirts		0.00	76.00
Bank interest		0.00	0.00
Grants/donations	2	87,256.52	105,323.72
Bank Interest(Deposit Account)		5.18	77.11
Miscellaneous		0.00	30.00
		<u>173,410.25</u>	<u>157,716.29</u>
Expenditure			
Wages & PAYE/NI		134,002.76	131,325.82
Capital equipment		9,834.45	9,575.84
Pension		4,216.64	4,967.08
Staff training		274.93	210.00
Membership and insurance		981.31	899.91
CCBC Rent		2,500.00	1,450.00
Food & Cleaning equipment		3,967.96	2,627.85
Sweatshirts		0.00	241.82
Milk		0.00	0.00
Parties/trips		389.97	341.97
Bank Charges		0.00	0.00
Art & Craft		21.42	138.22
Postage and Stationary		253.40	122.42
Fair Costs		0.00	9.51
Professional Fees		0.00	780.00
photos		160.31	19.26
Accounts		1,348.00	1,171.50
Accountancy Software		177.60	172.80
Miscellaneous		1,732.80	981.73
		<u>159,861.55</u>	<u>155,035.73</u>
Surplus Income over Expenditure		13,548.70	2,680.56

School Lane Playgroup

Balance Sheet and Notes

for the year ended 31st August 2021

	Note	2021 £	£
Bank current account b/fwd		8265.69	
Bank deposit account b/fwd		50047.77	
Petty Cash		<u>0.00</u>	
			58,313.46
add surplus for year			<u>13,548.70</u>
			<u>71,862.16</u>
Bank Current account c/fwd	3	19,089.35	
Deposit Account c/fwd		52772.81	
Petty Cash		<u>0.00</u>	
			<u>71,862.16</u>
Notes			0.00
1 Fundraising			
		2021 £	2020 £
Fairs		0.00	458.03
Party/trips		139.00	36.10
Sponsored Walk/Bag packing		0.00	763.85
Graduation Day		595.00	0.00
Treasure Hunt		0.00	0.00
Photographs/raffle/T towel		<u>1,224.86</u>	<u>0.00</u>
		<u>1,958.86</u>	<u>1,257.98</u>
2 Grants/donations			
		2021 £	2020 £
HMRC JRS Grant		4885.73	19553.47
CCBC Fund		5,496.88	15,052.50
Social Services		0.00	0.00
Referrals		4,609.50	2,369.50
Grants		17,210.00	10,346.78
Flying Start		1,462.50	3,627.50
Wales PPA		315.00	0.00
Donations		0.00	154.90
Gwynedd cc		<u>53,276.91</u>	<u>54,219.07</u>
		<u>87,256.52</u>	<u>105,323.72</u>

School Lane Playgroup
Balance Sheet and Notes
for the year ended 31st August 2021

3 Bank reconciliation

	£	£
Balance per statement on 31/8/20		
O/S fees	0	
O/S ADT	0	
Bad Debt	0.00	
less unpresented cheques	<hr/>	0.00
		<hr/> 0.00 <hr/>

School Lane Pre-School

Quality Review Report 2021/22

We produce an annual Quality Review Report to help us monitor the standard of care we provide in our setting and to help us to continually update our practise and implement new ideas and suggestions. Our report is compiled following feedback from parents, parent questionnaires, staff meetings, discussions with children and other relevant bodies associated with pre-school.

Parent Questionnaires

This year we have twice sent out the questionnaires to parents with follow up messages on the importance of returning the completed forms. Unfortunately we have only received 10 questionnaires back, for which we thank the parents very much. This is very disappointing as we take every comment made very seriously and strive to try to improve our service we give to you.

We are researching other ways we can carry out the questionnaire and whether parents would prefer a new system such as search monkey. If you have any ideas we would welcome them.

All parents said they received a warm welcome from everyone at Schoollane when parents were asked whether they were able to pass on relevant information about their child the comments were 'My child id always welcomed very well in the morning.'

'Very helpful at the door, also helpful at the back gates. Easy to speak to a member of staff and messages will be passed on quickly.

Parents were asked if they were aware of the activities their child had taken part in.

Some comments said we would like to know who their friends are.

Unfortunately due to confidentiality we are unable to discuss or name other children.

Another comment was 'We did get notes in lunch boxes but these seemed to have stopped. Communication is a real issue as parents are unable to come into the setting. After reading parent comments we will be issuing note books for each child we will write in them and send them home, the parents are very welcome to add their own comments but it is their responsibility to return the books each time the child is in attendance.

We are also in the process of setting up an app called class dojo, we are having difficulties with this at the moment and are waiting for the IT department to sort out our internet. This will then enable parents to download the app and we will add letters and photos to the pages for the parents to see. We do use whatsapp at present and try to ensure all parents receive one photo a week.

We send out information letters and have regular discussions on the doorstep. We have also started to telephone parents to hold a little parent

chat to catch up with each other but we always say we are here to talk to you on the phone or a time can be arranged after hours for you to come in and talk to us about your child.

As I say we are working on communication as this has never been an issue before covid, but we are always open to suggestions.

Parents remark they know what their child is learning from emails and letters but we also post on Facebook and twitter and parents have been given joining details of this so they can see the children enjoying the experiences in Schoollane.

The setting has a variety of activities and my child has settled in quickly and loves all the aunties.

The Aunties are always smiling and sweet.

The Aunties are just like parents away from home. Attentive, fair and always laughing and smiling. I have found my child has been learning quicker than I could have at home. And playschool has made him ready for school in September.

Very friendly and warm place

Sense of caring family, the team genuinely know my child and his needs.

When asked what

Parents said the best things in the group they stated: How friendly the staff are, I feel my child is well looked after.

When parents were asked what they liked least about the group and comments were – I would like more communication

Not being able to see inside the setting due to covid

Nothing

There has been confusion over missing bowls and spoons but this is better now

Would like more information about my child's progress

All these above mentioned comments we will try to improve on with the introduction of the home books and the class dojo app.

Parents were also asked what changes if any they would make to the group

Comments made were;

Better communication

None lovely

Any other comments

I really do love the setting and I am glad my child has settled in well.

Thank you, brilliant Aunties

My child loves coming in, even asks to go on days they are not in, my child has learnt lots and made friends which is lovely to see.

Thank you so much for the superb team, you are all wonderful and I am so grateful to you all, you fill me with confidence and I leave my child with you each day because I know he is happy.

The children also have their own section on the questionnaire and comments by them are

I enjoy painting and water play

Playing with toys, drawing and making things.

Gluing glitter painting

Loves the tortoise

Reading

Jigsaws

What do you like doing best outside?

Running, going on the slide

Loves the bikes, scooters and sand

Playing with the bugs

One parent said I love the fact children do all the things we sometimes don't allow them to do at home because it's messy!!

This year we were lucky to receive £378 from the local Lions charity to purchase an outside painting frame

We have also received £500.00 from Conwy county council to buy creative materials.

As we spend more time than ever outside we applied to Flying start for money for waterproof suits, they gave us £500.00 towards this cost.

Education had an underspend due to no courses available and we received £2500.00 which we spent on large natural equipment such as willow frames, wooden log table and chairs and other naturally sourced resources.

We had a very busy summer holidays and unfortunately had to turn some parents away if they wanted extra hours as we were completely full.

Parents found texts and whatsapp the best about finding out information and also conversations at the door at drop off or pick up times.

All parents happy with information received when first visiting the group

All parents felt they received enough information on enrolment.

All parents felt they had the opportunity to pass on relevant information.

All parents felt their child experienced a variety of cultural activities.

All parents felt the setting offered equal opportunities to all over half

parents said they thought their child was using more Welsh and over half the parents felt they knew what their child was learning in the group

Staffing.

Gosia Bienko joined as an apprentice in February

Johnathan Roberts level 3 in early years joined us in February

Samantha Wharfe joined us as room leader for the 2yr old children in May, she is a level 3 early years practitioner.

Rachel Morris left in April this year

Staff Qualification and training

Holly Penrose has completed her NVQ Level 3 qualification

Teri rice has almost completed her NVQ Level 5 Qualification

All staff are up to date with the mandatory training of First Aid Child protection and food hygiene (staff do the food hygiene on line now and are emailed a certificate).

Phoebie Crawford completed a 12 week Therapeutic play course

Sandie Cox /Julie Harvey have completed the ALNCO COURSE for the new ALN bill.

Teri Rice, Sandie Cox, Julie Harvey Jane Jones, Tanya Longley did online active yoga course.

All staff had attended relevant courses regarding the new planning in the moment and new curriculum.

Planning and Assessment

All staff are on board with the new planning in the moment.

There is a new curriculum but the Welsh government have yet to devise the paperwork to assess the children and Schoollane have been requested to help devise these documents and will pilot them in readiness for their roll out early next year.

As part of the training each staff member was given a curiosity card and develop these resources, the titles being keys, balls, building frames etc. All staff took part in this and are enjoying the children's response to these new but everyday items. We enjoy how the children use the resources in their play and how we can further develop their skills and interests.

.

Health and Safety

We continue to carry out high levels of infection control procedures ensuring all equipment used by the children is cleaned daily and to keep up to date with all government and CIW guidance regarding the spread of covid 19.

We are still requesting bags be kept at the setting with nappies, we wipe and change clothes to avoid lots of transmission between home and the setting.

We are spending much more on PPE as prices have soared since the pandemic but we do still get a delivery of gloves, face shields, face masks and aprons termly from NHS

Sand has been reintroduced to the setting but care is taken to clean all the resources used and to leave the sand for 72 hrs between use. Also only one cohort of children use the sand and the other room have their own sand table.

Resources are still split into two groups.

After a child has worn an apron or outside waterproofs these items are always washed and ready for the next day.

Brian the caretaker of the building is very supportive and if we have anything that is unsafe or needs fixing the Aunties will let me know and then we give him the list and all jobs are always done quickly and to a high standard.

All staff do a LTF test twice weekly and we share our results on a special messenger page so all staff feel confident to attend work.

We have still not yet agreed to parents coming into the setting for drop off and pick up times this is because as a staff we feel safe in our work place, we can protect the children and us as a team.

.

Action Plan: 2021/2022

To combat any further communication problems with parents we have purchased 2 kindle fires and plan to download an app called class dojo which will be a good link between home and Schoollane.

Put into place the new planning in the moment and help to trial the new assessment process for the new curriculum in January.

Add staff ideas and input into the self-development from staff meetings.

Be able to carry out more of our fundraising calendar in the New Year

MANAGERS REPORT

I would like to take this opportunity to thank you all for coming to our Annual general meeting.

This last year has been a very different year for us with parents unable to come into the setting. We know this is not ideal but we will be keeping to this at present as it still ensures that Schoollane is quite the secure bubble for all children and staff to attend. We have been letting essential visitors in but that is all.

On the plus side of this we have noted that children who are new to the setting have settled far quicker than if the parents come in.

We didn't hold our usual nativity this year where families can attend but we did managed to film it and then the parents could buy copies of the DVD. This was very well received

Fundraising has been more difficult this year as we have not had any of our usual family events which is sad because it is a time all parents, staff and children can have a little chat and get together.

I have to thank the parents of the older children for their cooperation of using the rear of the building to drop off and pick up your child. I realise parking is an issue and we are unable to use Rectory lane as it has parking restrictions but it means we have been able to stick to social distancing rules of parents gathering and also it has given the parents more opportunities to speak to the aunties in a more open space rather than just one Auntie at a door.

We do understand that communication can be an issue if you can't come into the setting and this has recently been discussed with me. Therefore in the last couple of weeks I have spoken to parents about this and have

had some lovely comments that they feel staff are accessible and that when the children are collected their smiles and excitement are testament to their happiness within the setting, which is lovely to hear but again I must reiterate we are working on this.

As I am sure you have been aware this year has been very difficult to recruit staff, this has meant that I have been much more involved in the running of the little room. I must say I have greatly enjoyed but it is then difficult to play catch up with my own managerial responsibilities. I do reassure you that there has been no compromise in staff ratios. We have always maintained the high standard of care to the children always ensuring we have an extra member of staff in case of any emergency.

I'm happy to say though that we now have 14 staff members in Schoollane, we have a lovely team who are continually striving to develop professionally, always interested in attending relevant courses and embracing new ideas.

I would also like to thank the committee for all their hard work over the last year, for listening to my worries and concerns and for their full and continued support. And of course special thanks to all the staff for all their hard work and dedication to continually providing a high standard of care for your children.