

Cylch Meithrin Awel Y Mynydd Trustee's Annual Report.

Period start date February 4th 2021 to period end date March 31st 2022

Charity name Cylch Meithrin Awel Y Mynydd

Charity registration number 1193412

Cylch Meithrin Awel Y Mynydd are pleased to present their first annual report since becoming a CIO. This report is for the dates required by the Charity commission 04/02/2021 to 31/03/2022.

Management of the group

Cylch Meithrin Awel Y Mynydd is registered with Care Inspectorate Wales to provide early years care and education.

Care inspectorate Wales registration number W1400002864

Committee Members	
Post	Name
Responsible individual	Cheryl Jones
Chairperson	Rosemary Hughes
Secretary	Helen Kenyon
Treasurer	Bobbie Edwards

Staff members		
The provision is run by a qualified and dedicated team of staff. A programme of continuous training is in place to ensure that they have all the up-to-date knowledge and skills that is essential to provide the best possible care and education.		
Name	Role	Qualification
Cheryl Jones	-Leader -Responsible Individual -Early Years Educator -Child protection officer - Responsible person for	- level 5 Diploma in Leadership for Children's Care, Learning and Development (Management) -BTEC National diploma in childhood studies. - OCN Diploma in Child Psychology - Higher Education Certificate in Welsh and Bilingual

	administering medication -ALNCO -Fire safety officer -Health and safety officer -Data manager	practice in the Early Years -(Elklan) Level 3- Supporting language and learning for 3-5's - Paediatric First Aid, Safeguarding awareness training -Food safety and hygiene
Mireille Ehlke-West	-Deputy Leader - Early Years Educator -ALNCO -Fire safety officer -Child protection officer - Responsible person for administering medication	-Level 3 for Children's Care and Development - Higher Education Certificate in Welsh and Bilingual practice in the Early Years -(Elklan) Level 3- Supporting language and learning for 3-5's -Additional Education Needs (NCC)course level 3 - Paediatric First Aid, Safeguarding awareness training -Food safety and hygiene
Claudia Taylor	Early Years Educator	- CACHE Level 3 Diploma for Children's Care, Learning and Development. - Paediatric First Aid -Safeguarding awareness training -Food safety and hygiene
Bethan Charles	Early Years Educator	- CACHE Level 2 Diploma for Children's Care, Learning and Development. - Paediatric First Aid -Safeguarding awareness training

Cylch Meithrin Awel Y Mynydd Statement of purpose

Mudiad Meithrin, the principal provider of Welsh-medium care and education in Wales provides and manages Cylch Meithrin Awel Y Mynydd. With over a 180 professional staff all over Wales, the Cylch is therefore able to benefit from specialist advice on an all Wales level. The Cylch accepts and follow Mudiad Meithrin guidelines.

The happiness and safety of each and every child is Cylch Meithrin Awel Y Mynydd's priority - the Cylch offers the best possible care in a happy and secure atmosphere, and the opportunity for each child to reach his or her full potential by learning through play. The Cylch has equipment such as; toys and resources which reflect the developmental needs and the age range of the children. Activities for children 2 years of age and over reflect the Foundation Phase for 3-7 years old (the national early years curriculum in Wales) so that the Cylch can ensure that each child receives the best possible start in all aspects of his/her education. Careful attention has been given to planning the outside play areas, so that the Cylch can offer children opportunities for stimulating activities in the open air.

The staff are trained and experienced to ensure that each child receives appropriate tender care and attention. Consideration is given to each individual child's developing needs including socialising, learning and play.

Aims and objective of the service
Cylch Meithrin Awel Y Mynydd's aim is to provide sessional care and early years education of a high standard through the medium of the Welsh language to boys and girls from 2 years to school nursery age.
Supporting children to achieve the best possible outcomes through care, learning and play
□ There is a caring and inclusive atmosphere within the setting. All Staff provide ideas and enthusiasm to create a stimulating environment. Practioners work well as a team to create a happy environment in which the child's voice is respected. Staff foster confidence and positive self-esteem by showing the children affection, meeting their needs when necessary and celebrating all the children's successes and achievements. □ The children are provided with a daily routine and have opportunities to make choices confidently. Children are provided with quality care which helps them feel valued and are supported positively.
Supporting children to feel valued, safe, healthy and confident

- ☐ The setting provides arrangements to promote children's health and wellbeing.
- ☐ The children's safety is paramount and is considered at all times at the setting considering regular risk assessments. All staff currently hold a DBS check and a certificate for Emergency Paediatric First Aid; both renewed every 3 years.
- ☐ There is a healthy balance between the need to promote safety, to protect the children from harm and the need to support the children to take sensible risks.
- ☐ We follow the Child Protection Policy provided by Mudiad Meithrin, All Wales procedures and all staff are secure in their knowledge of the procedures they should take if a situation arises. There are procedures for recognising signs of racialisation and extremism. Procedures are in place so all children are accounted for when moving from the inside to outside.
- ☐ All parents sign agreement forms giving Cylch staff permission to take their child on outings and all outings risk assessments are completed.
- ☐ Cheryl Jones and Ann Chapman are responsible for administering medication and parents are required to complete the relevant forms before we do so. All medication given is prescribed by the child's doctor.
- ☐ Regular risk assessments, fire drills, infection control adults and Covid Risk assessments are completed by Cheryl Jones and renewed and amended yearly or as and when needed.
- ☐ The setting is arranged to promote children's independence and all children are included in all aspect of the setting.
- ☐ Staff ensure the children learn about morals and manners and follow the setting's rules daily.

Self-evaluation and planning for improvement

- ☐ The self-evaluation document is an integral part of the settings work alongside the Quality of Care review, both documents are working documents and are ongoing throughout the year.
- ☐ There is established and effective procedures in place for evaluating and monitoring children's standards, in addition to provision. These arrangements are based on an inclusive monitoring timetable that considers a wide variety of direct evidence from a range of stakeholders. For example, we gather the views of Conwy liaison teacher, CSSIW, Estyn, parents, children, staff and outside agencies effectively and analyse their responses carefully when producing the self-evaluation, quality care report and setting targets for improvement.
- ☐ Practitioners challenge themselves and their colleagues regularly as a result of their transparent and positive commitment to continuous improvement.

Our Values

The Charities core values guild our work.

Children

- ☐ The Children's happiness, well-being and safety is paramount at all times.
- ☐ Regular risk assessments, fire drills and Infection Control audit is completed to ensure the children's safety within the setting.
- ☐ Minimum standards, policies and procedures are followed at all times to ensure the

children's well-being is met.

- ☐ The children are invited to our open session to see their new classroom, play, meet the Cylch staff and their school friends before the school year starts.
- ☐ Each morning a member of staff is outside and other staff members inside to greet the children as they arrive. We sign all children in as they arrive, ensure the children go home safely ensuring they are signed out as they leave. We use a collection folder containing details of the people who are allowed to collect each child.
- ☐ Cylch holds Registration forms for each child before they start attending Cylch and additional information which will help the staff to get to know the children and their needs. All allergies and illnesses are discussed with all members of staff, recorded and displayed inside the food cupboard. All food allergies are stated on the child's snack mat.
- ☐ Register of attendance is taken to account for each child in each session.
- ☐ Staff cater for all individual children according to their age and ability- All individual needs met- IPP/ Teaching and support arrangements made for each child with additional learning needs.
- ☐ There is a Welsh ethos within the setting and the Welsh language is spoken throughout the session by all staff.
- ☐ We listen to the children during and after activities and get feedback from them on what they did and didn't enjoy about the activity. This information is kept with the observations carried out to make the relevant changes.
- ☐ Children's suggestions and ideas are considered when planning activities.
- ☐ Children questionnaires are given out each year for parents to ask them at home of what they do and don't like to do at the Cylch. These are evaluated, recorded and ideas put into place where possible.
- ☐ The staff make their own evaluation on each activity, and to whether the outcome of the activity was met. This is considered when planning future activities for the children.
- ☐ Each child is observed in particular skills that have been implemented into the fortnightly planning. The person who wrote the observation has to colour in the outcome where the child is on the skills ladder. Each outcome skills have next steps; in which we show how we can develop them further according to ability. This is linked into the next planning sheet.
- ☐ Observations are transferred to each child's developmental book; Compact 3-year profile and 2-year chart, recording charts and key worker sets relevant targets. These are displayed on 'teddy targets'. This is implemented on target week.
- ☐ Each child has their own progress folder recording their levels and outcome of ability
- ☐ We hold regular staff meetings to discuss targets and how as a team we can develop each child individually. (Evidence found in observation folder)
- ☐ Children's work is displayed on the class walls or in each child's work folder/ treasure book. All achievements are celebrated.
- ☐ Stickers are given to all children on their tops and on a star chart as rewards and to promote positive behavior.
- ☐ Children are supported by staff to become toilet trained and independent learners.
- ☐ We have a daily 'Helpu heddiw' to encourage children to help each other and staff.
- ☐ All children receive a snack each session of Fruit/ Vegetables/ Salad and a carbohydrate along with milk/ Water. Water available throughout the session.

- Each child receives a Treasure book containing various photographs of them carrying out various activities; Staff (keyworker) are responsible for completing these. Children are free to look at the photo theme books; to look back and discuss activities they previously done. They also receive an end of year written report along with developmental books.
- We have a system in place for helping the children with the transition of going to a new school; The children get to experience a session once week in the nursery class, on the last half term with Cylch staff present to support them. This is to help the children get familiar to their new surroundings, teachers and assistants and prepare them for September.
- The children's profile books, 2-year charts and observations are transferred over to the next class in school. This is to ensure each child's needs are met and the school teacher is aware of each child's development. All children with additional needs have separate one-page profile sheets and CDC plans to go to school.

Evidence can be found in:

Planning folder

Children's folders- observational Folder/ Profile booklets and progress charts.

Quality of care folder

Sticker charts

Parents

- Staff build a good professional; relationship with all parents. Parents are encouraged to approach any member of staff with any questions or concerns. We are there to help and support parents at all times.
- Parents and children are invited to an open session to meet the staff and other children. Leader provides parents with a variety of verbal and written information about the Cylch and support with their child's admission forms.
- Parents are welcome to discuss their child with us at any time. Daily verbal feedback is given to parents about how their child has got on or appointments can be made with leader to discuss confidential information or to provide more 1-1 time to chat.
- Parents are invited to a 1-1 feedback session after the first 6 weeks of their child starting Cylch.
- Leader will only share information about their child with the parents' permission.
- Parents are welcome to look at their own child's developmental books, progress charts and observational notes at any time.
- Parents are kept informed by: closed face book page, the parents information area; displaying lots of information available to them- All inspection reports; Estyn, CIW; Quality care report, Self-Assessment/ developing the setting document, Staff photos names and qualifications , insurance and registration certificates, leaflets available to parents and a place for parents to write Comments, concerns and complaints, planning activity sheets alongside activity photographs, a display board explaining the current theme and snacks for the week and the latest newsletter. This

information is available to parents at all times.

- ☐ Parents are made aware who their child's Keyworker is.
- ☐ Parents have the choice to be included in Committee meetings and be part of the committee. All opinions and views are listened to and taken on board.
- ☐ Parents always informed of what money has been raised from fundraising activities and what resources have been bought.
- ☐ Parent questionnaires given out for them to evaluate the service and included in Quality-of-care report and suggestions tried to be met. We have had excellent feedback from parents saying that they found the feedback session very informative and it gave them a chance to look at what activities their child has done. They have commented on how they appreciate the hard work and dedication of all staff and love the treasure books.
- ☐ There is a photo evidence folder containing pictures of all activities carried out throughout the year, which parents can take a look at any time.
- ☐ Bilingual letters given to parents regularly keeping them updated each half term.
- ☐ **End of year feedback session;** leader arranges to meet at a time convenient for parents to discuss their child's progress throughout the year. Go through observational notes, Foundation Phase profile books and progress charts that will be passed onto the school. We give parents their child's treasure book of photographs, art work and end of year school report (summary of the 2-year chart and 3-year Profile book). Parents have the opportunity to ask any questions they may have about their child, look at photos of activities we have carried out throughout the year. Ask any questions they may have about the transition to school. Information is provided to all that have booked for the Meithrin Mwy session the following year and parents re-sign their child's registration forms.
- ☐ Staff also attend the parents open session in Ysgol Awel Y Mynydd school. This gives parents an opportunity to ask cylch staff any questions they may have about the transition process into school.

Staff

- ☐ The staff is the most important valuable resource to Cylch Meithrin Awel Y Mynydd. Current staff are: Cheryl Jones (Leader/ Responsible Individual) Ann chapman (Deputy) Mirelle Ehlke-West (Assistant) Nia Owen (Assistant) Bethan Charles (Assistant) Ingrid Ehlke-West (Volunteer)
- ☐ Good quality, well trained and motivated staff is the Cylch's biggest asset.
- ☐ All staff are qualified at a level 3 or above and hold a current first aid certificate.
- ☐ The staff have regular meetings to discuss planning activity ideas, keyworker children and targets that may need to be set, discuss any concerns or any other topics that need discussing.
- ☐ Staff supervision and monitoring of the education are carried out regularly and recorded alongside annual appraisals. All documents held in staff folders.
- ☐ All staff have personal development targets to work towards to develop them further
- ☐ Staff can view any ideas or concerns with the leader at all times so matters can be resolved as soon as possible. An arranged time can be made if they want to discuss

anything confidential.

- ☐ Staff members work very well as a team and independently.
- ☐ Staff are included in the planning process and leader implements all staff's ideas to create a planning sheet of combined ideas.
- ☐ Staff attended relevant training courses throughout the year to increase their knowledge within their job role. This is recorded in each staff's file.
- ☐ Each member of staff has their own staff file which keeps all the relevant information about them. This is completed at their induction before starting employment in the Cylch and regularly updated.
- ☐ Each staff hold a current DBS check and completed every 3 years by the Responsible Individual.
- ☐ Leader/ responsible individuals DBS checks is completed through CIW.
- ☐ Each staff member is a key worker- It is their responsibility for transferring their child's observational notes to the relevant books, discussing and setting targets, and to create the child's photo treasure book. This is completed by staff in designated times each week and on occasions staff may be required to complete in own time.
- ☐ Specific roles have been delegated to each staff member to share responsibilities and opportunity for personal development.
- ☐ Each staff will implement new changes each year when needed to improve the Service.
- ☐ Staff given questionnaires at the end of the year to evaluate the service. Leader implements staff's ideas for improvement as set targets for the new school year.

Evidence can be found: Staff folders, Children's folders, Observational folder.

The Learning Environment

- ☐ We have an indoor and outdoor classroom owned by the Conwy Council. The classroom is large, clean and colorful and has been set up with various areas of learning to implement the Foundation Phase Curriculum.
- ☐ We have an open-door policy allowing the children to freely choose activities in the indoor and outdoor classrooms, depending on extreme weather conditions. This provides more freedom, independence, a variety of activities and space for the children to play where they choose.
- ☐ All areas are defined to follow the Foundation Phase Curriculum. They are inviting for the children, age appropriate, with good planned and continuous provision.
- ☐ Storage is clearly labeled and accessible to all the children.
- ☐ We fundraise to improve and purchase the resources provided.
- ☐ All staff help with the cleaning of the setting, a cleaning Rota is put into place to ensure it is cleaned daily.
- ☐ Leader implements Planning each fortnight that is accessible to all staff with clear goals which all staff and children contribute to. Focused tasks are set using the Foundation Phase profile books / progress charts and these are clearly noted in the planning

- ☐ Risk assessments are carried out on a regular basis; Cylch classroom, outside play area, chemicals solution, outings, staff/children and visitors, fire risk, fire drills, fire action, first aid box checks and Infection control audit.

CIW

CIW Inspections are a measurable guide line to make sure we have reached the standards set out by the Welsh Assembly.

My role as Leader is to make sure these standards are met at all times and always strives to improve the service.

We take seriously any good practices recommendations given to us by the CIW Inspectors and will always strive to meet these recommendations.

Outside Agencies

- ☐ Cylch Meithrin Awel Y Mynydd has a close working link with Ysgol Awel Y Mynydd school as we are the feeder for the school. Staff work very close with the nursery teachers and assistants helping with the school transition.
- ☐ We are a member of Mudiad Meithrin and have the support of the development officer) and a Welsh language officer. We have adopted all of their policies and procedures and amended them where necessary.
- ☐ We have the support of the foundation phase team and a link officer who comes out regularly to support implementing the Foundation Phase Curriculum. They also provide courses for staff to attend to update their knowledge and skills.
- ☐ We have the support of the Conwy referral scheme to help children with additional learning needs, working alongside the Child Developmental Centre.
- ☐ Leader and staff work with the Speech and Language Department. Staff implements strategies given to us for each individual child.
- ☐ Leader and staff work with local Health visitors when applicable.
- ☐ We are members of the Toy library in which we borrow resources for various themes throughout the year.
- ☐ We are a member of Llandudno library.
- ☐ We have worked with a specialist Epilepsy nurse, in where she came out to give a training session to all staff on what to do if a child had a seizure.
- ☐ Leader invites other Cylch Meithrin setting staff to show good practice and share ideas.
- ☐ We apply to various agencies for grants.
- ☐ All outside agencies working alongside Cylch Meithrin receive an end of year evaluation of the service questionnaire so their views can be considered when making improvements.

Achievement's

Since changing from a registered Charity to CIO we have had another successful year in providing care and education to the children of the local community.

We have developed the learning areas within the indoor and outdoor classroom with grants and fundraising events which has had a positive impact on the children's learning.

Risks and uncertainties

As an Organization that cares for young children our staff and trustees recognize that the main risk would be injury or death to any of the children whilst in the care of the setting.

Controls are put in place to manage any risks, All staff are first aid trained, full risk assessments are in place and are reviewed and updated regularly, policies and procedures are in place alongside insurance policies.

Plans for the future

- ☐ Review and update business plan.
- ☐ Fundraising to purchase new resources and equipment to enhance the children's learning.
- ☐ Keep a positive working relationship with the school as the children from our setting will go on to attend Ysgol Awel Y Mynydd.
- ☐ Parents have reserved their children's place for the next 2 school years, this provides us with financial security in knowing the income will cover the expenditure in the future.
- ☐ Deliver the new curriculum – A curriculum for funded none-maintained nursery settings.

Policies and Procedures

Copies of the policies are available to view in Cylch at anytime

<i>Child Safeguarding</i>
<i>Sun protection</i>
<i>Asthma.</i>
<i>Heathy Living: Heathy eating and keeping fit</i>
<i>Preventing Children from Wandering/ Lost Child</i>
<i>Complaints and Compliments</i>

<i>Whistleblowing</i>
<i>Transporting and Transferring Children</i>
<i>Equality and Diversity</i>
<i>Confidentiality and Data Protection</i>
<i>Inclusion and Equal Opportunities</i>
<i>Digital Images</i>
<i>Admissions</i>
<i>Smoke free</i>
<i>E-Safety</i>
<i>Leaving and collecting Children</i>
<i>Lone working</i>
<i>Promoting Positive Behaviour</i>
<i>The Welsh Language</i>
<i>Health, Safety and Welfare</i>
<i>Medication</i>
<i>Nappy changing</i>
<i>Staffing</i>
<i>Illness, Infectious Diseases and Accident Policy</i>
<i>Animal Handling Policy</i>
<i>Drug and Alcohol Misuse Policy</i>
<i>Environmental Awareness</i>
<i>Lockdown Policy- In Event of Emergency</i>
<i>Vaccination Policy</i>
<i>Volunteering policy</i>
<i>Living with COVID-19 Policy</i>

A SUMMARY OF SOME OF CYLCH MEITHRIN AWEL Y MYNYDD'S KEY POLICIES

(A full copy of the policies is available in the Cylch)

Admissions

Cylch Meithrin Awel Y Mynydd welcomes every child, whatever his/her needs, colour, race, religion, social class or family situation. Cylch Meithrin Awel Y Mynydd conforms to the registration conditions as laid down by CIW regarding the number of children allowed in the room.

Promoting Positive Behaviour

Cylch Meithrin Awel Y Mynydd aims to provide an environment based on clear, fair and consistent guidelines which promote a child's understanding of acceptable behaviour. Cylch Meithrin Awel Y Mynydd believes that physical punishment of children is unacceptable, and does not allow the use of this method of discipline.

Cylch Meithrin Awel Y Mynydd will ensure that every method of behaviour management that is used is appropriate for the age and level of development of the individual child. The Cylch staff will ensure that there is a consistency in the methods that are used from day to day and from person to person.

In every case where a child's behaviour causes concern, the Cylch staff will discuss the situation with the parents/carers without delay and develop a combined plan of action to be used in the setting and in the home.

Equal Opportunities

Cylch Meithrin Awel Y Mynydd seeks to ensure that all aspects of its activities promote equal opportunities for every individual regardless of nationality, colour, race, gender, disability, religion, age culture or social class.

This will include access to activities, equal treatment and respect towards each individual.

Inclusion

Cylch Meithrin Awel Y Mynydd is committed to providing appropriate support to each child who has special educational needs. Cylch Meithrin Awel Y Mynydd will work in partnership with the local Referral Scheme and other relevant agencies to ensure help and support for the child and his/her family.

Safeguarding

Cylch Meithrin Awel Y Mynydd will protect all children in its care. Cylch Meithrin Awel Y Mynydd believes that each child has the right to expect that adults caring for him/her will protect him/her from any harm. The happiness, safety and wellbeing of every child is important to Cylch Meithrin Awel Y Mynydd.

Cylch Meithrin Awel Y Mynydd is inspected annually by the Care and Inspectorate Wales (CIW).

Accounts

Accounts were prepared by Bobbie Edwards (Treasurer) and Karen L Jones (Accountant) created the end of year financial account report.

Total income received in the setting from

04/02/2021 to 31/03/2021 **£16,220.11**

01/04/2021 to 31/03/2022 **£98,060.47**

Income received comes from the following

- ☐ Bank interest
- ☐ Children's fees
- ☐ Three-year education funding grants
- ☐ Assisted place funding
- ☐ 30 hours childcare funding
- ☐ Fundraising
- ☐ Welsh Government grants
- ☐ Nursery Milk scheme

Expenditure of the setting

04/02/2021 to 31/03/2021 **£17,012.25**

01/04/2021 to 31/03/2022 **£86,161.00**

Expenditure as follows

- ☐ Payroll expenses
- ☐ Equipment and learning resources
- ☐ Food
- ☐ Milk
- ☐ Fundraising expenses
- ☐ Licenses and DBS checks
- ☐ Miscellaneous, cleaning and consumables
- ☐ Telephone bill
- ☐ Staff training
- ☐ Uniforms
- ☐ Insurances
- ☐ Professional fees

Profit for the year

£11899.47

Closing balance on the march 31st 2022 **£46232.74**

Reserve Account **£4225.33**

Total amount **£50458.07**