

St Michaels Playgroup

AGM/Minutes of the Meeting held on 8th March 2018 at 8.00pm

1. Apologies for absence/all present to sign in

Those present at the meeting were Sharon Jackson (Manager), Julia Paton (Deputy), Chloe Fitzgerald, Alison Perrin, Jenni Blackford (Chair), Gail Healey (Secretary), Jason Long (Treasurer), and Claire Walsh.

Apologies were received from Annette Adkins, Mei Li, Suzanne Long and Clare Tominey.

2. Chairs welcome

Jenni opened the meeting by welcoming everyone and thanking them for coming. Since the last meeting Kelly Flanagan has resigned from her post as trustee and a new trustee has been approached, Clare Tominey. Jenni and Julia briefed the committee on the new trustee's background and experience. Clare Tominey was proposed as a new trustee by Jenni and this was seconded by Jason, and agreed unanimously.

Agenda Point	Minutes	Action
3. Update on change to CIO	Jenni reported that the application to progress turning playgroup's charity status into a CIO (charitable incorporated organisation) was submitted successfully. A new charity number was issued and we now need to close down the 'old' charity after the end of year accounts/trustees report have been submitted. Jenni has been informed we may need to re-register with Ofsted. A number of conflicting pieces of advice have been given and Jenni now needs to contact the charity commission to clarify how we should proceed. She will keep us informed.	Jenni
4. Update on staff contracts and new procedures to approve	The new formal staff contracts have been issued, discussed, approved and agreed by email. The grievance and disciplinary procedures have been updated, approved and agreed by all by email.	
5. Matters arising from last minutes	The minutes from the meeting held on 20 th November 2017 are now approved and can be made public. Any matters arising have been covered in the above two agenda items and the managers report.	Sharon
6. Manager's report	<u>Playgroup report</u> Sharon reported that we now have 24 children on role consisting of 9 3yr funded, 8 2yr funded and 7 paying fees. From Easter there will be some changes to the existing children with 5 or possibly 6 new families	

	<p>starting. These families will be visiting over the next week.</p> <p><u>Staffing/Training</u> Staffing remains the same, additionally, interviews took place on Tuesday 6th March and the vacant position was offered and accepted. Sharon will formally name the person once the setting she is leaving has told the staff there.</p> <p>Since January 2018 Julia has become the room leader and manages the room on a daily basis. This means that the staff report to her and then she meets with Sharon on a regular basis to discuss any issues or concerns. This seems to be working well and has given Julia a new insight in to her role as she can now see things from a different perspective.</p> <p>All staff have had their annual appraisals and will have supervision before the Easter break.</p> <p><u>Courses</u> Staff and Trustees have attended the following courses:</p> <ul style="list-style-type: none"> • Alison, Annette and Gail - new to the EYFS. • Chloe and Suzanne - a maths course. • Julia and Annette - a communication course at the children’s centre on 9th March. • Sharon - a Supervision and Appraisal course. • Julia and Sharon attend the termly SENCO briefings. <p><u>Website</u> Julia has updated some information on the website which was incorrect. Mei will need to finish one last bit. It was agreed that a monthly check should be made of the website to ensure information is correct at all times where possible.</p> <p><u>Other News</u> Since the last meeting Gail undertook a visit to playgroup to carry out an EYFS learning walk as part of her trustee role. Her report of this visit will be circulated and used as a template for the other trustee visits.</p>	<p>Sharon</p> <p>Sharon/Mei</p> <p>Jenni</p>
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	<p>Last weekend the sign was vandalised outside on the main street we have had a quote to have this replaced and it is approx. £75.00 Sharon will arrange for this to be done.</p> <p>The step and ramp should hopefully be repaired and installed during the Easter holidays weather permitting.</p> <p>A discussion regarding the new data protection rules was had and as a result, Sharon proposed that we purchase a new laptop for playgroup and a printer this was agreed.</p> <p>The committee also agreed to the purchase of some new polo shirts and sweatshirts for staff as they are quite old and the new staff member will need uniform also.</p>	<p>Sharon</p> <p>Sharon/Jason</p> <p>Sharon</p>
<p>7. Treasurer's report</p>	<p>All the accounts have been checked by Jason up to the 3rd February 2018. The accounts show the slight overpayment we were expecting (of funding from the local authority) which will be adjusted over the coming year. It was agreed that Sharon will give receipts to Jason on a monthly basis from now on. At this time, the bank balance remains in a healthy state.</p>	
<p>8. Fundraising /events report</p>	<p>It was reported that the photos last October raised £55 in commission. The Children in Need, wear something spotty, in November raised £22.20. The Christmas jumper day raised £12.25 for Save The Children. The cake sale made £19.30.</p> <p>This term fundraising money has gone towards some sensory toys, a baking set for the home corner and a lockable filing cabinet.</p> <p>Other events coming up are: -</p> <ul style="list-style-type: none"> ● The Easter Cake sale and raffle; Tuesday 20th March for one week. ● Wednesday 28th March - Easter fun morning and bonnet parade – all children will be invited for an indoor picnic, Easter bonnet parade and egg hunt outside, weather permitting. £1 to enter a homemade bonnet and there will be a prize for the best boy and girl bonnet. ● Sports day – Friday 6th July. All parents will be invited back at around 11 for races and some fundraising activities, we are hoping there will 	

	<p>be a bouncy castle. Parents are invited to stay at 12 and bring a picnic for them and their children. More details to follow.</p> <p>Julia thanked everyone for their continued support with fundraising for playgroup.</p>	
9. Safeguarding /health and safety information	<p>It was noted that Jenni will do a trustee's safeguarding visit when she comes in to playgroup to do Sharon's appraisal.</p> <p>All other matters for this item were covered in the Manager's report, see no. 6 above.</p>	Jenni
10. Any other business	There was no other business to report.	
11. Date of next meeting	The next committee meeting will take place on Wednesday 13 th June 2018 at 8 pm.	