

Annual Report for St. Michael's Family Centre September 2019– August 2020

Core aim and ethos of St Michael's Family Centre:

We aim to offer a safe and secure environment for all children, in which they will be offered a wide range of opportunities to learn through play. Enthusiastic staff will give the children opportunities to be creative, imaginative and to develop physical skills. We have a wide range of activities and equipment to suit all ages and interests.

The children will be empowered to extend and develop their skills and confidence in a caring supportive framework.

‘Playing and learning together’

Major achievements and developments:

It has been a tricky year with the COVID outbreak early in the Spring 2020 and staff under the guidance of the committee, local county council and government guidelines have had to make changes to practice to ensure that children and adults have been kept safe and well. Staff have worked diligently to achieve these aims and objectives, under what have been uncertain and difficult times. Initially each day presented a different challenge or dilemma which the staff took in their stride usually with a smile and sunny disposition.

The COVID outbreak has necessitated a major review of working practices, resulting in a reduction in children attending, which has also had implications for revenue and spending. The committee have been pro-active with many decisions needing to be made to ensure the sustainability of the charity. Well-being of both staff and children has been at the fore-front of thinking and positive actions have been taken to ensure that everyone felt safe and valued. New ways of working have been developed to ensure that some of our most vulnerable children were overlooked and kept safe.

A grant was received from the local borough council to support the sustainability of the charity and lessen the impact of reduced funds – this has been used to develop and renew some of the outdoor area at Saddlebow Road. The children returning in June were very excited with the new climbing wall and extended outdoor provision.

The outdoor provision at Church Lane has been reviewed and extended to provide a more exciting and stimulating environment to meet the needs of the children. Whereby an area specific to the needs of the younger age group has been established. Despite changing situations and government requirement staff have continued to develop a reflective practice approach to continue to ensure the highest quality provision is available for service users as they have returned from lockdown periods.

Saddlebow Road has continued to reflect and develop the quality of services offered, enjoying the benefits of being on the school site and making use of school facilities for activities like active kids and story café's and sharing the 'school bus' to go to the library; unfortunately these came to unforeseen closure in March 2020.

Both Saddlebow Road and Church Lane have been inspected by OfSTED and maintained the **Outstanding** judgement which is testimony to the commitment of the staff and committee members to '*always be the best they can*'.

Major achievements in childcare:

- The use of Tapestry to document and record the children's learning has been implemented in all areas of the early years provision and is well received by parents as it allow ease of access to children learning and development. This means of keeping in touch with parents has been essential during the current COVID pandemic and provided a valuable communication system.
- All staff have had the opportunity to participate in INSET training – in keeping with job roles and areas of responsibility.
- Staff have updated relevant mandatory qualifications – including risk assessment, first aid, moving and handling, and safeguarding with sessions on the latest requirements and legislation including the requirements related to COVID and providing a COVID secure environment for both children and adults.
- We continued to successfully implement the Early Years Foundation Stage in keeping with best practice as identified in the recent OfSTED reports as both of our centre have been inspected and maintained our **Outstanding** grading.
- Children have had the opportunity to visit various locations both locally and in the wider environment up to the point that the COVID Nation Lockdown was enforced.
- Embed a unified approach and ethos across the two sites to promote the core ethos of the Charity as St Michael's Family Centre.

Staff report and update:

Childcare Staff team St Michael's Family Centre confirmed as from September 2019:

Registered Person

Jeanette Nowrung and setting SENCO/SLP

Administrator:

Lynn Glencross (part time - term time only)

Saddlebow Road

Early Years Professionals: (Saddlebow Road)

Paula Reed (full time) setting ENCO/DSLSP

Jackie Smith (full time) DSLP

Jane Kirchen (part time) – retired Sept 2020

Amy Elton (full time)

Sam Tann (full time)
Jessica Simpson (full time term time)
Nicole Adler (full time term time)
Kimberly James (part-time term time)
Hannah Palmer (full-time)
Imogen Luker (part-time term time) Appointed Sept 2019

Senior Play-worker

Jill Watson (part time)

Thrive coordinator

Tracey Rudd – appointed Sept 2019

Church Lane

Early Years Professional: (Church Lane)

Louise Harris (term time only) SENCO/SLP

Holly Melton
Amy Ellwood (currently on Mat Leave)
Hanna Yate
Phoebe Hammond (currently part time returning from Furlough)
Leanne Brassett (part time) – currently on Mat leave due to return Sept 2020
Catherine Ward (part time) left Sept 2020

Support Staff

Jon Wells (ICT support)

Charity Funding raising for the year 2019-2020:

The staff and children have been busy yet again raising funds for those less fortunate in the local and wider community and have supported the following national and local events:

Macmillan cancer – by having a coffee morning event
'Big - Bash' event organised by 2 of the local Churches to raise funds for the Food bank
BBC Children in Need
NSPCC Christmas Jumper day

We also held an event for Mother's day event, whereby parents were provided with hand crafted child made items but we had to cancel the Father's day event owing to COVID.

Partnership working:

Local nurseries and community organisations:

As an outstanding provider the family centre has had visits from other local providers to share and promote good practice. Further some staff and committee members have been asked to advise other providers in the local area for advice and guidance to enable and allow them to prepare for OfSTED inspections.

The family Centre has also continued to work in partnership with other local nurseries in the community to ensure that services are available for those most in need. This includes but not limited to signposting children and families to other providers to meet the needs and demands of the child and family.

Local health team:

The childcare staff also have regular dialog with the local health team to plan and implement learning activities for those most in need as well as plan integrated reviews for the children (2 year checks).

Financial report:

The accounts have been finalised for the year and independently audited, copy attached to this report.

We have continued to claim funds for 2, 3 and 4 year olds. This means that the term after child is 3 years old they are entitled to 15 hours for funded sessions which we claim from Norfolk County Council Education department. A number of children are funded via the Norfolk County Council 2 year funded scheme. Furthermore, we have children that are in receipt of the government 30 hour funding. It has been noticeable that during the year that more children are accessing the 30 hour funding, this is attributed to more parents being in working situations that allow access to this government funding.

Finances have been an area of attention during the year; as the COVID outbreak has necessitated secure and robust evaluation of cash flow resulting in reductions in spending. It was evident very early on in the outbreak that revenue would be significantly reduced as many children stopped attending. We have been able to make use of government support to enable us to continue to offer a service throughout the outbreak in keeping with the guideline. Effective use has been made of the Furlough Scheme to allow and support staffing costs to prevent staff from being permanently laid off.

Staff wages reviewed and increased in line with recommendations for minimum wage and the national living wage.

St. Michael's Family Centre

(Registered as a Charity),

Saddlebow Road, King's Lynn, Norfolk PE30 5BN

Telephone: 01553 770439



Committee confirmed as:

Committee:	Jeanette Nowrung	Lesley Hartley	Sasha Courtney-Jenner
	Kathryn LeServe	Jasmine Watts	

Kathryn LeServe (Safeguarding lead)

Louise Harris and Paula Reed (staff members)