



Annual General Meeting 25th May 2022 at 12pm

Attendees:

Yvonne Bryning, Kirsty Wharton, Chris Hill, Emma Potter, Olivia Theobald Vella, Sophie Glover, Hazel Ingham, Natalie Housley

Agenda

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

Minutes

Welcome and introductions of committee members and staff.

Chair's report

- It has been a very challenging year for Playgroup. It began at a time when the Covid Vaccines were being rolled out and restrictions starting to lift. As an early year's provider Playgroup was open as this financial year began and has continued to operate without closure throughout the year. This has been very challenging at times for the staff due to Covid related absences and so managers have had to cover absent staff on many occasions and often the room practitioners (the aunties) have also worked extra sessions to cover each other when needed.
- This has resulted in higher staff costs as we have wanted to support staff and continue their salary while absent with Covid but also paid the other staff extra for overtime covering extra sessions. This, coupled with a low number of children attending Playgroup this year due to a low birth rate and possible caution over sending children to Playgroup due to Covid has meant that Playgroup has struggled financially this year. However, this seems to have now turned a corner as the number of children registered to attend playgroup in September 2023 is around 60% higher than September 2022 and so Playgroup should be back on track in the next financial year.
- As this year has been the first year that playgroup has been open 5 full days in room 2 and 2 full days in room 1 then it seems this change was a good decision as it will bring in more income in the next financial year with the high number of children attending for more sessions. Following this, expanding the number of full days that



room 1 is open may be something future committees can assess and possibly implement.

- We have had a number of new staff start in the previous year. As always there is a learning curve but all are now settling in and are doing well. Everyone has strengths and weaknesses and so our review and training processes are constantly helping everyone develop. One of the staff has been training for a Level 3 Childcare qualification supported by playgroup which will be finishing soon and many other staff have attended training throughout the year.
- This year Playgroup has introduced EYLog so that for the first time parents can receive photos and information about what their child has seen doing at Playgroup. This has been a great positive from a parent perspective and also given staff a better way of sharing what the children do. This has also been a very useful way for managers to communicate with parents, send out information and issue invoices. The investment that was needed has been well worth it. As a parent myself of an older child who was at playgroup without EYLog and now a younger child with EYLog I have definitely valued it. As a parent it would just be nice to get more updates... as many as possible.
- This year Playgroup has also re-opened its toddler group. This runs two mornings a week and has had a high attendance since opening. This is a great link to the community and hopefully will attract more families to send their children to Playgroup when they are old enough.

So all that leaves for me to do before passing to Yvonne and the managers is my thank-yous:

- Firstly, to the committee members who have served this year. I simply couldn't have done it with Yvonne, Oli and Emma. They have given a lot of their time for free to support playgroup throughout the year. Although this has calmed down now, the start of the year was very demanding due to staff leaving and recruiting new staff. Thankfully this has now settled but Oli, Yvonne, Emma and myself were crucial at the start of this year to get playgroup going for September 2022. You all know as well as I do what you've done and how crucial you've been so thank you all again for everything.
- To Kirsty and Natalie, you have definitely been the core of everything, in Kirsty's case throughout Covid. You have definitely been the bedrock of Playgroup and kept it going over the last year. Especially with how many times you've had to cover and still keep your own tasks progressing. Thank you both for all your hard work for playgroup.
- To all the staff in playgroup and Sara at the toddler group I want to say a big thank you on behalf of myself, the parents and children for always giving the children a great experience at Playgroup despite everything that's going on in the world. They love it here and have a great time at Playgroup.

Finally thank you all for coming to the AGM, I hope those of you that haven't been involved in the committee before would please get involved in the future as the future looks bright



and future committees should have the pleasure of looking at ways to help playgroup go from strength to strength.

Treasurer's Report

- Wilford Village Playgroup is a charitable organisation – we use HiCloud Accounting Ltd (based in Wilford business park) for their accounting and payroll services. They provide us access to QuickBooks which is a popular small business accounting software package. At the end of each financial year our HiCloud accountants, Richard and Thomas, complete an annual report which we then submit to Sarah Dakin, a Wilford-based AAT regulated and licenced independent account examiner, for account examination.
- Our financial year 21-22 has completed the above process and will be uploaded to the Charity Commission government website soon. It can be viewed together with reports from previous years if anyone is interested.
- In summary, Playgroup has had income of c95k and expenditure c112k, hence a net loss of c16k. This is not a great figure for business but I would like to highlight a few facts that can explain the loss:
 - Covid related staff costs – we followed all government covid guidelines and to encourage staff to comply with self isolation rules (when positive or as a contact), the committee voted to pay full salaries when staff were required to self-isolate. The committee believes this reduced the risk of Covid for our kids and supported our staff, however caused additional costs when covering shifts were required.
 - We are supporting a few children who have additional needs that weren't identified before they attended playgroup, which means we didn't get extra government funding. This again caused a higher staff cost to ensure all children receive the support and care they need, but as a charity, we believe it is the right thing to do.
 - We supported our staff to take on job-related courses and training (details in Managers' report)
 - We invested in new software and facilities this year, including EYLog and the tablets needed for that. This has allowed parents to see their child's developments and communicate more easily with playgroup.
 - We extended Room 1 opening hours to include 2 afternoons – as a result we invested in items such as bedding & a washing machine, but these will continue to be used in the future.



To sum up, I hope this addresses that although our finance figures are not great, the committee believes we made the right moves and all the costs were in the best interest of our families and employers. We hope covid will no longer affect the business moving forward now that the government has scrapped all covid-related restrictions, and we hope our investing in the staff and facilities will benefit our kids.

Manager's report

Wow what a year! This year has seen some challenges, coming out of the pandemic, and living with Covid we experienced more illnesses and staff shortages. The playgroup has done fantastic in remaining open for all and providing the care and education the children needed. The playgroup has seen a big change within the staff team, who have now become an asset to the playgroup.

Current numbers

Room 1 – Caterpillars - 29 Children on register.

M	T AM	T PM	W	TH AM	TH PM	F
11	20	20	17	18	16	17

Room 2 – Butterflies – 17 Children on register.

M AM	M PM	T AM	T PM	W AM	W PM	TH AM	TH PM	F AM	F PM
12	12	14	14	15	14	14	12	11	12

Numbers in Room 1 are higher at this time of year than in the previous couple of years. We have had 3 consecutive years now of lower numbers than normal in Room 2. This could be down to many reasons e.g. Coronavirus, low birth rate etc.

Staffing

Staffing is as follows –

Job share Managers – Kirsty Wharton/Natalie Housley

Room 1 Caterpillars -

Tracey – Room Supervisor

Lynne, Jessica P, Jyoti

Room 2 Butterflies –

Rebecca – Room Supervisor/Deputy Manager



Kimberley, Jessica, Laura

Training completed

Lynne is continuing with the completion of the NVQ Level 3, she has passed the key skills element and is now concentrating on the assignments.

The following staff have completed the below training –

Natalie – DSL Training

Kirsty – DSL Network

Jess R – Safeguarding training

Kirsty – SEN Funding

Natalie – Safeguarding refresher training

Lynne – introduction to EYFS

Jess R – Practical use of SLC

Rebecca – DSL Training

Jess R – Safeguarding training

Rebecca – Phonics

Rebecca – New to SENCO

Sara – Safeguarding training

Jyoti – Introduction to EYFS

Natalie – Curriculum and Curriculum intent

Kim – Numeracy

Rebecca – First aid

Rebecca – Six impossible things

Kim – Safeguarding training

Jyoti – Safeguarding training

Rebecca – Making interactions count

Natalie – Improving team practice

Opening hours



This year is the first year that Room 1 have offered full days, on a Tuesday and Thursday, this has worked well, and these days have proven popular for the parents. This year is also the first year that Room 2 has been open full time, this has also been beneficial to the parents and proven a success.

We are currently looking at interest to open all day on a Wednesday in Room 1.

Waiting lists

Places for September 22 are in the process of being confirmed.

Numbers are looking ok for September so far. At a glance Room 1 are currently lower than in previous years at the moment (although we still have a couple of months to get new starters), however Room 2 are higher than previous years.

Waiting lists are building up for after September.

Parent and Toddler group

The parent and Toddler group started back up in November 21, being run by Sara. The parent and toddler group has become a meeting point for the community with lots of families returning each week. The average number of children per week is approx. 12.

Developments

We successfully received a grant from the Coop to develop a sheltered area in the outdoor space. This has been delayed due to further permission needed from Carters due to Playgroup being in a conservation area.

This year we have been using Eylog and Eyman software, which we have received positive feedback from the parents.

We have formed a stronger link with South Wilford School and are now able to use their facilities almost weekly, such as the woodland area and farm.

We are planning on meeting with the new Vicar after half term, who will take over Preschool praise.

The staff team are working together to embed and write the Playgroup's vision and curriculum.

Finally

None of the work we do here could happen without the dedication of the staff and committee. Thank you to all the staff and committee for their continued commitment and support.



Committee elections

Chris Hill will be resigning as Chair. Emma Potter has shown willingness in the Chair position, she has been nominated by Yvonne Bryning and Olivia Theobald-Vella. All voted in favour.

Yvonne Bryning will be resigning as Treasurer. Alex Leeming has shown interest in the Treasurer position, she has been nominated by Chris Hill and Emma Potter. All voted in favour.

Vacancy remains for Secretary. No-one present interested in the position.

Actions:

- Chris Hill and Yvonne Bryning will leave the committee on 7th June and need to be removed from the charity commission, ofsted, bank accounts and staff pension accounts.