

St Michaels Playgroup

AGM and Minutes of the Meeting held on 7th March 2016

1. Apologies for absence/all present to sign in

Apologies for absence were received from Mei Tse and Jenni Blackford.

Those present at the meeting were Sharon Jackson (Manager), Julia Paton (Deputy), Chloe Fitzgerald, Gina Kellett, Alison Perrin, Suzanne Long, Sandra Westrope (Treasurer), Gail Healey (Secretary) and Sarah Randall.

2. Chair's welcome

In Jenni's absence Gina took on the role of chair of the meeting, welcoming everyone and thanking them for coming. The committee members were very pleased to meet Sarah Randall (parent to a child currently at playgroup) and welcomed her warmly to the meeting.

3. Matters/updates arising from last minutes

Sharon mentioned that she would remind the site manager about his offer to make two broken bubble cars into one that works. All other matters arising were covered in the Manager's report, see no. 4 below.

4. Manager's report

Sharon thanked all the staff for their continued hard work, especially appreciating the fact that they always go the extra mile and do certain things in their own time (for example; attending courses, extra work on the children's learning journals, etc).

Playgroup report

It was reported that although the number of children attending nursery was quite low in January 2016 with 24 families, there are now 28 families on role. Of these, 6 are funded 3 year olds and 9 are funded 2 year olds, the remaining 13 families are fee paying. In addition, 8 new families with 2 year olds will be starting in April and some of these are funded 2 year olds. The total number of families from Easter will be 36 which is an excellent number.

At present two children receive pupil premium funding and this money has to be accounted for. Julia attended a course regarding how this has to be documented showing the impact on the child/children's learning. It was observed that Ofsted see this as one of the top priorities when inspecting settings. It was proposed to purchase a screening system, called 'welcomm', which focusses on speech and language development and would be beneficial to all children. The committee members were all in agreement that this should be purchased.

Staffing/Training

Sharon clarified that staffing at playgroup now consists of a manager (Sharon Jackson), 4 core staff working with key children allocated to each of them (Julia Paton, Chloe Fitzgerald, Suzanne Long, Gina Kellett), and a cover assistant (Alison Perrin). From April, Alison will be adding Tuesday to her workload to help with the additional children for this term and Sharon will be in ratio on a Monday and a Friday. This is the only way playgroup could accept the additional 2 year olds who would go elsewhere if playgroup couldn't find the staff to cover the sessions.

The new half-termly staff meetings have been continuing. Julia, Alison and Gina have now updated their first aid certificates. The food hygiene courses have been completed. Safeguarding has now been updated for all staff. Sharon has completed her designated training and Julia will do the same by the end of this term.

Looking ahead, Sharon and Julia will be attending the termly PVI briefing's and Senco Updates in the next two weeks.

Other News

Sharon remains on the advisory board for the children's centre. They have now started their links with Margaret Wix school and the new headmaster will be joining the advisory board.

The insurance has now been renewed for another year.

Sharon, Sandra and Julia met to discuss fees, as they haven't been increased since 2014. Sharon proposed to increase the fees from September 2016 to £14 for a 3 year old and £15 for a 2 year old. Sandra seconded the proposal and all the committee members were in agreement.

It was reported that playgroup has obtained the new 'toolkit tracker' which early years settings get free and then pay £30 a year for support and updates. This will allow Sharon to look at nursery's data and see where the gaps are. Sharon will attend a training course for this in April.

Health and Safety

Parking around the playgroup setting is improved at the moment, especially as Margaret Wix Primary school have started to close the gates at drop off and pick up times.

Website

Mei has completed a recent software update and added key words to the search engines to ensure playgroup are top of the listings when users are searching for it. There is plenty of website user traffic.

5.Treasurer's Report

As this meeting is also playgroup's AGM, the accounts were made available for Trustees to look at. There were no questions arising from these.

It was reported that playgroup's bank accounts continue to look healthy.

Sandra had met with Sharon and Julia to discuss the fact that 22 children are needed each day to cover current costs and wages. As the bank balance is healthy, playgroup can withstand the occasional slight decrease in the number of children attending. Sandra cautioned that if numbers remained low for more than the odd term, playgroup would need to increase its advertising, but playgroup should always try to pre-empt this.

A small increase in fees is needed on an annual basis as detailed in the Staffing/training section of the Manager's report, see no. 4 above.

The staff wage increase of 3% went ahead from 1st November 2015, as agreed at the last committee meeting. Gift vouchers were also given to staff in December as a thank you gesture from playgroup.

The committee remains grateful to Alex Walsh for continuing to voluntarily audit the accounts and sign them off.

Sandra reported that she has submitted playgroup's accounts to the charity commission and updated the Trustee list.

Sandra explained that when the new tax year starts in April, the tax codes will change from 1060 to 1100. This figure tells you that you will be able to earn £11,000 before you pay any tax. Staff will receive their P60s in April.

Sandra noted that playgroup's staging date for workplace pensions is January 2017. Any staff eligible will be invited to pay into this scheme if they wish to do so. Sandra will look into whether it is possible to opt into the scheme even if you are earning under the threshold amount.

6.Fundraising/events report

It was reported that the photos taken last October raised £40 in commission, the Children in Need 'wear your pyjamas' day in November raised £18 and the Christmas fundraising made £94 and £48 in party contributions. Text Santa also raised £17. It was agreed that the format

of having one large Christmas party instead of two smaller ones worked well and will therefore continue to be organised this way in the future.

The money raised at July's sports day and at Christmas has paid for a new 'Kiddi' sink hand-washing unit which is proving to be extremely useful.

Some of the money donated by Green Modular (<http://www.green-modular.com>) paid for a large planter filled with soil and bark for the children to dig in.

The cake sale in February raised £27 and this money is being used to pay for stationary items, printer ink, paper and photographs.

It was announced that the upcoming fundraising events are:

- Week beginning 21st March; Easter cake sale and raffle. Sharon will include in the newsletter to parents that raffle donations are needed. The raffle will be drawn on the Easter fun morning, see below.
- Wednesday 23rd March; Easter fun morning and bonnet parade. All children will be invited for an indoor picnic. The Easter bonnet parade and an egg hunt will take place outside, weather permitting. There will be a £1 charge to enter the homemade bonnet competition and there will be a prize for the best boy and girl bonnets.
- Sunday 10th July; Summer Sports day, more details to follow.

Julia thanked all those involved for their continued support in fundraising for playgroup.

7.Safeguarding/health and safety information

Sharon reported that, as always, all risk assessments have been completed.

Due to the new sink, things have been moved around a bit, resulting in less spillages and a safer playgroup setting.

Fire drills with Margaret Wix primary school are taking place.

Any other matters on this item were covered under number 4, the manager's report.

8.Any other business

Online Banking

Sharon announced that she has made enquiries about online banking to make wage paying easier. This will mean that staff will be paid direct and then it will be possible to email payslips, therefore saving on printer costs and time. To progress this, playgroup staff will need to give their bank account details to Sharon.

New Committee Member

Sarah Randall agreed she would be happy to help with the committee when she could. Julia proposed she become a new committee member and Alison seconded this.

9.Date of next meeting

The next committee meeting will take place on Monday 13th June 2016.