

## **SEEND PLAYGROUP AGM 2013**

The Bell Inn, Seend, Tuesday 17<sup>th</sup> September 2013

Attending – Jacqui Hart (admin officer), Liz Futter (playgroup leader), Victoria Bowes (Treasurer), Jess Streeter, Linda McCarron (Chair), Justine Cooper, Pru Hawkins, Sam Brailey, Laura Awdry, Laura Awdry (later arrival due to baby...ahh.., hence assumptions made later in report)

Absence Helena King (holiday)

**Chairpersons report** – Parent questionnaires went out and the biggest request was for longer days but this is currently not viable. Staff contracts were reviewed and agreed. Christmas was a success and thanks passed on. Easter events went well. OFSTED arrived and we were allocated a GOOD rating. Thanks to the staff and committee who helped achieve this. Woodlands adventure summer trip went down very well.

### **Treasurers report** – Treasurer’s Report 2012/2013

Last Year - Accounts 2011-12 During the course of this academic year, we finalised the accounts for 2011-12 (it was not possible to complete then in time for last year’s AGM) and Blomfields have now filed these. They did show a significant drop in income but this was largely due to the fact that we were paid too much grant from County the previous year (2010-2011) and then had to pay back a large sum of money in 2012-2013. This effectively created a distortion in the accounts. Overall, an examination of our day-to-day operating costs and the final accounts for 2011-12 showed a small increase in our costs and therefore a small deficit at the end of the year. This was not of huge concern but was worth noting for the future operation of the Playgroup and prompted us to increase our fees at the start of this academic year.

This year - 2012-13 The accounts have not yet been prepared for this year as it takes Blomfields some time to prepare them. However, Jacqui and Victoria have looked at the income and expenditure to date. The key points to highlight are:

Our wages have increased by £1900 compared to last year. This can be attributed to Rachel working on Tuesdays and, as Liz highlighted in the Playleader’s Report, to us taking on additional staff for Wednesday which were subsequently not needed once parents then cancelled their Wednesday sessions. In addition, the staff have completed various training courses which incur overtime costs, but these are all worthwhile. Looking at the year ahead, the overall wages will probably decrease again due to changes in Rachel’s and currently Jacqui’s hours.

Our expenditure on equipment has decreased significantly this year, by approximately 80% compared to 2011-12. This fluctuates from year to year depending on our needs. In 2012-13, we also made a significant effort to reduce expenditure and that seems to have paid off.

Overall, our total expenditure in 2012-13 decreased by approximately £750 and our total income increased by approximately £500, compared to last year.

The net result is that we appear to still be running at a small loss and eating into our reserves, BUT it is significantly smaller than last year's deficit.

In my opinion, whilst it is clear Seend Playgroup is still operating at a small loss, overall, it is in a stable financial position and continues to run efficiently. My only recommendation as outgoing Treasurer would be to pay more attention to fundraising; the total income from fundraising in 2012-13 was negligible— approximately £90, more than half of which came from Phoenix Cards. It should be easy to improve on this figure.

Victoria Bowes, Treasurer

**Advertising** needs to be looked at. Justine has lived in Bowerhill for 4 years and mentioned that she had no idea we were here. We need to look into paper adverts, health centres, ASK and Surestart. This may improve enormously when the web site launches. This is [www.seendplaygroup.com](http://www.seendplaygroup.com). Victoria will continue to be the administrator of this as she has received training for it. Lindsay Moon was the lady who designed the site and trained Victoria.

#### **Playleaders report – Playleader's Report 2012/13**

2012/13 was a very busy and enjoyable year for us. We began with 30 children on the register and the Tuesday session was almost full from the start. By June we had 35 children with over 20 on all the morning sessions.

From the start of the year we had been expecting Ofsted to visit but they didn't come until the end of May just before the half term. We were very pleased with the outcome and were awarded Good in all areas.

We were able to maintain our high ratio of adults to children. Our staff remained the same as last year. Rachel came in extra on a Tuesday as we had so many children on our cooking day. Several people signed up for the Wednesday session and then dropped out which left us over staffed for that session. We decided to have a form of agreement for parents to sign for this term, and to give us 4 weeks notice of any changes.

The topics we covered with the children were All about me, Autumn, Winter Festivals including Christmas, Colours, Spring Festivals including Easter, Numbers in the environment, and role play stories. We try to follow the children's interests to encourage their learning.

Rose continued doing her Senco training each term, which included helping children with English as a second language. We had two bi-lingual children at the time. The staff tried learning a little Spanish and Claudia came in to do some simple Spanish with the children.

Rose continued the BLAST language programme and most of the children had a turn at it. She also started a small group to boost social skills which they called "The dancing Bear" group.

I did a course on "Leading the new Early Years Foundation Stage" and some on-line courses on Child Protection, Safer Recruitment and Preparing for Ofsted. Rose did a course on Child Protection and Jess Streeter did the level 3 course.

Our Leading Teacher helped us with a Focussed Improvement Plan which has to be done at all the Early Years Settings that receive Early Education Grant. We focussed on developing the provision and practice for the youngest children, and planning individual learning for all the children following their interests. We had a new Leading Teacher for the summer term, and I'm not sure how much support, if any, we will get from County this year now we have been graded "good". However we have our targets from the Ofsted report. In order to meet these we are re-introducing our small key-worker groups following snack time, and being sensitive to the children's needs when we ask them to come for a particular activity.

Regarding resources, we received a children's digital camera with the Sainsbury's vouchers. Our new folding trampoline broke but we managed to get the money back and bought a stronger Galt one, which also folds.

We went on several outings to school, church, blackberrying, the canal, Love Walk, the Community Farm at West Ashton, the Fire Station and Woodland Adventurers. The Woodland Adventures was a real hit with everyone, and well worth repeating. For the Christmas Party we had the Drum Man and for the Leaver's Party we had a sport' coach. Both were very good but both were very late coming, which left us in limbo not knowing what to do!

17 children went on to school, and we now have 22 on the register with a possible 5 more to start during the year.

We had a very enjoyable year, and thanks are due to a loyal and enthusiastic staff, and support from the committee.

Liz

**Appointment of committee members** – Linda would like to step down from the chair post. Victoria Bowes also needs to resign as Isabella has gone to school. Jess Streeter has been proposed as Treasurer and VB has seconded. We also assume Laura is stepping down as secretary, but will stay on the committee for the moment. Justine proposes Sam Brailey as Secretary, VB seconded. Justine has volunteered to chair...we applauded loudly!!....Linda has proposed, Jess has seconded.

Linda continues on the committee and Pru wants to be on the committee. JH will find an e-mail address for Pru as she is new to this. Pru asks about fundraising in the past and sponsorship. A Jumble sale is proposed in November at the pavilion and we will bring this up at the next meeting.

**AOB.** Linda brings up the matter of CRBs. Laura's CRB is finally through, but Helena's is still missing. CRBs will be costing £52 for educational purposes from now on, but volunteers will only have to pay the admin fee which playgroup will pick up. Pru is the only one needing an EY2 form for her CRB. – next meeting wed oct 2<sup>nd</sup> Jess Streeter's house.