



Dwylo Bach Preschool

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CIW Registration: W150000236/O001/0002

Registered Charity number: 1184017

The Trustees present this annual report together with the financial statement of the charity for the period June 2019 to 31st August 2020.

Dwylo Bach Preschool was granted charitable status on 20th June 2019 and is governed by its constitution as a Charitable Incorporated Organisation. The object of the CIO is 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.

Membership of the CIO: Membership of the CIO is divided into two kinds: (a) Family membership - Family membership is available to the parents or guardians of all children who attend any group run by the CIO wishing to support the aims of the CIO. (b) Affiliate membership - Affiliate membership of the CIO is open to anyone who is interested in furthering its purposes and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members.

The method of appointment of trustees is set out in the constitution dated 2nd October 2018. There are currently three trustees involved in the organisation: Alison Jones continues to be Chair of the Committee, with Suzanne Foley and Declan Salmon the other Trustees. Following several unsuccessful attempts to recruit additional Trustees a meeting was held in March 2020 with advisers from Cymryd Rhan to discuss ways to address this issue. Unfortunately, the Covid pandemic prevented further progress.

The Trustees are aware that the Charity has a responsibility under the Charities Act to demonstrate that it has charitable aims that meet the public benefit requirement and are therefore charitable. The Trustees confirm that they have had regard to the Charity Commission's guidance on public benefit and comply with S17 Charities Act 2011 when considering, planning and implementing the activities of the charity. As Trustees, we believe that the aims of our organisation are charitable and for the public benefit. This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in January 2015).

Signed on behalf of the Trustees: ...A.T. Jones..... Date21st September 2021.

Annual Report

September 2019 – July 2020

This academic year started as any other with staff eager to return after the summer holidays and looking forward to seeing families back at preschool as well as welcoming new children and families into the setting. The numbers of children registered at the preschool was high and in November we were able to take on an apprentice to complete a level 3 qualification in Children's Care, Learning and Development.

Unfortunately, on the 23rd of March 2020 the setting closed due to the Coronavirus pandemic, CIW were informed, and with the country in lockdown we were unsure when we would be able to reopen. As this report is being written, many restrictions remain in place, and while there is uncertainty, we are hopeful that in September, with extra safety procedures in place, we will be able to welcome children through our doors once again.

Regulatory Procedures –

Dwylo Bach Preschool is a registered charity and is registered with CIW to provide full day care for children aged two – four years old, we follow the CIW guidelines on ratios of 1:4 for two year olds and 1:8 for three and four year olds, our last inspection took place in November 2017, available to view on line. Dwylo Bach is registered as a Flying Start preschool, allowing children from selected post codes to access free childcare for 12.5 hours per week from the term after their second birthday. We are also registered to provide the Child Care Offer for eligible families, Dwylo Bach is able to provide wrap around care for children who have a part-time nursery space.

Management Structure –

Alison Jones continues to be our Chair of the Committee, with Suzanne Foley and Declan Salmon the other Trustees. Day to day running of the Preschool is the responsibility of Natalie and Kathryn.

Staff –

For the period September 2019 – March 2020, staff continued to provide excellent care and early education to the children attending Dwylo Bach Preschool. We are:

Natalie – preschool leader, managerial role, room leader, key worker for a group of children. CCLD Level 5 with leadership and management.

Kathryn – preschool leader, managerial role, room leader, 1:1 worker for children who require enhanced support. CCLD Level 5 with leadership and management.

Savannah – preschool assistant, deputy in training, key worker for a group of children and 1:1 worker for children who require enhanced support. Qualified to Level 3, working towards Level 5.

Kelly – preschool assistant, key worker for a group of children and 1:1 worker for children who require enhanced support. Qualified to Level 3.

Michelle – preschool assistant, key worker for a group of children and 1:1 worker for children who require enhanced support. Qualified to Level 3.

Beth – Apprentice preschool assistant, key worker for a group of children. Working towards Level 3.

In March 2020, before the pandemic forced us to close, Michelle's contract came to an end and she left the Dwylo Bach team.

From the 23rd of March 2020, two full time staff, Natalie and Kathryn, remained in active employment as the setting continued to be supported with funding from Flying Start Funding and Childcare Offer Funding. All other staff were placed on the governments Furlough scheme. Natalie and Kathryn kept in touch with all families on a weekly basis via text messages and phone calls to support their well-being and offer help or advice if needed. As well as contacting families, social media was updated daily with ideas to keep children entertained while at home, as well as strategies to continue supporting their development. Story and song time videos were also uploaded weekly since we have closed; feedback from parents around this has been very positive as children enjoy taking part in preschool routines at home.

Topics/Weekly Planning -

Staff at Dwylo Bach continue to plan for children's learning and development based on termly topics and celebrations broken down into weekly planning. In March 2020, when the preschool closed we continued to support children's learning, development and well-being by posting daily craft and activity ideas on our Facebook page to help parents replicate what we would have been providing in settings. These were, Maths Monday, Talking Tuesday, Welly Wednesday, Theme Thursday and Physical Friday. Parents appreciated this and we were so pleased that parents were sharing photos and videos of the children joining in with these at home throughout lockdown. As restrictions were easing slightly, and local schools were arranging catch up sessions at the end of the summer term, we too considered reopening for the first

two weeks of July. At this time a questionnaire was sent to parents to assess whether this would be something that families would use, but the uptake was very low, and it was decided that we would look ahead and instead focus on reopening in September.

Children's progress -

In all previous years, and up until March 2020, all children are allocated a key worker and within their first few weeks of being at the setting, staff use the Foundation Phase Profile and WellComm screening to assess children's development. Staff would then meet with parents to discuss the findings, share next steps and, if needed, offer support either in house or from other agencies, such as the Speech and Language team. These assessments take place at the end of each term and every time staff meet with parents to keep track of progress. At the end of a child's time at Dwylo Bach, transition documents are gathered and shared with parents before being given to the nursery teacher where the child is going to attend. This helps the teacher know a little more about each child that is going to attend and highlights any areas of need for each child. However, when the setting closed in March, we were unable to complete the children's assessments from this time onwards. This year, children who were due to start nursery after the Easter holidays were unable to as schools remained closed. We kept in touch with these families throughout the summer term and these children will be starting nursery along with the other children who were due to start in September. For all of these children, we were not in the position to share information around assessments as it had been so long since they were last in the preschool. Instead, it was decided that we would produce an 'all about me' sheet to pass on to nursery teachers with information about children's likes, dislikes, particular interests, and strengths. Parents were grateful for this as they had only had telephone meetings with nursery teachers due to the pandemic, no schools were able to offer settling in visits as they would have done in previous years.

When children leave the setting, they are always given a scrap book with photos, paintings, and work that they have completed during their time with us. These are usually given out at the end of term but of course this year, the setting was closed. However, staff were able to access the preschool so went in and gathered the work of all leavers from September 2019 to March when the setting closed. Photos were printed off and scrap books were made, and although not as full as previous years, they were hand delivered to all children who will not return when we reopen in the Autumn. Parents and children were so pleased to see the work and the photos in their special book, one parent commented, "a lovely keepsake of a very strange year".

Links with Outside Agencies -

As Dwylo Bach accepts children from all areas of Merthyr, we have been lucky enough to build good relationships with the following Primary Schools: Dowlais, Pant, St Illtyds Roman Catholic, Gellifaelog and Gwaunfarren. Other links include: Early Years Wales, Cymryd Rhan, Flying

Start, Early Years Additional Needs Coordinator, Health Visitors, Speech and Language team, Early Language support team, Educational Psychologists, Bernados support worker, Parenting Support team and Dowlais Library.

Training Undertaken -

All staff continue to undertake mandatory training, including safeguarding, paediatric first aid and food hygiene. We also take pride in the enthusiasm staff show for continuing their professional development by taking part in additional training and courses, such as disability awareness, ACE training, Autism Awareness training etc. During lockdown, while on Furlough, staff have been happy to take part and complete training virtually from home.

Running costs -

This year the fees remain the same at £10 per 2.5 session, £23 per full day session, £13 per Flying Start top up to full day, £3 per Childcare Offer top up.

Grant Funding –

During the year a grant was received from Childcare Offer (£3052.55) to be used for resources. Also, £2,000 Childcare New Employees Grant towards the cost of employing an apprentice.

Celebrations/Charity Awareness –

At Dwylo Bach children are able to learn and celebrate several special occasions throughout the year, including; Halloween, Bonfire Night, Children in Need, Remembrance Day, Christmas, New Year, Valentine's Day, St Dwynwen's Day, St David's Day, World Book Day, Mother's Day, Easter, VE Day, Father's Day and World Ocean Day.

Premises -

The preschool includes one large classroom, separate cloak room area, children's toilets with sinks and nappy changing table, disabled/staff toilet, and outdoor play area. The premises indoor is in good repair and looks warm and inviting with children's work displayed on the walls, parents notice board and achievement board to celebrate children's work and achievements.

The outdoor area needs attention as it has not been used since March so weeds etc have grown through the artificial grass. The outdoor area will be thoroughly cleaned and cleared before we reopen in the Autumn.

Negotiations continued throughout the year with Merthyr Tydfil County Borough Council to put in place a formal lease for the premises. Long term plans are to move to a new purpose-built building in the grounds of Dowlais Primary School following a successful application for Welsh Government funding.

Safeguarding -

There is always a member of staff at the door at the beginning and end of sessions, this is to ensure children's safety when arriving and leaving. Until February, parents would accompany their children through the classroom to the cloak room to hang up their coats and bags, but as the rates of Covid 19 within the community were rising we asked parents to allow staff to support the children to do this. This was to keep the number of people entering the building to a minimum. At this time extra hygiene routines were also introduced, including more frequent handwashing for staff and children. This was welcomed by all parents who appreciated that we were doing what we could to keep staff, children, and their families as safe as possible during this time.

July 2020 sees Dwylo Bach in a position of looking forward to reopening in September, we are currently working through a Covid 19 risk assessment to support the safe return of staff and children.

Facebook/e-mail

Dwylo Bach has a Facebook page for parents where photos of children are shared, with parental permission, taking part in activities etc while at preschool, news about upcoming events or celebrations. Parents can use this page to send messages to the preschool leaders. Since March, this has been the main way that the preschool has communicated with families, shared activities, and stories with children while we have remained closed. There is also a Dwylo Bach Preschool Business page that is open to the public and has general information about the preschool, spaces available, family days etc. Throughout the pandemic, daily ideas and useful information has also been shared on this page for families that do not have children registered with us but might still be interested in activities to keep little ones busy, or are looking to support their children's development while at home.

The Dwylo Bach email address is; dwylbach11@gmail.com This is available for parents or members of the public to get in touch.

Thank you

Finally, we would like to take this opportunity to thank the staff at Dwylo Bach Preschool for all of their care and support that they give to the children who attend our setting. We would also like to say thank you to all the parents who have supported the preschool throughout this very challenging year. And of course, our committee, who carry out their roles unpaid and provide the preschool with invaluable support and guidance.

Natalie Ritchie and Kathryn Evans

Preschool Leaders/Managers

FINANCIAL REPORT

BANKERS HSBC Merthyr Tydfil

FINANCIAL REVIEW The charity has been successful in maintaining and increasing funding levels for the period to 31st August 2020. Although income from paying parents decreased as a result of the pandemic closures funding from both Flying Start and the Childcare Offer continued. When reviewing finances at the end of the year (August 2020) trustees decided to make a retrospective adjustment to the JRS claim in order to ensure “double funding” had not taken place. This will take effect in the next financial year, reducing future JRS payments to Dwylo Bach Preschool by approximately £6,000.

RESERVES The trustees are aware that there is some unpredictability in the childcare sector so with the assistance of the preschool leaders maintain a close check on numbers of children attending together with the staffing requirements. Fortunately, employees accept that their working hours are subject to change each term. Over previous years this vigilance has resulted in a surplus of income over expenditure.

INDEPENDENT EXAMINER T & S Bookkeeping Services

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DWYLO BACH PRESCHOOL

I report to the charity trustees on my examination of the accounts of Dwylo Bach Preschool for the period ended 31 August 2020.

Responsibilities and basis of report As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'), I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect: accounting records were not kept in respect of the Charity as required by section 130 of the Act, or the accounts do not accord with those records; or the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

SUMMARY OF ACCOUNTS JUNE 2019 - AUGUST 2019

INCOME

Cash income from parents	5272.00
Snacks	83.46
MTCBC	3703.86
RCT	1417.50

TOTAL 10476.82

OPENING BALANCES

BANK ACCOUNT	21668.67
CASH BOX	200.00
SNACKS	12.03

21880.70

ADD INCOME 10476.82

SUB TOTAL 32357.52

LESS EXPENDITURE 13719.54

TOTAL 18637.98

EXPENDITURE

Petty cash	290.68
Snacks	79.61
Accountant	125.00
FS Activities	46.18
Insurance	
Misc	738.84
Salaries	10642.17
HMRC	1577.07
NEST	219.99
TOTAL	13719.54

CLOSING BALANCES

BANK ACCOUNT	18422.10
CASH BOX	200.00
SNACKS	15.88

18637.98

NOTES**INCOME:**

Income from Parents, cash

Snacks: daily snack provided

MTCBC: Flying Start, Flying Start ALN and Early Years ALN

RCT: Childcare Offer

EXPENDITURE:

Petty Cash: day to day expenditure

Snacks: as above

Accountant: Payroll

Miscellaneous: invoices paid through Bank

Salaries

HMRC: PAYE and NI

NEST: Pension contributions

DWYLO BACH PRESCHOOL
SUMMARY OF ACCOUNTS SEPT 2019 - AUGUST 2020

INCOME

Cash income from parents	13309.00
Snacks	363.80
MTCBC	53812.89
RCT	4576.50
GRANTS	5052.55
HMRC JRS	13713.73
Income from Parents to Bank	40.00

TOTAL 90868.47

OPENING BALANCES

BANK ACCOUNT	18422.10
CASH BOX	200.00
SNACKS	15.88

18637.98

ADD INCOME 90868.47

SUB TOTAL 109506.45

LESS EXPENDITURE 73566.51

TOTAL 35939.94

EXPENDITURE

Petty cash	1224.34
Snacks	331.15
Accountant	335.00
Early Years Wales	65.00
Insurance	868.17
Misc	2153.12
Salaries	58170.95
HMRC	4688.74
NEST	2677.48
Grant resources	3052.56
TOTAL	73566.51

CLOSING BALANCES

BANK ACCOUNT	35690.86
CASH BOX	200.55
SNACKS	48.53

35939.94

NOTES**INCOME:**

Income from Parents, cash and direct to bank.

Snacks: daily snack provided

MTCBC: Flying Start, Flying Start ALN and Early Years ALN

RCT: Childcare Offer

Grants: Childcare New Employee (£2000) and Childcare Offer resources (£3052.55)

HMRC JRS: Furlough scheme

EXPENDITURE:

Petty Cash: day to day expenditure

Snacks: as above

Accountant: Payroll

Early Years Wales: Membership fee

Insurance

Miscellaneous: invoices paid through Bank

Salaries

HMRC: PAYE and NI

NEST: Pension contributions

Grant: Childcare Offer resources