



## Annual General Meeting 14<sup>th</sup> June 2021

### Attendees:

Alix McKibbin, Yvonne Bryning, Kirsty Wharton, Chris Hill, Victoria Jenkinson, Emma Potter, Olivia Theobald Vella.

### Agenda

- Welcome & Introductions
- Chair's report – Alix McKibbin, Chair
- Treasurer's report – Yvonne Bryning, Treasurer
- Manager's report – Kirsty Wharton, Manager
- Committee elections
- A.O.B

*The AGM took place online via Zoom link due to Covid-19 restrictions, all members of the committee, staff and parents were invited to join the meeting at 8pm.*

### Minutes

Thank you for attending the meeting the current committee consists of Alix McKibbin, Yvonne Bryning, Chris Hill, Victoria Jenkinson, Emma Potter, Olivia Theobald Vella & Sarah Hamlyn.

### Chair's report

It has been a challenging and wholly unpredicted year but, despite this, there have been many successes which are due to the dedication of the manager, staff and committee. Before looking at these, thanks and gratitude must go to the following:

#### Manager and staff

After the first lockdown, playgroup was able to re-open; first to Room Two children and then to the full playgroup. It has remained open ever since. This is testament to the work of Kirsty and the staff who have stepped into new roles, committed many hours to providing education and enjoyment for the children in limiting circumstances and worked tirelessly to find a course through very challenging events. A huge thank you for your hard work and commitment this year.

#### Committee

Amongst the unpredicted events of this year came the need to form a completely new committee during the summer of 2020, myself as Chair included. Countless hours have been



dedicated by the committee to supporting the playgroup and staff throughout this year. This committee has been positive, proactive and committed and I am extremely grateful and appreciative for all of their hard work and effort. Thank you to each member for their incredible effort.

### Fundraising

A key role of the committee continues to be working with the staff and community to raise funds for the playgroup. Whilst the pandemic has made this more difficult, the August Go Fund Me, Christmas elf hunt, raffles, bingo, online quiz, Easter egg hunts and being part of the Co Op local causes have raised over £3000 and also promoted the playgroup positively. Part of this money has helped to support the playgroup through the pandemic and will be used to develop the outside play area and communication with families through an online platform. This online platform will also make the running of playgroup more efficient.

### Website, logo and Facebook

Thank you to Simon Jenkinson for developing a new logo and website in conjunction with the committee and staff. The website and logo has modernised the playgroup whilst keeping its community feel. This also makes it easier and more accessible for families to enquire about the setting and for the playgroup to be celebrated through social media.

### Extended hours

The committee agreed to extend the playgroup opening hours (five days 9 am – 3.15 pm) from September 2021 and has been working on the implementation of this over the current year. Initially, this will mean an offer of five full days in room two and two full days in room one (plus the remaining mornings).

### Staffing

With the agreement of staff and HR support, the committee moved staff contracts to salaried rather than per hour. This had been requested by the staff for a long time and now makes financial budgeting much simpler. Two members of staff are also being supported by the playgroup to train to a level 3 qualification. This will be ongoing for the coming academic year. As part of the extended hours in September, the playgroup is also in the process of recruiting a job share manager and room supervisor.

Looking forward the committee will be:

- Continuing with fundraising to support the playgroup and raise its profile.
- Promoting the playgroup through the website and Facebook.
- Supporting with the extension of preschool hours.
- Supporting the playgroup to introduce an online communication platform that communicates with parents and makes the running of playgroup more efficient.



- Reopening the parent/toddler group as soon as possible.

Finally, thank you again to each staff and committee member for the huge amount of effort given this year. In addition, thank you to the families who continue to support the playgroup setting.

### **Treasurer's Report**

Wilford Village Playgroup use Low Cost Accounts, an accountancy firm based in Wilford industrial estate, and we employ Sarah Dakin, an AAT licensed accountant, for independent examination in the last 2 financial year.

#### High light of the account:

Net income £-7100 at the end of financial year 2020/21, total fund carried forward £63,831, amount these net assets, £34,803 is restricted funds according to our reserve policy.

#### Impact of Spring 2020 national lockdown:

No income apart from some fund from the government. Paid all the staffs full wages, including 3 staffs who left Playgroup just before lockdown were furlough with us. Huge loss was made between April to August. Restrictions in place made it impossible to run toddler group, which generates small income and attracts more families to sign up with Playgroup. However, since we were back to business from Autumn term, our finance is stable.

#### Things to keep an eye on:

- Salary percentage is too high
- Expand opening hour

### **Manager's report**

Wow what a year! It has been a quite different year for us all, which has brought many additional restrictions for us at Playgroup. It has been overwhelming to keep up to date, and on top of all the requirements, but as a team we have dealt with things extremely well. With the staff's hard work, determination, and the support from the families I am proud to say we had not one positive case of coronavirus since the pandemic started.

#### Current numbers

Room 1 – Caterpillars - 21 Children on register.

M	T	W	T	F
16	15	15	14	13



Room 2 – Butterflies – 17 Children on register.

M	T	W	T	F
12	16	11	17	12

We have had 2 consecutive years now of lower numbers than normal. This could be down to many reasons e.g., Coronavirus, low birth rate etc.

### Staffing

Staffing is as follows:

- Kirsty Wharton – Manager

### Room 1 Caterpillars:

- Mandy – Room Supervisor/Named Deputy
- Tessa and Lynne.

### Room 2 Butterflies:

- Tracey – Room Supervisor/Acting Manager in the afternoons
- Lorraine – Acting Room Supervisor/Named Deputy in the afternoons.
- Kimberley

### Training completed

- Lorraine enrolled on the NVQ Level 3 in Early Years last Autumn.
- Lynne has also recently enrolled on the NVQ Level 3 in Early Years.
- Kirsty – Safeguarding refresher, DSL network, SENCO training, Leadership network
- Tracey – Safeguarding refresher training, DSL network, Room leader network
- Mandy – Safeguarding refresher
- Lorraine – Safeguarding refresher, Phonics phase 1, Paediatric First aid training
- Tessa – Paediatric First aid training
- Lynne – Safeguarding training

### September

New opening times from September 21

Room 1 Caterpillars – Monday/Wednesday/Friday 9:00-12:00, Tuesday and Thursday 9:00-3:15.

Room 2 Butterflies – Monday – Friday 9:00-3:15.



As well as offering additional full days, we are also offering afternoon sessions, which are 12:15-3:15.

We are currently recruiting for a job share Manager and full time Room Supervisor to fill the positions with the extended hours.

#### Waiting lists

Places for September have been confirmed. Numbers are looking good and we still have enquiries coming in.

Waiting lists are building up for after September.

#### Parent and Toddler group

Unfortunately, we have been unable to restart the Parent and Toddler group due to the room being a shared room. However, we do plan to start this up in the coming months.

We have had a lot of interest for this.

#### Developments

We are in the process of setting up childcare software called EYMAN and EYLOG. This will be launched in September. EYMAN is the management software for children's details, invoices, etc and EYLOG is for practitioners and parents. This is a secure online platform for practitioners to record children's observations, assessments and planning and a much easier way for us to share these with the parents/carers. We are excited to start using this and hope it will not only save us valuable time doing paperwork but improve our communication with parents.

We are also in the process of developing our outdoor area. Improving the continuous provision outdoors as well as using the CO-OP community grant to have a sheltered area. We are currently getting quotes for this and hope it will be finished by the end of this year.

#### Finally

None of the work we do here could happen without the dedication of the staff and committee. There are many additional hours that go unnoticed when work is being done out of hours. Thank you to all the staff and committee for their continued support. I would personally like to thank Alix for her support over the last year.

#### **Committee elections**

Alix McKibbin will be resigning as Chair. Chris Hill has shown interest in the Chair position, he has been nominated by Alix McKibbin and seconded by Olivia Theobald Vella, all attendees voted in favour unanimously.



**Actions:**

- Alix McKibbin is to be removed from the bank as signatory role.
- Chris Hill needs to be given signatory role.

Olivia Theobald Vella has shown interest in the secretary position, Chris Hill has nominated Olivia, and this has been seconded by Emma Potter. All have voted in favour.

There was no other business to be discussed.