

## **AGM REPORT 2020 for AGM ON WEDNESDAY 31ST MARCH 2021**

Trustees: Lisa Bickford (Chair), Danuta Griffith and Claire Kilpatrick

### **STAFFING**

Kerry returned briefly from maternity leave in September 2020 however she decided to leave for another role nearer her home in Kingsteignton. Natalie, therefore, became Manager and Ellie Deputy Manager on a permanent basis. Sammie went on maternity leave in June 2020 and had a beautiful daughter. We currently have Laura, Claudia, Hayley and Abbie continuing to support the children as Early Years Practitioners. We have also welcomed Lucinda as an Early Years Practitioner and Jodie passed her Level 3 and joined us as a Bank Practitioner but has been working in Breakfast and Afterschool Club. Diane continues in her role keeping the setting clean and Katusha continues as the Business Administrator as well as being the Bank Early Years Practitioner. Due to the Coronavirus pandemic and the restrictions imposed nationally we have aimed to keep staff in bubbles so that where possible pre-school staff remain with pre-school children and wraparound care staff are separate. We have Charlotte on placement with us currently whilst she undertakes her Level 3.

We currently, as at March 2021, have 32 children who attend the pre-school with more signed up to join in April. We have 2 children who receive 1:1 SEND support. The wraparound care numbers have been up and down this year largely due to lockdown and the school closure but we currently have 10 children who attend on a regular basis.

### **TRIPS AND VISITS**

Unfortunately due to the Coronavirus pandemic we have not been able to enjoy any trips over the last 12 months. Hopefully this is something we can look forward too in the future.

### **STAFF TRAINING**

Greenshoots ensures that they are always developing their knowledge and skills by attending various training courses. In addition, we ensure staff are up to date with Safeguarding and First Aid training. Claudia and Jodie completed their Level 3 training this year and Abbie is continuing to work towards completion of her Level 3 qualification. With the introduction of Noodle Now, the online training provider, access to a range of learning opportunities for staff has been opened up. Staff have been accessing training online regularly and have completed a range of courses to further develop their skills. Staff also accessed Deaf Awareness Training recently.

Towards the end of 2020, Natalie took part in SEND reviewer training, though the National Association for Special Educational Needs (NASEN) - she had to compete a peer SEND review with another setting and can now support other settings with their SEND provision.

## POLICIES AND PROCEDURES

The Trustees and Managers have this year reviewed all our Policies and Procedures, in line with the requirement to conduct an annual review. Staff read all policies and procedures. Some new policies and procedures have been introduced during 2020 - including the COVID policy which has been reviewed and updated many times to ensure current Government guidance is adhered to. Parents/carers can access the Policies and Procedures at any time either via the website or by viewing the file in the reception area of the pre-school.

## WEBSITE

The Greenshoots website continues to be updated and developed. We aim to ensure its the first point of contact for any parent/carer who wants information on Greenshoots. During the pandemic we have added a virtual tour of the setting so that anyone wanting their children to start at Greenshoots can have a look round the setting within the comfort of their own home.

## ACHIEVEMENTS 2020.

2020 has been a challenging year due to the pandemic and the setting was closed from 23rd March to the 1st June 2020. When we returned we needed to limit numbers into bubbles to meet national guidance to ensure we maintained the safety and welfare of all children, staff, parents and carers. 2020 saw a number of changes in response to the pandemic including the changes to how children are dropped off and collected. In addition, staff have adjusted to communicating with parents/carers in different ways. The main achievement this year has therefore been the response by all parents/carers, staff and the children to the Coronavirus pandemic and all the adjustments that have needed to be made to ensure not only do we comply with national guidance but that we ensure everyone is as safe as possible.

In addition, Greenshoots has achieved the following:

- Greenshoots received funding from the Co-op Community Fund, as one of their, chosen charities to support. This funding is to extend resources for SEN children as well as developing our Outdoor space. We have started spending this funding so keep an eye on the website and social media for photos and updates.
- the planning process shows the cycle of intent, implementation and impact
- Hosted Deep Dive Training in March 2020
- The setting continues to work with a range of professionals and agencies to access support and funding from a variety of sources.
- Early in 2020 we had input from Plymouth Argyle and Moo Music however this was stopped due to the pandemic but we will hopefully be able to re-start this in the future.
- Dough Disco is now a daily activity within the setting and children are developing their fine motor skills as a result.

- Early in 2020, Greenshoots was a finalist in the National Nursery Recognition Awards for Best Staff Development. Some of our staff attended the ceremony and although we did not win it was amazing to be able to represent the setting at such a prestige event.
- Greenshoots received funding through the Plymouth City Councils Additional Restrictions Grant which helped us to ensure that we could provide the necessary PPE for staff and other resources e.g. mobile sinks, mobile trolley, steam mop etc so that we can undertake additional cleaning and introduce other measures to ensure the safety and welfare of staff and children at Greenshoots.

## TARGETS: IMPROVEMENT PLAN 2020-2021

Each year Greenshoots is required to write an Annual Quality Improvement Plan. This years targets are identified below:

- Outdoor space - continue to develop the outdoor space
- Continue to develop use of Makaton
- Literacy area to be further developed
- Afternoon routine to be reviewed to ensure mirrors the morning routine

Finally, Greenshoots continues to ensure the child is at the centre of all we do. The setting works within the Early Years Foundation Stage Curriculum and follows the new Ofsted Framework.

## ELECTIONS FOR 2021

Finally:

CHAIR

SECRETARY

TREASURER - currently vacant

TRUSTEES

We would like to ask if there is anyone who has marketing, business, financial etc experience who would like to join as a trustee for Laira Green Trust, to assist us in supporting the running of the pre-school.

Thank you to the parents/ carers for choosing Greenshoots. We take pride in

offering excellent care to your children and providing them with a variety of resources and opportunities to contribute towards giving them a great start in their life and education. Our staff are committed to working closely with parents/carers and your feedback and suggestions are always welcome.

Finally: a big thank you to the Trustees, Staff, students and Mr Blake (for the website)