

## **Annual Report for St. Michael's Family Centre September 2020– August 2021**

### **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, whereby staff using the guidance of the committee, local county council and government 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 dilemma which the staff took in their stride usually with a smile and sunny disposition. We started the new academic year in Sept 2020 with renewed optimism feeling secure that we had reviewed all of our procedures to ensure the safety of all and provide a COVID secure environment.*

*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 has felt safe and valued. New ways of working have been developed to ensure that some of our most vulnerable children were not overlooked and kept safe including keeping in touch calls and using virtual sessions to allow those attending the opportunity to have contact with those that were not able attend. Our parents have been brilliant and followed guidance been mindful of others and helped to keep us all safe and well.*

### **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. This means of keeping in touch with parents has been essential during the current COVID pandemic and provided a valuable communication system.

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- All staff have had the opportunity to participate in INSET training – albeit this has been virtual as opposed to face to face.
- 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.
- Embed a unified approach and ethos across the two sites to promote the core ethos of the Charity as St Michael's Family Centre.

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 has been established. Despite changing situations and COVID government requirement staff have continued to develop a reflective practice approach to ensure the highest quality provision is available for service users as they have returned from various 'lockdown' periods. Unfortunately we had to close the afterschool club and restrict our opening hours owing to the significant drop in children attending.

Saddlebow Road has continued to reflect and develop the quality of services offered, albeit difficult and tricky at times with the COVID restrictions. Staff have noted how well the children and parents have been with the restriction and report that the children have settled really well and are making use of the rotation of equipment. To allow us to meet the COVID requirements Afterschool club has been restricted to those children attending St Michael's Primary school allowing us to create a school based bubble. Further our open hours had to be shorten to take into account the reduction in children attending.

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

#### **Childcare Staff team St Michael's Family Centre confirmed as from September 2020:**

*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) setting ENCO/DSLSP  
Jackie Smith (full time) DSLP

Jane Kirchen (part time) – retired Sept 2020  
Amy Elton (full time)

Sam Tann (full time) on Mat leave from May 2021  
Jessica Simpson (full time term time)  
Nicole Adler (full time term time)

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Kimberly James (part-time term time)  
Hannah Palmer (full-time)  
Imogen Luker (part-time term time)

Senior Play-worker  
Thrive coordinator

Jill Watson (part time)  
Tracey Rudd

### **Church Lane**

*Early Years Professional: (Church Lane)*

Louise Harris (term time only) SENCO/SLP

Holly Melton  
Amy Ellwood (Mat Leave until Feb 2021)  
Hanna Yate (Full-time term time)  
Leanne Brassett (part time) – returned from Mat leave Sept 2020  
Catherine Ward (part time) returned on hourly paid contract from April 2021

*Support Staff*

Jon Wells (ICT support)

### **Charity Funding raising for the year 2020-2021:**

The staff and children under difficult and tricky circumstances 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  
The Food bank

We also held an event for Mother's and Father's day event, whereby parents were provided with hand crafted child made items and a virtual afternoon tea.

### **Partnership working:**

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

Despite having had to deal with restrictions and limitation of COVID 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:**

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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 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 more parents being in working situations that were either closed or on reduced hours.

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. 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.

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

The Charity has continued to offer some of our most in need families services by establishing a 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.

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

### **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)