

Clych Meithrin Groes-wen
Trustees Annual Report

Report dates: From September 2023 To March 2024

Charity name

Cylch Meithrin Groes-wen

Other names charity is known by

N/A

Registered charity number (if any)

1202926

Charity's principal address

Rhodfa Plasdŵr,

Sain Ffagan,

Caerdydd

Postcode

CF5 2FG

Responsible Individual

Richard Carbis

CarbisR9@hwbcymru.net

Cylch Meithrin Groes-wen,

Ysgol Gynradd Groes-wen Primary School,

Rhodfa Plasdwr,

St Fagans,

Caerdydd,

CF5 2FG

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is
constituted
(eg. trust, association,
company)

Trust

Trustee selection methods
(eg. appointed by, elected by)

Ask for volunteers to apply for the role to become trustees.

Cylch Meithrin Groes-wen and Clwb Sbri-di-Ri which is the name given to the after-school club run by the Cylch Meithrin is a fee-paying organisation that supports the childcare of pupils in ysgol Groes-wen by providing a wraparound service for both the morning and afternoon and then an after school club as already mentioned.

The Cylch is situated on the site of Ysgol Gynradd Groes-wen Primary school and has developed a close working relationship with both staff and parents of the school.

The Cylch Meithrin Groes-wen Charity was founded in September 2023 and has been in existence for a year. It was set up by and remains under the support of Mudiad Meithrin. Mudiad Meithrin is the principal provider of Welsh-medium care and education in Wales. With over 180 professional staff all over Wales, the Cylch is able to benefit from specialist advice on a national level.

The SAS grant allowed us to form and develop a sustainable model for the future. Our Clwb Sbri-di-Ri is supported by Clybiau plant Cymru, with whom we have a close relationship as they provide training for our staff.

Ethos:

The happiness and safety of each and every child is Cylch Meithrin Groes-wen'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. The Cylch follows 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 area, so that the Cylch can offer children opportunities for stimulating activities in the open air.

Public Benefit Statement:

The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

Objectives of the Charity:

Cylch Meithrin Groes-wen's aim will be to provide sessional care of a high standard through the medium of the Welsh language to boys and girls from 2 years old to 5 years old. The Cylch will be offering a wrap-around service for the part time nursery children attending Ysgol Gynradd Groes-wen Primary. The Cylch Meithrin will also be offering an After School Club for all children attending Ysgol Groes-wen, located in the school's Main Hall.

STRUCTURE, GOVERNANCE AND MANAGEMENT:

A list of trustees can be found on Appendix 1:

The charity trustees, are responsible for the overall management and control of the Cylch Meithrin Groes-wen Charity and meet three times a year or greater if the need arises. The work of implementing most of their policies is carried out by the trustees under the guidance of Mudiad Meithrin.

All trustees give of their time freely and no remuneration or expenses were paid in the year.

Staff:

Name	Role	Qualification / Working Towards
AE	Leader	NNEB & Level 5 Diploma in Leadership for Children's Care, Learning and Development Level 3 Playwork ILM Level 3 Award in Management BTEC Level 3 Award in Education and training
OL	Assistant	CACHE Level 3 Gofal Plant Level 3 Playwork
ET	Assistant	Level 2 Childcare Level 2 Playwork W/T Level 3 Childcare
SH	Apprentice	Level 2 Playwork W/T Level 3 Childcare (apprenticeship)
EB	Assistant	Level 2 Playwork W/T Level 3 Childcare

The trustees have adopted the following Policies, Plans and Procedures;

Behaviour Policy

Action Plan

Equal Opportunities (ALN)

Equity and Diversity

Health

Lost, missing and not collected children

Safeguarding Data

Safeguarding children

Medication

Changing nappies

Number of Children

The Cylch Meithrin can accept 96 children. 22 children within the Cylch Meithrin room per session, and 74 children in the main hall for the after school club.

Opening Hours

The Cylch will be open for morning sessions and afternoon sessions of up to 3 hours along with 2.5 hours for the After School Club :

Monday	08:45 – 11:45 & 12:30 – 15:15 & 15:25 – 18:00
Tuesday	08:45 – 11:45 & 12:30 – 15:15 & 15:25 – 18:00
Wednesday	08:45 – 11:45 & 12:30 – 15:15 & 15:25 – 18:00
Thursday	08:45 – 11:45 & 12:30 – 15:15 & 15:25 – 18:00
Friday	08:45 – 11:45 & 12:30 – 15:15 & 15:25 – 18:00

Over 39 weeks of the year except for Bank Holidays, in accordance with the school holidays set by the county council where the Cylch is based.

Fees

A fee of **£15** per morning session and **£13.75** per afternoon Cylch Meithrin session is payable at the beginning of the week. This must be paid if your child attends or not. Consideration will be given to each individual case in the case of long term sickness.

A fee of **£12.50** per After School Session will be payable monthly. Late payment fees will also be introduced for families that are consistently late with their payments.

Admissions

The Cylch conforms to the requirements of the Children and Families (Wales) Measure 2010 regarding the age and number of children permitted. A copy of our Admissions Policy is available at the Cylch. It is necessary for each parent to complete a registration form and contract before their child can start at the Cylch.

No child will be released from the setting to anyone other than those noted on the Child Collection Form. If there is any change it is expected that the parent will inform the staff when dropping the child off at the beginning of the session.

Language

The Cylch operates through the medium of Welsh, but we welcome children from all language backgrounds. The cylch will implement the Immersion Method.

Safeguarding Children

In respect of Cylch Meithrin Groes-wen's Safeguarding Children Policy we must inform you that it is the Cylch Meithrin staff's duty to pass on any information regarding child protection issues to the Social Services, NSPCC or Police.

Facilities

The facilities offered to the children and their families include:

- A room purposely built for childcare which is designed to create a stimulating atmosphere.
- A kitchen for food preparation
- Toilets for the use of the children
- Nappy changing area
- Outdoor area
- Carpet and messy floor area within the classroom
- A large Hall to cater for the After School Club.

The cylch has a wide range of high quality equipment for the purpose of encouraging learning through play. The atmosphere is warm and welcoming and designed to promote children's development.

Charity Activities:

Activities

Cylch Meithrin Groes-wen's priority is the happiness of every child. Care is provided in a safe and encouraging environment with a wide range of playing opportunities that will allow each child to develop to their full potential.

Your child will have the opportunity to:

- Play and socialise with other children
- Learn through play both inside and outside
- Play with sand, water, play dough, role play, jigsaws, toys, table top games, bikes etc
- Listen to stories, sing and dance

Daily Routine

Cylch Meithrin Groes-wen will ensure that every child experiences a wide range of activities by ensuring a daily routine which includes:

- Circle time
- Singing time
- Focused activities
- Free play
- Snack time
- Outdoor play

Healthy Eating

We will provide a drink of milk or water and a healthy and nutritious snack for your child in each session.

Environmental Initiatives: Being aware of our 'carbon footprint':

Our charity is based on a site that is as carbon neutral as it can be. No gas is on site and energy is created by air source heat pumps. We follow the sites recycling policy and support all site initiatives.

Finances:

The financial statements show net incoming resources for the year on School activities of £ 24 840. The principal source of income is fees . The Trustees are continuing their strategy of deploying all net incoming resources to investing in the staffing costs and resources of the Cylch Meithrin as well as hiring costs for the room which covers energy costs, water costs and cleaning costs.

Brief statement of the charity's policy on reserves

Any reserves are kept for the purpose of making sure that salaries can be made to staff.

Details of any funds materially in deficit

N/A

It is the belief of the Committee of Cylch Meithrin Groes-wen and Clwb Sbri-Di-Ri that they are a financial 'going concern' as they are a growing establishment with very healthy numbers moving forward.

In addition to the very substantial benefits our Cylch Meithrin brings to our pupils, the use of Welsh is at its heart.

Pension Liability:

Members of staff have access to a pension scheme.

Risk Management:

The Trustees are responsible for the overseeing of the risks faced by the Cylch Meithrin. Detailed considerations of risk are delegated to the Senior Management of the School. Risks are identified, assessed and controls established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis. Risk is managed under the headings of financial sustainability, school safety, student welfare, employment, school trips and events and community access.

The main risks that the Governors have identified and the plans to manage those risks are:

Health and Safety

Safeguarding

Off-site Activities

Fire Safety

Training and Awareness

Finances

Incident Reporting

Through the risk management processes established for the Cylch, the Trustees are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Achievement:

The Cylch has been extremely successful at getting numbers through the door. They take part in every open day held by the school and this has had a very positive impact on the sustainability of the charity. Having completed Year 1, it feels that this is the true highlight. To be able to say that we have embedded ourselves into the Groes-wen community in such a short space of time.

Future Plans:

We are continuing to consider the next step and one focus that is definitely required is the development of the outdoor area.

Another plan that is important to the success of the Cylch and Clwb Sbri-di-Ri is the training of more staff in readiness for the increase in numbers both during the day and as part of the after-school club.

Appendix 1:

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Richard Carbis	Primary Administrator and Person with Responsibility	
2	Angharad Evans	Super Administrator + Cylch Leader	
3	Casi Lewis	Trustee + Secretary	
4	Daniel Goedeguuber-Warren	Trustee + Vice Treasurer	
5	Rhian Carbis	Trustee + Treasurer	Finished as a Trustee October 2024
6	Luidivine Gegaden	Trustee	
7	Matthew Rees	Trustee	
8	Rhian Kanbi	Trustee	
9	Catrin Llwyd	Trustee	Left Christmas 2023
10	Alaw Medi Hughes	Trustee	Left Christmas 2023
11	Catrina Rhisiart	Trustee	Left Christmas 2023
12	Beth Pickard	Trustee	Left May 2024

Signature Casi Lewis Print name Casi Lewis Date:24.01.25

Richard Carbis

Signature Richard Carbis Print name Richard Carbis Date: 24.01.25



CHARITY COMMISSION
FOR ENGLAND AND WALES

Clych Meithrin Groes-wen			1202926	CC16a
Receipts and payments accounts				
For the period from	03/05/23	To	31/03/24	

Section A Receipts and payments

Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

A1 Receipts

Grants	-	4,235	-	4,235	-
Fees (Service users)	20,419	-	-	20,419	-
Fees (Welsh Gov. 30hrs)	34,490	-	-	34,490	-
Shopping Refunds	13	-	-	13	-
Mudiad Meithrin Grant	-	16,671	-	16,671	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	54,922	20,906	-	75,827	-

A2 Asset and investment sales, (see table).

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total receipts	54,922	20,906	-	75,827	-
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A3 Payments

Staff costs incl. HMRC & NEST	20,175	16,025	-	36,200	-
Other staff costs (training, DBS)	10	451	-	461	-
Minor purchases. Food, drink etc.	3,493	-	-	3,493	-
	-	-	-	-	-
Fixtures, fittings and equipment	3,691	4,235	-	7,926	-
Subscriptions	300	195	-	495	-
Rent	2,075	-	-	2,075	-
Phone	160	-	-	160	-
Payroll service	132	-	-	132	-
Repairs and maintenance	45	-	-	45	-
Sub total	30,082	20,906	-	50,987	-

A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	30,082	20,906	-	50,987	-
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Net of receipts/(payments)	24,840	-	0	24,840	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	24,840	-	0	24,840	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Current account	24,840	-	-
		-	-	-
		-	-	-
	Total cash funds <small>(agree balances with receipts and payments account(s))</small>	24,840	-	-
		OK	OK	OK

	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	HMRC	Restricted	587	04/2024
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Richard Carbis</i>	Richard Carbis	24.01.25
<i>Casi Lewis</i>	Casi Lewis	24.01.25

Funds Movement Schedule

Restricted Funds	Opening Balance	Additions in year	Payments in year	Cross Transfers	Closing Balance
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
Cardiff Council	0	2280	2280	0	0
Clybiau Plant	0	1900	1900	0	0
Cronfa A Glyn	0	55	55	0	0
Mudiad Meithrin*	0	16671	16671	0	0
Unrestricted Funds	0	54922	30082	0	24840
Total Funds	0	75828	50988	0	24840

* The total SAS grant awarded by Mudiad Meithrin is for £21,000. At the year end a balance of £4329 was to be paid in 2024/25..



Section A

Independent Examiner's Report

Cylch Meithrin Groes-Wen

On accounts for the year
ended

31/03/2024

Charity no
(if any)

1202926

Set out on pages

Sections A and B

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

24/1/25

Name:

Andrew Moore BSc(Hons), FFA Retired

Address:

Blaenpentre, Swyddffynn, Ystrad Meurig, SY25 6AW