

Straidarran Community playgroup
Registered with the Charity Commission Northern Ireland – NIC102511
520, Glenshane Road
Claudy - BT47 4BT
Leader's Report- October 2022

Agenda September 2022

Safeguarding – no issues at present, all staff signed declaration

1st

Holidays and finishing date – we finished on Wednesday 30th June with our very graduation and ice cream man at the end to finish the morning.

Training – Everyone has their core training is current and relevant this includes child protection, food safety, first aid and designated officer training for Brigid and Ashley, designated officer appointed for committee member several references requested, still not completed Tara (chair) to follow up

September 2021:

Brigid (I) have taken the role on as playgroup leader and policies and relevant flow charts has been updated to reflect this.

We have 23 children attending the setting this current year, parents are still not permitted into playgroup at drop off and collection times, these times will remain staggered in line with the government guidelines in regards to Covid 19 pandemic. There has been a private social media group for the parents of the children who are attending playgroup this year and those parents who do not use Facebook there is an alternative WhatsApp option to communicate with parents and share relevant information such as photos, planners and newsletters and anything else I feel relevant. Anything that is shared on Facebook is also shared on WhatsApp so all parents are getting the same information this is in line with our policy of working in partnership with parents and to ensure that everyone's family is involved with the day to day of playgroup life.

October AGM Each new attendee received a booklet outlining roles for the committee · New Committee in place and everyone is happy · Forms to be sourced re: signing over of funds, Lisa Graham to contact bank, and update signatories to include Tara and Emma · Vetting forms and ID to be taken to early years for chair to become affiliated. · Paperwork to be looked at and updated accordingly over the next few weeks. All completed Tara to receive her fit person report as soon as her paper work is completed and Lisa Browne to complete handover on completion of this.

Washing machine very kindly donated and installed in playgroup kitchen. All relevant maintenance up to date pat testing, boiler serviced, fire extinguishers serviced etc.

Do it up days – Invitation for all current families to get involved in the maintenance work needing done both indoors and outdoors at playgroup i.e. decking area, weeding, power washing, guttering, fence boards needing replaced. Not only committee member's partners but all dads in contact with playgroup are welcome. To be arranged for Saturdays in 3-4 hour sessions – this was attended by 4 families out of the 23 families that are using the services this year.

Carpet – Lisa Browne has got a sample from Lisa Houston, she will bring it to playgroup this week to be looked at. Carpet tiles discussed, not suitable due to daily steaming, roll of carpet to be got and jointed without the metal strip which is currently in place. Emma Austin to contact supplier this week regarding donation of carpet. Lino may be an option for joining area at the side where back door opens into playgroup – this was completed over the summer holidays 2022

Side door – draft coming in through the side door, same needs fixed or replaced. May not be able to replace due to fire door standards requirement. Brigid recalls this being brought to committee last year but said they ran out of money. Front door was fitted by Derryork – cost for front door and light £936.00 including vat. This still to be looked into we have received a quote from Dereck Boyd for £570 not including VAT (September 2022) – we are planning to look for other quotes before this goes forward

Mould in kitchen - we need to get a dehumidifier firstly, then clean and paint. Makes sense to treat the source of the damp first. Should be possible to buy a dehumidifier for £100.00. We could check Roxboroughs as they

donated the microwave oven recently. Brigid completed this November 2021 – de humidifier is working well and all staff are aware how to use it an empty as appropriate, it is to be on in the main room when the children are not attendance and in the kitchen on when the children are in as they are not permitted in the kitchen area.

Toy store – we could arrange to reduce the number of jigsaws. Should we arrange the store into rotation i.e what you need to bring out each month on separate shelves. Health and Safety concerns around how the store is currently arranged, built high with items, this needs to be better organised. Folders for jigsaws rather than boxes to save space is an option. Maybe arrange a mum's morning in the new year to make a start on this. - this has now been addressed by the staff team and the committee mainly through sorting and dumping unrepairable equipment and the purchase of the new shed area including new shelves or it - Health and safety completed a visit on the 23rd of September and noted the decluttering and organisation of the office and stare area.

Lisa Browne overseen a fundraising event in the Diamond centre (see finance report) that was well attended by the local community with roles delegated out to committee members and staff team.

Fire alarm and emergency lighting needs serviced – same company will do both. This was completed last year in October and the fire alarm has been completed in September 2022

Last year due to local covid restrictions and concerns from staff due to the large number of children in attendance this year it is agreed that new consents were to be sought after in agreement that the children were to sing songs and this is to be recorded and shared with parents through the private Facebook group for the class of 21 and for those parents not on Facebook to be shared through WhatsApp privately. – this worked well and was well received by all families.

Santa - Ashley's husband usually happy to do Santa and has done for several years – we can buy packs of books for £20 as a gift for each child, through the get ready to learn funding. – unfortunately this will not be possible this year due to Ashley having a grandchild in attendance this year and there will be similar issues next year – Brigid has already sourced the cost of Sperrin fun farm this year for Friday the 9th of December at 9:30, therefore the children will not be in attendance in playgroup they will go straight to Sperrin fun farm where a responsible adult will stay with them for the duration of their stay due to the nature of the visit. Children will have a party in playgroup on the last day in playgroup before the Christmas holidays.

Emma's raffle – 3 Christmas hampers worth up to £850, tickets £5 per strip.

We had a member of staff leave and another member of successfully employed and joined the team in February 2022 – Chloe who has settled well into the staff team, and employment is continuing into the academic year 22/23

Our annual inspection took place in November from Early years social services- nothing major came out of the inspection although there is an action plan in place going forward mainly to support Brigid in the new role as leader and new committee.

Tara vetting and fit person came through in April 2022 and Lisa Browne completed handover as chair

Due to the high number of pre-schoolers and intense cleaning schedule due to covid 19 we were not able to accommodate pre pre-school children. - this coming year we do have a growing interest in pre pre-school places and our preschool numbers are lower than in previous years, the staff team and committee have agreed that the will accommodate pre pre-schoolers in the new year- more details to follow as details are finalised.

We have 14 pre-schoolers applied for September 2022 there was an information evening for new parents and an open day followed to introduce the new families to the setting.

Connors cottage with decking and the existing storage shed was dismantled and replaced with one single unit with a divide on the inside providing a play shed for the children and storage shed for resources.

we had a surprise visitor for the children on Monday 17th June at 10.30am. Parky the magician. We are also

r graduation on Thursday 30th June finishing off with a visit from the ice-cream man.

umbers next year – staff team are Brigid the leader 5 days a week Ashley and Sharon 4 days a week and Carol 2 days each a week this allows 3 staff on the floor each day and 4 staff in on Wednesdays and days to allow Brigid in the office for paper work. Carol and Chloe day may be extended in January to accommodate pre pre-schoolers details to be confirmed.

staff teams training timetable is in form early years the organisation. The setting has to close for 5 days to allow the whole staff team to take part.