**PWYLLGOR Y CYLCH MEITHRIN**

Y blynyddoedd cyntaf ym mywyd plentyn yw’r rhai mwyaf arwyddocaol o safbwynt ei ddatblygiad, ac mae Cylch Ti a Fi a Chylch Meithrin yn cynnig nifer o brofiadau gwerthfawr i bob plentyn bach. Mae datblygiad llwyddiannus y cylchoedd hyn yn dibynnu’n helaeth ar gefnogaeth rhieni/gofalwyr a’r gymuned leol.

Rhieni/gofalwyr sy’n gyfrifol am ffurfio’r Gymdeithas yn y man cychwyn a’r Gymdeithas honno fydd yn gyfrifol am sefydlu’r Cylch Meithrin. Cyfrifoldeb y Gymdeithas fydd ethol pwyllgor / ymddiriedolwyr i fod yn gyfrifol am reolaeth a gweithrediad dydd i ddydd y Cylch Meithrin ac i gyfethol eraill o’r gymuned leol i gynorthwyo gyda’r gwaith. Y pwyllgor / ymddiriedolwyr fydd yn gyfrifol am weithredu fel cyflogwr gan gynnwys penodi, cyflogi, cefnogi a rheoli staff.

Yng nghyfarfod sefydlu’r cylch (y Gymdeithas) dylai’r aelodau ethol pwyllgor / ymddiriedolwyr sy’n gynrychioliadol o’r cylch, o’r rhain bydd angen ethol 3 phrif swyddog:

* Cadeirydd
* Ysgrifennydd
* Trysorydd

Mae’n ofynnol i o leiaf un aelod o’r pwyllgor / ymddiriedolwyr weithredu fel Person Cofrestredig / Unigolyn Cyfrifol dros y cylch.

Gellir cyfethol aelodau eraill hefyd, e.e. darpar rieni, cyn-rieni, ymwelydd iechyd, cynghorydd lleol, cynrychiolydd yr adeilad lle cynhelir y cylch. Gall y pwyllgor/ymddiriedolwyr gynnwys rhai sydd â diddordeb yn y Gymraeg a gweithgareddau’r cylch, e.e cynrychiolydd o’r ysgol gynradd Gymraeg, cynghorydd lleol, a chyn-rieni.

Mae’n arfer dda i ethol is-swyddogion i gynorthwyo’r uchod fel y gallant gael profiad cyn ymgymryd â’r gwaith, pan fydd cyfnod y swyddogion presennol yn dod i ben.

Gellir ethol swyddogion i gymryd cyfrifoldeb am agweddau arbennig o’r gwaith hefyd e.e. swyddog codi arian, swyddog cyhoeddusrwydd, swyddog adnoddau. Gellir ailethol y swyddogion a’r aelodau.

Bydd aelodau’r pwyllgor yn gyfrifol am y canlynol:

* bod yn gyfarwydd â’r cyfansoddiad
* cofrestru’r cylch
* penodi a chefnogi staff
* mabwysiadu’r Polisïau
* materion ariannol
* gofalu am yr adeilad, adnoddau a iechyd a diogelwch y cylch
* marchnata’r cylch, rhoi cyhoeddusrwydd i’r gwaith, a hybu dilyniant addysg Gymraeg a manteision dwyieithrwydd

Yn ogystal â‘r uchod dylai’r pwyllgor / ymddiriedolwyr ysgwyddo cyfrifoldeb penodol dros hybu dilyniant addysg Gymraeg a manteision dwyieithrwydd ymysg rhieni/gofalwyr a darpar rieni.

**THE CYLCH MEITHRIN COMMITTEE**

The first years in the life of a child are the most significant in terms of its development, and the Cylch Ti a Fi and Cylch Meithrin offers many valuable experiences for every child. The successful development of these groups depends heavily on the support of parents / carers and the local community.

Parents / carers are responsible for the formation of the Society in the first place and that Society will be responsible for establishing the Cylch Meithrin. It will be the responsibility of the Society to elect a committee / trustees to be responsible for the day-to-day management and operation of the Cylch Meithrin and to co-opt others from the local community to assist with the work. The Committee / trustees will be responsible for acting as an employer including the appointment, employment, support and management of staff.

In the inaugural meeting of the group (the Society) members should elect a committee that is representative of the area, of which 3 principal officers will need to be elected:

* Chair
* Secretary
* Treasurer

It is necessary for at least one member of the committee to operate as the Registered Person / Responsible Individual for the cylch. Other members can also be co-opted, e.g. prospective parents, ex-parents, a health visitor, a local councillor, a representative of the building where the cylch is held.

The committee / trustees may include those with an interest in the Welsh language and the activities of the cylch, i.e. a representative from the Welsh-medium primary school, local councillor, and ex-parents. It is good practice to elect deputies to assist the above so that they can gain experience before undertaking the work, when the period of the current officers expires.

Officers can also be elected to take responsibility for particular aspects of the work e.g. fundraising officer, publicity officer, resource officer. The officers and members can be re-elected.

Committee members / trustees will be responsible for the following:

* be familiar with the constitution
* registering the cylch
* appointing and supporting staff
* adopting the Policies
* financial matters
* looking after the building, resources and health and safety of the cylch
* marketing the cylch, publicising the work, and promoting the continuity of Welsh education and the advantages of bilingualism

In addition to the above, the committee / trustees should take specific responsibility for promoting the continuity of Welsh education and the benefits of bilingualism amongst parents / carers and prospective parents.