

## **Managers report AGM MONDAY 11<sup>TH</sup> FEBRUARY 2019**

### **Staff changes**

3 new staff members joined Caterpillars in September 2018. Kate Summerhayes (Manager) Kayleigh Hill & Bev John both Key workers, Bev is our new SENCO

Liz Groves stood down as Manager on 30<sup>th</sup> September and took up her new post as Administrator.

Maria Gwynn and Hannah Broadbridge have taken on deputy role as a job share

**OFSTED:** Ofsted inspection on 13<sup>th</sup> September-rated GOOD

### **Training**

Staff have accessed online training via PLA Educare website-(free)

Staff have attended training courses which are part of the West Sussex training subscription:

Additional training:

First aid

Food hygiene

Safeguarding

### **Website**

Website is now up and running- [www.caterpillarnursery.co.uk](http://www.caterpillarnursery.co.uk)

### **SEESAW**

Staff are using SEESAW APP on nursery Ipads to track childrens progress-this replaces the old style paper learning journals. Parents can view the online journal and comment

### **Garden**

Garden is being developed. Number lines and signs put up, mud kitchen put in. Parents have donated utensils for the mud kitchen and seeds and plant pots for our growing area. We are hoping to replace the grass area with fresh turf or tarmac.

### **Fundraising**

Children In Need

Christmas Fayre-Jolly Jars and toy sale

Christmas Hamper Raffle and Concert

Childrens party-

Second hand toys

### **Snacks & hot meals**

Since January 2019 nursery have been providing morning snacks and Chartwells hot meals

### **Links with Leechpool school**

Nursery have meetings with Hannah Kemp and Early years staff to support transition and improve links between us

Nursery use the school calendar to link planning-ie Science Week & Book day, parents evening & Big Run