



# Trustees' Annual Report – Cylch Meithrin Groes-wen

Trustees' Annual Report – Cylch  
Meithrin Groes-wen

Report dates: Between April 2024 and March 2025

	Cylch Meithrin Groes-wen
Another name for charity is known by	N/A

Registered charity number (if any)	1202926
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Rhodfa Plasdwr,	
St Fagans,	
Cardiff	
	CF5 2FG

**Responsible Individual**

Richard Carbis  
CarbisR9@hwbcymru.net  
Cylch Meithrin Groes-wen,  
Groeswen Primary School,  
Plasdwr Avenue,  
St Fagans,  
Cardiff  
CF5 2FG

**Description of the charity's trusts**

Type of governing document (e.g. trust deed, constitution)	Constitution
How the charity is made up (e.g. trust, society, company)	Trust
Methods of selecting trustees (e.g. appointed by, elected by)	Ask 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 at Ysgol Groes-wen by providing a wrap-around service for the morning and afternoon and then an after-school club as mentioned.

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

The Cylch Meithrin Groes-wen Charity was established in September 2023 and has been in existence for two years. It was established by and continues to be supported by Mudiad Meithrin. Mudiad Meithrin is the leading provider of Welsh-medium care and education in Wales. With over 180 professional staff across Wales, the Cylch can benefit from expert advice at a national level.

The SAS grant enabled 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 to our staff.

### **Ethos:**

The happiness and safety of every child is the priority of Cylch Meithrin Groes-wen. The Cylch offers the best possible care in a happy and safe atmosphere, and the opportunity for all children to reach their full potential through learning through play. The Cylch has equipment such as toys and resources that reflect the developmental needs and age range of the children. The Cylch follows the National Early Years Curriculum in Wales so that the Cylch can ensure that every child gets the best possible start in all aspects of their education. Careful attention was paid to the planning of the outdoor play area, so that the Cylch could offer opportunities to stimulate outdoor activities for the children.

### **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.

### **The Charity's aims:**

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

### **STRUCTURE, GOVERNANCE AND MANAGEMENT:**

#### **A list of trustees can be found at Appendix 1:**

The trustees of the charity are responsible for the overall management and management of the Cylch Meithrin Groes-wen Charity and meet monthly or more if the need arises. The implementation of most of their policies is carried out by the trustees led by Mudiad Meithrin.

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

### **Staff:**

<b>Name</b>	<b>Role</b>	<b>Qualification / Working towards</b>
<b>AE</b>	Leader	<p>NNEB Diploma and Level 5 Diploma in Leadership for Children's Care, Learning and Development</p> <p>Playwork Level 3</p> <p>ILM Level 3 Award in Management</p> <p>BTEC Level 3 Award in Education and Training</p>
<b>OL</b>	Assistant	<p>CACHE Level 3 Childcare</p> <p>Playwork Level 3</p>
<b>ET</b>	Assistant	<p>Childcare Level 2</p> <p>Playwork Level 2</p>
<b>SH</b>	Prentisio	<p>Playwork Level 2</p> <p>Childcare W/T Level 3 (apprenticeships)</p>
<b>EB</b>	Assistant	<p>Playwork Level 2</p> <p>W/T Level 3 Childcare</p>

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

Conduct Policy

Action plan

Equal Opportunities (ALN)

Equity and Diversity

Health

Missing, missing and not collecting children

Data Protection

Safeguarding children

Medicine

Change nappies

Staff Handbook

**Number of Children**

The Cylch Meithrin can accommodate 96 children. 22 children in the Cylch Meithrin room per session, and 74 children in the club's main hall after school.

**Opening Hours**

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

Monday                      08:45 – 11:45 & 12:15 – 15:15 & 15:15 – 18:00

Tuesday                    08:45 – 11:45 & 12:15 – 15:15 & 15:15 – 18:00

Wednesday                08:45 – 11:45 & 12:15 – 15:15 & 15:15 – 18:00

Thursday                   08:45 – 11:45 & 12:15 – 15:15 & 15:15 – 18:00

Friday                        08:45 – 11:45 & 12:15 – 15:15 & 15:15 – 18:00

Over 39 weeks per year excluding Bank Holidays, in accordance with school holidays set by the county council in which the Cylch is located.

### **Fees**

A fee of **£15.00** per morning or afternoon session of Cylch Meithrin is payable monthly by the 20th of each month. This must be paid if the child attends or not. Consideration is given to each individual case in the case of long-term illness.

A fee of **£12.50** per after school session will be payable each month. Late payment fees will also be introduced to families who are consistently late with their payments.

### **Admissions**

The Cylch complies with the requirements of the Children and Families (Wales) Measure 2010 regarding the age and number of children allowed. A copy of our Admissions Policy is available at the Cylch. It is necessary for all parents 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 set out on the Child Collection Form. If there is any change, it is expected that the parent will notify staff when dropping the child off at the start of the session.

### **Language**

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

### **Safeguarding Children**

In relation to Cylch Meithrin Groes-wen's Safeguarding Children Policy, it is the duty of Cylch Meithrin staff to pass on any information about child protection issues to Social Services, NSPCC or the Police.

### **Conveniences**

Facilities offered to children and their families include:

- A purpose-built childcare room designed to create a stimulating atmosphere.
- Kitchen for food preparation
- Toilets for children's use
- Nappy change area
- Outdoor area
- Carpet and wet floor area in the classroom
- A large hall to accommodate the After School Club.

The circle has a wide range of high-quality equipment to encourage learning through play. The atmosphere is warm and welcoming and designed to promote children's development.

### **Charity Activities:**

#### **Activities**

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

The children will have the opportunity to:

- Play and socialise with other children
- Learn how to play inside and outside
- Play with sand, water, play dough, role play, jigsaw, toys, table top games, bicycles etc.
- Listen to stories, sing and dance

### **Daily Routine**

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

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

### **Healthy eating**

We will provide the children with a drink of milk or water and a healthy and nutritious snack at 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. There is no gas on site and energy is created by air source heat pumps. We follow a site recycling policy and support all of the site's initiatives.

### **Finances:**

The financial statements show a net income for the School Year of £31,173. The main source of income is fees. The Trustees are continuing their strategy of using all the net resources that come in to invest in the staffing and resources of the Cylch Meithrin as well as hiring costs for the room which covers energy, water and cleaning costs.

Any reserves will be retained to ensure that salaries can be paid to staff.

In terms of financial information for the year Sep 24 to March 25

- closing balance in March 25 was £56,013
- opening balance in April 24 was £24,840

- so a net increase of £31,173

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.

We also pay tax as an employer through the national insurance contributions we make.

**Pension Responsibility:**

Members of staff have access to a pension scheme.

**Fundraising:**

We held activities in the school fayre to promote the Cylch Meithrin.

**Risk Management:**

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

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

Health and Safety

Protection

Off-site activities

Fire Safety

Safeguarding 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 assurance but not absolute assurance that major risks have been adequately managed.



**Achievement:**

The Cylch has been extremely successful in getting numbers through the door. They take part in every open day run by the school and this has had a very positive impact on the sustainability of the charity. After completing the first two years, it feels like it's the true highlight. I can say that we have established ourselves in the Groes-wen community in such a short time.

### Future Plans:

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

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

## Appendix 1:

	Trustee's name	Office (if at all)	Implementation dates if not for the whole year
1	Richard Carbis	Responsible Person	Sept 23
2	Angharad Evans	Senior Administrator + Manager	Sept 23
3	Casi Lewis	Trustee + Secretary	May 24
4	Daniel Goedeguuber-Warren	Trustee + Vice Treasurer	Sept 23
5	Helen Roberts	Trustee	March 25
6	Ludivine Gegaden	Trustee	May 24
7	Matthew Rees	Trustee	May 24
8	Rhian Kanbi	Trustee	Sept 24
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
	Name		


**Names and addresses of councillors (Optional information)**

**Abigail Williams – Mudiad Meithrin**

**Sioned Jones – Mudiad Meithrin**

**The trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees**

**Signature**  **Print name** **Richard Carbis** **Date: 23/01/2026**

**Signature**  **Print name** **Ludivine Gegaden** **Date: 23/01/2026**



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Receipts and payments accounts Clych Meithrin Groes-wen

From 01/04/24

To 31/03/25

Charity No. 1202926

CC16a

### Section A Receipts and payments

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

#### Receipts

Grants	-		-	4,235
Fees (Service users)	36,775		36,775	20,419
Fees (Welsh Gov. 30hrs)	95,270		95,270	34,490
Shopping Refunds	78		78	13
Mudiad Meithrin Grant	4,329		4,329	16,671
	-		-	-
	-		-	-
Restricted Grants		5,591	5,591	-
<b>Total receipts</b>	<b>136,452</b>	<b>5,591</b>	<b>142,043</b>	<b>75,828</b>

#### Payments

Staff costs incl. HMRC & NEST	83,012	5,591	88,603	36,200
Other staff costs (training, DBS)	709	-	709	461
Minor purchases. Food, drink etc.	6,805	-	6,805	3,493
Fixtures, fittings and equipment	8,880	-	8,880	7,926
Subscriptions	356	-	356	495
Rent	5,125	-	5,125	2,075
Phone	50	-	50	160
Payroll service	342	-	342	132
Repairs and maintenance	-	-	-	45
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total payments</b>	<b>105,279</b>	<b>5,591</b>	<b>110,870</b>	<b>50,987</b>
<b>Net of receipts/(payments)</b>	<b>31,173</b>	<b>0</b>	<b>31,173</b>	<b>24,841</b>
<b>Cash funds last year end</b>	<b>24,840</b>	<b>-</b>	<b>24,840</b>	
<b>Cash funds this year end</b>	<b>56,014</b>	<b>0</b>	<b>56,014</b>	

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Total to nearest £
B1 Cash funds	Current	56,014	0	56,014
	Savings	0	0	0
	Cash	0	0	0
	<b>Total cash funds</b>	<b>56,014</b>	<b>0</b>	<b>56,014</b>


	Details	Unrestricted funds to nearest £	Restricted funds 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			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Ludivine Gegaden	23/01/2026

## Funds Movement Schedule

	Opening Balance	Additions in year	Payments in year	Closing Balance
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>Restricted Funds</b>				
Cardiff Council Staff Salary	0	5,591	5,591	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>Unrestricted Funds</b>	24,840	136,452	105,279	56,014
<b>Total Funds</b>	24,840	142,043	110,870	56,014

### Notes

#### Trustee expenses

No remuneration was paid to the trustees, nor were any expenses reimbursed to them during the year to 31 March 2025 (2024: NIL).

#### CIO Guarantees and Secured Debts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

#### Related party transactions

There were no transactions between the charity and its trustees or other connected persons.

#### Conflicts of interest

An employee of the charity is also a trustee. This situation is monitored carefully to ensure that no undue advantage results.



Section A

Independent Examiner's Report

Report to the trustees/  
members of

**Clych Meithrin Groes-wen**

On accounts for the  
period

1/4/24 to 31/3/25

Charity no  
(if any)

1202926

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity for the period to 1/4/24 to 31/3/25

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. The accounts have been prepared on a Receipts and Payments basis in accordance with section 133 of the act.

Independent  
examiner's statement

I confirm that I have the requisite skills and experience to conduct the Independent Examination for this charity to the standards required as set out in Appendix 5 of CC32. Although retired from practice as an accountant and as a member of a listed professional accountancy body, I continue to conduct a number of examinations on a voluntary basis every year. I also confirm that I am independent of the charity as set out in Direction 2 of CC32.

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: 23/1/26

Name: Andy Moore

Address: Blaenpentre, Swyddffynnon, Ystrad Meurig, SY25 6AW