

## **Annual Report for St. Michael's Family Centre September 2022– August 2023**

### **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:**

*During this academic year we have seen more confidence in children attending however still experienced a reduction in children attending particularly in our Church Lane and the newly opened St Clements site. We are proud to have opened a new site in the Terrington St Clements area the focus for this nursery will be outdoor play and learning to make use of the extensive and exciting outdoor area.*

*This has had implications for revenue and spending with less revenue being generated spending has needed to be reviewed to ensure that we are able to provide a sustainable future. The committee have been pro-active with many decisions needing to be made to ensure the sustainability of the charity with less income being generated, other sources of funding are being explored for example one off grants to ensure that development of quality early years and education is maintained. 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 has felt safe and valued. New ways of working have continued to be developed to ensure that some of our most vulnerable children were not overlooked and able to settle back into the centre and develop positive attitudes to learning.*

### **Major achievements in childcare:**

- The use of Tapestry to document and record the children's learning is ongoing 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.
- All staff have had the opportunity to participate in INSET training – plus making use of the government COVID recovery program.
- Staff have updated relevant mandatory qualifications – including risk assessment, first aid, moving and handling, and safeguarding with sessions on the latest requirements and legislation.

**St. Michael's Family Centre**  
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- Embed a unified approach and ethos across the three sites to promote the core ethos of the Charity as St Michael's Family Centre.

### **Church Lane:**

The outdoor provision at Church Lane has been an area of ongoing review with plans in place 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 is being developed with grants being sort for this purpose. Despite changing situations and COVID restrictions being lifted children's attendance has not been at the levels pre COVID, however, staff have continued to develop a reflective practice approach to ensure the highest quality provision is available for service users as they have returned to the childcare and early years provision.

### **Saddlebow Road:**

Saddlebow Road has continued to reflect and develop the quality of services offered, albeit difficult and tricky at times with the residual uncertainty as a result of COVID. Grants have been used effectively to support and enable enhanced learning activities to take place for some of our most vulnerable children including take home learning packs to focus on health, well-being and dental care.

We also took part in the national annual rhyme challenge with learning packs being produced and sent home for parents to share

### **St Clements:**

St Clements as a new setting has required commitment from staff to plan, organise and deliver high quality care and early education. A grant from NCC has enabled the outdoor area to be revamped to provide a stimulating and exciting outdoor space where quality play and learning can take place. Indeed, the outdoor area has specific areas for growing and observing nature as well as green space and learning areas. The Newly appointed staff at St Clements have been inducted into the family centre and our working ethos and made use of the government COVID recovery program.

### **Staff report and update:**

#### **Childcare Staff team St Michael's Family Centre confirmed for the period September 2021- 2022:**

*Registered Person*  
*Administrator:*

Jeanette Nowrung and setting SENCO/SLP  
Lynn Glencross (part time - term time only)

#### **Saddlebow Road**

*Early Years Professionals: (Saddlebow Road)*

- Paula Reed (full time Early Years Lead Barn Owls) setting ENCO/DSLSP
- Jackie Smith (full time Early Years Lead for the Snowy and Wise Owls) DSLP (Mat leave May 2022 returned Feb 23)

Hannah Palmer  
Kimberly James

Tiny Owls (full-time)  
Tiny Owls (Full time term time only left Dec 22)

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Lottie Veldhuis	Appointed Jan 22
Imogen Luker	Barn Owls (Full-time Term time only)
Mia Dickerson	Barn Owls appointed as level 2 Apprentice May 2022
Amy Elton	Snowy Owls (full time)
Nicole Adler	Snowy Owls (full time term time – Mat leave Sept 22)
Alana Brearley	Appointed as level 2 Apprentice Feb 2022
Jessica Simpson	Wise / Snowy Owls (full time term time)
Leanne Pledger	Wise Owls Part time from Sept 22
Senior Play-worker	Jill Watson (part time)
Thrive coordinator	Tracey Rudd

### **Church Lane**

*Early Years Professional: (Church Lane)*

- Louise Harris (Early Years Lead term time only) SENCO/SLP

Amy Ellwood:	Baby Owls lead (Full-time term time)
Hanna Yate:	Little Owls Lad (Full-time term time)
Leanne Brassett:	Little Owls (part time term-time)
Catherine Ward:	Tawny Owls (part time) from Sept 21 Level 3 Apprenticeship
Ellie Ely:	Baby Owls Level 3 Apprenticeship from Sept 21 – Mat leave Nov 22
Jade Jones:	Appointed Sept 22

### **St Clements:**

*Early Years Professional: (St Clements)*

- Holly Melton                      Forest Owls (Early Years Lead term time only) SLP

Becky Mills                      Forest Owls (Part-time term time only (appointed Dec 22)

### **Support Staff**

Jon Wells (ICT support)

### **Charity Funding raising for the year 2022-2023:**

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:

BBC Children in Need	NSPCC Christmas Jumper day
Tapping House Reindeer Run	The Food bank

### **Partnership working:**

#### **Local nurseries and community organisations:**

The family Centre has 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 (EYFS 2 year reviews/checks).

#### **Financial report:**

The accounts have been finalised for the year and independently examined by Aston Shaw, 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 the numbers of children attending has been reduced this is attributed to a low birth rate year for our school leaver cohort combined with changes in parents working situations as more parents are working from home for some of their working hours reducing the need for childcare.

Finances have been an ongoing area of attention during the year; as the COVID situation and restrictions have continued to unfold this 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 and numbers returning were not as high as expected. Grants to the NCC Community Fund have been made to support the development of practice and enhance the learning for the children with successful bids for both Church Lane, Terrington St Clements and Saddlebow Road.

The staff have been very supportive of the financial pressures and their support and agreements with some tricky and difficult decisions to ensure cost effective service has been brilliant. Staff wages reviewed and increased in line with recommendations for minimum wage and the national living wage.

### **Hardship/family Support fund:**

The Charity has continued to offer some of our most in need families services by continuing with the hardship/family support fund whereby a 'restricted fund' has been set up to allow us to be able to support children to attend that under normal circumstances would not be able to. During the academic year 4 families were supported via this fund.

**Restricted Early Years Pupil Funding:** Families in receipt of the EYPP have benefited from having the termly government vouchers to support their rising cost of living. We have used the additional funding received for these children to support the intervention of targeted support to include but not limited to:

Welcomm interventions

Additional staffing to support activities for example cooking, music and movement sessions, community trips and learning events.

**Restricted SEN funding** has been used to support those with specific learning to offer enhanced learning materials and activities.

### **Committee confirmed as for the year 22-23:**

Committee:

Jeanette Nowrung

Lesley Hartley

Kathryn LeServe

Jasmine Watts

Sasha Courtney-Jenner (Resigned Sept 23)

Kathryn LeServe (Safeguarding lead)

Louise Harris and Paula Reed (staff representatives)