

OVERTON PLAYCENTRE

England & Wales · Charity number 1182019

Details

Status Registered

Legal form CIO

Registered 2019-02-13

Register [View on the Charity Commission register](#)

Contact

Address Overton Playcentre
School Lane
Overton on Dee
Wrexham
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Website overtonplaycentre.com

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN IN WALES, FOR THE PUBLIC BENEFIT, BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THEIR NEEDS THROUGH HIGH QUALITY CHILDCARE PROVISION.

Activities: Overton Playcentre CIO provide full day childcare to children aged 18 months -12 years old in the village of Overton-on Dee and the surrounding area. The childcare we offer includes a sessional playgroup, Funded Early Education, before and after school club and holiday club. We are also registered as providers of the Childcare Offer for Wales.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People, People With Disabilities, The General Public/mankind

Geography

- Wrexham

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£191,078	£203,249	-	-
2023-08-31	£164,816	£167,168	-	-
2022-08-31	£164,500	£149,835	-	-
2021-08-31	£133,975	£135,029	-	-
2020-08-31	£106,093	£110,599	-	-

Trustees

Name	Role	Appointed
Claire Morris		2018-01-30
Lianne Evans		2024-06-27
Lucy Matthews		2024-06-27
Virginia Holland		2024-06-27

Accounts



**Overton Playcentre CIO Quality of Care Report
September 2023 to September 2024**

Quality of Care Review September 2023 - August 2024



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About Us Our Core Values Family:Fun:Happy:Caring:Nurturing:Safe:Inclusive

Evidence

'We would love to thank you for all of your wonderful and extraordinary work and dedication looking after our beloved little ones - you are priceless!'

Overton Playcentre was first established in 1967 by a group of volunteers. It is a non-profit charitable organisation that is led by a committee of parents who employ qualified and experienced staff that run the Playcentre. It has now become Overton Playcentre CIO and as of 2019 incorporates two different settings:

- Operating out of Overton Playcentre building and Registered with ESTYN and CIW (Childcare Inspectorate Wales) Overton Playcentre (referred to as Playcentre throughout this report) offers sessional and full day care for children between 18 months and 12 years old during term time where we cater for Playgroup, Playgroup Plus, Early Education (EE) Childcare Offer and Wrap Around. During School Holidays our Holiday Club caters for children 18mths - 12years old. We are open Monday to Friday 730am – 6pm, 51 weeks of the year (only closed between Christmas and New Year). We welcome all children and have children attending the Playcentre from Overton and surrounding villages that go as far as Wrexham, Llangollen, Whitchurch and Ellesmere. We have close links with St Mary's School in Overton. We pick up/ drop off from St Mary's School, Eyton school as and when required though not this year, and we are happy to discuss possibilities with other areas.

- St Mary's Out of School Club (referred to as Clwb throughout this report): We are open 730am-9am and 315pm – 545pm term time only; We operate out of



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St Mary's School hall. We are registered for 48 children from 4-11 years old;
We welcome all children attending St Mary's School. [Self-Evaluation](#)

As non-maintained settings we are required to complete a Self-Assessment of Service Statement (SASS) report. The prime purpose of SASS is to improve outcomes for children through self- evaluating the children's Wellbeing, Care and Development, Environment, Management and Leadership. Self-evaluation is an established part of the improvement planning cycle in the Quality of Care review. As an annual process, self-evaluation informs strategic and improvement plans, which will help our settings to focus on priorities for development. Self-evaluation is a process, not an event. It is the first, essential step in a cyclical process of bringing about change and improvement. It is based on professional reflection, challenge and support among practitioners. Effective self-evaluation involves taking wide-ranging decisions about actions which result in clear benefits for all children that;

- meets the highest standards of safe, quality childcare and play
- offers the best experience for children
- contributes to children's well-being outcomes.

Quality of Care Review also fulfils our legal duty under regulation 16 of the Child Minding and Day Care (Wales) Regulations 2010.

At the heart of self-evaluation are three questions:

- > How well are we doing?
- > How do we know?
- > How can we improve things further?

To Self-Evaluate our setting we use evidence from the following sources;

- ☐ the views of the children who attend our service and those of their parents or carers
- ☐ the views of other professionals who may work with us
- ☐ details of any quality assurance scheme we participate in.
- ☐ Staff, volunteers and our committee

Overview of the Year

Staffing

- This year has seen the addition of Hannah Bebb who joined us for Summer Holiday Club in June 2023 having completed her Playwork 4 day qualification loved it so much and we had availability with increased child numbers so she has stayed with us and is now signed up to Level 3CCLD!
- Lucy went on Placement at the end of February 2023 for her University Course in Child Education and came back to us after Easter 2023
- We had a number of other Bank staff who helped out such as Margaret Davies, Lucy Burke (who came to us in the afternoons from another morning setting) and Ifor when his course allowed with the higher numbers in June and July.
- We had new temporary staff during Holiday Club - Debbie Rogers, Abi Rogers, Kalisha Edwards. Kalisha has stayed with us currently. Abi has started sixth form. Debbie is starting a new job in a school.
- Volunteers: Ella is in her last year of GCSE's; Daisy who is completing her DofE volunteer hours this autumn term and Isabel who will be with us until Christmas all volunteered during the summer.

New Curriculum and Early Education

- We used our EYPG money for
 - a successful trip to park hall farm on 27th June 2023
 - Scruffs Circus Skills and puppet theatre. We had three mornings with the first being circus skills, the next being puppet theatre session and the third a combination of both. The children thoroughly enjoyed all sessions. The circus skills were followed up in summer Holiday Club with the loan of circus equipment from a parent's work!





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We entered the EE Celebration Event as we do every year.

All settings are able to look at the best of what each setting does in Wrexham. This event is attended by the Head of Wrexham Education and her Deputy as well.



Manager :

- Continues to be part of the National Advisory Board for CIW
- Creative Practitioner for Early Years Arts Council Wales in a setting in Denbighshire - Rachel went to the setting for a number of mornings to share best practice during May and June 2023
- Participant on the Creative Leadership Programme - the first Early Years Practitioner in Wales to go on the programme leading the way for other Early Years settings to attend.
- ILM Coaching and mentoring Level 5 ongoing

Staff Training

- Kym Scott training for EE staff - RH, NS, EB, SM
- Safeguarding levels - 4 staff at Category C level; 6 staff at Category B level;
- First Aid 12 hour Paediatrician most staff have undergone this
- Forest School training level 3 - Sharon Marriott near to completion
- NVQ level 2 CCLD Jackie Tombs near to completion
- NVQ Level 3 CCLD Hannah Bebb and Caitlyn Shaw ongoing
- EpiPen Training prior to a child attending - 3 staff who then trained the other staff

Visitors and Visits



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- Father Jeremy
- Park hall farm
- Scuffs Circus skills and Puppet theatre
- Church
- Park
- Library
- Mrs Burton and visit to Forest School for transition



- Police
-

Toddler Group and Baby Group

- We ended the year with a happy Toddler group party having moved back into the Playcentre at the beginning of the year!

Holiday Club

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- Another successful Summer Holiday Club including a sponsored walk where we raised 400.00 for Holiday fun!



-
-
- Pizza making
- We won a shield for our entries into the Overton Flower and Produce show!



The children entered and won canal and river trust's prize



The
Winners went on a canal barge trip!!

- **office** - Glynis has been working hard to ensure that the office is more presentable this summer. It has certainly paid off!

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Grants

- Overton Community Council Community Chest Fund for waterproofs - a huge thank you for this OCC!



- Small Capital Grant for repointing our outside wall, tables, chairs and new water table

fundraising and donations

- Easter egg "eggstravaganza" fun day with Overton Twinning and Overton Growers
- Christmas Raffle
- more toys and books sorted out

and sold/ donated to charity

- Village Fete 103.10
- Bags2School
- Summer Holiday Club Sponsored walk 400.00 paid for treats and a tonne of sand plus a bit for oct half term as well!



Community

- village fete and Olympics!
- church



Environment

As well as many things mentioned above we also had a donation of some fantastic outside equipment! Huge thanks to our Trustee!!





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Wellbeing

This is about the progress different groups of children are making, taking into account their age, development and needs. It is about how our service is contributing to children's well-being, helping them to have a voice, develop their skills and become independent and confident.

Evidence

- child voice

'I love all the playgroup characters. Thank you for playing with me. I love playgroup because you taught me to be ready and respectful. I have had the best 2 and a half years with you. All my love George'

'Thank you for all the lovely activities you do with me'

'I love playcentre because you have lots of fun'

'I like playing outside'

- Parent voice

'very supportive in creating a safe and supportive environment, allowing my son to develop emotionally and intellectually' Playgroup



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'All adults are so friendly and caring. I feel that all staff know my children well'
St Mary's B&A Club

How Well are We Doing?

- **Good**

- ☐ In the daily routine children are given free choice in what they would like to do and where they want to play indoors and outdoors and our staff are always ready to assist the children to achieve what they want from their chosen activity with boundaries set in place to ensure the safety of the children. This allows the children to follow their schemas and to develop themselves creatively through problem solving, risk taking, making sense of the world around them and while doing this they develop co-operating skills and friendships.
- ☐
- ☐ **In Clwb** we encourage independence through asking the children what they want to play with and bringing it to their tables. Outside the shed has a range of outdoor play equipment which the children can use and put away. We are looking at ways of storing a wider range of loose parts as well.
- ☐ In Clwb staff use their playwork training to observe, step back, suggest, intervene all to move play forward but not annihilate play.
- ☐ The use of Children's questionnaires and brainstorming sessions, Planning in the Moment sheets all enable staff at Playcentre and Clwb to listen to the Child's voice.
- ☐ One of the things that we need to address in Clwb is the fact that we do amalgamate with Playcentre on occasions due to numbers of children/ staffing/ etc. However from the information taken from the Child questionnaires there are some issues with this:



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- ☐ 'not much for older children to do'
- ☐ 'not much room at the Playcentre'
- ☒ Action needed to address these concerns

☐

- ☐ **In the Playcentre** we encourage independence through storing materials and equipment at children's level so that they can access them and tidy them away independently. We plan and develop techniques to help children become more independent to put on their own coats and waterproofs, wellies, shoes, wash hands, go to the toilet, selecting their own cup and plate for snack time and pouring their own drinks. For example to encourage a child who is being potty trained we can use a variety of techniques including use of a sticker reward chart but the child would choose a theme of their interest such as Superheroes, Paw patrol, Pippa pig, Frozen or anything of their choice to keep their interest in the sticker chart.

- ☐ We have embedded the new curriculum so we have loose parts indoors and have been developing them outside too. We have been given a grant from Overton Community Council to buy new waterproof trousers and coats. These have proved amazing to keep our children warm and dry throughout the year and enable them to be outside much of the time. We also got a grant to replace our tables and chairs. We now have chairs and tables of different heights to accommodate our different age groups.

☐

In the Playcentre we take observations and some photos of the children when they are engaged in play that show how the children interact, what interests them and how they respond to materials and activities that they have access to. This information is then used in the planning process to feed into the next steps and towards weekly planning and the invitations to play.

The parent portal for parents, where photos and information are uploaded for parents to see what their children are doing was brought in after the first lockdown for better parent/staff communication. However in the questionnaires



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this has been highlighted as an area for further improvement on as a number of parents have commented:

'It would be good to see more of what the children do eg. pictures to keep'

'I do miss pictures/updates from their day as they are such special moments. Do we need to consider using a different app?'

We have gone for a new internet provider with a greater upload which has had a few teething issues but we now need to work on creating the time for staff to upload the pictures! So this issue has been partly resolved but we need to buy up to date ipads or similar to enable this to be fully realised.

Action Needed

'perhaps a termly update of what Early Education is focussing on so we can also focus on this at home'

Settling children into the setting

Implemented settling in policy to ensure children's emotional well-being is cared for when the child first joins the setting.

At the Playcentre we have not been able to let parents into the premises easily but we have run open Saturdays or evening sessions after 6pm, where parents could book to come with their child/children to look round. These are still proving popular with prospective parents.

We have run a parents' information evening once a term which proved popular to the parents that attended and are gaining in momentum with more parents attending. Parents can view the setting and look through their child's book. This will continue next year as well.



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We do find a minimum of 2 sessions per week is best for the child's wellbeing enabling them to settle in quicker into the setting and make friends. We have worked with parents to enable this to happen where possible.

From last year's Quality of Care Report an action point was to:

ACTION NEEDED

Need permanent parent notice board with staff photos out and new staff added. look at other ways to inform parents of changes occurring in the settings

We are still looking for funding to complete this but in the meantime we have photos of staff on a temporary board.

Action still required here

Toddler Group

'very friendly and caring staff. We really like playgroup (toddler group) in the playcentre'

'very happy with everything and always happy to come here. We got such a good impression we want our children to come here for playgroup'

'the activities are always clean and tidy and easily accessible to play with'

Toddler group is running out of Playcentre currently which is working well. It does get busy inside if the weather is bad so something to keep in mind through the winter periods.

We are going to look to add the toddler group parents and children to parenta as a separate room so that parents can easily be contacted with information about the toddler group, fundraisers and the playcentre too.

Action needed

How do we know?

- ☐ Inspection report CIW June 2021 St Mary's Out of School Club
- ☐ parent questionnaires
- ☐ children's questionnaires



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- ☐ References made in weekly planning sheets/ invitations to play showing children's responses and next steps/ Planning in the Moment sheets
- ☐ Observations documented in the children's portal area - more needed here
- ☐ children's photos displayed on walls of children participating in activities throughout the year
- ☐ Parent comments
- ☐ EE Link teacher comments on review sheets
- ☐ Positive feedback from parents in cards; facebook comments; verbal comments
- ☐ Many children continue childcare with our setting from 18 mths through until their 11th birthday for Clwb, which is our current cut off as they feel secure, happy and content with our setting to the point that they don't want to leave to go elsewhere.
- ☐ Holiday Club Parent comments
- ☐ Information given on a daily basis is written on the daily sheet kept on the register clipboard.

How can we improve things ?

- ☐ Find a way for staff to use the parent portal to upload photos and information for parents more easily - internet issue
- ☐ observations and assessment for the new curriculum
- ☐

Care and development

I truly believe that all the children did so well in their transition to school today because of the support and care they received from all the staff at playgroup. They are always given



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their opportunity to be heard, valued and respected by playgroup which in turn gives them the confidence to move forward in their next journey whatever that may be. You all do so much for the children, know them each so well and I hope you all know how lucky we are to have you.' September 2024

*'Very happy, she loves coming always comes home smiling and skipping'
'she's learning and developing much faster attending playgroup'
' she is looked after in the best way imaginable'*

This is about how responsive practitioners are in meeting children's needs – how they help children feel emotionally secure and ensuring children are physically, mentally and emotionally healthy. It is also about ensuring that children are being developed and build relationships with other children, become self-aware, confident and are achieving good well-being.

How well are we doing?

- Good

Implementation of positive behaviour policy, concentrating on helping children to take ownership for their behaviour look for solutions, e.g if two children are struggling to share over a particular toy, practitioners will intervene calmly by asking the children in a gentle tone how the situation can be resolved and offering clear options to the children on how to move forward. Staff also use the 5 minute strategy, modelling this for the children and working towards the children being able to use this strategy themselves. Saying 5 minutes to each other and using the blue sand timers. We do have different length minute timers as well. This helps to develop social and also problem solving skills. Staff training has previously included Solihull and Pivotal Behaviour training. Staff have also made use of the training offered via zoom to get training on



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Speech and Language and Elklan. We have worked with St Mary's School to provide consistency across the settings. This year staff have been involved in the Talk Support programme which we have recently been signed off. However we need to ensure that new staff are trained and familiar with these methods as well. **ACTION POINT - to put some training for in house such as talk support into the staff induction**



Being outside and physical activity has been very important post pandemic. Clwb runs outside most afternoons but the mornings tend to be inside but with plenty of ventilation

Good behaviour and discipline are essential to ensure the smooth running of Clwb and the Playcentre. The foundation is provided for the development of morals and values, whilst advocating acceptable behaviour in children. We recognise that building self-esteem and confidence will encourage positive behaviour as well as encouraging mutual respect, sharing and tolerance. We encourage this through rewarding with targeted praise, stickers and award certificates but most of all we discuss with the children what they are being rewarded for and make sure that they understand what they are being rewarded for. We are moving away from praise such as 'well done', 'clever boy' to targeted praise such as 'well done, you put away the garage in its place' or 'clever boy you persevered and solved the problem'. This move aims to build resilience as well as self esteem in a child.

Each child is valued as an individual and their feelings and viewpoints will always be considered when planning and running sessions.

Staff have opportunities to observe children while they are involved in activities within the continuous provision, indoors, outdoors and within the daily routines. Staff will find out how the children's skills are developing and what they can or cannot do. Staff give children time for reflection and engage in discussions with them as they allow them to develop their natural curiosity and creativity. They are also able to gather information on what the children know and understand, as well as their personal preferences.

As a team, we have worked hard to collect information about children's stages of development using a selection of different observational methods and



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techniques, skills that involve looking, seeing, listening and interpreting what the children are doing, learning, practising, sharing, enjoying and many more attributes that have an influence on what level and how the children are learning and developing. Examples of these are shown through photographs, written observations, updates on the parent portal software package. Parents used to receive a keepsake book when they leave us in the past showing craft, mark making, discussions and photos that illustrate the skills their child has learnt and developed. The parent portal has superseded this though we are still working on how to ensure that parents get something lovely to remember their child's time with us. (see action above). We are in the process this coming year of embedding our recording and reporting for our younger and non EE children to be more in line with the 0-3 strategies and the new curriculum to include more parent evenings as well.

Snacks help stabilise energy levels until the next meal. Because children's eating habits are largely determined by age two, we play an important role in teaching good nutrition to young children. To drink children have a choice between milk or water at Playcentre and water bottles at Clwb. To eat we offer fruit snacks mostly but also a wider range of snacks that include breads, cereal, yoghurts where needed. Recently a member of staff at Playcentre realised that the children are sometimes hungrier at afternoon snack and will then add a carbohydrate too. It has been discussed whether we need a protein snack during the morning snack to aid concentration levels in certain children. However Lunch follows on quickly and it is currently felt that this might prevent children eating lunch.

We also think it is important for children to taste different foods that they may not be accustomed to, therefore encouraging children to try different foods from around the world.

At Playcentre they tasted noodles for snack which all the children enjoyed and asked to have noodles for snack again which we continue to do. We celebrate Diwali with our creation of rangoli patterns using spices and dry paint. The children enjoyed watching the story of Rama and Sita on our large screen. They then followed candles to an Indian banquet and tasted samosas, rice, korma curry, Tikka masala, onion bhajees and naan bread. The children enjoy getting dressed up in tunics and saris and trying out their Indian dancing skills.



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As children grow their taste buds change therefore we will continue to give children opportunities to taste new foods as the more variety of foods they are exposed to the more accustomed their taste buds will become.

At the Playcentre our Christmas Meal was extremely popular and good fun with staff and children. Staff and children thoroughly enjoyed the occasion.

However having been part of the Early Years Anti-Racist Coaching group across Wales and the New Curriculum for Wales, there has been much discussion regarding the multicultural work that we have carried out in the past and how we incorporate it now. We looked at the need for really understanding Cynefin and bringing that into our practice. **Action still Needed.**

During lunch times children are encouraged by practitioners to eat their main / healthy food, e.g. sandwiches and fruit before they have any treat food that may have been provided.

Lack of sleep can have an impact on children's mental and physical development therefore we offer a sleep time at 1pm to children who are still used to having a daytime sleep or for children who are tired and need an extra sleep, however if a child is tired before 1pm we will accommodate their sleep time earlier. We are guided at all times by parental wishes.

Practitioners encourage children to develop friendships with each other, recognising where personalities are well suited and then encouraging those children to play together or work together on a particular activity. Staff also feedback such observations to parents so they are aware of friendships as they develop friendships that are formed in playgroup very often remain as children move into school, this is particularly apparent in the transition from playgroup into school as these friendships give children security and confidence as they start school and the friendships then continue to grow.

Also children make friends with the children who come over from school which makes the transition to St Mary's school easier as they are familiar with some of the children who already attend school. It has been brilliant again this year to be able to carry out face to face transition and we have taken the children to forest school and Mrs Burton has visited us.



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We are good at responding to issues that parents have with the care of their children while they are with us. We have had parents who have brought up the issue of speaking about negative things that have happened at the gate in front of the children and that this might affect a child's self esteem. With one parent we are phoning up later on to discuss this with them. But this is an area that we want to work on. **ACTION NEEDED**

We put into the Welcome pack a 'This is Me' Sheet that parents fill in prior to their child attending the setting. This meant that staff can read, and sign that they had read, information for settling the child in when they arrived.

Children that need extra support have been given Targeted Universal Provision - TUP's and these are reviewed regularly.



How do you know?

- ☐ Observations recorded on the parent portal.
- ☐ Children's EE Profiles
- ☐ Comments from parents in cards, questionnaires
- ☐ questionnaires
- ☐ photos
- ☐ Estyn report
- ☐ Link Teacher's report
- ☐ CIW monitoring calls
- ☐ weekly planning sheets
- ☐ Diary sheets
- ☐ funding applications
- ☐ Staff certificates

Emails

Facebook



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How can we improve things ?

- ☐ ACTION POINT - to put some training for in house such as talk support into the staff induction
- ☐
- ☐ We looked at the need for really understanding Cynefin and bringing that into our practice. **Action Needed.**
- ☐ Continue to work on the New Curriculum and assessment
- ☐ The production of a permanent parent board is something we are looking for grants for. **Action Needed**
- ☐ Look at how we communicate with our parents especially negative comments in front of the children.
- ☐ ACTION NEEDED
- ☐ Need permanent parent notice board with staff photos out and new staff added. look at other ways to inform parents of changes occurring in the settings

Environment

This section is how you ensure that the physical environment you provide is of good quality and meets the needs of the children using your service.

How are we doing?

- Good

- ☐
- ☐ Clwb operates out of the school hall and school grounds. We have put a stocked shed in the school grounds for after school clwb play as per CIW inspection suggestion. We are looking to put a loose parts shed in the grounds as well.



☐ Playcentre -

☐ New Curriculum states that:

"The environment we create in our setting, indoors and outdoors, should be central to children's authentic experiences. For this reason, we should continually monitor and review the effectiveness of the environment and adapt accordingly. During the early years, exploration of the environment is a key driver for development. Through exploration of their environment, children begin to develop a sense of belonging and an appreciation of the world around them." Curriculum for Non- Maintained Nursery Settings.



- ☐ We have continued to work hard this year and have spent a large amount of time and energy continuing to enhance our environment to be able to fit the new curriculum. We have continued to receive grants and resources to enable us to do this.

- ☐ New Curriculum and assessment ethos became further embedded in day to day running of centre



To ensure the children benefit from playing outdoors we continue to sustain free flow between indoors and outdoor play during EE sessions . The staff rota is devised in a way that all staff can support children's learning throughout the daily routine and in all areas but also gives the children opportunities to learn and develop skills in a secure safe environment outdoors as well as indoors.



Children have the opportunity to experiment with their play in natural surroundings. This year they have enjoyed the pond with tadpoles and bug hunting. Our rabbit and fish have also given much emotional wellbeing to the children as well. We have made

use of the drive for extended play giving the children more freedom to develop their physical skills riding on trikes and scooters.

We have obtained funding to train one member of staff as a forest school leader and this is still ongoing. **Action to support our staff member to obtain the Forest School qualification and lead sessions in it.**

Maintenance:

Playcentre and buildings

Due to various safety issues including national tragic events this summer we continue to look for funding for CCTV and raising the height of our perimeter fence. The old wooden broken fence at the back between school and us has been replaced with a 6 foot wire mesh as part of their safeguarding budget. we also have updated our Business Continuity Plan and reviewed our policies and procedures

Action needed - CCTV and fence on top of the wall as well as new higher gates at the entrance to the Playcentre.

Action needed - to run through more scenarios with our trustees as well to ensure the business continuity plan is understood by all.

- ☐ Staff provide quality of care to the children through adhering to the following standards;-
 - children are signed in and out on Dayshare, our new software package bought to run advance booking and billing.
 - Visitors are being allowed back into the setting for educational and wellbeing they sign in the visitor book and are informed of the safeguarding measures
 - Attend necessary training for children who need special medicine treatments i.e. using inhalers and epi pens etc.
 - Before administering any medication parents/carers must bring in written information on what, why and how much medicine is to be given to the child. If a child is on medication we write it on the daily sheet on the register to remind us to administer the medicine
 - Parents/Carers are notified of infectious diseases through the parent portal, telling parents/carers when dropping off and collecting children, put on parent facebook, emailing parents and on website.
 - Accident and incidents are recorded
 - Regular fire drills are carried out and fire safety equipment is checked annually by Walkers fire service department.
 - regular reverse evacuations are carried out.
 - Regular PAT testing of electrical appliances is annually checked out by Cantab.
 - Staff attend child protection and first aid training every 3 years
 - First Aid box is available and checked regularly to ensure all items are in date. Cupboard where first aid box is kept is marked with a white cross with a green background.
 - Children have to stay off for 48 hours after sickness and diarrhoea

- Nappy changing times are part of the daily routine at the Playcentre.
- Lunch boxes and snack items are kept in the fridge and fridge temperature are logged.
- Meals are warmed up to appropriate temperature using a probe if heating food for tea or during the Holiday Club at Playcentre.
- Tables and worktops are wiped with steriliser before preparing food and serving snack and dinners.
- Playcentre building is cleaned every night, floors hovered, swept and mopped, toilets and sinks cleaned and kitchen worktops, microwaves and dishes washed and wiped and bins emptied as per the IC&P Policy
- Clwb is cleaned by School staff.
- Maintain a clean and safe environment for children and practitioners
- Risk assessments carried out where needed and dynamic risk assessments are filled in.
- Playcentre Building is continually assessed and maintained by staff and committee, necessary repairs, e.g. drains are undertaken by professional trades persons or by volunteered help of parents
- Equipment in the building is continuously assessed for necessary repairs or disposed of if no longer fit for purpose.
- Children are kept safe indoors and outdoors through a secure gate. All practitioners are aware of key locations for doors
- the outside area has a health and safety tick list for staff to do prior to using the area. .
- Conduct monthly accident and incident reviews
- These were all assessments carried out and work completed an asbestos report carried out and remedial action taken
 - ☐ a fire assessment created and report given
 - ☐ cctv down the drains and report given

How do you know?

- We keep records and certificates on the following:-
 -
 - Daily signing in forms for each session and weekly registers
 - Child Protection certificates
 - Behaviour policy
 - Food and Hygiene policy
 - Nappy changing policy
 - Parent contracts
 - Weekly Cleaning Plan
 - Fridge temperature
 - teas and in holiday club, lunches provided by parents and what temperature they were heated to
 - Snack menu
 - Medical administration forms.

- Training certificates
- Fire drills records
- Fire equipment safety checks
- carbon monoxide safety checks
- Pat testing certificate of electrical equipment
- Boiler maintenance checked -date on boiler
- Planning file
- 5* hygiene rating achieved
-
- Estyn Report
- Link Teacher Report
- CIW report
- Reports on fire, asbestos and Drains.
- Building certificates such as boiler and PAT testing.
- EE Self Evaluation

How can we improve things ?

ACTION REQUIRED

- Action to support our staff member to obtain the Forest School qualification and lead sessions in it.
- Action needed - CCTV and fence on top of the wall as well as new higher gates at the entrance to the Playcentre.
- Action needed - to run through more scenarios with our trustees as well to ensure the business continuity plan is understood by all.
-
-

Leadership and management

Evidence

“ the outside area is looking so good, I haven’t been round here for a while but it looks amazing. Before you had a sort of hotch potch of things but it looks really together now!” Community leader, September 2024.

This section is about the effectiveness of your leadership and management. It covers:

- meeting the requirements of the Welsh Government National Minimum Standards
(<http://cssiw.org.uk/docs/cssiw/publications/160303regchildcareen.pdf>) and other government requirements e.g. Building for a Brighter Future (<http://gov.wales/docs/dcells/publications/130716-building-brighter-future-en.pdf>)
- self-evaluation and improvement planning
- performance management and professional development
- safeguarding
- developing children and contributing to their well-being
- your vision for the service
- management and development of practitioners
- partnership working.

How well are we doing?

- Good

- As part of the ongoing sorting out of the office we need to
 - **action required = archiving and storing and keeping of data and destroying data after the appropriate time**
 - **sort out the staff files**
 - **have a more effective and professional office**
- bought into an outside HR dept this year for the first time. Need to sort out contracts and staff handbook **ACTION NEEDED - sort out contracts and Staff Handbook**



☐ Continue to create, embed and lead a professional staff team.

- We are good at training new entrants into the profession as well as creating opportunities for new entrants. We are following on from last year giving young adults in the village the opportunity to bring their expertise into the Holiday Clwb.
 - Continue to Financially survive Covid 19 so far currently mainly due to the ability to write and get grants; support of the community; dedication of the Management Team; great support from staff.
 - Now a number of parents have formed a fundraising group and have successfully carried out a number of fundraising events.
 - We have had articles and advertising in Overton Oracle as well as the wider distribution of Essentials.
 - Performance management – Annual Appraisals and half termly supervisions are back in place following our wellbeing supervisions during covid.
 - the new Holiday Club staff who completed the short training in Playwork by Mel from the Playwork Team has stayed with us and is now working on her Level 3 CCLD NVQ
- Most Practitioners continue to be happy with current provision of leadership and management both from the manager and also the committee as supported during their appraisals where feedback was positive and nearly all practitioners felt well supported and valued in their job roles.
- To continue to develop good communication between staff we have set up Communication forms, staff emails, to complement the group Whatsapp for Playcentre staff and committee and for formal communications the Overton Playcentre CIO whatsapp group. Staff asked for more communication so we have put a board up in the main room to put that day's events on it. We also are utilising another board near the back door to log the children coming and going throughout the day so everyone can see at a glance.
 - We have sessions/ inductions prior to going back to the Playcentre prior to it opening for all staff moving from the Holiday Club to term time and back.

- Practitioners continue to attend courses including EE to enhance personal and professional development.
- Termly staff meetings where each voice is heard and all practitioners have opportunity to discuss issues or bring things to the team as a whole. The last one being a hybrid of face to face and zoom. This was not successful being a hybrid and we need to review this at the next meeting. Issue was raised of not enough meetings per year so we are now trying to meet once a month including parents information evenings and other events.
- Wage increases implemented in line with National Minimum Wage and National Living Wage. This year it also included a wage review for staff not on NMS and was brought in line with job descriptions.
- discussion about benefits for staff who have been here a few years has started as a positive staff retention idea. **ACTION NEEDED - this is still ongoing**
- Partnership working – with professionals including Health Visitor, Speech and Language, Speech and Feeding.
- Working in close partnership between management, practitioners and committee providing mutual support for one another and the committee contributing to raising essential funds via events throughout the year.
- Our links with St Mary's school have been good and we are continually looking to improve
- Manager continues to be Vice Chair governor of St Mary's School. Our Finance/ Administrator is Health and Safety governor of the school. Both were on the recruitment panel for the Headteacher's position.
- Aim to Deliver High Quality Experiences for all our Children
- Safeguarding – all staff attend safeguarding training when it is due. It is on all of our meeting agendas
- **ACTION TO ensure that we fulfil the new NMS by November 2024 for First Aid and for safeguarding - nearly fully completed.**

Business Continuity Planning and Business Plan including market research to ensure long term financial viability. (updated during August 2024 with increased frequency of reverse evacuations and fire drills during this period to)

Action required - to carry out scenarios with the management/committee team so that they know their roles as well.

Management Committee decisions throughout the Pandemic and since then have been to ensure long term Financial viability.

Having a robust staff recruitment policy; staff induction policy that ensures we attract and recruit good quality staff.
and retain good staff too.

action required: staff have brought up the idea of having incentives to keep staff within the setting - Head of EE mentioned that we have a good retention of staff.

•

How do we know?

- Estyn Report.
- Estyn monitoring calls
- Estyn themed report
<https://www.estyn.gov.wales/system/files/2021-07/Summer%2021%20NMS%20EV%20Summary.pdf>
- CIW monitoring calls
- Link Teacher EE reports and reviews.
- CIW report
- Staff files show training, appraisals and contracts of employment
- continuing to update Policies and Procedures File
- All training certificates are up to date or are in the process of being updated
- Staff meeting minutes and Management meeting minutes show how leader management issues are addressed and solved
- Communication to parents on how the playcentre is being run and moving forwards through parents facebook page, website, e-mails, notice boards and welcome pack.
- Early Years Education end of year review;-

Overton Playcentre CIO Quality of Care report Sept 2022- Sept 2023

- staff attended a variety of training including yoga elklan EE and others
- Carrying out EE and parent information evenings
- Staff appraisals and Supervisions are in place – see Supervision Policy
- Effective and relevant areas for short term development have been identified. Long term development will need to be rethought in light of the disappointing decision by the school not to continue with the New build.
- The EE Action Plan
- A new planning board has been put up to ensure that communication between staff is more effective as well as Memo Folder, Communication Forms and staff emails.
- Home links continue to be developed
- The committee are very supportive and work well to support staff
- **How can we improve things ?**

Action Points

action required: staff have brought up the idea of having incentives to keep staff within the setting - Head of EE mentioned that we have a good retention of staff.

Action required - to carry out scenarios with the management/committee team so that they know their roles as well.

- **action required = archiving and storing and keeping of data and destroying data after the appropriate time**
- ACTION NEEDED - sort out contracts and Staff Handbook
- **sort out the staff files**
- **have a more effective and professional office**
- **Financial viability**



Overton Playcentre CIO

Patron – Margaret Evison

Overton Playgroup Funds for the year ended 31 August 2024

	<u>August 2024</u>		<u>August 2023</u>	
	£	£	£	£
Income				
Fees & Early Entitlement	170,514.00		151,703	
Fundraising	4,213		2,753	
Donations Received	350		205	
Milk Refunds	653		621	
Grants Received	15,268		9,436	
Miscellaneous	80		98	
		<u>191,078</u>		<u>164,816</u>
Expenditure				
Wages	156,526		129,506	
Utilities	15,997		12,447	
Building Maintenance & Play				
Equipment	1,728		4,332	
Insurance	4,117		4,528	
Grants Spent	13,786		0	
Miscellaneous	11,095		16,355	
		<u>203,249</u>		<u>167,168</u>
Net Income / (Expenditure)		<u><u>-12,171</u></u>		<u><u>-2,352</u></u>
Other Recognised Gains / (Losses)				
Gains / (losses) on revaluation of fixed assets		0		0
Net Movement in Funds		<u><u>-12,171</u></u>		<u><u>-2,352</u></u>

	<u>August 2024</u>		<u>August 2023</u>	
	£	£	£	£
Fixed Assets				
Property	70,000		70,000	
Furniture & Fittings	0		0	
Total Fixed Assets		<u>70,000</u>		<u>70,000</u>



Overton Playcentre CIO

Patron – Margaret Evison

Current Assets

Debtors	2,021	2,021
Barclays Current A/C	3,205	8,376
Barclays Deposit A/C	17,483	24,166
Cash	20	20
Cash at bank and in hand	20,707	32,561
Total Current Assets	22,728	34,582

Current Liabilities

Creditors	0	0
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Net Current Assets

22,728 **34,582**

Net Assets / (Liabilities)

92,728 **104,582**

Capital

Opening Balance	104,582	106,934
Revaluation Reserve	0	0
Profit / (Loss) for the year	-12,171	-2,352
	92,411	104,582



Overton Playcentre

School Lane, Overton on Dee, Wrexham, LL13 0SE

Tel: 01978 710688

Email: overtonplaygroup@yahoo.co.uk

Registered Charity Number 1182019

Annual General Meeting – 12th June 2025

Treasurer's report for financial year 1st September 2023 to 31st August 2024

The year-end accounts this year have been completed by Ian Thomas and presented to the committee by Lianne Evans and Lucy Matthews, Playcentre Treasurers.

Operating Loss

The financial statement for this year shows an operating loss of £12,171. This loss is attributed to a significant increase in our expenditure, which has been offset in part by an increase in our income. The income increase, however has not been sufficient to cover the increase in our costs, namely wages and utilities.

Whilst the committee, trustees and staff have worked incredibly hard this year to mitigate the impact of rapidly rising costs it is evident that moving into the new financial year for the Playcentre a considered review will be required to assess our costs in addition to implementing ways in which to increase our income.

Income

Income has risen in line with increased children numbers, however this is paired with an increase in our staffing costs. Fees were not increased in this accounting period and nor were the rates for Funded Early Education and the Childcare Offer for Wales. As a matter of urgency, we would recommend a review of fees to be undertaken by the management committee early in the new term and it is highly probable that an increase will be required across all fees.

Rachel has worked tirelessly to secure as much grant funding as possible over this financial year. Without this grant funding our year end situation would have been even more vulnerable. However over the previous years we have successfully accessed two lots of £10,000 as sustainability grants within the covid envelope. This grant was no longer operating this year.

Our fundraising total has increased in this financial period, which is the result of tireless effort from our management committee, volunteers and our staff team. Regular giving via the 'Wrexham Lottery' has contributed to this increase and is something that we would look to promote further next year.

To allow us to further increase our fundraising total, we need to grow our fundraising committee and share the load of fundraising events, as our current management committee already give so much.

Expenditure

Expenditure for the year was £203,249, this is an increase of over £36,000, compared to an increase of just over £26,000 in our income. Table 2 outlines a summary of our income and expenditure for this year.

The greatest increases can be seen in our wage costs (£27,020) and utilities (£3550).

Our miscellaneous costs have reduced. This is partially due to the incredible generosity of our local butchers, ME Evans who have continued to supply our fruit and vegetables at cost price and in the latter months of the financial year, it has been donated in full. We are hugely grateful to Mike and his team for this.

In January 2024 we took out a one year contract with WorkNest to support us with our HR requirements. At this point in time, it would be our recommendation that we do not renew this contract.

Fixed Assets

We continue to show the land and building on which the Playcentre is sited within our assets at a valuation of £70k.

Cash Reserves

As of 31st August 2024, the current account stands at £3204.30. Our reserves account stands at £17,482.74.

During this financial period we have had to transfer a total of £7000 from our reserves into our current account, this has been to ensure that there are sufficient funds in our current account after wages have been paid to cover other expenses. With the financial situation as it stands, it is highly probable that further funds transfers will be required in the coming months. This highlights the urgency at which we need to work to simultaneously increase our income and decrease our expenditure as it is not financially viable nor sustainable to rely upon on our reserves.

Treasurers Comment

It is our opinion that the Playcentre is currently in a vulnerable but recoverable financial position. We propose the following action plan as we move into the next accounting period, prioritising a fees review to increase income and a review of our utilities to reduce our expenditure.

Action plan

- Review all fees, with view to a % increase at least equal to the expected National Minimum Wage increase
- Review utilities, in particular gas, electric and broadband with view to decreasing monthly bills.
- Continue to seek additional grant income, including Small Capital Grant from WCBC whose next application window opens in September 2024.
- Look to increasing fundraising income with the support of the management team and our other wonderful volunteers
- Grow our volunteer fundraising group to support the management committee with fundraising activities
- Promote and encourage regular giving via the Wrexham Lottery and Easy Fundraising
- Terminate contract with WorkNest, due to expire in January 2025.
- Increase financial stability to a point where monies can be transferred back into our Reserves account, bringing it back to a minimum of £24,000.

We would like to pass on our sincerest thanks to the staff team at the Playcentre for their continued hard work and care that they give to all the children who attend the Playcentre and St Mary's Before and After-School Club. We need to express extra thanks to Rachel Harris who continues to lead the setting with her immense dedication and vision to carry the Playcentre forward.

We would also like to thank everyone within the management committee for their hugely valued time, effort and expertise that they devote to the Playcentre. We are confident that with their support we can overcome the challenges that may be ahead of us over the next financial year.

We believe the attached accounts to be a true and fair statement of Overton Playcentre's financial position.

Lianne Evans and Lucy Matthews
Joint Treasurers,
Overton Playcentre

Table 1

INCOME	AUGUST 2024	AUGUST 2023
Fees (including EE and Childcare Offer)	170,514	151,703
Fundraising	4213	2,753
Donations Received	350	205
Milk Refunds	653	621
Grants Received	15268	9,436
Miscellaneous	80	98
Total	191,078	164,816

Table 2

EXPENDITURE	AUGUST 2024	AUGUST 2023
Wages	156,526	129,506
Utilities (rates, water, gas, electricity, waste, telephone and broadband)	15,997	12,447
Building	1,728	4,332
Insurance	4,117	4,528
Grants Spent	13,786	0
Miscellaneous (inc. UW Card, Petty Cash, NNS Cheques, Subscriptions, Training, Milk & Food, Supplies, Worknest)	11,095	16,355
Total	203,249	167,168

Accounts

Quality of Care Review

September 2022 to August 2023

Overton Playcentre CIO Quality of Care report Sept 2022 - September
2023

About Us

Our Core Values

Family:Fun:Happy:Caring:Nurturing:Safe:Inclusive

Evidence

'Thank you for having Albie for the last 15 months he has thoroughly enjoyed himself and learnt so much. We couldn't ask for a better Playcentre for our little boy to attend. Thank you!'
Amy and Josh

Overton Playcentre was first established in 1967 by a group of volunteers. It is a non-profit charitable organisation that is led by a committee of parents who employ qualified and experienced staff that run the Playcentre. It has now become Overton Playcentre CIO and as of 2019 incorporates two different settings:

- Operating out of Overton Playcentre building and Registered with ESTYN and CIW (Childcare Inspectorate Wales) Overton Playcentre (referred to as Playcentre throughout this report) offers sessional and full day care for children between 18months and 12 years old during term time where we cater for Playgroup, Playgroup Plus, Early Education (EE) Childcare Offer and Wrap Around. During School Holidays our Holiday Club caters for children 18mths - 12years old. We are open Monday to Friday 730am – 6pm, 51 weeks of the year (only closed between Christmas and New Year). We welcome all children and have children attending the Playcentre from Overton and surrounding villages that go as far as Wrexham, Llangollen, Whitchurch and Ellesmere. We have close links with St Mary's School in Overton. We pick up/ drop off from St Mary's School, Eyton school as and when required though not this year, and we are happy to discuss possibilities with other areas.

-St Mary's Out of School Club (referred to as Clwb throughout this report): We are open 730am-9am and 315pm – 545pm term time only; We operate out of St Mary's School hall. We are registered for 48 children from 4-11 years old; We welcome all children attending St Mary's School.

Self-Evaluation

Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

As non-maintained settings we are required to complete a Self-Assessment of Service Statement (SASS) report. The prime purpose of SASS is to improve outcomes for children through self- evaluating the children's Wellbeing, Care and Development, Environment, Management and Leadership. Self-evaluation is an established part of the improvement planning cycle in the Quality of Care review. As an annual process, self-evaluation informs strategic and improvement plans, which will help our settings to focus on priorities for development. Self-evaluation is a process, not an event. It is the first, essential step in a cyclical process of bringing about change and improvement. It is based on professional reflection, challenge and support among practitioners. Effective self-evaluation involves taking wide-ranging decisions about actions which result in clear benefits for all children that;

- meets the highest standards of safe, quality childcare and play
- offers the best experience for children
- contributes to children's well-being outcomes.

Quality of Care Review also fulfils our legal duty under regulation 16 of the Child Minding and Day Care (Wales) Regulations 2010.

At the heart of self-evaluation are three questions:

- > How well are we doing?
- > How do we know?
- > How can we improve things further?

To Self-Evaluate our setting we use evidence from the following sources;

- ☐ the views of the children who attend our service and those of their parents or carers
- ☐ the views of other professionals who may work with us
- ☐ details of any quality assurance scheme we participate in.
- ☐ Staff, volunteers and our committee

Overview of the Year



Staffing

- Ifor Harris and Caitlyn Shaw completed their apprenticeship
- Ifor left to go to university
- Caitlyn offered and accepted role as Playcentre Assistant
- Lucy Sandham offered role in Feb as Bank and Holiday Club staff
- Jackie Tombs achieved her Level 3 in Playwork and won Work based Student of the Year Award at Coleg Cambria!!



New Curriculum



- Placed in monitoring in March 2023 due to our environment. This came about as we were waiting for a shed to be built. The old shed had been emptied but the new one took a bit longer to arrive. We had a volunteer day to sort the outside out, many staff and volunteers came to help. Came out of monitoring in June 2023
- New Curriculum ethos became further embedded in day to day running of centre

Projects

- Our Parents asked us to take younger children so in November after work from volunteers and staff to change the quiet room into an 18mth room we started to take 18mth children.
- One of 15 settings across Wales accepted onto the first year of the Early Years and Arts Council Creative Early Years Grants which meant working with two artists for 7 sessions each (£2,500 grant)
- Paveways donated and built a replacement shed for the bikes and trikes
- Talk Support Programme

Manager accepted onto:

- Anti Racist Coaching course over 10mths
- Continues to be part of the National Advisory Board for CIW

Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

Staff Training

- Talk support programme

Children and Families

-

Visitors and Visits

- Magi ann
- Little Hobbits
- Sven MMA
- Blue Planet Trip with St Mary's School Nursery class
- John Merrill and Ticky Lowe Artists
- Warm Spaces - we had a number of the older generation joining us every Wednesday afternoon during the winter months to read stories with the children and have a cuppa and a cake

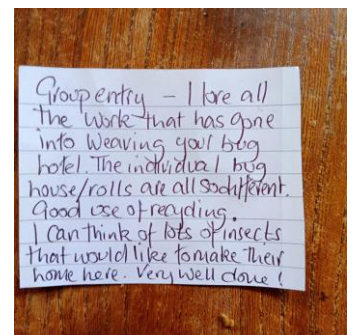
Toddler Group and Baby Group

- We started off the year in the Village Hall as during the winter the parents preferred the space in the hall, we ended up in the Playcentre as the hall costs us about £35 per session which we need to cover as well as the snack and a member of staff time if possible and if numbers are low at times we do not cover costs. So it was agreed to bring it back in house.
- We started Baby Group up again and a number of mums and babies attended however this reduced to one baby attending for a number of weeks so we closed it during the later part of the summer term.

Holiday Club



- Busy Summer Holiday Club with mostly 2 year olds forming the bulk of attendees whereas in previous years it was the older children.
- Two Archery mornings and weekly MMA sessions
- Visit by Father Jeremy
- Holiday Club children Entered and won two shields in the 51st Village Produce Show! 1st for the bug house class and Overall Junior Winner!



Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

Leadership and management

- article in Early Years Magazine



fundraising and donations

- Easter egg "eggstravaganzer" fun day with Overton Twinning and Overton Growers £117
- Easter Bingo with school £384
- Christmas Raffle - £114
- more toys and books sorted out and sold/ donated to charity
-



Britain

Community

- art exhibition in church
- joining in with community advent tree
- display of children's mother's day art for Church
- Birthday cards display for church
- entered and won in Village Produce Show
- Part of Village Fete
- Went to watch the Tour de



Wellbeing

This is about the progress different groups of children are making, taking into account their age, development and needs. It is about how our service is contributing to children's well-being, helping them to have a voice, develop their skills and become independent and confident.

Evidence

'thank you for playing with me and teaching me lots of fun stuff

thank you for letting me play on the tyre swing and the superfast red bike

thank you for all the cuddles when I am sad'

Georgie's voice via parent

Clwb and holiday clwb

'they always listen to me'

'they are really fun to play with'

'i'm very happy because when I need help they come straight away and listen what I need help with'

'when I have snack and I am still hungry I can have some more'

Overton Playcentre CIO Quality of Care report Sept 2022 - September
2023

How Well are We Doing?

- Good

- ☐ In the daily routine children are given free choice in what they would like to do and where they want to play indoors and outdoors and our staff are always ready to assist the children to achieve what they want from their chosen activity with boundaries set in place to ensure the safety of the children. This allows the children to follow their schemas and to develop themselves creatively through problem solving, risk taking, making sense of the world around them and while doing this they develop co-operating skills and friendships. We are embedding the new curriculum so we have loose parts indoors and have been developing them outside too. We have been given a large number of resources as well as grants to buy resources again this year to equip us for the new curriculum. We have moved to having invitations to play from adult focussed sessions. Which means that children choose whether or not to participate in the invitation.
- ☐ In the Playcentre we encourage independence through storing materials and equipment at children's level so that they can access them and tidy them away independently. We plan and develop techniques to help children become more independent to put on their own coats, all in one waterproofs, wellies, shoes, wash hands, go to the toilet, selecting their own cup and plate for snack time and pouring their own drinks etc. For example to encourage a child who is being potty trained we can use a variety of techniques including use of a sticker reward chart but the child would choose a theme of their interest such as Superheroes, Paw patrol, Pippa pig, Frozen or anything of their choice to keep their interest in the sticker chart.
- ☐ In Clwb we encourage independence through asking the children what they want to play with and bringing it to their tables or taking it outside in the large bags. Now things have changed this year. We have changed back our routines. Recently we have been given permission by the school to place a shed on the school yard so that the children can help themselves to what they want to play with so that outdoor play equipment can be stored at the children's level. This is now in place and

Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

stocked with new outdoor equipment. This was highlighted in the latest CIW inspection for the Clwb.

In the Playcentre we take observations and some photos of the children when they are engaged in play that show how the children interact, what interests them and how they respond to materials and activities that they have access to. This information is then used in the planning process to feed into the next steps and towards weekly planning and the invitations to play.

The parent portal for parents, where photos and information are uploaded for parents to see what their children are doing was brought in after the first lockdown for better parent/staff communication. However in the questionnaires this has been highlighted as an area for further improvement on as a number of parents have commented in the past :

'more pics on the app would be great'

The issue staff have with the portal is that it takes so long to load each child's photo onto it. for instance staff have commented:

"I press on one child's photo then go off and clean for 10-15 mins and if I am lucky that photo will have loaded up and I can do another child's photo."

"It takes so long to load up, it's a whole member of staff out for an afternoon. You're either playing with the children or being on the portal and even then you're not sure that it has actually loaded up as the number of times the internet crashes and what would the parents prefer?"

Clearly therefore this is still an area we have to look at to ensure that use of the portal is made easier and appropriate staff and time allocated to it. This is still an ongoing issue

Action Required

☐

In Clwb staff use their playwork training to observe, step back, suggest, intervene all to move play forward but not annihilate play.

☐

The use of Children's questionnaires and brainstorming sessions, Planning in the Moment sheets all enable staff at Playcentre and Clwb to listen to the Child's voice.

' Thank you everyone for making breakfast club, after school club and holiday club somewhere that the boys love to go' Simon and Lauren

Settling children into the setting

Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

' wonderful setting!!

Provides such a peace of mind that Molly is in such attentive and caring hands. Thank you'

Implemented settling in policy to ensure children's emotional well-being is cared for when the child first joins the setting. This year with all its difficulties children have settled back into Clwb and Playcentre really quickly after the lockdowns. We had prepared parents and children with the changes by sharing photos, videos (the one of the staff dancing in full PPE so children would not be scared if we had to wear it, was very popular!) as well as letters, emails that parents had to sign that they had received and read them and this continued this year with regular information updates being sent out.

At the Playcentre we have not been able to let parents into the premises easily but we have run open Saturdays or evening sessions after 6pm, where parents could book to come with their child/children to look round. These have proved popular with prospective parents. We had a very Popular parents evening at the end of the summer term in July and will be implementing them again next year **ACTION NEEDED**

As we are getting more 2 year olds arriving this term, we have had to be flexible in our approach to ensure that each child and their feels supported to make their induction as smooth as possible. We do find a minimum of 2 sessions per week is best for the child's wellbeing enabling them to settle in quicker into the setting and make friends. We have worked with parents to enable this to happen where possible.

However we did have a comment in a parent questionnaire

' lovely setting, the staff are very helpful. The only negative would be there always seems to be different staff that arent introduced to parents and can sometimes upset xxx coming into playgroup. She starts getting used to staff then different staff start and she gets upset going in'

ACTION NEEDED

Need permanent parent notice board with staff photos out and new staff added. look at other ways to inform parents of changes occurring in the settings

Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

Toddler Group

"Lovely group today. Big thanks to Rachel for the great water play. Big hit all round! X"
facebook

We started off the year in the Village Hall as during the winter the parents preferred the space in the hall, we ended up in the Playcentre as the hall costs us about £35 per session which we need to cover as well as the snack and a member of staff time if possible and if numbers are low at times we do not cover costs. So it was agreed to bring it back in house. We are currently working on recruiting other volunteers to support as people go back to work or children move up to school.

Children's voice

'more toys'

'dominoes would be good'

'more instruments'

How do we know?

- ☐ Inspection report CIW June 2021 St Mary's Out of School Club
- ☐ parent questionnaires
- ☐ children's questionnaires
- ☐ References made in weekly planning sheets/ invitations to play showing children's responses and next steps/ Planning in the Moment sheets
- ☐ Observations documented in the children's portal area - more needed here
- ☐ children's photos displayed on walls of children participating in activities throughout the year
- ☐ Parent comments
- ☐ EE Link teacher comments on review sheets
- ☐ Positive feedback from parents in cards; facebook comments; verbal comments
- ☐ Many children continue childcare with our setting from 2 yrs old through until their 11th birthday for Clwb, which is our current cut off as they feel secure, happy and content with our setting to the point that they don't want to leave to go elsewhere.
- ☐ Holiday Club Parent comments

Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

- ☐ Information given on a daily basis is written on the daily sheet kept on the register clipboard.

How can we improve things ?

- ☐ Find a way for staff to use the parent portal to upload photos and information for parents more easily - internet issue
- ☐ observations and assessment for the new curriculum
- ☐ as part of our assessment look at our feedback to parents and have more regular parent information evenings - once every term

Care and development

' it is really comforting to see how much you all understand George and see what a loving little boy is and can understand him when he is having an off day or needs that extra cuddle.'

'Very happy, she loves coming always comes home smiling and skipping'

'she's learning and developing much faster attending playgroup'

' she is looked after in the best way imaginable'

This is about how responsive practitioners are in meeting children's needs – how they help children feel emotionally secure and ensuring children are physically, mentally and emotionally healthy. It is also about ensuring that children are being developed and build relationships with other children, become self-aware, confident and are achieving good well-being.

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How well are we doing?

- Good

Implementation of positive behaviour policy, concentrating on helping children to take ownership for their behaviour look for solutions, e.g if two children are struggling to share over a particular toy, practitioners will intervene calmly by asking the children in a gentle tone how the situation can be resolved and offering clear options to the children on how to move forward. Staff also use the 5 minute strategy, modelling this for the children and working towards the children being able to use this strategy themselves. Saying 5 minutes to each other and using the blue sand timers. We do have different length minute timers as well. This helps to develop social and also problem solving skills. Staff training has previously included Solihull and Pivotal Behaviour training. Staff have also made use of the training offered via zoom to get training on Speech and Language and Elklan. We have worked with St Mary's School to provide consistency across the settings. This year staff have been involved in the Talk Support programme which we have recently been signed off. However we need to ensure that new staff are trained and familiar with these methods as well. **ACTION POINT - to put some training for in house such as talk support into the staff induction**



Being outside and physical activity has been very important post pandemic. Clwb runs outside most afternoons but the mornings tend to be inside but with plenty of ventilation

For this summer we are again employed summer staff both male and female, one who has a sports coaching qualification. We had Mixed Martial Arts weekly and we had two mornings of archery as well.

Good behaviour and discipline are essential to ensure the smooth running of Clwb and the Playcentre. The foundation is provided for the development of morals and values, whilst advocating acceptable behaviour in children. We recognise that building self-esteem and confidence will encourage positive behaviour as well as encouraging mutual respect, sharing and tolerance. We encourage this through rewarding with targeted praise, stickers and award certificates but most of all we discuss with the children what they are being

Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

rewarded for and make sure that they understand what they are being rewarded for. We are moving away from praise such as 'well done', 'clever boy' to targeted praise such as 'well done, you put away the garage in its place' or "clever boy you persevered and solved the problem". This move aims to build resilience as well as self esteem in a child.

Each child is valued as an individual and their feelings and viewpoints will always be considered when planning and running sessions.

Staff have opportunities to observe children while they are involved in activities within the continuous provision, indoors, outdoors and within the daily routines. Staff will find out how the children's skills are developing and what they can or cannot do. Staff give children time for reflection and engage in discussions with them as they allow them to develop their natural curiosity and creativity. They are also able to gather information on what the children know and understand, as well as their personal preferences.

As a team, we have worked hard to collect information about children's stages of development using a selection of different observational methods and techniques, skills that involve looking, seeing, listening and interpreting what the children are doing, learning, practising, sharing, enjoying and many more attributes that have an influence on what level and how the children are learning and developing. Examples of these are shown through photographs, written observations, updates on the parent portal software package.

Parents used to receive a keepsake book at the end of the year in the past showing craft, mark making, discussions and photos that illustrate the skills their child has learnt and developed. The parent portal has superseded this though we are still working on how to ensure that parents get something lovely to remember their child's time with us. (see action above). We are in the process this coming year of changing our recording and reporting for our younger and non EE children to be more in line with the 0-3 strategies and the new curriculum to include more parent evenings as well. **Action Needed**

Snacks help stabilise energy levels until the next meal. Because children's eating habits are largely determined by age two, we play an important role in teaching good nutrition to young children. To drink children have a choice between milk or water at Playcentre and water bottles at Clwb. To eat we offer fruit snacks mostly but also a wider range of snacks that include breads, cereal, yoghurts where needed. Recently a member of staff at Playcentre realised that the children are sometimes hungrier at afternoon snack and will then add a carbohydrate too. It has been discussed whether we need a protein snack during the morning snack to aid concentration levels in certain children.

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However Lunch follows on quickly and it is currently felt that this might prevent children eating lunch.

We also think it is important for children to taste different foods that they may not be accustomed to, therefore encouraging children to try different foods from around the world.

At Playcentre they tasted noodles for snack which all the children enjoyed and asked to have noodles for snack again which we continue to do. We celebrated Diwali with our creation of rangoli patterns using spices and dry paint. The children enjoyed watching the story of Rama and Sita on our large screen. They then followed candles to an Indian banquet and tasted samosas, rice, korma curry, Tikka masala, onion bhajees and naan bread. This year the children really enjoyed the Indian food and much was eaten! The children enjoyed getting dressed up in tunics and saris and tried out their indian dancing skills.

As children grow their taste buds change therefore we will continue to give children opportunities to taste new foods as the more variety of foods they are exposed to the more accustomed their taste buds will become.

At the Playcentre our Christmas Meal was extremely popular and good fun with staff and children. Staff and children thoroughly enjoyed the occasion.

However having been part of the Early Years Anti-Racist Coaching group across Wales and the New Curriculum for Wales, there has been much discussion regarding the multicultural work that we have carried out in the past and how we incorporate it now. We looked at the need for really understanding Cynefin and bringing that into our practice. **Action Needed.**

During lunch times children are encouraged by practitioners to eat their main / healthy food, e.g. sandwiches and fruit before they have any treat food that may have been provided.

Lack of sleep can have an impact on children's mental and physical development therefore we offer a sleep time at 1pm to children who are still used to having a daytime sleep or for children who are tired and need an extra sleep, however if a child is tired before 1pm we will accommodate their sleep time earlier. We are guided at all times by parental wishes.

Practitioners encourage children to develop friendships with each other, recognising where personalities are well suited and then encouraging those children to play together or work together on a particular activity. Staff also feedback such observations to parents so they are aware of friendships as they develop friendships that are formed in playgroup very often remain as children

Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

move into school, this is particularly apparent in the transition from playgroup into school as these friendships give children security and confidence as they start school and the friendships then continue to grow.

Also children make friends with the children who come over from school which makes the transition to St Mary's school easier as they are familiar with some of the children who already attend school. It has been brilliant this year to be able to carry out face to face transition and we have taken the children to forest school and look forward to increasing the transitions as we had prior to the pandemic. This year we invited St Mary's school staff to join us for our end of year celebration with our children when we had Ticky Lowe, an artist, for an extra day from the art project.

We are good at responding to issues that parents have with the care of their children while they are with us.

One parent was concerned that they did not know all the staff so we responded by creating an outside notice board and put up photos of all the staff and their roles. This is an ongoing issue and the production of a permanent parent board is something we are looking for grants for. **Action Needed**

We work as closely with our parents as possible.

We put into the Welcome pack a 'This is Me' Sheet that parents fill in prior to their child attending the setting. This meant that staff can read, and sign that they had read, information for settling the child in when they arrived.

Children that need extra support have been given Targeted Universal Provision - TUP's and these are reviewed regularly.



How do you know?

- ☐ Observations recorded on the parent portal.
- ☐ Children's EE Profiles
- ☐ Comments from parents in cards, questionnaires
- ☐ questionnaires
- ☐ photos
- ☐ Estyn report
- ☐ Link Teacher's report

Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

- ☐ CIW monitoring calls
- ☐ weekly planning sheets
- ☐ Diary sheets
- ☐ funding applications
- ☐ Staff certificates

Emails

Facebook

How can we improve things ?

- ☐ ACTION POINT - to put some training for in house such as talk support into the staff induction
- ☐ We are in the process this coming year of changing our recording and reporting for our younger and non EE children to be more in line with the 0-3 strategies and the new curriculum to include more parent evenings as well. Action Needed
- ☐ We looked at the need for really understanding Cynefin and bringing that into our practice. Action Needed.
- ☐ Continue to work on the New Curriculum and assessment
- ☐ The production of a permanent parent board is something we are looking for grants for. Action Needed
- ☐ Increase use the Outdoor Learning area through forest school sessions Action needed
- ☐ ACTION NEEDED
- ☐ Need permanent parent notice board with staff photos out and new staff added. look at other ways to inform parents of changes occurring in the settings
- ☐
- ☐

Overton Playcentre CIO Quality of Care report Sept 2022 - September 2023

Environment

This section is how you ensure that the physical environment you provide is of good quality and meets the needs of the children using your service.

How are we doing?

- Good

- ☐
- ☐ Clwb operates out of the school hall and school grounds. We have put a loose parts stocked shed in the school grounds for after school clwb play as per CIW inspection suggestion.
- ☐
- ☐ Playcentre -
- ☐ New Curriculum states that:

"The environment we create in our setting, indoors and outdoors, should be central to children's authentic experiences. For this reason, we should continually monitor and review the effectiveness of the environment and adapt accordingly. During the early years, exploration of the environment is a key driver for development. Through exploration of their environment, children begin to develop a sense of belonging and an appreciation of the world around them." Curriculum for Non- Maintained Nursery Settings.

- ☐
- ☐ We have worked hard this year and have spent a large amount of time and energy this year changing our environment to be able to fit the new curriculum. We have received grants and resources to enable us to do this.
 - ☐ We were placed in monitoring in March 2023 due to our environment. This came about as we were waiting for a shed to be built. The old shed had been emptied but the new one took a bit longer to arrive. We had a volunteer day to sort the outside out, many staff and volunteers came to help. Came out of monitoring in June 2023. See reports
 - ☐ New Curriculum and assessment ethos became further embedded in day to day running of centre



- ☐
- To ensure the children benefit from playing outdoors we continue to sustain free flow between indoors and outdoor play during EE sessions . The staff rota is devised in a way that all staff can support children's learning throughout the daily routine and in all areas but also gives the children opportunities to learn and develop skills in a secure safe environment outdoors as well as indoors.

☐

Children have the opportunity to experiment with their play in natural surroundings. This year they have wanted to turn the Willow Wigloo into a bird hide and have enjoyed the pond with tadpoles and bug hunting. Our rabbit and fish have also given much emotional wellbeing to the children as well. We have created a Pet's Policy. We have made use of the drive for extended play giving the children more freedom to develop their physical skills riding on trikes and scooters.

We have obtained funding to train one member of staff as a forest school leader.

Action to support our staff member to obtain the Forest School qualification and lead sessions in it.

Maintenance of Playcentre buildings outside area

ACTION REQUIRED

- Paving slabs have been sorted but wall needs repointing and chimney for future longterm
- chairs and tables need replacement
- outdoor water table needs replacing as broken and removed - trays are being used currently

We are looking at how we can improve our outside area throughout for the benefit of the whole of Playcentre including Holiday Club

To further develop the outdoor space and to think about how to utilise the whole of the area safely with due regard to safeguarding. EE Self Evaluation

☐

☐ Staff provide quality of care to the children through adhering to the following standards;-

- children are signed in and out on Dayshare, our new software package bought to run advance booking and billing. To ensure that we have enough money in the bank for wages during Covid.
- Visitors are being allowed back into the setting for educational and wellbeing they sign in the visitor book and are informed of the safeguarding measures
- Attend necessary training for children who need special medicine treatments i.e. using inhalers and epi pens etc.
- Before administering any medication parents/carers must bring in written information on what, why and how much medicine is to be given to the child. If a child is on medication we write it on the daily sheet on the register to remind us to administer the medicine
- Parents/Carers are notified of infectious diseases through the parent portal, telling parents/carers when dropping off and collecting children, put on parent facebook, emailing parents and on website.
- Accident and incidents are recorded
- Regular fire drills are carried out and fire safety equipment is checked annually by Walkers fire service department.

- regular reverse evacuations are carried out.
- Regular PAT testing of electrical appliances is annually checked out by Cantab.
- Staff attend child protection and first aid training every 3 years
- First Aid box is available and checked regularly to ensure all items are in date. Cupboard where first aid box is kept is marked with a white cross with a green background.
- Children have to stay off for 48 hours after sickness and diarrhoea
- Nappy changing times are part of the daily routine at the Playcentre.
- Lunch boxes and snack items are kept in the fridge and fridge temperature are logged.
- Meals are warmed up to appropriate temperature using a probe if heating food for tea or during the Holiday Club at Playcentre.
- Tables and worktops are wiped with steriliser before preparing food and serving snack and dinners.
- Playcentre building is cleaned every night, floors hovered, swept and mopped, toilets and sinks cleaned and kitchen worktops, microwaves and dishes washed and wiped and bins emptied as per the IC&P Policy
- Clwb is cleaned by School staff.
- Maintain a clean and safe environment for children and practitioners
- Risk assessments carried out where needed and dynamic risk assessments are filled in.
- Playcentre Building is continually assessed and maintained by staff and committee, necessary repairs, e.g. drains are undertaken by professional trades persons or by volunteered help of parents
- Equipment in the building is continuously assessed for necessary repairs or disposed of if no longer fit for purpose.
- Children are kept safe indoors and outdoors through a secure gate. All practitioners are aware of key locations for doors
- the outside area has a health and safety tick list for staff to do prior to using the area. .
- Conduct monthly accident and incident reviews
- These were all assessments carried out and work completed an asbestos report carried out and remedial action taken
 - ☐ a fire assessment created and report given
 - ☐ cctv down the drains and report given

How do you know?

- We keep records and certificates on the following:-
 -
 - Daily signing in forms for each session and weekly registers
 - Child Protection certificates
 - Behaviour policy
 - Food and Hygiene policy
 - Nappy changing policy

- Parent contracts
- Weekly Cleaning Plan
- Fridge temperature
- teas and in holiday club, lunches provided by parents and what temperature they were heated to
- Snack menu
- Medical administration forms.
- Training certificates
- Fire drills records
- Fire equipment safety checks
- carbon monoxide safety checks
- Pat testing certificate of electrical equipment
- Boiler maintenance checked -date on boiler
- Planning file
- 5* hygiene rating achieved
-
- Estyn Report
- Link Teacher Report
- CIW report
- Reports on fire, asbestos and Drains.
- Building certificates such as boiler and PAT testing.
- EE Self Evaluation

How can we improve things ?

ACTION REQUIRED

- Paving slabs have been sorted but wall needs repointing and chimney for future longterm
- chairs and tables need replacement
- outdoor water table needs replacing as broken and removed - trays are being used currently
- Action to support our staff member to obtain the Forest School qualification and lead sessions in it.

Leadership and management

Evidence

This section is about the effectiveness of your leadership and management. It covers:

- meeting the requirements of the Welsh Government National Minimum Standards
(<http://cssiw.org.uk/docs/cssiw/publications/160303regchildcareen.pdf>) and other government requirements e.g. Building for a Brighter Future (<http://gov.wales/docs/dcells/publications/130716-building-brighter-future-en.pdf>)
- self-evaluation and improvement planning
- performance management and professional development
- safeguarding
- developing children and contributing to their well-being
- your vision for the service
- management and development of practitioners
- partnership working.

How well are we doing?

- **Good**

-

- ☐ Continue to create, embed and lead a professional staff team.
- ☐ We are good at training new entrants into the profession as well as creating opportunities for new entrants. We are following on from last year giving young adults in the village the opportunity to bring their expertise into the Holiday Clwb.
- ☐ Continue to Financially survive Covid 19 so far currently mainly due to the ability to write and get grants; support of the community; dedication of the Management Team; great support from staff.
- ☐ Now a number of parents have formed a fundraising group and have successfully carried out a number of fundraising events.
- ☐ We have had articles and advertising in Overton Oracle as well as the wider distribution of Essentials.

- Performance management – Annual Appraisals and half termly supervisions are back in place following our wellbeing supervisions during covid.
- We have recruited one new Holiday Club staff who has completed the short training in Playwork by Mel from the Playwork Team.
- Most Practitioners continue to be happy with current provision of leadership and management both from the manager and also the committee as supported during their appraisals where feedback was positive and nearly all practitioners felt well supported and valued in their job roles.
- To continue to develop good communication between staff we have set up Communication forms, staff emails, to complement the group Whatsapp for Playcentre staff and committee and for formal communications the Overton Playcentre CIO whatsapp group
- We have sessions/ inductions prior to going back to the Playcentre prior to it opening for all staff moving from the Holiday Club to term time and back.
- Practitioners attended courses including EE to enhance personal and professional development throughout Covid.
- Termly staff meetings where each voice is heard and all practitioners have opportunity to discuss issues or bring things to the team as a whole. The last one being a hybrid of face to face and zoom. This was not successful being a hybrid and we need to review this at the next meeting. Issue raised of not enough meetings per year so are looking at increasing to twice a half term if we can financially **Action needed**
- Wage increases implemented in line with National Minimum Wage and National Living Wage. This year it also included a wage review for staff not on NMS and was brought in line with job descriptions and creating a senior staff structure that reflects working practices.

- ☐ Partnership working – with professionals including Health Visitor, Speech and Language, Speech and Feeding.
- ☐ Working in close partnership between management, practitioners and committee providing mutual support for one another and the committee contributing to raising essential funds via events throughout the year.
- ☐ Our links with St Mary's school have been good and we are continually looking to improve
- ☐ Manager continues to be a governor of St Mary's School. Sarah our Administrator is now also a governor
- ☐ Aim to Deliver High Quality Experiences for all our Children
- ☐ Safeguarding – all staff attend safeguarding training when it is due. It is on all of our meeting agendas
- ☐ ACTION TO ensure that we fulfil the new NMS by November 2024 for First Aid and for safeguarding

Business Continuity Planning and Business Plan including market research to ensure long term financial viability.

Management Committee decisions throughout the Pandemic have been to ensure long term Financial viability.

Having a robust staff recruitment policy; staff induction policy that ensures we attract and recruit good quality staff.
retain good staff too

☐

How do we know?

- Estyn Report.
- Estyn monitoring calls
- Estyn themed report
<https://www.estyn.gov.wales/system/files/2021-07/Summer%2021%20NMS%20EV%20Summary.pdf>
- CIW monitoring calls
Overton Playcentre CIO Quality of Care report Sept 2022- Sept 2023

- Link Teacher EE reports and reviews.
- CIW report
- Staff files show training, appraisals and contracts of employment
- continuing to update Policies and Procedures File
- All training certificates are up to date or are in the process of being updated
- Staff meeting minutes and Management meeting minutes show how leader management issues are addressed and solved
- Communication to parents on how the playcentre is being run and moving forwards through parents facebook page, website, e-mails, notice boards and welcome pack.
- Early Years Education end of year review;-
- staff attended a variety of training including yoga elklan EE and others
- Carrying out EE and parent information evenings
- Staff appraisals and Supervisions are in place – see Supervision Policy
- Effective and relevant areas for short term development have been identified. Long term development will need to be rethought in light of the disappointing decision by the school not to continue with the New build.
- The EE Action Plan
- A new planning board has been put up to ensure that communication between staff is more effective as well as Memo Folder, Communication Forms and staff emails.
- Home links continue to be developed
- The committee are very supportive and work well to support staff

☐ **How can we improve things ?**

- Sort out internet connection so staff can update the portal easily
- increase staff meetings per term if financially viable.
- The immediate problems are mainly due to costs of living /covid recovery/ high costs of fuel/ utilities and other living expenses/ increase wage costs/ parents not paying their bills - high level of debtors
- get the debt down.
- look to long term financial stability despite fluctuations in child birth years and in the light of the recent pandemic.

- Continue to deliver high quality childcare
- Deliver the New curriculum,
- sort out the digital portal for the CCO
- Continue to work with and grow an incredible staff team
- Look for new streams of funding to ensure financial stability and make existing streams of funding more efficient
- create a clear long term strategic plan for future development of the Playcentre that all future decisions will be made with that in view.
- build networks
- market ourselves efficiently including creating a marketing strategy.
- begin to create a forward vision that is owned by all stakeholders
- create a vision for financial stability and ensure the longevity of the charity for the next 50years!
- Create a budget that we can work on monthly
- Ensure practitioners are continuing to receive training
- keep up to date records of staff training on Parenta
- set up files for new staff entering the settings more quickly than we do so
- continue to Work closely with the school to ensure consistency on a number of issues
- ensure that all the policies and procedures are in place and create a schedule for them to be reviewed
- From our appraisals one of the things coming out of them is need to put things away not just between sessions but within sessions - involving the children as well - for everything to have it's place and then be put back in its place! so next year we are working as a team to put things away. This should also enable cleaning to be carried out easier as staff will not be tidying up as well - need to keep tops clear etc
- keep office tidy!!
- sort out an archiving regime
- before the pandemic we had many files which have not been used since then - pandemic but also parenta - so need to streamline what is kept in paper form and what is no longer needed.
- delegation and use of other staff to get more achieved in working day.

- ACTION TO ensure that we fulfil the new NMS by November 2024 for First Aid and for safeguarding

Overton Playgroup

Income

Expenditure

Wages	124,063	129,506
Utilities	5,318	12,447
Building Maintenance & Play Equipment	2,848	4,332
Site Improvements (One off works)	2,710	0
Insurance	3,481	4,528
Miscellaneous	11,415	16,355
	<u>149,835</u>	<u>167,168</u>

Net Income/(Expenditure)

Other recognised gains/(losses)

Gains/(losses) on revaluation of fixed assets

Net movement in funds

Fixed Assets

Current Assets

Debtors		1,485		2,021
Barclays Current A/C	20,278		8,376	
Barclays Deposit A/C	16,067		24,166	
Cash	20		20	
Cash at bank and in hand		<u>36,366</u>		<u>32,561</u>
Total Current Assets		<u>37,851</u>		<u>34,582</u>

Current Liabilities

Creditors	917	0
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Net Current Assets

Net Assets/(liabilities)

Capital

Opening Balance	92,269	106,934
Revaluation Reserve	0	0
Profit/(Loss) for Year	14,665	-2,352

Total Charity Funds

Prepared By:

AS

- wavy line

Date: 27/06/2024



Overton Playcentre

School Lane, Overton on Dee, Wrexham, LL13 0SE

Tel: 01978 710688

Email: overtonplaygroup@yahoo.co.uk

Registered Charity Number 1182019

Annual General Meeting – 27th June 2024

Treasurer's report for financial year 1st September 2022 to 31st August 2023

The year-end accounts this year have been completed and presented to the committee by Andy Saunders, the Playcentre Treasurer.

Operating Loss

The financial statement for this year shows an operating loss of £2,352 which was expected due to grant money received in the previous accounting period, spent within this period.

The committee, trustees and staff have worked hard this year to reduce the impact of rapidly rising costs both in terms of utilities and in the general cost of food and supplies for the setting.

We will need to review our utilities provision in the coming year to try and reduce the impact on the setting of a cost that has more than doubled within this period.

Debtors has risen slightly this year, however this is more a reflection of increased charges than an increase in the amount of late payments.

Income

Income has risen and child numbers are holding at a steady level. A review of fees will be undertaken by the trustees and management group to ensure that we cover the ever rising costs of the setting while ensuring that we maintain our position of providing affordable childcare within our local community.

The management team has, again, worked tirelessly to secure as much grant funding as possible and while our grant income has dropped considerably this year, this is due to increased competition for grant allocations and not a reflection on the effort and commitment of the team.

Expenditure

Expenditure for the year was £167,168 – an increase of over £17,000. Table 2 shows the expenditure for this year. As can be seen wages form the majority of the spend figure. Utilities have more than doubled from the previous year and there was an increase in miscellaneous costs which reflects grant money spent on projects within the playcentre and the increased costs of food and supplies.

Fixed Assets

We continue to show the land and building on which the Playcentre is sited within our assets at a valuation of £70k.

Cash Reserves

At 31st August 2023, the current account stood at £8,376. In addition, there was a further £24,166 held in the deposit account. Finally, the cash at hand (not yet banked) was £20 – petty cash held in the Playcentre.

Treasurers Comment

In my opinion the Playcentre is currently in a satisfactory financial position and is looking more than capable of managing ever increasing costs.

I would firstly like to thank the staff team at the Playcentre, without whom there would be no Playcentre, for their dedication and effort. They are a fantastic asset of which the Playcentre and they can be proud.

I would finally like to thank the rest of the volunteer committee for their effort and the time they devote to the Playcentre. It is a pleasure to work with them and the future of the setting, the welfare of the children attending and the staff at the centre is their highest priority.

I look forward to what the next year will bring and feel confident that the staff, volunteer committee and parents will remain committed to fundraising and ensuring that we remain a focal point for the local area.

The building and grounds continue to require upkeep to ensure that we do not incur any unnecessary expenditure. Parent assistance with this in the coming year will be very much appreciated.

I believe the attached accounts to be a true and fair statement of Overton Playcentre's financial position.

A handwritten signature in black ink, appearing to read 'A Saunders', with a stylized, flowing script.

Andy Saunders
Treasurer

Table 1

INCOME	AUGUST 2022	AUGUST 2023
Fees (including EE and Childcare Offer)	£134,875	£151,703
Furlough Scheme	£775	£0
Fundraising	£1,749	£2,753
Donations Received	£605	£205
Insurance	£2,319	£0
Milk Refunds	£403	£621
Grants Received	£23,772	£9,436
Miscellaneous	£2	£98
Total	£164,500	£164,816

Table 2

EXPENDITURE	AUGUST 2022	AUGUST 2023
Wages	£124,063	£129,506
Utilities (rates, water, gas, electricity, telephone and broadband)	£5,318	£12,447
Building	£2,848	£4,332
Site Improvements (One off works)	£2,710	£0
Insurance	£3,481	£4,528
Miscellaneous (inc. UW Card, Petty Cash, Internet, NNS Cheques)	£11,415	£16,355
Total	£149,835	£167,168

Accounts



Overton Playcentre CIO

Patron – Margaret Evison

OVERTON PLAYCENTRE CIO

Annual General Meeting 21st June 2023 held at Overton Playcentre

September 2021– August 2022

Chairperson's Report

As Chairperson I wish to thank all the committee, management, and staff parents and the fabulous children for another year. Having started the year not knowing what we would have to deal with on the back of covid restrictions, we have finished the year on a high.

Thankfully government restrictions have eased, and we have resumed to “business as normal” – or as normal as we can now expect to be. We have adopted some of the policies made mandatory during covid (ventilation etc) which although challenging at times to implement have made the environment a better place to be and have helped maintain high standards of health and safety.

Throughout the year the Committee have met regularly via digital platforms to discuss the needs of the playcentre, ensuring that our staff, the children and all their families are of the upmost priority. Mental wellbeing has been a priority, and this will continue to be the case in the future.

The holiday club has gone from strength to strength in relation to children's numbers and the feedback received. It's programme of external activities has been varied and hugely appealing to the children in attendance. We have struggled to recruit seasonal staff to cover holiday club, however we have always maintained our ratio of children/practitioners in line with CIW minimum standards. We do see staffing of seasonal /holiday staff as a point of weakness which needs to be reviewed in the following year.

The next 12 months will hopefully be similar to this year; however, I do note we have several projects to look forward to, which do include the addition of younger children to our setting.

Again, I wish to thank you for continuing to support us, we are only small so all the support we receive makes a big difference.



Overton Playcentre CIO

Patron – Margaret Evison

Overview of the Year

Health and Safety

The safety of our children and staff within our settings remains our number one priority and we continue to have a strong emphasis on the importance of having a robust safety culture embedded into the day-to-day activities of all team members within the setting.

Health and Safety is an agenda item on all meetings held either as a management committee or as a staff team.

Covid restrictions were significantly lessened in August 2021, however bubbling remained in place for much of the academic year. The Omicron variant brought a significant increase in infection rates at St Mary's School in January / February 2022 which had a direct impact on both of our settings. Any staff member who tested positive still adhered to the recommended isolation periods and remained absent from work until they were testing negative. This hopefully helped to minimise the spread within our settings.

Paving in the back garden of the Playcentre has been identified as needing significant repair work. We will look at applying for a grant for this work to be undertaken during 2022/2023.

Safeguarding

We continue to follow our safeguarding policy and procedures which are firmly embedded in our day to day running of both settings and continuously reviewed.

All staff have completed the mandatory All Wales Safeguarding training to the required level.

We work in close partnership with St Mary's school where children are in both settings, ensuring transparency of safeguarding information.

Staffing

The government furlough scheme ended in August 2021. We were in the incredibly fortunate position of being able to retain all of our staff coming out of furlough, thus maintaining stability for both of our settings.



Overton Playcentre CIO

Patron – Margaret Evison

We were very fortunate to have 2 apprentices start with us in September 2021, Caitlyn Shaw and Ifor Harris. These apprenticeships were part funded, covering ??% of their wages. Both Caitlyn and Ifor completed their apprenticeships by the end of the year and I offer my congratulations to them both for this. Caitlyn has been offered a contract to remain in employment with us and has proven herself as a great asset to the team. Ifor will remain as bank staff for us, whilst he continues his studies at University. I wish him the very best of luck with this.

Dianne Edwards resigned from her position in September 2021 and Susan Staniford also offered her resignation later in the year, leaving us in August 2022. Dianne and Susan were both highly valued members of our team and I thank them for all their hard work and dedication during their employment with us.

We welcomed Joseph Williams to our team for our Summer holiday club. Joe is keen to continue working for us during future holiday clubs.

As of August 2022 are staffing team is as follows:

- Rachel Harris – Manager Overton Playcentre CIO (Person in Charge - PIC)
- Sarah Carpenter - Administrator
- Nicole Langley – Deputy Manager (PIC)
- Sharon Marriott – Playcentre Assistant and PIC (Term time only)
- Emily Bellingham – Playcentre Assistant (Term time only)
- Glynis Farley (St Mary's B&A Club)
- Jackie Tombs (St Mary's B&A Club)
- Caitlyn Shaw – Apprentice
- Ifor Harris – Apprentice
- Emily Baker – Holiday Club
- Bryn Harris – Holiday Club
- Joseph Williams – Holiday Club

All staff have continued mandatory training in Early Education, First Aid, Safeguarding and Food Hygiene / Allergen training as well as optional training for some staff as part of their Continued Professional Development (CPD), this included Schema training, Supporting Mental Health, Planning in the Moment with Anna Ephgrave and Excel Essentials.

I would like to express my sincerest gratitude to all the Playcentre staff for their continued dedication and commitment during another very difficult and challenging year. You have been amazing and on behalf of the management committee, I am so very grateful to each and every one of you.



Overton Playcentre CIO

Patron – Margaret Evison

Finances

Whilst our financial position this year has overall been very positive, in anticipation of significant increases to our expenditure in 2022/2023, namely National Minimum Wage increases and energy increases, we had to make the very difficult decision to increase our fees in April 2022.

This was understandably met with a mixed response from our families. The most significant concern was over our fees for our 2 year old children, which have an enhanced rate due to the higher staffing ratio. In light of this, we reviewed the pricing structure again and we were able to slightly drop the proposed increase for these children. This was met with appreciation of those families affected.

The use of our Parenta software and advanced billing is now firmly embedded. This has had a positive impact on our monthly cashflow, whereby fees income is received in part prior to wages being paid.

We continue to receive additional income via Funded Early Education, Childcare Offer for Wales and Shropshire Childcare Funding. From January 2023 the Childcare Offer will be undergoing a significant upgrade and claims will be able to be made weekly rather than monthly. It is hoped that this will further improve our cash flow.

The Treasurers report will provide a more detailed overview of our financial position.

Governing bodies

Estyn – Last inspected January 2018

CIW -

Overton Playcentre last inspection report: November 2019

Before and After School Club last inspection report: September 2021

Progress has been made towards the recommendations outlined in the CIW report published following the June inspection.



Overton Playcentre CIO

Patron – Margaret Evison

Trustees

The trustees are our Chair (Heather Kirby) Treasurer (Andrew Saunders) and Secretary (Claire Morris) as per our constitution.

Management Team Committee

The Management Team has remained steady over the last year. Thank you so much to Andy and Claire who continue to support Overton Playcentre and stay on as part of the management committee. I truly appreciate your ongoing commitment.

Rachel and Sarah, on behalf of all the staff also wish to extend their immense gratitude to all of the management team for all of your unfaltering support over this last year.

We have also welcomed Lucy Matthews and Lianne Evans, both of whom have children attending the Playcentre. Lucy and Lianne have been instrumental in reigniting our fundraising efforts and I thank them hugely for this.

Fundraising

Fundraising has still been limited due to the fallout from covid, particularly with regards to insurance, where there was a reluctance to cover certain events, such as a car boot sale back in the Autumn. We have resolved this by taking out separate events insurance. This insurance allowed us to be part of the Easter Eggstravaganza which made it's come back after 2 years of absence due to Covid. This was a really special event, bringing the village together again and it had great attendance! With our gratitude Lucy, Lianne and Lauren ran our stall at the Jubilee fete, which was another wonderful event to be part of. In November our amazing staff also took part in a 24 hour Dance-a-thon which raised close to £1000 for the Playcentre. This was an incredible effort and a equally incredible sum of money raised! It is hoped that as we move into the new academic year fundraising can continue to grow.



Overton Playcentre CIO

Patron – Margaret Evison

Grants

We have applied for and gratefully received grants this year which have enabled us to remain financially viable as well as invest in resources that we otherwise could not have spent money on. Grants have included:

- £10,000 Revenue / Sustainability Cwtch grant from WCBC
- Overton Community Council - Community Chest Grant
- WCBC Grants including Funded Early Education and Rainbow Grants

Donations

Overton Butchers, ME Evans, continued to be incredibly supportive this year. They have continued to only charge us at cost for our weekly order. We are so very grateful to them for their kindness and generosity, it really means a lot.

We also received another donation from AICO, courtesy of Luke Allwood who put us forward for the donation. Once again this is very much appreciated. Thank you to Luke and AICO.

The Community Council very kindly gave us another donation in April 2022, this is in addition to their very generous Community Chest grant. We offer our sincerest thanks for their ongoing support.

Community

As mentioned previously the opportunity to be a part of the Easter Eggstravaganza in April was really special. The event was jointly hosted by the Twinning Association, Overton Growers and ourselves. It was wonderful to see the village properly coming together after the covid lockdowns of the last 2 years.



Overton Playcentre CIO

Patron – Margaret Evison

We were also privileged to be a part of the lantern parade for the Queen's Platinum Jubilee, with a number of our families joining us to represent both the Playcentre and Before and After School Club. Another very special moment to have shared with our community.

PLAYCENTRE NUMBERS

At the end of August **2022** there were **143** children on our books. This compares to previous years as follows:

*****NB Playcentre takeover of St Mary's B&A Club was effective from September 2019***

August		No of Children
2022		143
2021		126
2020		99
2019		94
2018		99
2017		76
2016		65
2015		81
2014		43
2013		46
2012		43

It is incredibly reassuring to see our children numbers continuing to grow, in spite of the difficult events of the last couple of years. Next year we hope to be able to start taking children



Overton Playcentre CIO

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from the age of 18 months. Work has already begun to prepare for this and it is hoped that we can begin to welcome them in the first term of next year.

Building and Environment

- The 2nd shelter was built in our Early Education back garden area. This has facilitated even greater use of the area by offering more weather protection. We thank Rob Lawrenson for his work in building our 2 shelters.

CHALLENGES & OUTLOOK

In my report for 2021/2022 I outlined the following objectives:

- Preparation of and working towards the implementation of the new curriculum for Wales in September 2022
- Implementation of the new ALN legislation, ALNET (Additional Learning Needs and Education Tribunal Act), due to come into effect in September 2021.
- Full review of fees ahead of the rises in the national minimum wage in April 2022 along with predicted cost of living increases (utilities, fuel, groceries)
- Full implementation of our Fees policy with view to more effective management of outstanding fees and reducing debtors.
- Continued covid recovery, through increasing children numbers, restarting our toddler group and marketing ourselves whilst maintaining a continued focus on the wellbeing of our children, families and staff as we emerge into our 'new normal'.
- Respond to and take the necessary steps to meet the recommendations laid out by CIW during their inspection of St Mary's Out of School Club in June 2021
- With the hopeful easing of covid restrictions we aim to reintroduce a fundraising team and begin to run more of our larger scale fundraising events

Reflecting on these objectives I am satisfied that we have successfully achieved these objectives and I look forward to striving towards new objectives for 2022/2023.

Based on the above report I have identified the following objectives for 2022/2023:

- Embed the new Curriculum for Wales as it is introduced from September 2022



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- Further review and improve our debt recovery processes to reduce both current and aged debt in relation to fees.
- Complete the necessary preparation, insurance and CIW registration to facilitate reducing our minimum age of children from 2 years old to 18 months.
- Undertake essential maintenance, including the paving area in the back garden. Ideally we will seek grant funding to facilitate this.
- Increases to the National Minimum Wage will necessitate an increase to our reserves account. We will aim to maintain a reserve of 2 months wages with view to increasing this to the desired 3 months.
- To support and increase income, we will look at our fundraising opportunities and consider collaborating with St Mary's School PTA to host joint events.
- Review staffing, in particular holiday club to ensure suitable staffing is in place and qualification ratios are met in line with the CIW minimum standards.
- Continue to move towards 'cash-less' accounting, facilitated mainly by online fees payments and also ALL transactions being paid via online banking rather than petty cash.

CLOSING STATEMENT

As you can see, we have a lot of work in the coming year with the implementation of new curriculum, and maintenance and upkeep of the building being of upmost importance. We will need the support of the community and will gladly accept any offers of support. Thank you once again for all you have helped us with in 2022.

Now I will hand over to Andy for the Treasurers report and presentation of annual accounts.

Thank you/Diolch

Heather Kirby

Chairperson Overton Playcentre CIO

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	August 2021	August 2022
	£	£
<u>Income</u>		
Fees & Early Entitlement	89,473	134,875
Furlough	25,313	775
Fund Raising	507	1,749
Donations Received	775	605
Insurance Payout	0	2,319
Milk Refunds	41	403
Grants Received	17,865	23,772
Miscellaneous	3	2
	<u>133,975</u>	<u>164,500</u>
<u>Expenditure</u>		
Wages	106,234	124,063
Utilities	2,946	5,318
Building Maintenance & Play Equipment	2,608	2,848
Site Improvements (One off works)	10,297	2,710
Insurance	2,732	3,481
Miscellaneous	10,213	11,415
	<u>135,029</u>	<u>149,835</u>
Net Income/(Expenditure)	<u>-1,054</u>	<u>14,665</u>
<u>Other recognised gains/(losses)</u>		
Gains/(losses) on revaluation of fixed assets	0	0
	<u>0</u>	<u>0</u>
Net movement in funds	<u>-1,054</u>	<u>14,665</u>

	August 2021	August 2022
	£	£
<u>Fixed Assets</u>		
Property	70000	70000
Furniture & Fittings	0	0
Total Fixed Assets	<u>70,000</u>	<u>70,000</u>
<u>Current Assets</u>		
Debtors	2,911	1,485
Barclays Current A/C	4,616	20,278
Barclays Deposit A/C	17,065	16,067
Cash	20	20
Cash at bank and in hand	21,701	36,366
Total Current Assets	<u>24,612</u>	<u>37,851</u>
<u>Current Liabilities</u>		
Creditors	<u>2,343</u>	<u>917</u>
<u>Net Current Assets</u>	22,269	36,934
<u>Net Assets/(liabilities)</u>	<u>92,269</u>	<u>106,934</u>
<u>Capital</u>		
Opening Balance	93,323	92,269
Revaluation Reserve	0	0
Profit/(Loss) for Year	-1,054	14,665
Total Charity Funds	<u>92,269</u>	<u>106,934</u>

Prepared By:

AES Sound

Date: 28/6/2023



Overton Playcentre

School Lane, Overton on Dee, Wrexham, LL13 0SE

Tel: 01978 710688

Email: overtonplaygroup@yahoo.co.uk

Registered Charity Number 701478

Annual General Meeting – 21st June 2023

Treasurer's report for financial year 1st September 2021 to 31st August 2022

The year-end accounts this year have been completed and presented to the committee by Andy Saunders, the Playcentre Treasurer.

Operating Surplus

The financial statement for this year shows an operating surplus of £14,665 which is a significant increase over the small loss of £1,054 in the previous financial year.

The committee, trustees and staff have worked hard this year to meet a tough target, that being to ensure the financial stability of the Playcentre in what has been and will continue to be uncertain times. The aim of fee increases this year was to ensure that minimum wage, pension and cost of living changes could be smoothed out over the coming years as the economy emerges from the effects of the COVID pandemic.

It is imperative that we closely monitor cashflow over the coming year and ensure that if we have over-provisioned for this uncertainty and additional costs, that we reduce our fees accordingly. This will ensure that we continue to operate with the needs of the community as our central guide, providing much needed childcare at the most reasonable price that we can.

The move to advanced bookings has had a dramatic effect on our debtors and over the coming financial year we will review the information that our booking system provides for outstanding invoices to continue to manage outstanding debt.

Income

Income has risen due to a rise in fees and a very welcome increase in child numbers (143 from 126). The aim of the Playcentre has always been to have 3 months expenses in reserve to cover any catastrophic event which would require us to cease childcare provision for any reason. This has been achieved this year for the first time since I took over as treasurer.

I do not foresee that the setting will remain this profitable on an ongoing basis, but it is good to know that there are funds in place to cover any exceptional circumstances which may arise.

The management team has, again, worked tirelessly to secure as much grant funding as possible and during this period were particularly successful in securing a £10,000 sustainability grant, which is largely responsible for our exceptional performance this year. An additional grant of £9,500 was received for the purpose of paying wages for two apprentices employed by the setting during this financial year.

Expenditure

Expenditure for the year was £149,835 – an increase of nearly £15,000. Table 2 shows the expenditure for this year. As can be seen wages form the majority of the spend figure. Utilities have almost doubled from the previous year and there was an increase in miscellaneous costs, mostly food and supplies for the Playcentre.

We expect the cost of wages to rise again next year due to changes in minimum wage and we hope not to have to raise fees much further to cover this additional cost. As mentioned above, £9,500 of the wages cost was covered by a grant during this financial year. This is a grant which we will not be receiving in the coming year.

Fixed Assets

We continue to show the land and building on which the Playcentre is sited within our assets at a valuation of £70k.

Cash Reserves

At 31st August 2022, the current account stood at £20,278. In addition, there was a further £16,067 held in the deposit account. Finally, the cash at hand (not yet banked) was £20 – petty cash held in the Playcentre.

As mentioned elsewhere in my report, £10,000 of this money is from a sustainability grant which is designed to assist us to operate without having to further leverage fee increases.

Treasurers Comment

In my opinion the Playcentre is currently in a satisfactory financial position and is looking more than capable of managing ever increasing costs.

I would firstly like to thank the staff team at the Playcentre, without whom there would be no Playcentre, for their dedication and effort. They are a fantastic asset of which the Playcentre and they can be proud. While the world is returning to a new 'normal' the staff continue to show great flexibility and resourcefulness when it comes to raising funds and also caring for the children.

I would finally like to thank the rest of the volunteer committee for their effort and the time they devote to the Playcentre. It is a pleasure to work with them and the future of the setting, the welfare of the children attending and the staff at the centre is their highest priority.

I look forward to what the next year will bring and feel confident that the staff, volunteer committee and parents will remain committed to fundraising and ensuring that we remain a focal point for the local area.

The building and grounds continue to require upkeep to ensure that we do not incur any unnecessary expenditure. Parent assistance with this in the coming year will be very much appreciated.

I believe the attached accounts to be a true and fair statement of Overton Playcentre's financial position.

A handwritten signature in black ink, appearing to read 'A Saunders', with a stylized, flowing script.

Andy Saunders
Treasurer

Table 1

INCOME	AUGUST 2021	AUGUST 2022
Fees (including EE and Childcare Offer)	£89,473	£134,875
Furlough Scheme	£25,313	£775
Fundraising	£507	£1,749
Donations Received	£775	£605
Insurance	£0	£2,319
Milk Refunds	£41	£403
Grants Received	£17,865	£23,772
Miscellaneous	£3	£2
Total	£133,977	£164,500

Table 2

EXPENDITURE	AUGUST 2021	AUGUST 2022
Wages	£106,234	£124,063
Utilities (rates, water, gas, electricity, telephone and broadband)	£2,946	£5,318
Building	£2,608	£2,848
Site Improvements (One off works)	£10,297	£2,710
Insurance	£2,732	£3,481
Miscellaneous (inc. UW Card, Petty Cash, Internet, NNS Cheques)	£10,213	£11,415
Total	£135,029	£149,835

Accounts



Overton Playcentre CIO

Patron – Margaret Evison

OVERTON PLAYCENTRE CIO

Annual General Meeting 29th June 2022 held at The White Horse, Overton on Dee

September 2020– August 2021

Chairperson's Report

This is my first year as Chair and I would like to thank Bethan my predecessor on steering the Playcentre through what was one of the most turbulent years in our history. Not small shoes to fill I can assure you.

The committee and staff have rallied in to 2021 having come out of one lock down before the end of term 2020. We were subjected to several other firebreaks and a further national lockdown through the rest of 2020 and 2021. We entered this academic/financial year with significant uncertainty on how the new normal would unfold, and I'm proud to say that not only did the Playcentre and its people survive we flourished.

Last year Beth referred to the year as unprecedented, difficult, challenging and relentless. I would again use these words. We had to deal with new government recommendations on "bubbling" and then staff and child illnesses, enforced periods of isolation and the addition of inability to fundraise. The implementation of the booking system in 2020 has really paid off and has made the financial impact of the pandemic more manageable.

Throughout the year the Committee have met regularly via digital platforms to discuss the ever-changing requirements of the government legislation, to make sure that our staff, the children and all their families were safe. Mental wellbeing has been a priority, and this will continue to be the case in the future.



Overton Playcentre CIO

Patron – Margaret Evison

Overview of the Year

Health and Safety

The safety of our children and staff within the setting is consistently our number one priority. We have reviewed, amended and implemented policies and procedures and our Covid Risk Assessment throughout the year as per Government Covid 19 guidelines. This is a continuous process to ensure compliance with statutory & regulatory bodies as well as changes in legislation. We have implemented changes to working practices with the emphasis placed on the importance of having a strong safety culture embedded into the day-to-day activities of all team members within the setting.

Safeguarding

We continue to follow our safeguarding policy and procedures which are firmly embedded in our day to day running of both settings.

We also continue to work closely with St Mary's school where children are in both settings.

Covid-19

Covid 19 continued to significantly impact both settings throughout this academic year, particularly so in the first half of the year when the Welsh government implemented a 'firebreak' lockdown at the end of October, followed by the national lockdown which came into effect in December 2020.

'Bubbles' were implemented from September 2020 whereby school classes could not mix. Whilst challenging, this was extremely well managed by St Mary's Out of School Club (B&A Club), with children being outside as much as possible but if indoors each class had a designated table with their own sets of play resources as well as labelled tissue boxes and hand sanitiser.



Overton Playcentre CIO

Patron – Margaret Evison

In the Playcentre outdoor space was also used as much as possible with the children and staff wearing weather appropriate clothing! The dividing doors that were installed in October allowed us to operate separate bubbles more easily when inside the Playcentre, whereby nursery children and our 2/3 year olds were kept separate, even when using the bathroom. Strict infection prevention and control protocols were in place in terms of cleaning, rotation of toys and social distancing amongst the staff and staff with parents. Parents / carers were requested to wear face coverings when dropping off and picking up their children, social distancing was facilitated via a one way (in – out) system on the driveway and 2 metre distance markers. In April, thanks to a grant, we were able to have a shelter installed which gave some protection to children, parents and staff from inclement weather at drop off and pick up times.

The bubbling system coupled with the isolation requirements set by the Welsh Government impacted both the Playcentre and B&A Club. In the event that there was a positive covid case within a bubble then the whole bubble had to follow the isolation rules. This meant sudden changes to bookings particularly for B&A Club. For the Playcentre it led to early closure just prior to the Christmas holidays in December 2020.

Unlike the first national lockdown, childcare settings were able to remain open in January 2021. With tremendous dedication from a small number of staff who were not affected by shielding or other covid restrictions we were able to re-open for one week in January. Unfortunately circumstances then changed which further limited the staff who were able to work and we had to close the Playcentre for 2 weeks. During this time we sent out a parent questionnaire to establish childcare needs for February. The numbers were incredibly small 1 or 2 children and so the very difficult decision was made to close the Playcentre again during February as it was sadly not financially viable to be able to operate. During this time St Mary's school was open to support children of key workers, which aided some of our families with school aged children.

Throughout this period of closure the management team worked incredibly hard, constantly evaluating the ever-changing situation. Under Welsh Government legislation schools were able to fully open in March and so in line with the school, on 1st March, we very happily opened our doors again and welcomed children back to the Playcentre as well as St Mary's Out of School Club.



Overton Playcentre CIO

Patron – Margaret Evison

Understandably numbers remained quite low until the Easter holidays, in part due to the staggered return for different classes in the school but also a large number of parents were continuing to work from home which in some cases offered more flexibility to drop off and collect their children. When we returned from the Easter holidays numbers began to increase in both settings, this was both children returning to the settings as well as new children joining us for the first time.

Strict covid restrictions remained in place throughout most of the year and our risk assessments were continuously updated to reflect changes in Welsh government guidance.

Staffing

On returning in September we had a combination of working hours and furlough. Staff were either on their contracted hours, reduced hours or remained on full time furlough. The introduction of flexi-furlough allowed for those staff on reduced hours to maintain their normal pay. The furlough scheme was absolutely invaluable and allowed us to retain all of staff.

Our staffing team remained consistent throughout the year until the summer. Lily Simon sadly left the team in June to take up a new role in another setting. In light of Lily leaving we had the need to recruit additional staff ahead of the summer holidays which we were able to do successfully. Two of these staff members are due to take up apprenticeships at the Playcentre in September 2021.

Abi Skeoch left our team over the summer holidays and will not be returning in September 2021.

As of August 2021 are staffing team is as follows:

- Rachel Harris – Manager Overton Playcentre CIO (Person in Charge - PIC)
- Sarah Carpenter - Administrator
- Nicole Langley – Deputy Manager (PIC)
- Sharon Marriott – Playcentre Assistant and PIC (Term time only)
- Emily Bellingham – Playcentre Assistant (Term time only)
- Susan Staniford – Playcentre Assistant

Overton Playcentre CIO, School Lane, Overton on Dee, Wrexham, LL13 OES
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Overton Playcentre CIO

Patron – Margaret Evison

- Dianne Edwards - Playcentre Assistant (Term Time only)
- Glynis Farley (St Mary's B&A Club)
- Jackie Tombs (St Mary's B&A Club)
- Emily Baker – Holiday Club
- Bryn Harris – Holiday Club
- Caitlyn Shaw – Holiday Club / Apprentice
- Ifor Harris – Holiday Club / Apprentice

All staff have continued training where possible in Early Education, First Aid, Safeguarding and Food Hygiene as well as optional training for some staff as part of their Continued Professional Development (CPD), this included Makaton, Well-Being and Resilience and ALNET training.

I would like to express my sincerest gratitude to all the Playcentre staff for their continued dedication and commitment during another very difficult and challenging year with constant change as well as personal challenge. You have been amazing and on behalf of the management committee, I am so very grateful to each and every one of you.

Finances

The advance booking system that was introduced in July 2020 became more embedded when we reopened in September, with many of our parents using this new system for the first time. This was a significant change both for parents and administratively but thankfully it was well received by parents who understood our reasons for needing to make the change. The purchase of Parenta software, after a few teething problems made the administration of bookings and invoices far more efficient and allowed for more effective management of outstanding invoices.

As hoped the advance billing made for much improved cash flow as well as more effective staffing in terms of being able to plan staffing based on bookings. This meant that minimum standards continued to be adhered to but that we were not over-staffed.

It is worth noting that the impact of covid financially reached further than lockdowns and bubble closures in that advanced payment meant that several credit notes had to be raised

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Overton Playcentre CIO

Patron – Margaret Evison

and carried forward onto future invoices. This meant that our income for the first month or 2 following re-opening in March was reduced but our staffing costs were higher.

The Treasurers report will provide a more detailed overview of the Playcentre finances.

Governing bodies

Estyn continued to halt their inspections during this time, however they did carry out 'check ins' via phone calls. These calls were of great support and reassurance. It is expected that they will resume joint inspections with CIW in January 2022.

CIW

St Mary's Out of School Club was inspected on 18th June 2021. These are some extracts from the published report.

"Care staff support children well and meet their individual needs effectively. They have a good understanding of how to keep children safe and healthy"

"The setting is well managed and has made progress since registration whilst also adapting to Covid-19 infection control measures and related guidance. Staff are well supported through good communication processes and partnerships with the school, parents and other agencies"

"Children enjoy their play, interact well with others and respect each other"

The recommendations made were as follows:



Overton Playcentre CIO

Patron – Margaret Evison

R1 To refer to the Welsh Government's 'More Than Just Words follow on strategic guidance for Welsh language in social care' to further develop Welsh at the setting.

R2 Provide sufficient and varied resources for outdoor play.

R3 Follow up on identified improvement in the settings quality of care report to introduce 'loose parts' and consider promoting activities which are interesting and creative such as den making alongside the physical activities children currently enjoy. Support organisations such as 'Play Wales' and 'Clybiau Plant Cymru' are available to provide training and general advice

A link to access the full inspection report is below.

[St Marys Out of School Club | Care Inspectorate Wales](#)

Trustees

The trustees are our Chair, Treasurer and Secretary as per our constitution.

Management Team Committee

Following my new appointment as Chairperson last June, the Management Team has remained steady over the last year. Thank you so much to Andy and Claire who continue to support Overton Playcentre and stay on as part of the management committee. I truly appreciate your dedication over this very difficult period in the history of the Playcentre

Rachel and Sarah also wish to extend their immense gratitude to all of the management team for all of your unfaltering support over this last year. We could not have got through it without you. Thank you.



Overton Playcentre CIO

Patron – Margaret Evison

Fundraising

Due to Covid fundraising has remained a challenge with very limited opportunities, however Sweetie Friday was introduced by Nicole Langley as a regular way of raising funds as well as providing sweetie joy to the children on a Friday afternoon! Thank you Nicky for all of your hard work in making this happen. We're very grateful.

We were also able to have a stall at Overton's Fete Lite where we extended sweetie Friday as well as setting up a treasure trail around the village and selling maps to find the clues. Thank you to those who helped to set up and run the stall.

Grants

We have applied for and gratefully received grants this year which have enabled us to remain financially viable as well as invest in resources that we otherwise could not have spent money on. Grants have included:

- £10,000 Revenue / Sustainability Cwtch grant from WCBC
- Business Rates
- Furlough
- Overton Community Council - Community Chest Grant
- WCBC Grants included Funded Early Education and Rainbow Grants

Donations

Overton Butchers, ME Evans, continued to be incredibly supportive this year. They supplied ALL our fruit, veg and bread for free every month right through to the start of the summer and even when we started to pay, they were only charging us at cost price! We are so very grateful to them for their generosity and support during this difficult time. This gesture made a big difference and meant so much to all of us.



Overton Playcentre CIO

Patron – Margaret Evison

Community

Being able to integrate back into the community has continued to be difficult with the usual community events still being unable to happen due to covid restrictions or being scaled back. However, we were thrilled to be able to have a stall at the 'Fete Lite' which was held in June, with thanks to the hard work and creative thinking of Overton Community Council. Although it was a fundraiser for us, it was so much more and was the first time that the community had properly come together since the pandemic started. We hope that next year will bring more of the same!

PLAYCENTRE NUMBERS

At the end of August **2021** there were **126** children on our books. This compares to previous years as follows:

*****NB Playcentre takeover of St Mary's B&A Club was effective from September 2019***

August		No of Children
2020		99
2019		94
2018		99
2017		76
2016		65
2015		81
2014		43
2013		46



Overton Playcentre CIO

Patron – Margaret Evison

2012		43
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Building and Environment

- The first of 2 shelters has been built on the driveway. A second shelter is planned for the back garden / Early Education area.
- Folding partition doors were installed in the main room of the Playcentre

CHALLENGES & OUTLOOK

In last year's report Bethan outlined the following challenges and outlook:

- Continuing to survive and thrive during and post Covid19 Pandemic.
- We will continually have rising operational costs but by managing these costs and gaining a better understanding of our annual spend going forward we can forecast and budget more effectively.
- Our Reserves Policy has two months operational costs look to extend that were possible to three months operational costs in the light of the Pandemic
- Due to Covid 19 we need to ensure our long-term viability and look at our short to medium term staffing needs.
- Look to see if we can do what our parents are asking of us and create a baby room to enable all children to stay in the village for their childcare
- We will continue to work towards our recommendations laid out by ESTYN and in developed in our Post Inspection Action Plan (PIAP).
- Preparing for implementing the new Non maintained Curriculum in 2022
- Reviewing our business planning after Covid and the loss of the Large Capital Build.
- Fundraising, marketing and community engagement
- Moving forward under a new chair.



Overton Playcentre CIO

Patron – Margaret Evison

Reviewing these I am satisfied that we met or were able to work towards many of our objectives. However, what we did not foresee in June 2020 was the continued and significant impact of covid during 2020/2021. What is certain though is that in spite of these challenges and with the support of parents, staff and the management team we survived, where sadly some childcare settings did not. For this we are beyond grateful. As we move into the year ahead it is hoped that we can continue to build on our strength and resilience and grow our wonderful Playcentre even more!

Now to look ahead to the next year. These are the objectives that we will be working towards in 2021/2022:

- Preparation of and working towards the implementation of the new curriculum for Wales in September 2022
- Implementation of the new ALN legislation, ALNET (Additional Learning Needs and Education Tribunal Act), due to come into effect in September 2021.
- Full review of fees ahead of the rises in the national minimum wage in April 2022 along with predicted cost of living increases (utilities, fuel, groceries)
- Full implementation of our Fees policy with view to more effective management of outstanding fees and reducing debtors.
- Continued covid recovery, through increasing children numbers, restarting our toddler group and marketing ourselves whilst maintaining a continued focus on the wellbeing of our children, families and staff as we emerge into our 'new normal'.
- Respond to and take the necessary steps to meet the recommendations laid out by CIW during their inspection of St Mary's Out of School Club in June 2021
- With the hopeful easing of covid restrictions we aim to reintroduce a fundraising team and begin to run more of our larger scale fundraising events

CLOSING STATEMENT

As my first year draws to a close, I want to thank the families who support us year on year, the community which we are a part of, the committee who have tirelessly worked to maintain the managerial function of the playcentre, the fundraisers and financial backers we have who have been pivotal in our ability to continue and finally the staff, who's efforts have never gone unnoticed.

Now I will hand over to Andy for the Treasurers report and presentation of annual accounts.



Overton Playcentre CIO

Patron – Margaret Evison

Thank you/Diolch

Heather Kirby

Chairperson Overton Playcentre CIO

Overton Playcentre CIO
Funds for the year ended 31st August 2021

	<u>August 2020</u>		<u>August 2021</u>	
	£	£	£	£
<u>Income</u>				
Fees & Early Entitlement	66,106		89,473	
Furlough	15,730		25,313	
Fund Raising	784		507	
Donations Received	492		775	
Insurance Payout	0		0	
Milk Refunds	285		41	
Grants Received	22,118		17,865	
Miscellaneous	578		3	
	<u>106,093</u>		<u>133,975</u>	
<u>Expenditure</u>				
Wages	90,065		106,234	
Utilities	3,548		2,946	
Building Maintenance & Play Equipment	6,866		2,608	
Site Improvements (One off works)	1,290		10,297	
Insurance	1,253		2,732	
Miscellaneous	7,578		10,213	
	<u>110,599</u>		<u>135,029</u>	
Net Income/(Expenditure)		<u>-4,506</u>		<u>-1,054</u>
<u>Other recognised gains/(losses)</u>				
Gains/(losses) on revaluation of fixed assets	0		0	
		<u>0</u>		<u>0</u>
Net movement in funds		<u>-4,506</u>		<u>-1,054</u>

Overton Playgroup
Balance Sheet as at 31st August 2021

	<u>August 2020</u>		<u>August 2021</u>	
	£	£	£	£
<u>Fixed Assets</u>				
Property	70000		70000	
Furniture & Fittings	0		0	
Total Fixed Assets		<u>70,000</u>		<u>70,000</u>
<u>Current Assets</u>				
Debtors		2,179		2,911
Barclays Current A/C	10,036		4,616	
Barclays Deposit A/C	13,062		17,065	
Cash	65		20	
Cash at bank and in hand		<u>23,163</u>		<u>21,701</u>
Total Current Assets		<u>25,342</u>		<u>24,612</u>
<u>Current Liabilities</u>				
Creditors		<u>2,019</u>		<u>2,343</u>
<u>Net Current Assets</u>		<u>23,323</u>		<u>22,269</u>
Net Assets/(liabilities)		<u>93,323</u>		<u>92,269</u>
<u>Capital</u>				
Opening Balance		97,829		93,323
Revaluation Reserve		0		0
Profit/(Loss) for Year		-4,506		-1,054
Total Charity Funds		<u>93,323</u>		<u>92,269</u>

Prepared By:

Date:
 Andy Saunders (Treasurer)



Overton Playcentre CIO

Patron – Margaret Evison

Annual General Meeting – 29th June 2022

Treasurer's report for financial year 1st September 2020 to 31st August 2021

The year-end accounts this year have been completed and presented to the committee by Andy Saunders, the Playcentre Treasurer.

Operating Loss

The financial statement for this year shows an operating loss of £1,054 which is a better performance than expected, given the global pandemic and enforced shut-downs and the known planned large expense of adding interior partitions to the playcentre building.

The continued effect of COVID-19 and the associated lockdowns that have taken place throughout the trading period has been mitigated somewhat by our move to billing in advance. This has effectively meant a one off trading period where we have collected 13 months income rather than 12. The centre has again relied heavily on Furlough Scheme payments and charitable grants received to cover running costs.

In the next trading year we hope to move out of the effects of COVID and into a 'normal' business position.

Income

As expected, due to periods of closure, income has been affected, however Fee income is up due to the collection of fees in advance.

The government Furlough Scheme continued to support the setting throughout the trading period. This combined with the excellent work of the management team in securing grants for the charity has ensured that we are in the best possible position.



Overton Playcentre CIO

Patron – Margaret Evison



Overton Playcentre CIO

Patron – Margaret Evison

Expenditure

Expenditure for the year was £135,029 – an increase of c.£25k on the previous year. Table 2 shows the expenditure for this year. This is in no small part due to the increased cost of sanitizing the setting and ensuring that we are a COVID safe environment both for staff and for children. The increase is also caused by one off items such as the interior partitioning fitted to the building to enable the setting to properly ‘bubble’ in line with the groupings set out at St Mary’s School, next door.

It is also worth noting that, due to the requirements placed on the setting to comply with COVID groups (bubbles) within the setting and the proper separation of bubbles that staff costs have increased considerably during this period. In total a rise of c.£16k. This will need to be monitored going forward to ensure that we are, while keeping the setting safe, managing our costs effectively.

Fixed Assets

We continue to show the land and building on which the Playcentre is sited within our assets at a valuation of £70k.

Cash Reserves

At 31st August 2021, the current account stood at £4,616. In addition, there was a further £17,065 held in the deposit account. Finally, the cash at hand (not yet banked) was £20 – petty cash held in the Playcentre.

Treasurers Comment

In my opinion the Playcentre is currently in a satisfactory financial position given the restricted trading throughout the period.

I would firstly like to thank the staff team at the Playcentre, without whom there would be no Playcentre, for their dedication and effort. They continue to be our greatest asset. It has been a stressful and uncertain time for everyone involved in the Playcentre this year. The staff and management have shown great character in the way that they have dealt with this uncertainty and all the Trustees are immensely grateful for this.



Overton Playcentre CIO

Patron – Margaret Evison

I would finally like to thank the rest of the volunteer committee for their effort and the time they devote to the Playcentre. It is a pleasure to work with them and the future of the setting, the welfare of the children attending and the staff at the centre is their highest priority.

I believe that the Playcentre will return to a more 'normal' trading position in the coming 12 months and the aim is to, at least, break even in the period. Fees will require a review in the early part of the next trading year as they have not significantly changed for a while now and costs are starting to increase. The Playcentre will also require fundraising to top up the fee income to return to a break-even position. I would realistically hope to raise £1,500 in the next twelve month period as we (hopefully) fully exit COVID restrictions and can move to a more normal calendar of events.



Overton Playcentre CIO

Patron – Margaret Evison

The building and grounds continue to require upkeep to ensure that we do not incur any unnecessary expenditure. Parent assistance with this in the coming year will be vital, and very much appreciated.

I believe the attached accounts to be a true and fair statement of Overton Playcentre's financial position.

Andy Saunders

Treasurer



Overton Playcentre CIO

Patron – Margaret Evison

Table 1

INCOME	AUGUST 2020	AUGUST 2021
Fees (including EE and Childcare Offer)	£66,106	£89,473
Furlough Scheme	£15,730	£25,313
Fundraising	£784	£507
Donations Received	£492	£775
Insurance	£0	£0
Milk Refunds	£285	£41
Grants Received	£22,118	£17,865
Miscellaneous	£578	£3
Total	£106,093	£133,975

Table 2

EXPENDITURE	AUGUST 2020	AUGUST 2021
Wages	£90,065	£106,234
Utilities (rates, water, gas, electricity, telephone and broadband)	£3,548	£2,946
Building	£6,866	£2,608
Site Improvements (One off works)	£1,290	£10,297
Insurance	£1,253	£2,732
Miscellaneous (inc UW Card, Petty Cash, Internet, NNS Cheques)	£7,578	£10,213
Total	£110,599	£135,029

Accounts



OVERTON PLAYCENTRE

Annual General Meeting 24th June 2021 held at Overton Playcentre on WhatsApp September 2019 – August 2020 Chairperson's Report

This has been my third year in the post of Chair of Overton Playcentre committee. I would like to thank the committee and staff for their incredible support they have given me again over the last 12 months. What a 12 months it has been. Unprecedented, difficult, challenging and relentless, would be some of the words to describe this year. From working through redundancy in the autumn term of 2019, taking on the running of the St Mary's Out of Hours Club, then the Covid 19 Pandemic and lockdowns throughout 2020 with its emotional, financial impacts and the long term viability of the Playcentre to ensure. It has been a roller coaster of a year. Throughout which the Committee have met regularly, often weekly, while holding down full time jobs, homeschooling our own children, to make sure that our staff, the children and all their families were safe.

Overview of the Year

Safety

The safety of our children and staff within the setting is our number one priority. We have reviewed, amended and implemented policies and procedures and our Covid Risk Assessment, throughout the year as per Government Covid 19 guidelines, and continually do so to ensure compliance with statutory & regulatory bodies and changes in legislation. We have implemented changes to working practices with the emphasis placed on the importance of having a strong safety culture embedded into the day to day activities of all team members within the setting.

Taking the action point from last year's AGM we reviewed our low numbers ongoing until July 2021 and had no option but to take the difficult decision to start the redundancy process. One staff member was made redundant in November 2019 as a result of the process.

Then in early 2020 the Covid 19 Pandemic took centre stage. On Friday 20th March 2020 Overton Playcentre closed its doors due to being staff compromised and then remained closed as per Government guidelines.

All staff that could be furloughed under the Government scheme except for the Manager and the Administrator and two key worker provision staff. We supported St Mary's School to provide key worker provision for school age children by providing staff from both settings to run the wrap-around before and after the school day throughout the lockdown period from March to July 2020. We administered the Rainbow grant to support our key worker children to access childcare for free. During this time staff supported our families by uploading staff reading stories onto our facebook page, holding zoom singing sessions for our children and families,

signposting EE facebook information, as well as phoning parents or emailing parents.

Staff supported each other through phone calls, messaging, getting together for quiz sessions and trying to keep the team and morale going throughout this difficult time.

When school returned in June/July 2020 we asked our parents to see if there were enough children to make it viable to open prior to the Summer holidays. Unfortunately there wasn't enough uptake to ensure viability so we made the difficult decision to remain closed until the summer holidays.

During the summer holidays when the school was closed we opened the Playcentre to run Holiday Club for key worker and non key worker families. To ensure financial viability we charged the full day rate only throughout the whole of the summer holiday club.

We have had to change our working practices to ensure Covid 19 safety and compliance to the extent that certain areas are unrecognisable from how we operated pre-Covid

- Staff and children are outside much more as per government guidelines. - Parents were and still are no longer allowed on the site apart from to drop off and pick up at the gate.
- We have moved to advance booking and billing. This was to ensure adequate funds were in the bank to pay wages as well as to bring down the high debts that the system of arrears payments allowed to build up.
- New software 'Parenta' was trialled and subsequently purchased during the lockdown period and has enabled advanced billing to be processed in addition to parent portals to be set up so that children's days could be shared easier and has assisted in remote working of administration duties.
- As per our Covid Risk Assessment, Staff were incredible at adapting, evaluating and re-adapting as new legislation and guidelines came out almost weekly usually late Friday afternoon/evening which then meant the Manager/Administrator working over the weekend to ensure that both settings were compliant by the following Monday morning.

In addition to changes to working practises we have carried out planned capital expenditure projects on the building all of which was carried out during lockdown prior to reopening. The work completed is as follows:-

- Installation of a Level 2 Fire alarm system throughout the building - Installation of an up to date Emergency lighting system throughout the building - Replacement of Heating & Hot Water boiler

We have been fortunate to secure funding from Moondance towards folding partition doors to be installed within the main room. This will allow the room to be split in order to maintain two bubbles easier in September 2020. One bubble will be the nursery children and reception. The other bubble being the 2/3 year olds.

Action - The doors are scheduled to be installed during October 2020.

Governing bodies

All Governing bodies stopped inspections during this period

including:

- ESTYN
- CIW
- Environmental Health WCBC Wrexham County Borough Council

Trustees

The trustees are our Chairperson, Treasurer and Secretary as per our constitution.

Management Team Committee

The Management Team has remained steady over the last year, with people being asked to contribute when their expertise is required. Thank you so much to those of you who have agreed to continue to support Overton Playcentre and stay on as part of the Committee. I truly appreciate your dedication over this very difficult period in the history of the Playcentre. It is down to all of you that Overton Playcentre has been able to reopen its doors and serve the community as it has been doing for the last 50+ years. I know that you will continue to work closely over the forthcoming year to continue to ensure long term viability.

I would like to express sincere gratitude to Andy Saunders and Claire Morris as our Treasurer and Secretary and to Heather Kirby for her professional input and assistance throughout. You have been an amazing team. Thank you.

Fundraising

Due to Covid-19 fundraising has not been able to go ahead as per our normal methods of social occasions and events.

Grants

We have worked tirelessly in applying for grants over the last 12 months, and glad to report with success on many occasion all of which have got us through this year which we are very grateful for;

- Steve Morgan Grant
- Moondance
- Business Rate relief
- Furlough Scheme
- Childcare Cwtch Grant
- Small Capital Childcare Offer Grant
- Overton Community Council - Community Chest Grant
- Dame Dorothy Jeffreys Grant

Donations

Overton Butchers - ME Evans has been incredibly supportive over this summer period. They have supplied ALL our fruit, veg and bread for free every week. We are so grateful to them for their understanding and quiet support during this difficult time.

We have had donations from a number of people including AICO (courtesy of Luke Allwood-Reid), Davies Testing (Margaret Davies) and even just being handed notes in the street wishing us all the best in coping through these difficult times. I would like to thank everyone including Margaret Evison, our patron for showing us support in this way. We are so grateful to you all.

Community

It has been a very difficult year to be part of the Community. We hope that when things change for the better we will be able to take our full part in the community as we have prior to Covid19.

Staffing

As of August 2020 our staff team is as follows:

- Rachel Harris – Manager (Person in Charge - PIC)
- Sarah Carpenter
- Nicole Langley – Deputy Manager (PIC)
- Lily Simon
- Susan Staniford
- Emily Bellingham (Term Time)
- Dianne Edwards (Term Time)
- Sharon Marriott (Term Time) (PIC)
- Glynis Farley (St Mary's B&A Club)
- Jackie Tombs (St Mary's B&A Club)
- Abi Skeoch (St Mary's B&A Club)

Sarah Darlington gave notice in August 2020 and will not be returning in September 2020. She has left to take up a University place. I'd like to wish Sarah the very best from us all here at Overton Playcentre whilst pursuing further education.

Action – Continue to review staffing particularly in these ongoing uncertain Covid times to ensure long term viability of Overton Playcentre CIO.

I would like to express my sincerest gratitude to **ALL** the Playcentre staff for their continued dedication and commitment during a time of great difficulty and constant change as well as personal challenge. You have been amazing.

Those who have been working have put our children and our families first before their own families and had to take huge precautions to ensure the safety of all concerned. Those who cannot work or have had to be furloughed this has been and continues to be tough. We are grateful to you all.

All staff have continued training where possible in Early Education, First Aid, Safeguarding, Food Hygiene and Welsh Camau as well as optional training for some staff as part of their Continued Professional Development (CPD).

What is particularly commendable is that staff have used this year to complete their NVQs where they can:

- Glynis Farley Level 3 Playwork
- Jackie Tombs Level 2 Playwork

- Dianne Edwards Level 2 Playwork
- Abi Skeoch Level 2 Playwork
- Sarah Carpenter Level 5 Management
- Lily Simon Level 2 PLAYwork

Playcentre Numbers

At the end of August 2020 there were 99 children on our books. This compares to previous years as follows:

August	No of Children
2019	94
2018	99
2017	76
2016	65
2015	81
2014	43
2013	46
2012	43
2011	53
2010	41
2009	40
2008	37
2007	36
2006	40
2005	44

Finances

The Treasurer's report will provide a detailed overview of the Playcentre

finances. **Building and Environment**

During lockdown and prior to reopening major capital project work was completed on the building through grant support. This has therefore fulfilled our legal and regulatory statutory compliance with regards to Fire safety within the building and following our Fire Risk Assessment. A new Fire Alarm and Emergency lighting system

has been installed throughout the building. In addition following annual inspection our boiler required major repairs and a decision was made to replace it with a new boiler with full warranty & guarantee.

A new parent/staff shelter was funded by OCC. Rob Lawrenson who built the original shelter at the front of the building has been asked to install the new shelter and fire gate on the drive. This will assist in drop off/pick up as part of our new procedures in light of our Covid19 Risk Assessment.

Action - Planned installation scheduled for September 2020

Funding for a shelter for the back area for the children has been secured from a Childcare offer Covid grant.

Action - to find funding to put up the shelter as volunteers cannot work together now to put it up

Challenges & Outlook

Together with Wrexham Childcare Team & St Mary's School we are in the final stages of planning and design on the Large Capital Childcare Offer new building that we have been working on for the last 2 years. The Capital Grant of £400,000 we have successfully secured from Welsh Government is slightly delayed due to site meetings and assessment not able to take place over the last few months however successful video conference project meetings have been undertaken and a site condition survey has now been completed. The management team have worked tirelessly on the viability and due-diligence aspect of the project and are excited to see the fruits of the hard work and commitment coming to fruition even amidst a pandemic.

In light of Covid19 we are also processing what this means for us as a Playcentre in the coming months. Our childcare numbers are starting to increase again after the initial pandemic interruption and are in line, though slightly lower due to the pandemic, as we had predicted 2 years ago. Which is very pleasing and substantiates our Business Plan.

However St Mary's Out of Hours Club has a lower number of returners and this does not appear to be changing. We will therefore need to review staffing for September 2021 in light of our current information.

Turning now to the year ahead, I can see the challenges :-

- Continuing to Survive and thrive during and post Covid19 Pandemic.
- We will continually have rising operational costs but by managing these costs and gaining a better understanding of our annual spend going forward we can forecast and budget more effectively.
- Our Reserves Policy has two months operational costs. We need to look to extend that were possible to three months operational costs in light of the Pandemic
- Due to Covid 19 we need to ensure our long term viability and look at our short to medium term staffing needs.
- Look to see if we can do what our parents are asking of us and create a baby room to enable all children to stay in the village for their childcare

- We will continue to work towards our recommendations laid out by ESTYN and develop further as part of our Post Inspection Action Plan (PIAP).
- Preparing for implementing the new Non maintained Curriculum in 2022
- Reviewing our business planning after Covid19
- Fundraising, marketing and community engagement

As a Management Committee our challenges going forward are to recruit new members with children at the setting. I would just like to remind you all that we as a team (staff & committee) strongly believe that communication with our parents/carers is essential. You are really important to us, we are all part of a big team working together and supporting each other to make sure that your children reach their full potential and welcome new members.

CLOSING

Finally, a word of appreciation to everyone involved with Overton Playcentre this year; your commitment, drive, enthusiasm and willingness to contribute has been incredible and I'm honoured to be part of a fantastic team that ensures Overton Playcentre continues to strive and be a significant asset to the local community.

However after nearly 3 ½ years in post I have decided to make the difficult decision to resign as Chairperson of Overton Playcentre CIO. It most certainly isn't an easy decision to make but I now need to concentrate on taking my own business to the next level and feel that this is the right time to hand over the reins. When I took on the role back in January 2018 little did I know at that time I would be relocating with my family 3hrs away from Overton, setting up my own business, coupled with no knowledge or experience working voluntary within a Childcare setting and catapulted into the world of Governing Bodies! However with modern day technology, monthly flying visits when permitted, teamwork and last but not least a pandemic to deal with it's worked amazingly and together we have done so so much. Seriously with the Management Committee working fantastically together, a team on the ground keeping the wheels in motion on a daily basis, fabulous parents and carers support, excellent fundraising activities and support from the local Community at large it's been the most rewarding, trying at times, emotional and memorable experience of my professional career. I would like to personally thank Rachel Harris & Sarah Carpenter for their unwavering support and guidance throughout my term as Chairperson. Overton Playcentre wouldn't be in the position it's in today without the commitment, drive and passion these ladies have for Overton Playcentre CIO and for that I am truly thankful.

Now I will hand over to Andy Saunders for the Treasurer's report and presentation of annual accounts.

Thank you. Gyda diolch.

Bethan Richards
Chairperson Overton Playcentre

Overton Playgroup
Funds for the year ended 31st August 2020

	<u>August 2019</u>		<u>August 2020</u>	
	£	£	£	£
<u>Income</u>				
Fees & Early Entitlement	100,230		66,106	
Furlough	0		15,730	
Fund Raising	2,468		784	
Donations Received	500		492	
Insurance	246		0	
Milk Refunds	119		285	
Grants Received	15,200		22,118	
Miscellaneous	1,862		578	
		<u>120,624</u>		<u>106,093</u>
<u>Expenditure</u>				
Wages	92,740.3		90,065	
Utilities	3,679		3,548	
Building Maintenance & Play Equipment	5,708		6,866	
Site Improvements (One off works)	13,189		1,290	
Insurance	1,222		1,253	
Miscellaneous	8,171		7,578	
		<u>124,710</u>		<u>110,599</u>
Net Income/(Expenditure)		<u><u>-4,086</u></u>		<u><u>-4,506</u></u>
<u>Other recognised gains/(losses)</u>				
Gains/(losses) on revaluation of fixed assets	0		0	
		<u>0</u>		<u>0</u>
Net movement in funds		<u><u>-4,086</u></u>		<u><u>-4,506</u></u>

Overton Playgroup
Balance Sheet as at 31st August 2019

	<u>August 2019</u>		<u>August 2020</u>	
	£	£	£	£
<u>Fixed Assets</u>				
Property	70000		70000	
Total Fixed Assets		<u>70,000</u>		<u>70,000</u>
<u>Current Assets</u>				
Debtors		11,806		2,179
Barclays Current A/C	4,830		10,036	
Barclays Deposit A/C	10,052		13,062	
Cash	1,347		65	
Cash at bank and in hand		<u>16,229</u>		<u>23,163</u>
Total Current Assets		<u>28,035</u>		<u>25,342</u>
<u>Current Liabilities</u>				
Creditors		<u>206</u>		<u>2,019</u>
<u>Net Current Assets</u>		27,829		23,323
Net Assets/(liabilities)		<u><u>97,829</u></u>		<u><u>93,323</u></u>
<u>Capital</u>				
Opening Balance	101,915		97,829	
Revaluation Reserve	0		0	
Profit/(Loss) for Year	-4,086		-4,506	
Total Charity Funds		<u><u>97,829</u></u>		<u><u>93,323</u></u>



Overton Playcentre

School Lane, Overton on Dee, Wrexham, LL13 0SE

Tel: 01978 710688

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Registered Charity Number 701478

Annual General Meeting – 24th June 2021

Treasurer's report for financial year 1st September 2019 to 31st August 2020

The year-end accounts this year have been completed and presented to the committee by Andy Saunders, the Playcentre Treasurer.

Operating Loss

The financial statement for this year shows an operating loss of £4,506 which is a decrease from the previous 2018/2019 tax year which made a loss of £4,086.

The obvious issue affecting the setting this year has been COVID-19 and the associated lockdowns that have taken place throughout the second half of the trading period. The centre has had to close for prolonged periods of time, relying heavily on Furlough Scheme payments and charitable grants received to cover running costs.

It will be important in the coming year that we monitor usage and ensure that we do what we can to regain numbers within the Playcentre and return to the position we were in prior to the global pandemic. The parents and staff can help greatly with this by ensuring that all guidelines in place at the time are adhered to and ensuring that we continue to provide excellent COVID-safe care.

To ensure staffing levels can be managed appropriately we have moved the setting to a position where advanced bookings are required and all sessions for a month are to be paid in advance, bringing us in line with other commercial settings in the area.

Income

As you would expect, due to prolonged periods of closure, income has been severely affected. Fee income is down considerably, particularly when you consider the excellent work carried out by the management team in collecting outstanding bills and significantly reducing our long-term debtors position. This work combined with moving to payment in advance has reduced our debtors position by approx. £9,000 (a large chunk of the £66k fee income received).

Thankfully the government Furlough Scheme supported the setting throughout the second half of the period to the tune of just under £16k. We also received generous grants to enable us to continue to cover operating costs and to update the setting to be as COVID-safe as possible with investment in cleaning and sanitising taking place as well as a building project due to be delivered in the Autumn of 2020 which will allow us to separate the large room in the centre and provide additional resource for 'bubbles'.

Expenditure

Expenditure for the year was £110,599 – a decrease of nearly £15k on the previous year. Table 2 shows the expenditure for this year. As can be seen wages form the majority of the spend figure. Utilities have fallen slightly from the previous year as you might expect with the setting being closed for long periods. Large item spending was confined to a new boiler and a full review of the electrical and safety lighting system.

Fixed Assets

We continue to show the land and building on which the Playcentre is sited within our assets at a valuation of £70k.

Cash Reserves

At 31st August 2020, the current account stood at £10,036. In addition, there was a further £13,062 held in the deposit account. Finally, the cash at hand (not yet banked) was £65 – petty cash held in the Playcentre.

Some of the money held in the Deposit Account is earmarked for building works and this money has been received through grant applications, thus inflating the position by some £6,000 which will be spent during the first quarter of our next financial year.

Treasurers Comment

In my opinion the Playcentre is currently in a satisfactory financial position given all that has occurred in the last 6 months.

I would firstly like to thank the staff team at the Playcentre, without whom there would be no Playcentre, for their dedication and effort. They are now, as they have ever been, our greatest asset. It has been a trying time for everyone involved in the Playcentre this year with uncertainty looming large over the settings position and whether it can be open or must close. The staff and management have shown great character in the way that they have dealt with this uncertainty and all the Trustees are immensely grateful for this.

I would finally like to thank the rest of the volunteer committee for their effort and the time they devote to the Playcentre. It is a pleasure to work with them and the future of the setting, the welfare of the children attending and the staff at the centre is their highest priority.

I believe that the Playcentre will find itself making a loss again next year, purely due to the amount of monies received within this financial year from grants that are earmarked for building improvements (approx. £6k). The Playcentre will require fundraising to top up the fee income to return to a break-even position. I would estimate that we need to set a fundraising target of at least £6,000 for the coming year although with an uncertain position regarding future lockdowns and limits in place on public gatherings I am not optimistic that this target can be achieved.

The building and grounds continue to require upkeep to ensure that we do not incur any unnecessary expenditure. Parent assistance with this in the coming year will be vital, and very much appreciated.

Close monitoring and reconciliation of the accounts needs to be happening on a monthly basis to ensure all finances are maintained effectively. Continued vigilance when spending Playcentre money will be crucial throughout the coming years to ensure that in an environment where prices continue to rise, we are always securing the best value for money.

I believe the attached accounts to be a true and fair statement of Overton Playcentre's financial position.

A handwritten signature in black ink, appearing to read 'A Saunders', with a stylized, flowing script.

Andy Saunders
Treasurer

Table 1

INCOME	AUGUST 2019	AUGUST 2020
Fees (including EE and Childcare Offer)	£100,230	£66,106
Furlough Scheme	£0	£15,730
Fundraising	£2,468	£784
Donations Received	£500	£492
Insurance	£246	£0
Milk Refunds	£119	£285
Grants Received	£15,200	22,118
Miscellaneous	£1,862	£578
Total	£120,624	£106,093

Table 2

EXPENDITURE	AUGUST 2019	AUGUST 2020
Wages	£92,740	£90,065
Utilities (rates, water, gas, electricity, telephone and broadband)	£3,679	£3,548
Building	£5,708	£6,666
Site Improvements (One off works)	£13,189	££1,290
Insurance	£1,222	£1,253
Miscellaneous (inc. UW Card, Petty Cash, Internet, NNS Cheques)	£8,171	£7,578
Total	£124,710	£110,599