

# The Roundabout Club

## Directors Annual Report 2017 - 2018

We are pleased to report that Roundabout has had another successful year. It has continued to be a popular, well used and respected Out of School Club - providing quality childcare for approximately 90 members during term time and school holidays.

The Roundabout Club is run as a co-operative. It is managed by a voluntary committee of parents using the club. Currently we have an enthusiastic team of 11 parent directors on the committee. We recruited 2 new directors at the AGM last year, Nicola Mears and Karen Chappell, who have offered great support and addition of skills to the committee. The involvement of this type of management committee allows parents to take the lead on how the service is run and develops.

The committee relies heavily on the commitment and professionalism of the staff for the day to day running of the club. The active involvement of the Senior Playleaders, and the Finance Officer in keeping the committee up-to-date at the monthly management meetings gives the committee stability and helps keep decision making continuous throughout the years.

We would like to take this opportunity to thank all of Roundabout's staff for their commitment and hard work over the year. Without their efforts the club would not be the success it is. We would also like to thank all the school staff, in particular Miss Reay, Mrs Graham, the Office Manager, and the Caretaker Rob Nicholson for their continued support, help and time given to the club over the year.

### **Achievements**

- Early Years Foundation Stage : "My time at Roundabout ..." diaries continue to be a successful record for all EYFS children. The club complements Morpeth First Schools' topic in class 1 and 2, by providing experiences (such as changing the role play area) to meet the children's individual needs and to help the children progress towards the early learning goals.
- The club's website is continuously updated with photos of activities (please see the website on [www.roundaboutclub.co.uk](http://www.roundaboutclub.co.uk)). Mail chimp allows updates be sent to all members more efficiently.
- A new laptop was purchased for Linda Pullan.
- We subscribe to the Out of School Alliance (OOSA) where we receive regular updates, newsletters and help in the running of an after school club.
- The Pension scheme for staff has been set up for staff and is in operation.
- We continue to have a good working relationship with children, parents and the school in order for the club to be a success.
- Turning the club to profit making by reducing directors vouchers and by changing holiday use, therefore reducing staff costs and overheads.

## **Staffing**

The Roundabout Club have a fantastic team of staff; they are a diverse group, dedicated and conscientious. Stacey Edgar, Tamsin Cherry, Lucy Jones and Ashley Foreman have left the club and we wish them well for the future. Rachel Beers is currently on maternity leave and wish her well. We have successfully recruited Mel Conroy, Anne Kidd and Josh Burge as Assistant Playleaders and welcome them to the team. Linda Pullan, Senior Playleader, has conducted annual one to one meetings with all members of staff throughout the year, with Kirstine Stait Staff Liaison Officer. Linda informs the Directors of any issues/concerns/ideas etc. We continue to support the ongoing development of our staff. All staff attend planning meetings (out of hours) once per term which facilitates full employee engagement in the running of Roundabout. The staff have all attended necessary training throughout the year. All staff are Keyworkers for EYFS children.

A huge thank you is given to Lynda Garland, who is the Finance Officer for Roundabout. Although Lynda primarily works from home preparing and managing our accounts, bills, payroll and associated tasks, her work is fundamental to the success and longevity of the club.

## **Policy updating**

During November 2017 all staff were involved in the reviewing and amending of all the Policies and Procedures. These will be reviewed on an annual basis and all staff will continue to be involved.

## **Priorities for the coming year**

- To continue with Focussed Improvement Plans to help improve the welfare requirements of the children.
- To remain vigilant with security at the club.
- To comply with the new GDPR legislation that comes into place in May 2018.
- To be involved with Northumberland County Council and Morpeth First School with any re-location of the school.

## **New Committee members**

The Roundabout Club is run as a co-operative and is managed by a voluntary committee of parents whose children use the club. We need people who are able to commit themselves for at least a year, attending one meeting per month. Monthly committee meetings can only take place if half the number (or more) directors attend; these meetings normally take place on a Tuesday evening and last less than an hour. Meetings are informal and are an excellent chance to meet other working parents and have a say in how your children's care is run. You will receive childcare vouchers to contribute towards time spent on committee work. Your experience as a parent and interest in your child's care is all you need; currently we have an enthusiastic team of 11 parent directors. If you would like to become a director please talk to a director or the senior team of staff.

If you aren't able to join the Committee, but you feel you have some useful skills which could contribute to the smooth running of Roundabout, please let Linda Pullan know so that a skills register can be compiled - for example computer skills, legal knowledge, skills to offer for children's activities etc.

## **The Roundabout Club Directors**