**February 2014**

Curriculum planning: Characteristics of Effective Learning; some literature was provided to all staff around the importance of planning children’s activities to ensure they may become as fully involved as possible in order to learn most effectively. In order to do this, observations are made of children to find out how they learn, what is the best type of activity for them as an individual, for example, indoors; outdoors; in a small group; 1:1; do they need to be active; how best to provide experiences for them to think critically and become fully motivated to explore.

*Evaluation: observation sheets have been updated to include the characteristics of effective learning which help when planning the next steps in a child’s learning experiences.*

Rhyme Challenge feedback: Following the Rhyme Challenge, questionnaires were given to parents to find out how successful the activity was. Although we have only had a few forms completed and returned, the feedback has been really positive.

*Evaluation: As this has been such a success, we will continue to print copies of rhymes we are learning and send home with parents to join in at home. We will also repeat the Rhyme Challenge later in the year with some more rhymes, at 2 levels, for different stages of development.*

Health and Safety: In order to prevent injury when carrying heavy sacks of sand through to the garden, we now have a sack truck for this purpose. Fire evacuation procedures must also include other exists including the exit leading into the school playground. This will be carried out next time.

A new information book called ‘I am 2’ has been bought and is available for all staff to read to help ensure we all providing best practice to the growing number of 2 year olds in the setting. We have asked also asked for the North Somerset Early Years Local Leader of Education to visit us to discuss our plans to improve the environment for 2 year olds.

New staff member required: Due to the growing number of children in the setting we will be advertising for another staff member. Our ratios are correct, however we feel we would offer a higher standard of service with another staff member. This member of staff will help support the younger age group of children during small group time planned activities, so that activities can be targeted for the age and stage of development more effectively.

*Evaluation: Banwell Buddies have advertised for a Qualified Assistant to work a minimum of 20 hours a week. We have had a number of responses and will be interviewing those who meet the criteria, shortly.*

New resources required and forwarded to the Committee:

* A new snack table
* Replacement radiator cover
* Washable dolls
* Chunky pencil crayons
* Pastel card
* Spray bottles, wide toothed combs and aprons for hairdresser role play
* Plastic mat for under the sand tray
* Calculators
* Twistable ink stamps, plastic money and small envelopes for post office role play
* Soft animals, dog and cat baskets and pet carriers for vet role play
* Glue sticks
* Coloured paints
* Coloured plates, bowls and cups for the new staff member’s key children

*Evaluation: Purchases made – radiator cover has now been replaced; washable dolls have arrived and the children can now enjoy helping to look after their babies by bathing them; chunky pencil crayons have been bought which help the children gain pencil control; pastel card has been bought and will be used to make Mother’s Day and Easter Cards. We have new hairdresser role play equipment which the children are really enjoying, doing each other’s hair and the adults! The ink stamps have arrived and will be used shortly in the post office role play alongside other posting activities such as a planned walk to post a letter home. We have some equipment for the vet role play including a vet outfit and medical equipment. Glue sticks, paint and plates are now all stocked up. We are still requiring calculators for the children as a number of ours have gone missing, and we still require another snack table.*

New staff member: Interviews have taken place. A new staff member, Nisha Wells, qualified in early years, with experience, will be starting in March.

Training: Leaders and Managers Briefing; attended by Lisa and Vikki (Chair) which involved some Safeguarding updates.

Behaviour Management: Attended by Kathy; feedback has been given to all staff during a meeting.

Safer Recruitment Training; attended by Safeguarding Officer Vikki Fitzpatrick.

*There are a number of actions for Banwell Buddies following this training. These include updating out recruitment policy and procedure to ensure a clear message of our commitment to safeguarding children is sent out to all perspective applicants.*