

Annual Report for St. Michael's Family Centre September 2021– August 2022

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 yet another tricky year as we have tried to return to something that felt more normal as the COVID restrictions were relaxed and removed. We started the new academic year in Sept 2021 with renewed optimism feeling secure that we had reviewed all of our procedures to ensure the safety of all and able to provide a COVID secure environment, however having been COVID free up-to this point the Autumn and early Spring term resulted in a number of both staff and children catching COVID and required us to close rooms.

During the academic year we have seen more confidence in children attending however still experienced a reduction in children attending particularly in our Church Lane site. 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 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.

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 allows ease of access to children learning and development.
- All staff have had the opportunity to participate in INSET training – albeit this has been virtual as opposed to face to face.

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- Staff have updated relevant mandatory qualifications – including risk assessment, first aid, moving and handling, and safeguarding with sessions on the latest requirements and legislation.
- 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 is being developed with grants being sort for this purpose. Despite changing situations and COVID requirements 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. Unfortunately, we had to close the afterschool club at Church Lane and restrict our opening hours at both Church Lane and Saddlebow Road 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 situation and 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 good use of the rotation of equipment. To allow us to meet the demands and restriction of COVID the afterschool club has been restricted to those children attending St Michael's Primary school. 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 2021:

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 (Mat leave from May 2022)

Amy Elton (full time)

Sam Tann (full time) on Mat leave from May 2021 – left Dec 2021

Jessica Simpson (full time term time)

Nicole Adler (full time term time)

Kimberly James (part-time term time)

Hannah Palmer (full-time)

Imogen Luker (Full-time Term time only)

Alana Brearley – appointed as level 2 Apprentice Jan 2022

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Leanne Pledger – appointed Nov 2021

Mia Dickerson – appointed as level 2 Apprentice May 2022

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 Gained her EYP July 2022

Amy Ellwood (Full-time term time)

Hanna Yate (Full-time term time)

Leanne Brassett (part time)

Catherine Ward (part time) from Sept 21 Level 3 Apprenticeship

Ellie Ely Level 3 Apprenticeship from Sept 21

Support Staff

Jon Wells (ICT support)

Charity Funding raising for the year 2021-2022:

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 had posted a number of virtual events for parents to take part in

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:

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 worked from home for some of their working hours reducing the need for childcare.

Finances have been an area of attention during the year; as the COVID situation and restrictions have continued to unfold have 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 number returning were not as high as expected. 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)