



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

# **Quality of Care Review September 2023 - August 2024**



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

### 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



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

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!



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

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



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

- 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



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

- 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!

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

### 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!!







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

### 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*



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

*'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:



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

- ☐ '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



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

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.



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

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



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

- ☐ 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*





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

*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



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

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



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

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.



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

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.



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

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



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

### 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>	
	£	£	£	£
<b><u>Income</u></b>				
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>
<b><u>Expenditure</u></b>				
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>
<b>Net Income / (Expenditure)</b>		<u><u>-12,171</u></u>		<u><u>-2,352</u></u>
<b><u>Other Recognised Gains / (Losses)</u></b>				
Gains / (losses) on revaluation of fixed assets		0		0
<b>Net Movement in Funds</b>		<u><u>-12,171</u></u>		<u><u>-2,352</u></u>

	<u>August 2024</u>		<u>August 2023</u>	
	£	£	£	£
<b><u>Fixed Assets</u></b>				
Property	70,000		70,000	
Furniture & Fittings	0		0	
<b>Total Fixed Assets</b>		<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
<b>Total Current Assets</b>	<b>22,728</b>	<b>34,582</b>

### Current Liabilities

Creditors	0	0
-----------	---	---

### 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
	<b>92,411</b>	<b>104,582</b>





### **Overton Playcentre**

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

Tel: 01978 710688

Email: [overtonplaygroup@yahoo.co.uk](mailto:overtonplaygroup@yahoo.co.uk)

Registered Charity Number 1182019

### **Annual General Meeting – 12<sup>th</sup> 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

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

Table 2

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