

Tiddli-Winks Playgroup

Northern Ireland · Charity number 103886

Details

Status Received

Registered 2016-02-09

Register [View on the Charity Commission for Northern Ireland register](#)

Contact

Address C/O 68 Groomsport Road
Bangor
County Down
Bt20 5ne
BT20 5NE

Phone 07721887837

Email tiddliwinks292@gmail.com

Website [68 groomsport road bangor bt20 5ne](#)

Activities

Purposes: The Group is established to promote play based learning environments for all children under statutory school age (hereinafter referred to as the beneficiaries) of the North Down and Ards and its surrounding environs (hereinafter called the "area of benefit") without distinction of age, gender, marital status, disability, sexual orientation, nationality, ethnic identity, political or religious opinion, by associating the statutory authorities, community and voluntary organisations and the inhabitants in a common effort to advance education, and in particular; (a) to advance the education of the beneficiaries by the provision of safe and satisfying group play, with the right of parents/carers to take responsibility for and to become involved in the activities of the group and to promote the preservation of health of the beneficiaries; (b) to support the vision and values of Early Years

What the charity does: The advancement of education

How the charity works: Education/training

Who the charity helps: Preschool (0-5 year olds)

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£51,339	£56,901	£0	4
2024-08-31	£47,404	£31,644	£0	4

Trustees

Name	Role	Appointed
Canon Simon Doogan		
Mrs Ailish Armstrong		
Mrs Gillian Heasley		
Mrs Louise Close		
Ms Jordan Taylor		

Tiddli-Winks Playgroup

Northern Ireland - Charity number 103886

Accounts

Receipts and payments accounts

For the period from	01/09/2024	To	31/08/2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Funding from Education Authority	50,030	-	-	50,030
Funding from Employers for Childcare	270	-	-	270
Fee income from parents	-	-	-	-
Donations from parents	930	-	-	930
Uniform income	28	-	-	28
Interest received	81	-	-	81
Refund from supplier	-	-	-	-
	-	-	-	-
A1 Sub total (Gross income for the Annual Return)	51,339	-	-	51,339
A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).				
	-	-	-	-
	-	-	-	-
A2 Sub total	-	-	-	-
Total receipts	51,339	-	-	51,339
A3 Payments				
Wages and salaries	44,564	-	-	44,564
Employer pension	621	-	-	621
Rebt	3,360	-	-	3,360
Equipment	2,623	-	-	2,623
Events	120	-	-	120
Uniforms	-	-	-	-
IT costs	208	-	-	208
Telephone	472	-	-	472
Insurance	596	-	-	596
Consumables	248	-	-	248
Bank fees	25	-	-	25
NIPPA subscription	1,223	-	-	1,223
Training	164	-	-	164
Breaktime	973	-	-	973
Printing, postage & stationery	15	-	-	15
Office costs	291	-	-	291
Accountancy	1,296	-	-	1,296
Entertaining & gifts	50	-	-	50
Charitable donations	52	-	-	52
	-	-	-	-
A3 Sub total	56,901	-	-	56,901
A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)				
	-	-	-	-
	-	-	-	-
A4 Sub total	-	-	-	-
Total payments	56,901	-	-	56,901

<i>Net of receipts/(payments)</i>	- 5,562	-	-	- 5,562
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	31,644	-	-	31,644
<i>Cash funds this year end</i>	26,082	-	-	26,082

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Last year

to the nearest £

40,785
1,361
3,498
1,350
326
84
-
-
47,404

-
-
-

47,404

38,005
424
3,080
1,622
240
689
261
427
520
167
27
716
116
713
11
-
-
-
-
47,018

-
-
-

47,018

386
-
31,258
31,644

Louise Close - Chair

HL

7,5,26

HL

13/05/26

Tiddli-Winks Playgroup

Northern Ireland - Charity number 103886

Accounts

Receipts and payments accounts

For the period from	01/09/2023	To	31/08/2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Funding from Education Authority	40,785	-	-	40,785	45,834
Funding from Employers for Childcare	1,361	-	-	1,361	-
Fee income from parents	3,498	-	-	3,498	-
Donations from parents	1,350	-	-	1,350	1,655
Uniform income	326	-	-	326	619
Interest received	84	-	-	84	90
Refund from supplier	-	-	-	-	330
	-	-	-	-	-
A1 Sub total (Gross income for the Annual Return)	47,404	-	-	47,404	48,528
A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).					
	-	-	-	-	-
	-	-	-	-	-
A2 Sub total	-	-	-	-	-
Total receipts	47,404	-	-	47,404	48,528
A3 Payments					
Wages and salaries	38,005	-	-	38,005	39,033
Employer pension	424	-	-	424	-
Rebt	3,080	-	-	3,080	3,360
Equipment	1,622	-	-	1,622	2,125
Events	240	-	-	240	908
Uniforms	689	-	-	689	829
IT costs	261	-	-	261	522
Telephone	427	-	-	427	644
Insurance	520	-	-	520	472
Consumables	167	-	-	167	113
Bank fees	27	-	-	27	26
NIPPA subscription	716	-	-	716	637
Training	116	-	-	116	180
Breaktime	713	-	-	713	551
Printing, postage & stationery	11	-	-	11	-
Books	-	-	-	-	220
Cleaning	-	-	-	-	155
	-	-	-	-	-
A3 Sub total	47,018	-	-	47,018	49,775
A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)					
	-	-	-	-	-
	-	-	-	-	-
A4 Sub total	-	-	-	-	-
Total payments	47,018	-	-	47,018	49,775
Net of receipts/(payments)	386	-	-	386	- 1,247
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	31,258	-	-	31,258	32,505
Cash funds this year end	31,644	-	-	31,644	31,258

Tiddli-Winks Playgroup

Northern Ireland - Charity number 103886

Accounts

Receipts and payments accounts

For the period from	1st Sept 2022	To	31st August 2023	
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
fees from Belfast Education Auth	45,834	-	-	45,834	-
Charitable donations Parents	1,655	-	-	1,655	-
Refund Supplier	330	-	-	330	-
Uniform payments Received	619	-	-	619	-
Interest	90	-	-	90	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
A1 Sub total (Gross income for the Annual Return)	48,528	-	-	48,528	-
A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).					
	-	-	-	-	-
	-	-	-	-	-
A2 Sub total	-	-	-	-	-
Total receipts	48,528	-	-	48,528	-
A3 Payments					
Pay and pensions	37,701	-	-	37,701	-
Tax and NI	1,332	-	-	1,332	-
Rent	3,360	-	-	3,360	-
Equipment	2,125	-	-	2,125	-
Events	908	-	-	908	-
Uniforms	829	-	-	829	-
IT Costs	522	-	-	522	-
Phones & WiFi	644	-	-	644	-
Insurance	472	-	-	472	-
Books	220	-	-	220	-
Cleaning	155	-	-	155	-
Consumables Paint etc	113	-	-	113	-
Bank fees	26	-	-	26	-
Nippa	637	-	-	637	-
Training	180	-	-	180	-
Petty Cash	551	-	-	551	-
	-	-	-	-	-
A3 Sub total	49,775	-	-	49,775	-
A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)					
	-	-	-	-	-
	-	-	-	-	-
A4 Sub total	-	-	-	-	-
Total payments	49,775	-	-	49,775	-
Net of receipts/(payments)	- 1,247	-	-	- 1,247	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	32,505	-	-	32,505	-
Cash funds this year end	31,258	-	-	31,258	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B1 Cash funds		31,258	-	-	31,258	-
		-	-	-	-	-
		-	-	-	-	-
	Total cash funds	31,258	-	-	31,258	-
	(agree balances with receipts and payments account(s))	OK	OK	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B2 Other monetary assets		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
	Total	-	-	-	-	-

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

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

Categories	Details	Fund to which liability relates	When due (optional)	Amount due (optional)	Last year
B5 Liabilities				-	-
				-	-
				-	-
				-	-
	Total			-	-

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

Signature

Print Name

Date of approval

31258.24

31257.91

Tiddli-Winks Playgroup

Northern Ireland - Charity number 103886

Annual report



TIDDLI-WINKS PLAYGROUP

Trustee Annual Report.

Charity Number. 103886

Date Registered 09/02/16

There has been a playgroup in church hall since 1983, however we became Tiddli-Winks Playgroup in 1990 having joined the Pre-School Expansion Programme (PEAGS) group in 1986. We are a Voluntary, Not-for-Profit, Locally Based and Committee Managed Playgroup. We have a constitution and hold an AGM once a year, with regular committee meetings throughout the year. There are ten members on the committee. From which office holders are appointed.

The playgroup is situated in the heart of the local community of Ballyholme. Although, playgroup is situated in a church hall, the church has no input to the running of the group.

We are a registered Charity with the Northern Ireland Charity Commission. No. 103886.

The playgroup has recently been inspected by the Education and Training Inspectorate (ETI) and the outcomes were very good. The inspectors reported that the playgroup has a high level of capacity for sustained improvement in the interest of all the learners. (March 2017) this report is included.

We are inspected every year by Social Services, this report is also included in this report.

The playgroup is a member of Early Years – the Organisation for Young Children. We use this organisation for our payroll.

We are a PEAGS Playgroup. This means that we receive funding per child not a regular amount per setting. Therefore our funding is different each school year.

Our group is open to all families and their children between the ages of 2.10 and 4+ years of age, irrespective of ethnicity, ability, class, creed, religion, gender, colour or perceived political belief of their parents or guardians.

There are currently 26 children attending the group, five mornings a week.

There are four full time members of staff and one part time. Providing an excellent adult to child ratio. All of the full time members of staff have been with the group for many years, in fact there are nearly 100 years of child care experience in the staff. All staff are up-to-date with Child Protection, First Aid, and Food Hygiene training. All staff have NVQ Level 3 in Child Education. The leader has a B.A. (Hons) in Child Education.

Tiddli-Winks Playgroup welcome children of all abilities and we have strong links with the local school and outside support agencies.

The playgroup curriculum offered by our group is one that takes into account the individual child's capabilities. Our trustees, committee and staff feel strongly that all children should be looked at as an individual and the curriculum tailored to suit them. Observations are carried out daily on each child and staff meet officially with parents three times a year, with two written reports.

Some of the years events include: - visiting Santa at the Ark Farm, the Owl man, Chinese New Year, Hanukkah, school visits, beach walks and shopping in the local shops.

The playgroup leader is also the groups Early Years Advisor. We have links to three different cluster support groups – Arc is one that the leader helped set up, meeting four times a year – the local North Down and Ards Education Authority cluster group and finally we meet a few times a year with the local P1 teachers.

Fw: Tiddli-winks Meeting: 11th May 2023

From: pamgibb@sky.com (pamgibb@sky.com)

To: claire.goldring@setrust.hscni.net

Date: Friday, 23 June 2023 at 17:43 BST

----- Forwarded message -----

From: Louise Close <louise.close@cma.gov.uk>

To: pamgibb@sky.com <pamgibb@sky.com>

Sent: Friday, 23 June 2023 at 12:34:58 BST

Subject: Tiddli-winks Meeting: 11th May 2023

Classification: **Official**

Pam Gibb

Louise Close

Julie Anne Woolton

Alice Hamilton

Amanda Cush

Jenny Bailey

1. Upcoming social service inspection
 - a. WhatsApp everyone that the Inspection in June. The PTA agreed that putting notes on the notice board people wont notice them so they will be sent directly to the WhatsApp group.
2. Staff
 - a. The Chair confirmed that she had approved Jordans 6 months review and subsequent employment.
 - b. A member of staff is experiencing personal issues. The PTA agreed that this member of staff should be supported as much as possible over the coming weeks.
3. Incoming year
 - a. Pam informed the PTA that the numbers for the 2023/2024 intake was 15 and that a number of pre-pre students would need to be accepted. The PTA discussed and agreed the pre-pre criteria.
4. End of year plans
 - a. Pam informed the PTA that the students will visit Ballyholme Primary for a P1 transition day in June. A end year presentation will take place on the last day of term.

Louise Close | CMA Representative for Northern Ireland | Competition and Markets Authority |
Erskine House | 20-32 Chichester Street, Belfast, BT1 4GF | Tel: 029 2050 8599 | Mob: 07471
644284

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**RIP-OFF
TIP-OFF**

CMA
Competition & Markets Authority

All funds raised are re-invested into the group, in materials, events, rent and wages for the setting.

We do encourage the children to think about others less fortunate than themselves. To this end we organise a fund raiser each year to help local children's charities.

List of Committee Members:-

- Chair – Louise Close
- Vice – Chair – Alice Hamilton
- Secretary – Louise O'Driscoll
- Treasurer – Jenny Bailie

Others committee members – Amanda Cush, Julianne Wooton, Heather Boyd, Sky Currie

List of Trustees:-

- Simon Doogan.
- Harry Brown.
- Pam Gibb.
- Heather Boyd.
- Gillian Cassidy.

Signatures of Trustees are held in the setting.

List of Staff:-

- Pam Gibb
- Heather Boyd
- Ailish Armstrong
- Gillian Heasley

Included in this report, copy of Social Services Inspection and a copy of a committee meeting.

Minutes of Tiddli-winks committee meeting 13/12/23

In attendance: Pam Gibb, Kirsty Arbuthnot and Matt Broderick-Vasey

Apologies: Katherine Gill, Melissa McGovern, Heather Boyd and Graeme Hamilton

Dates discussed:

Wednesday 20th December- Christmas jumper day for the children

Thursday 21st December- Christmas concert for parents/friends- parents to wait after drop off and refreshments will be provided before the show begins.

Active Youth NI-can provide the children with a 1 hour session over 10 weeks, with a cost of £4.50. It was discussed that this could be held after school on a Monday (11:30-12:30pm) providing the church is available and there is a good uptake from parents. Pam is to speak with the church and inform parents accordingly to ascertain numbers. If the session runs after school then 2 members of staff will stay on the premises and work an additional paid hour. If the church is not available after 11:30am then Pam will speak with Active Youth NI regarding running a session during pre-school hours. Children would have to come wearing appropriate clothing/trainers.

Electricity check- the church will close on Tuesday 16th January 2024 for the day to enable the appropriate electrics checks to be carried out. This will be taken as an exceptional closure day, as agreed with PEGS. The staff will also have to attend a local cluster meeting that afternoon.

Environmental Health- on the 8th December 2023 Environmental Health rated Tiddli-winks a 5* Food and Hygiene rating relating to their food preparation and cleanliness.

Inspection report- still pending, hopefully social services will provide this report soon.

Tiddli-Winks Playgroup

Northern Ireland - Charity number 103886

Annual return



Quality of Staffing, Management & Leadership Inspection Report Sessional & Full Day Care

Name of Service:	Tiddliwinks playgroup
Address of Service:	68 Groomsport Road
	Bangor
Postcode:	BT206NE
Telephone No:	07929465421
Name of Registered Person:	pamgibb@sky.com
Name of Manager:	Gillian Cassidy
Days service provided:	Monday -Friday
Hours service provided:	9AM- 12PM

Type of Service (please tick as appropriate)	Full Day Care	Play-group	Crèche	After School	Other (please advise)
		X			
	Private	Not for Profit	Other		
		X			

	Age Range	Number of Children Registered for	Number of Children Present	Number of Staff Present
Room 1	2 years 10 months - statutory school age	26	16	4

Name of Inspector:	Claire Goldring
Date of inspection:	15.06.2023

The following inspection was carried out by the Early Years Team,
Southern Health & Social Care Trust

Under the Children (NI) Order 1995 settings are required to be registered with their local Trust if they provide a service as a day nursery, crèche, playgroup, out of school club or holiday club.

The Trust is then required to inspect the setting at least once per year. The setting is required to adhere to the requirements of their registration certificate and to the Childminding and Day Care for Children under Age 12 - Minimum Standards. The Standards contain a number of Quality Areas. The Standards can be downloaded at www.dhsspsni.gov.uk

Service Improvement

The following are the definitions used when inspectors make a requirement for compliance or a recommendation for improvement

- **Requirement for Compliance**

A requirement for compliance is a statement which sets out what the Registered Provider **must** do to improve the outcomes for people using the service. It will be linked to a non-compliance of a condition of registration and/or legislative requirements or regulations, and/or the Childminding and Day Care Minimum Standards for under 12 (July 2012) and Implementation Guidance.

- **Recommendations for Improvement**

A recommendation for improvement is a statement which sets out the actions a registered provider should take to improve or develop the quality of the service. It will be linked to the Childminding and Day Care Minimum Standards for Children under 12 (July 2012) and accompanying Implementation Guidance; Regional or National guidance issued by other professional bodies associated with day care provision and/or Best Practice guidance.

Inspection Details

The Minimum Standards document contains four Quality Areas which all providers are expected to meet.

These are:

- **Quality of Care;**
- **Quality of Staffing, Management and Leadership;**

- **Quality of the Physical Environment;**
- **Quality of Monitoring and Evaluation.**

The Inspection process operates on a 4 year cycle. **Each year** the Health and Social Care Trust will inspect each registered setting on **1 of the 4 Quality Areas**. This means that all 4 areas will have been inspected in a 4 year period

This was an announced inspection assessing the Minimum Standard quality area of **Staffing, Management and Leadership**.

The quality of staffing, management and leadership impacts directly and indirectly on children's care. Strong, competent and effective management means efficient running of a setting and high standards set for others. Staff who are happy in their role, secure in the knowledge of their responsibilities and well-trained to deal with all aspects of their job provide an environment where children can thrive. A culture of professional, reflective practice and a willingness to challenge practice is vital. A whole-team approach and ownership of the setting is key to ensuring a safe, high-quality service for children, parents and families.

Safeguarding has been placed at the start of this section as safety is at the centre of a quality service.

These Standards will help reassure parents that their children are receiving quality care in a safe environment.

Standard 1 Safeguarding and Child Protection is included in all Inspections.

This inspection considered the following standards.

- **Safeguarding and Child Protection (Standard 1)**
- **Management and Monitoring Arrangements (Standard 10)**
- **Organisation of the Setting (Standard 11)**
- **Suitable Person (Standard 12)**

Self-Evaluation

As part of the Inspection process all registered day care providers are required to complete and submit a Self-Evaluation Form prior to the Inspection which provides information on how they operate their service. This is a component part of the overall inspection process.

The Self-Evaluation tells the Health and Social Care Trust how a Provider views the performance of their service. It also sets out how a Provider meets specific criteria within some of the Standards. Providers are encouraged to be open and honest, sharing all appropriate information as part of the Self-Evaluation process. Providers are asked to confirm the information they submit is complete and accurate.

By completing the Self-Evaluation, providers will reflect on practice and therefore engage in the inspection process.



Previous Inspection

Date of previous Inspection:	16.06.2022
Quality Area Inspected:	Quality of Care part 2

Progress from previous Inspection

Requirements for Compliance with Legislation and the Minimum Standards
<ul style="list-style-type: none"> All requirements for compliance have been completed.

Recommendations for Improvement from Previous Inspection
<ul style="list-style-type: none"> No recommendations were made.

Views from Children, Parents and Carers

An important part of the Inspection process is to obtain the views, where possible, of the children who are being cared for in the facility and also the opinions of the parents and carers who have chosen to use the facility for their child/children.

Children's Views
During the Inspection a range of children were spoken with.
The following comments were made by the children
<i>'I like coming to school.'</i>
<i>'My favourite thing is playing outside with my friends'</i>

As part of the Inspection process the Early Years Social Work Team seeks to issue questionnaires for completion by parents/carers and staff.

Due to legislation relating to the protection of personal information and confidentiality, the Provider is asked to supply the names and contact details of parents with children attending the facility. Normally this consent will have been provided as part of the enrolment process; however where it has not we ask that the provider advise the parents of Inspection and seek written consent.

Parental Questionnaires	
	A total of 15 questionnaires were sent out to parents.
	<p>One questionnaire was returned by the time of writing this report.</p> <ul style="list-style-type: none"> This is a low return and was discussed with management who said they would remind parents and asked that the link to the questionnaire be sent again. One possible reason for the poor response was that it was near the end of the term. There were 5 questionnaires returned last year and all but one was positive.
	The parental responses indicated that they feel their children are well cared for in the setting.
	The parental responses indicated that they feel the setting is managed well.
	<p>The following are some of the comments made by parents</p> <p><i>A wonderful inclusive and friendly atmosphere. My child settled in so easily. With (some) difficulties P and staff went over and above to make sure **** was supported and I was informed. Very grateful to have had such an amazing experience for my (child).</i></p> <p><i>(Child) talked about lovely friends. Enjoyed sharing drawings at home and was able to talk about them. Loved getting outdoors with friends. The excitement of the book bag coming home each week was fantastic.</i></p>

Staff Questionnaires	
	A total of 5 questionnaires were sent to staff.
	A total of 3 questionnaires were returned by the time of writing this report.
	<p>Staff responses indicated that they feel equipped to carry out their role in the setting.</p> <p><i>"I would raise any issue with my manager and feel comfortable to do so".</i></p> <p><i>"I understand that if I have concerns about a child or if someone reported concerns to me I would record and report this to my Leader who will take the matter further if needed. If a child came to me and told me something which raised concerns I would record exactly what was told to me and again report to leader. If leader was not available or concerns were raised about leader I know to report to Social Services, Gateway, Health Visitor or police".</i></p> <p><i>"We can approach our leader with any concerns at any time and through staff meetings".</i></p>

Quality of Care

Standard 1 - Safeguarding and Child Protection

Children are safeguarded through systems and practices that are consistent with the Regional Child Protection Policies and Procedures.

From the evidence provided through provision of records/documentation, discussion and observation on the day of Inspection, the Registered Person demonstrated that children are safeguarded through systems and practices that are consistent with the Regional Child Protection Policies and Procedures.

	<p>There is a written Safeguarding and Child Protection Policy and Procedure in place which clearly states it is the Setting's responsibility with regard to the reporting of suspected or actual child abuse or neglect and includes relevant contact names and telephone numbers. This was evident at time of Inspection and included:</p> <ul style="list-style-type: none"> • Trust protocol for reporting concerns; • Reporting concerns without delay to the appropriate HSC Trust; • Maintaining a signed and dated record of anything which causes them concern; and • Keeping concerns confidential to those who need to know.
	<p>The Self-Evaluation Form stated the Setting had received relevant training and demonstrated through discussion at Inspection an understanding of the responsibilities and duties in respect of Safeguarding and Child Protection and awareness that training must be updated every 3 years.</p>
	<p>All parents had been made aware at enrolment of the procedures for Safeguarding and Child Protection, including the need to pass information without parental consent if there is a reasonable concern that a child may be at risk of or is suffering abuse or neglect.</p>
	<p>Through discussion it was evident that parents are encouraged and facilitated to express any concerns they may have for their child's care and are given details regarding who to contact in the event that they are uneasy about the standard of protection afforded to their children.</p>
	<p>The Self-Evaluation Form stated that there is a written policy and procedure for:</p> <ul style="list-style-type: none"> • Intimate/personal care and that parents are made aware at enrolment of the procedures for children's personal care. • The use of Information and Communication Technology (ICT) equipment/Social Networking. Staff and volunteers have agreed and signed up to this policy at recruitment. • Code of Conduct in relation to mobile phones, particularly those with cameras or video capability and participation in social networking

	<p>websites. Staff and volunteers have agreed and signed up to this policy at recruitment.</p> <ul style="list-style-type: none"> • Taking photographs and that parents give written permission for their children to be photographed and the use of these photographs is clearly explained (e.g. displays, child records, promotional material). • The use of CCTV (if applicable). • Whistle blowing which encourages staff to report any concern they have regarding the practice of colleagues, volunteers or trainees, relating to the care of children.
	The Registered Person ensured that Contact Persons' names and telephone numbers are readily available to staff.
	The Inspector observed that the arrangements for safeguarding children were reviewed on an annual basis.
	Through discussion the Inspector was satisfied that staff demonstrated an understanding of child protection issues and safe caring practices.
	There is a system in place to ensure that children are collected from the setting by parents or those with parental responsibility or persons authorised by them to do so. Unless they are parents, persons authorised to collect children are aged 18 or over.
	The Self-Evaluation Form stated and also through discussion with the Leader it was evident that there is a Designated Child Protection Officer with responsibility for Safeguarding and Child Protection who has attended relevant training which is updated every 3 years. She is available at all times during the hours of service provision for contact and consultation with staff and to offer instruction, advice and support. Through discussion, staff were aware of the arrangements of how to contact the Designated Child Protection Officer when necessary. This officer's details were available to parents and carers.
	Through discussion with the Leader the Inspector was satisfied that the Leader knew how to respond if a complaint or allegation was made against her or others in the setting.

Requirements for Compliance with Legislation and the Minimum Standards

- None

Recommendations for Improvement

- The Safeguarding Policy could outline the different types of abuse and offer a brief definition and examples.

Quality of Staffing, Management & Leadership

Standard 10

There are effective and efficient management and monitoring arrangements in the setting to support the work of staff and the care of children.

Inspectors Comments

From the evidence provided to the inspecting social worker and through observations and discussion on the day of inspection the Registered Person partially demonstrated there were effective and efficient management and monitoring arrangements in the setting to support the work of staff and the care of children.

	A record of the name and telephone numbers of the Registered Person was maintained and a contact point was available for parents.
--	---

	There was evidence of monitoring reports from the Person in Charge to the Registered Person on at least a quarterly basis as required to facilitate the regular review of the quality of the service.
--	---

	There were written roles and responsibilities in place for the management committee/Trustees of the setting and these are audited regularly.
--	--

	A sample of minutes demonstrated these meetings were used to facilitate the sharing of information and to promote the development of a common ethos of work with children and their parents.
--	--

	Minutes of the Management Committee were comprehensive and demonstrated that appropriate monitoring is completed and action is taken to address issues related to compliance with the Minimum Standards.
--	--

	The Self Evaluation Form stated that there was a mechanism in place to ensure that those fulfilling their roles were accountable for their contribution to the quality of the service.
--	--

	The Self Evaluation Form stated that the registered person has had all job descriptions, person specifications and contracts approved by the committee.
--	---

	The Self Evaluation Form stated that the Registered Person ensured that the setting's recruitment and retention of staff practices complied with equal opportunities and fair employment legislation.
--	---

	Discussion with a sample of staff indicated they were supported to work together as a team to plan their work with children and to address issues such as the management of children's behaviour and assessment of their individual needs indicated that they have adequate resources and time to address these issues.
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	The Inspector observed that staff were employed in sufficient numbers to meet statutory requirements.
	The Self Evaluation Form stated that all staff were over 18 years.
	The Self Evaluation Form stated that the Registered Person or Person in Charge ensures that staff respect the privacy of children and parents and only share information in line with the Information Commissioner's Data Sharing Code of Practice. *The ICO registration had lapsed but was renewed the same day.
	The Self Evaluation Form stated that there were measures to ensure that training and developmental needs of staff were identified and addressed to facilitate staff to avail of developmental opportunities.
	The Self Evaluation Form stated that records are maintained of training, including dates and attending staff.
	The Self Evaluation Form stated that the Registered Person had identified a process of assessing the effectiveness of training provided for staff, whether internal or external, and used this information to inform future training plans.
	There were minutes of staff meetings held at least every two months.
	There was evidence of regular supervision but this should be more in depth and annual appraisals are reportedly taking place but there is not a standardised record of this.
	Discussion with some staff demonstrated that they recognised how their individual work contributed to the attainment of the setting's aims and objectives and how consistency and teamwork contribute to children's wellbeing and development.

Requirements for Compliance with Legislation and the Minimum Standards.

- Staff supervisions should be more detailed, in line with Minimum Standard requirements.
- A staff appraisal form needs to be developed and utilised annually.
- The setting's registration with the Information Commissioners Office had expired. This was renewed on the same day but management should make a note of the renewal date so this continues to be kept in date.

Recommendations for Improvement

- None



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Standard 11
Adult/child ratios, space and resources are organised to meet the children's needs effectively and to comply with the stipulations on the Registration Certificate.

Inspectors Comments
From the evidence provided to the inspecting social worker and through observations and discussion on the day of inspection the Registered Person demonstrated through discussion and observation that adult/child ratios, space and resources are organised to meet the children's needs effectively and to comply with the stipulations on the Registration Certificate.

	The Self Evaluation form stated that there was a suitably qualified Person in Charge of the setting at all times and that parents can identify this person.
	It was evident from the self-evaluation form that the managers have a current Safeguarding and Child Protection Certificate.
	From the self-evaluation form and from checking staff records it was evident that any staff who are required to attain QCF level 5 in Child Care Learning and Development have now achieved this qualification or an equivalent qualification.
	From discussion with the Person in Charge it was evident that all planned absences of whatever duration of the Person in Charge as well as on-going unplanned leave such as sickness was covered by the deputising of a qualified person.
	From discussion with the Person in Charge it was evident that arrangements were in place to cover emergencies and unexpected staff absences.
	Evidence showed that within one month all newly appointed staff received induction training that covered as outlined in the standards. <ul style="list-style-type: none"> • The setting's policies and procedures; • Child protection, including whistle blowing; • Management of children's behaviour; • Recording; • Working with parents; • Health and safety; and • Equal opportunities.
	There was written evidence that staff had read, understood and agreed the setting's policies and procedures.
	It was evident from the self-evaluation and from discussion with the manager that existing staff who do not hold a qualification are encouraged to attend training.

	Evidence showed that any staff who were appointed since the Minimum Standards were published, and they did not hold a relevant child care qualification, have since achieved a relevant child care qualification.
	Individual records on all staff were kept securely, were comprehensive as required by the standards and available for inspection.
	There are no students/trainees on placement currently however the setting are aware that there must not be more than one student at any one time
	From discussion with the Person in Charge, it was apparent staffing ratios were reviewed whenever a child with additional needs attended.
	From the self-evaluation form and daily register it was evident that any volunteers that were included in the staff ratio did not compromise the qualification requirement for the setting.
	The Person in Charge ensured that the number of staff available to accompany children on excursions or visits out of the setting was sufficient to safeguard them. The arrangements took account of individual children's needs and the nature of the outing.
	From the inspection of records it was evident that a Risk Assessment has been completed regarding children's outings.
	Parents were aware of outings and gave written consent for their child's participation.
	The Self Evaluation Form stated that a cook was not employed. As this is not required.
	The daily register contained the required information as determined in the standards.
	A daily record was maintained of all visitors to the setting which included their arrival and departure times.
	The Self Evaluation Form stated that the Statement of Purpose was made available to parents on request.
	Staff demonstrated that they had a shared sense of purpose in keeping with the aims and objectives of the setting.
	The Self Evaluation Form indicated at least 50% of all child care staff in addition to the Person in Charge and any Deputies were suitably qualified as required by Minimum Standards.
	The deployment of staff was effective within the setting to promote the safety, wellbeing and development of the children's full potential.
	The setting had a Statement of Purpose, the contents of which were compliant with Minimum Standards.
	Records demonstrated that staff developed an understanding of each child's needs and wishes and that significant information was recorded, collated and exchanged with parents.
	A minimum ratio of 1 staff member to 8 children was maintained at all times.
	Regardless of the group size, at least two staff were on duty in each room at all times.

Requirements for Compliance with Legislation and the Minimum Standards.



- None

Recommendations for Improvement

- None

Standard 12

Those working with children in either a paid or voluntary capacity, or who have substantial access to them, are suitable individuals to do so.

Inspectors Comments

From the evidence provided to the inspecting social worker and through observations and discussion on the day of inspection the Registered Person demonstrated through discussion that those working with children in either a paid or voluntary capacity, or who have substantial access to them, are suitable individuals to do so.

	Staff selection and recruitment arrangements ensured the safeguarding and protection of the children.
	Records indicated that those working in the setting or who have substantial access to the children have had Enhanced Disclosure checks.
	The Self Evaluation Form stated that the Registered Person had ensured all appropriate checks had been carried out on all those working with children as per the requirements of Minimum Standards to ensure that they were suitable individuals to do so.
	The Self Evaluation Form demonstrated that appropriate vetting of students had been completed by the training establishment.
	Evidence from Trust records demonstrated that fit person interviews had been completed as necessary on the Registered Person, Person in Charge, Deputy Person in Charge and Designated Child Protection Officer.
	Records demonstrated that all those who assist in looking after a child, including all those living on the premises and regular visitors had all appropriate checks carried out and all those working with children have <ul style="list-style-type: none"> • An Access NI Enhanced Disclosure Certificate; • A letter confirming Trust clearance; • Pre-employment health assessment; • Ability to provide warm and consistent care which promotes children's development; • Integrity and ability to be flexible in their work;

	<ul style="list-style-type: none"> • Knowledge, understanding and commitment to treat all children as individuals and with equal concern; and • Appropriate knowledge, skills, experience and qualifications.
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Requirements for Compliance with Legislation and the Minimum Standards	
<ul style="list-style-type: none"> • None 	

Recommendations for Improvement	
<ul style="list-style-type: none"> • None 	

Were there issues arising at Inspection that are required to be dealt with that were not part of the Quality Area inspected?	Yes	
	No	X

Observations of the Care of Children
<p>The children were sitting outside sitting in the shade from the sun. The staff were reading stories to them and were using dressing up clothes and props to make it more interactive. There was water freely available and the children had snack of cream crackers, bread/butter and fruit.</p> <p>They were then asked to form a line, come indoors and sit quietly on the mat. They followed instruction well. The staff made sure that they had gained everyone's attention by asking, "Are we all listening?" The children had been making scrolls and photo frames for father's day and the staff used this opportunity to hand these out. The staff praised the children for the artwork that they'd produced.</p> <p>The staff then led the children in singing 'Days of the week' song and 'Twinkle Twinkle traffic lights'. The children were clearly enjoying this as well as developing their language skills.</p> <p>The Playgroup is in a large hall which is zoned with various table top activities, home and reading corner and substantial floor space for physical and free play.</p>

Complaints/Concerns since Last Inspection
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- No complaints/concerns have been expressed about this setting since the last annual inspection.

Self-Evaluation

A completed Self-Evaluation document was received within timescales. This document was completed to a comprehensive standard.

Inspection Summary:

Tiddliwinks Playgroup has been registered since 1997 and is located in an urban setting. The facility is registered for a total of 26 places.

On the day of inspection there were 16 children present.

The children/staff were preparing for the end of term but the routine was still apparent and was managed in a calm and confident way by the staff. The staff appeared to work very well together.

The outdoor area is a relatively new addition and it was good to see them fully utilising it.

It is the responsibility of the Registered Person to ensure that the requirements to be met to comply with legislation, the Minimum Standards and Implementation Guidance as detailed in the report are actioned without delay.

The Registered Person must submit an action plan which addresses the above requirements to the Trust within the required timescale.

Outcomes of this Inspection:

Requirements for Compliance with Legislation and the Minimum Standards:

- Staff supervisions should be more detailed, in line with Minimum Standard requirements.
- A staff appraisal form needs to be developed and utilised annually.

- The setting's registration with the Information Commissioners Office had expired. This was renewed on the same day but management should make a note of the renewal date so this continues to be kept in date.

Recommendations for Improvement:

The Safeguarding Policy could outline the different types of abuse and offer a brief definition and examples.

Name of Inspector:	Claire Goldring
Signature:	<i>Claire Goldring</i>
Date Report Completed:	25.10.2023

Social Work Manager:	Karen Harris
Signature:	<i>K. Harris</i>
Date:	04/01/2024

Name of Registered Person/Leader:	<i>Paul Gibb</i>
Signature:	<i>Paul Gibb</i>
Date:	8/1/24

CONTACT DETAILS

Early Years Team
Grove House
Antrim Road
Ballynahinch
BT24 8BA

Tel: 028 4451 380

Tiddli-Winks Playgroup

Northern Ireland - Charity number 103886

Accounts

Receipts and payments accounts

For the period from	1st July 2018	To	30th June 2019	
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees Belfast Education Auth	32,948	-	-	32,948	48,607
Fees from Parents	5,711	-	-	5,711	-
Donations from parents	1,411	-	-	1,411	2,234
Building grant Recd	2,366	-	-	2,366	-
Uniforms income	139	-	-	139	392
Event fees	101	-	-	101	150
Bank Int	18	-	-	18	15
	-	-	-	-	-
A1 Sub total (Gross income for the Annual Return)	42,694	-	-	42,694	51,398
A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).					
	-	-	-	-	-
A2 Sub total	-	-	-	-	-
Total receipts	42,694	-	-	42,694	51,398
A3 Payments					
Wages	32,216	-	-	32,216	36,026
NI & Tax	1,352	-	-	1,352	2,460
Pensions	75	-	-	75	-
New Equipment	691	-	-	691	569
Early Years Membership	557	-	-	557	551
Insurance	392	-	-	392	394
Consumables (Paint Glue etc	507	-	-	507	410
IT	942	-	-	942	735
Uniforms	521	-	-	521	392
Phone	1,021	-	-	1,021	520
Rent	3,120	-	-	3,120	2,500
Building Grant to Landlord	2,366	-	-	2,366	150
Events	110	-	-	110	268
Bank Charges	8	-	-	8	8
Training	225	-	-	225	91
	-	-	-	-	-
A3 Sub total	44,103	-	-	44,103	45,074
A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)					
	-	-	-	-	-
A4 Sub total	-	-	-	-	-
Total payments	44,103	-	-	44,103	45,074
Net of receipts/(payments)	- 1,409	-	-	- 1,409	6,324
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	22,306	-	-	22,306	15,982
Cash funds this year end	20,897	-	-	20,897	22,306

Tiddli-Winks Playgroup

Northern Ireland - Charity number 103886

Annual report



TIDDLI-WINKS PLAYGROUP

Trustee Annual Report.

Charity Number. 103886

Date Registered 09/02/16

There has been a playgroup in church hall since 1983, however we became Tiddli-Winks Playgroup in 1990 having joined the Pre-School Expansion Programme (PEAGS) group in 1986. We are a Voluntary, Not-for-Profit, Locally Based and Committee Managed Playgroup. We have a constitution and hold an AGM once a year, with regular committee meetings throughout the year. There are ten members on the committee. From which office holders are appointed.

The playgroup is situated in the heart of the local community of Ballyholme. Although, playgroup is situated in a church hall, the church has no input to the running of the group.

We are a registered Charity with the Northern Ireland Charity Commission. No. 103886.

The playgroup was due to be inspected by Social Services, however due to our setting being close because of the ongoing pandemic this had to be cancelled. The Education and Training Inspectorate (ETI) inspection outcomes were very good. The inspectors reported that the playgroup has a high level of capacity for sustained improvement in the interest of all the learners. (March 2017) this report is included.

The playgroup is a member of Early Years – the Organisation for Young Children. We use this organisation for our payroll.

We are a PEAGS Playgroup. This means that we receive funding per child not a regular amount per setting. Therefore our funding is different each school year.

Our group is open to all families and their children between the ages of 2.10 and 4+ years of age, irrespective of ethnicity, ability, class, creed, religion, gender, colour or perceived political belief of their parents or guardians.

There were 24 children attending the group, five mornings a week, up until closing on March 29th 2020.

There are three full time members of staff and one part time. Providing an excellent adult to child ratio. All of the full time members of staff have been with the group for many years, in fact there are nearly 100 years of child care experience in the staff. All staff are up-to-date with Child Protection, First Aid, and Food Hygiene training. All staff have NVQ Level 3 in Child Education. The leader has a B.A. (Hons) in Child Education.

Tiddli-Winks Playgroup welcome children of all abilities and we have strong links with the local school and outside support agencies.

The playgroup curriculum offered by our group is one that takes into account the individual child's capabilities. Our trustees, committee and staff feel strongly that all children should be looked at as an individual and the curriculum tailored to suit them. Observations are carried out daily on each child and staff meet officially with parents three times a year, with two written reports.

Some of the years events include: - visiting Santa at the Ark Farm, the Owl man, Chinese New Year, Hanukkah, school visits, beach walks and shopping in the local shops.

The playgroup leader is also the groups Early Years Advisor. We have links to three different cluster support groups – Arc is one that the leader helped set up, meeting four times a year – the local North Down and Ards Education Authority cluster group and finally we meet a few times a year with the local P1 teachers.

All funds raised are re-invested into the group, in materials, events, rent and wages for the setting.

We do encourage the children to think about others less fortunate than themselves. To this end we organise a fund raiser each year to help local children's charities.

List of Committee Members:-

- Chair – Laura McCullough.
- Secretary – Amanda Espey.
- Treasurer – Sarah Young.

Others committee members – Susan Spence, Brian Spence, Andrea Jackson, Jenny Campbell, Lizzie Robinson, Sarah Fletcher.

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- Simon Doogan.
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- Heather Boyd.
- Gillian Cassidy.

Signatures of Trustees are held in the setting.

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Included in this report, copy of copy of Education and Training Inspectorate Report and a copy of a committee meeting. Due to early closure of setting there is not a copy of |Social Services Inspection Report for this academic year, the forms for the inspection have been forwarded to \Social Services and we will be inspected as soon as it is possible to reopen setting and it is safe to do so.

Tiddli-Winks Playgroup

Northern Ireland - Charity number 103886

Annual return



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TIDDLI-WINKS PLAYGROUP
A.G.M
Monday 16 September 2019 at 9.00am

Present: Pam Gibb
Susan Spence
Brian Spence
Amanda Espey
Laura McCullagh
Andrea Jackson
Sarah Young
Jenny Campbell
Lizzie Robinson
Sarah Fletcher

1. WELCOME

1.1 Pam welcomed all to the meeting.

2. REPORTS

2.1 Pam provided a print-out of the Financial Report.

2.2 A folder containing copies of all Playgroup policies and procedures was provided.

2.3 The latest Social Services Report was discussed. Pam advised that issue had been made of the absence of a 'key worker' system. Pam explained that current procedure provides for one staff member to be assigned to a specific group of children which rotates on a monthly basis. This allows staff to get to know all children and vice versa. It was agreed that this procedure would remain in place.

3. COMMITTEE ELECTION

3.1 Volunteers were welcomed for the roles of Chairperson, Secretary and Treasurer.

3.2 Those filling the roles are as follows:

Chairperson - Laura McCullagh

Secretary - Amanda Espey

Treasurer - Sarah Young

3.3 Office holders were provided with information on what their roles would entail.

3.4 It was agreed that the Committee would meet three times in the year and the next meeting will be held in January 2020, date t.b.c.

4. COMPLAINTS RE NOISE LEVELS

4.1 Pam advised that complaints had been received from church members regarding the noise level from parents and children during pick-up.

4.2 The matter was discussed and all agreed that disruption had to be minimal as pick-up was confined to a set, daily window of no more than 10 minutes. Pam confirmed that Rector Simon Doogan did not have any issue with the noise levels.

4.3 The suggestion from a church member of moving the children's pick-up location to the fire exit was considered. This was unanimously deemed to be unsafe as the fire exit doors open directly into the church carpark.

4.4 Other solutions were welcomed and will be welcomed from the church in response to any further complains.

4.5 In the meantime, it was agreed that Pam will display 'quiet' signs in the pick-up hall.

5. FUND RAISING

5.1 It was agreed that donations and proceeds from fund raising endeavours should be split between playgroup and an outside charity.

5.2 Charity suggestions will be welcomed from the parents and will be confirmed in due course.

5.3 Pam confirmed that less than half of parents had made the requested £50 donation for term 1.

5.4 Alternative donation intervals were discussed such as a one-off annual donation, weekly and monthly donations.

5.5 It was agreed that Pam will write to parents again to say 'thank you' for those donations already received and to let parents know that donations of any amount will be welcomed on a monthly basis if parents would prefer or feel unable to donate the requested £50 per term. Pam will include a reminder of the things that donations are used for.

6. CHRISTMAS

6.1 Pam confirmed that a Christmas Concert will be held as has been the case in previous years.

6.2 A Christmas gift collection will take place in the weeks prior to the event and a Prize Draw/Raffle will be held on the day of the Concert.

6.3 It was agreed that the Committee would meet again before Christmas to discuss the Concert, date t.b.c.

7. CLASS TRIPS

7.1 Pam confirmed that the playgroup's annual trip to the Ark Farm would take place as normal. Other trips are also under consideration and the aim will be to get the children out and about as often as possible.

7.2 Staff are mindful of mobility issues for a small number of children and these will be considered in advance of each organised trip so that prams, etc. can be arranged as necessary.

8. PAY RISES FOR STAFF

8.1 Pam confirmed that staff had not received a pay increase in 6 years.

8.2 Due to the increase in the number of funded playgroup places to 24 this year, it was agreed that playgroup finances could sustain a one off pay rise for all staff members.

8.3 Pam will provide further details in due course.

9. NEED FOR COVER

9.1 Pam advised that one staff member would be reducing her hours, therefore, a request was made to the parents for volunteers to provide cover in the event of sickness, emergencies, etc. in the playgroup.

9.2 Pam confirmed that at least 5 volunteers had come forward and provided details of their availability.

9.3 Brian and Susan Spence confirmed that their names could also be added to the list of volunteers.

10. OTHER BUSINESS

10.1 Those attending the meeting provided their email addresses so Minutes could be sent.

10.2 It was agreed that there was no further business to discuss.

Meeting ended 9.30am

Date of next meeting: T.B.C

TIDDLI-WINKS PLAYGROUP

Wednesday 11 March 2020

The Committee was unable to meet but the following information was distributed by Pam:

1. PLAYGROUP INTAKE 2020/21

- 1.1 Tiddli-winks has been awarded 24 funded places for the 2020/21 pre school year.
- 1.2 So far, 20 first choice places have been accepted.
- 1.3 Further updates will follow.

2. CORONAVIRUS

2.1 Playgroup has been struggling to obtain hand sanitiser since beginning March. We have also been unable to buy ingredients to make our own home made version as these have all been sold out.

2.2 It was helpfully suggested by a parent that each child be asked to bring in a small hand sanitiser as it seems that these are more readily available to buy, at least for the moment.

2.3 Initial thoughts were that each child would keep their bottle in their box, however upon reflection a decision was made that staff would remain in charge of hand sanitiser and dispense as and when necessary.

2.4 A text message was sent to all parents on Wednesday 11 March and the response has been good.

2.5 Two parents have also advised that they have contacts who may be able to source more substantial supplies. Further updates will follow as the situation is kept under review.

2.6 We continue to await updated guidance from the EA as the global Coronavirus situation develops and we will keep parents updated as and when received. In the meantime, parents have been asked to remain vigilant and adhere to our sickness policy and government guidance regarding isolation and other measures to prevent the spread of the virus.