



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.

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 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
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.