

Straidarran Community Playgroup

Early Years Accredited

Registered with the Charity Commission Northern Ireland - NIC102511 Leader/Chairperson

Combined Report 17th October 2023.

August/September

Staff team 2022/2023

Brigid Leader 5 days

Ashley 4 days

Sharon 4 days

Chloe 3 days

Carol 2 days

Veronica 1 day - office

3 staff each day - 4 for 2 days to allow Brigid into office

At the end of June the staff cleared the office for it be carpeted with the carpet in the playroom to be replaced over the summer and for the office to be painted since it was cleared out. Brigid and family ripped up the old carpet while Tara and Emma families got a skip organised and over seen the laying of the new carpet and painting of the office. It was agreed that nothing was to go back into the office until it was sorted by staff team as there has been a lot of stuff accumulated over the years, and hadn't been properly cleared out in a while.

The children started in two groups, group 1 started on Tuesday the 30th and group two started this brought the class total to 14. Brigid has given notice to the committee that she is to go off in October date to be confirmed for a full hip replacement this has been shared with the staff team and it is agreed due to the number of staff in on different days that everyone is to pull together as a staff team to get her time off covered. It has also been agreed with the committee that SM and BO'k will also get vetted so that they can support the staff team. It has been agreed with the staff team and committee that pre sessions will now be put off pending Brigid's time off for surgery, as staff will be under enough pressure. The Park Tractor Run has been kind enough to allow playgroup to be one of the beneficiaries of the annual tractor run to confirmation yet received of the amount.

October – SM clearance has been completed and she is assisting the staff team as a parent volunteer doing the lending library with the new book bags that were purchased with GRL funding. Brigid has received notice of the inspection from the Early Years Social Services team due to take place after the Halloween break all relevant has been shared with the committee and staff team, information of the inspection has been shared with the parents, and the self-evaluation has been returned to social services with parents contact details and other requested paper work, all staff have received their questionnaires and it has been explained that these are not to be returned to playgroup but directly to social services. Brigid's surgery has now been postponed due to ill health but hopefully rescheduled for before Christmas. Brigid has signed up to 12 SENCO co-ordinators course which is fully funded through Belfast Met.

November – BO'K vetting cleared. Only the first day of the inspection took place, as the social worker called in sick and there was no one able to complete the inspection in such short notice SS has been informed that Brigid surgery is now to place at the end of November. Therefore, someone needs to keep a close eye on the emails to make sure we don't miss the rescheduling of the day 2 of inspection. Tara and Emma have agreed to monitor this.

December – Children attended Sperrin Fun farm to meet with Santa this was subsidised by funds to keep costs down for families. Emma and Tara have now completed level 2 safeguarding. Tara and Ashley held information for pre pre – which are to go ahead in January Tara is to inform the pre pre families. Carol gave her notice, she will finish in March – Tara is get the recruitment paper work and up as soon as possible so we can interview in the new year when Brigid returns. Second part of the inspection has now been set for 10th of January 2023 Craft Fayre raised £1135.60. · Tara will dispose of old door. message today from Dennett Interchange - £1500 for fuel passed. Teresa McGaughey. · Also £1500 to be passed for equipment (toys etc) through Dennett Interchange.

January – Brigid returned from Surgery on a phased return. Deirdre came back on the 10th of January to complete the Inspection. We have received £4000 from the Park tractor run this has been lodged into the bank. It has been agreed that we are now to get a new side door leading to the playground. Part time assistant job has now been advertised to cover carol leaving and the pre pre session. Pre pre session started 2 days a week. To it up day planned for March, depending on the weather. Portal open for September intake through EA portal.

February – Ashley has officialy gave her notice to leave as Deputy Playgroup leader, leaving at the end of June. The 2nd phase of fence installed & paid for. Tara finished safe guarding training. The Interview for assistant- successful applicant – awaiting reference. Playgroup closed for Snow days 8th – 9th. Also raised that staff training days need to be notified to parents sooner than the day before. · Fundraiser for bingo to be discussed in bar – after Easter. Sharon to organise bingo caller. · Pre pre children started a week later due to snow. No written report yet for Social Services inspection. Early year specialist on Thursday to discuss post of deputy leader.

March – · Wages – general – National Minimum Wage is going up to meet deputy and leader is also to go up the same. Banking staff needed ASAP to cover sickness. Easter hamper April. · Sponsored read & bedtime story night to be held in June. · Received new equipment with funding received. Storage still a problem · Social services report returned – Deirdre 8th Nov & 2nd part in Early Jan physical inspection. Didn't receive report until 20-23rd March. Nothing negative, a couple of actions & a couple of recommendations. Deirdre needs to realise that next Oct/Nov will only be 6months since report received. New mat & microwave granted for by committee.

April – Printing posters for Bingo for 5th – first draw at 8pm £5 per book. Invoice for back door not yet received. Sandra hasn't yet had induction – Brigid to follow up. Bingo going ahead on 5th May @ 8.30pm – prize envelopes need done up. · Banking staff – FB post – no applications received. If unsuccessful candidates for Ashleys post could we ask them if they want added to our banking list. Table quiz being put off until September for an ice breaker for new kids. · Reschedule do it up day – oil tank needs sorted ASAP. · Staff meetings need to be called with regards job roles. · Committee has agreed that Tara to come in to review Brigid doing staff reviews as part of Brigids monitoring. Tara then to do Brigids staff review. · Social services report returned - dated 7th March 2023 (not received until 20th – 23rd March). Inspection report is included.

Advertising Deputy job this week. Plans for 30th June – graduation. Personalised cups with sweeties for gifts, ice cream man booked. Committee and management decided not to start 2 pre pre children due to starting late on in the year due to staffing issues and other reasons. Parking issues with residents & our car park – signs to be erected.

May – parent information evening held by Brigid and Tara and an open day for the children followed in 2 groups considering high numbers for September (24)

June – Plan for September to support children settling in to new routine 2 separate groups for 1.5 hours each then will come together as one group after a few days then their time will

increase according to how each child copes with the new routines until they are in for their full 2.5 hours.

16th June – table quiz to be planned in Hotel. Postponed new date in September
Deputy Job has been offered to successful applicant, role is to begin pending to the applicant registration of level 5 qualification, which is available fully funded through North West Regional College, role will also depend on this being approved by social services.

No safe guarding issues or concerns

One issue from 1 family with regards to staffing issues and work not done when Brigid was off and not being identified on her return. This has brought to light staff training required (now completed, and to be monitored as part of staff continued professional development) family is content with the outcome.

Self-evaluation from this training was positive from all of the staff team, recorded in staff folders.