

JACK AND JILL PLAYGROUP (STROOD)

England & Wales · Charity number 1024238

Details

Other names JACK AND JILL PLAYGROUP

Status Registered

Legal form Other

Registered 1993-07-28

Register [View on the Charity Commission register](#)

Contact

Address Jack & Jill Playgroup
Minerva Road
Strood
Rochester
ME2 3HN

Phone 01634717585

Email jackandjillplaygroup@hotmail.co.uk

Website <http://thejackandjillplaygroup.co.uk/>

Activities

Objects: TO ENHANCE THE DEVELOPMENT AND EDUCATION OF CHILDREN UNDER STATUTORY SCHOOL AGE BY ENCOURAGING PARENTS TO UNDERSTAND AND PROVIDE FOR THE NEEDS OF THEIR CHILDREN THROUGH COMMUNITY GROUPS

Activities: To provide a safe, stimulating educational and childcare provision for 2 to 5 year olds to explore and learn through play.

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes
- **Who:** Children/young People

Geography

- Medway

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2024-12-31 | £242,782 | £236,014 | - | - |
| 2023-12-31 | £195,218 | £235,445 | - | - |
| 2022-12-31 | £219,616 | £217,972 | - | - |
| 2021-12-31 | £186,838 | £181,349 | - | - |
| 2020-12-31 | £234,195 | £220,635 | - | - |

Trustees

| Name | Role | Appointed |
|--------------|------|------------|
| Ashley Stone | | 2025-10-15 |
| Candis Wiles | | 2023-10-18 |
| Emma Ray | | 2023-10-18 |
| Lisa Butcher | | 2023-10-18 |
| Simon Brown | | 2016-10-20 |

JACK AND JILL PLAYGROUP (STROOD)

England & Wales - Charity number 1024238

Accounts

Treasurers Report 2024

Please see the audited accounts attached for 2023. Parents are welcome to view the accounts of the playgroup.

| | | |
|--------------------------------|---------|---------------------|
| Balances as of <u>15/10 25</u> | Lloyds | £ <u>24'626.69</u> |
| | Savings | £ <u>115'572.33</u> |

Accounts Approved

Proposed: 2nd:

Incomings £242,782.24 - Outgoings £236,014.73 = Surplus for 2024 of £6,767.51.

The current balance of both accounts include provision for staff redundancies should they become necessary and as the staff are paid on a pro rata basis, part of the current balance is wages owed, to be paid during school holidays.

Fundraising and donations for 2024 were £1,812.94. This is an increase of £763.86 from 2023. This was due to an increase on general fundraising; this needs to increase if the playschool is to continue to provide subsidised activities and trips. All trips and special events rely on funds raised.

Fees collected: £29,902.50. This is a decrease of £6,847.62 from what was paid in 2023. The decrease is due to falling numbers and changes to the childcare provision funding by the government.

Most parents are extremely good with payments. It is important that all parents pay their fees promptly if the playgroup is to continue operating, as non-payment of fees can severely affect the playgroup.

Our wages and tax are still being dealt with by Paymaster. Paymaster has dealt with staff wages and tax issues satisfactorily, including filing our tax return online for us and helping us with any new tax legislation. They also manage the auto enrolment pension in line with current legislation, ensuring we have met all our deadlines.

As a charity run playgroup, we are a non-profit making organisation, so all excess money is put back into the playgroup to improve the facilities we offer. Whilst we currently have savings, these have decreased due to the high running costs and increases in employment costs. We must ensure we have the money in place to help the playgroup improve.

In 2024, we invested £1,179.58 in new equipment for the children, this was a decrease in £2,391.42 from 2023

In summary 2024, has been a difficult year, due to the increase in prices due to the cost-of-living crisis, falling numbers and the increase in the national minimum wage and national insurance rates. We have had to rely on our financial reserves to maintain the playschool finances, and whilst we have maintained and replaced the current equipment as required, we have had to put updating the provision on hold, hopefully this will improve in 2025.

JACK AND JILL PLAYGROUP

ANNUAL GENERAL MEETING

TO BE HELD

Wednesday 15th OCTOBER` 25

8:30AM AT PLAYGROUP

ALL PARENTS/CARERS

WE ARE A COMMITTEE ADMINISTERED CHARITABLE PLAYGROUP AND OUR PARENTS/CARERS SUPPORT AT THIS MEETING IS VERY IMPORTANT. PLEASE GIVE US YOUR SUPPORT BY ATTENDING AND GETTING INVOLVED. THE COMMITTEE SHOULD BE A MINIMUM OF 5 AND A MAXIMUM OF 12 MEMBERS INCLUDING THE OFFICERS. EVERYONE IS WELCOME. CHILDREN CAN COME INTO PLAY WHILE PARENTS ARE ATTENDING MEETING.

THIS YEAR THE COMMITTEE OFFICERS ARE HAPPY TO REMAIN IN POST. WE DO NEED OTHER PARENTS TO SUPPORT IN OUR FUND-RAISING EVENTS SO PLEASE COME ALONG TO SEE WHERE YOU CAN HELP. WE ALSO REPORT WHAT WE DO AS A PLAYGROUP DURING THE YEAR AND THERE IS AN OPPORTUNITY FOR YOU TO LET US KNOW YOUR VIEWS.

AGENDA

- 1 WELCOME
- 2 ANY MATTERS ARISING AGM 2024
- 3 COMMITTEE REPORT by Delia Bryan (Administrator/Manager)
- 4 STAFF REPORT by Sally Howarth (Supervisor/Manager)
- 5 TREASURERS REPORT prepared by Louise Cribb (Bookkeeper) and Lisa Butcher (Treasurer) on behalf of Committee
- 6 RE-ELECTION COMMITTEE
- 7 ANY OTHER BUSINESS: future development, policy amendments, fees, fundraising events.
- 8 DATE OF NEXT MEETING

A G M
Wednesday 15TH OCTOBER` 25
8:30AM AT PLAYGROUP

CHILDS NAME: _____

I will/will not be attending the above AGM.

NAME: _____ (print please)

SIGNED: _____ DATE: _____



JACK AND JILL PLAYGROUP

AGM REPORT

Wednesday 15th October 2025

Dear Parents & Carers

I am the administrator/manager (Delia) for the setting. I work on behalf of the Jack and Jill Playgroup parent committee in a paid position and report to the chairperson Candis Wiles and Lisa Butcher (Treasurer) on a regular basis, to ensure we meet the legal and statutory requirements of our playgroup constitution and manage the day-to-day business of the provision,

Our constitution sets out the rules that governs our charitable pre-school and part of these rules is that we hold an Annual General Meeting (AGM) each year. At the AGM we present our audited accounts and minutes from the previous year, report our progress and what works we have carried out during the past year.

This meeting also gives parents the opportunity to discuss and vote on any committee matters, policy and committee member changes.

ATTENDANCE:

I have attached a list of the parents that have attended. We had the required number of parents for the meeting to go ahead. Thank you for your interest and your time in supporting your children's playgroup.

ANY MATTERS ARISING FROM MINUTES OF LAST AGM 2024:

None. There were no raised questions by parents and therefore it is accepted that the agreed minutes were accurate.

1st vote: Cassius Hammond

2nd vote: Ashley Stone

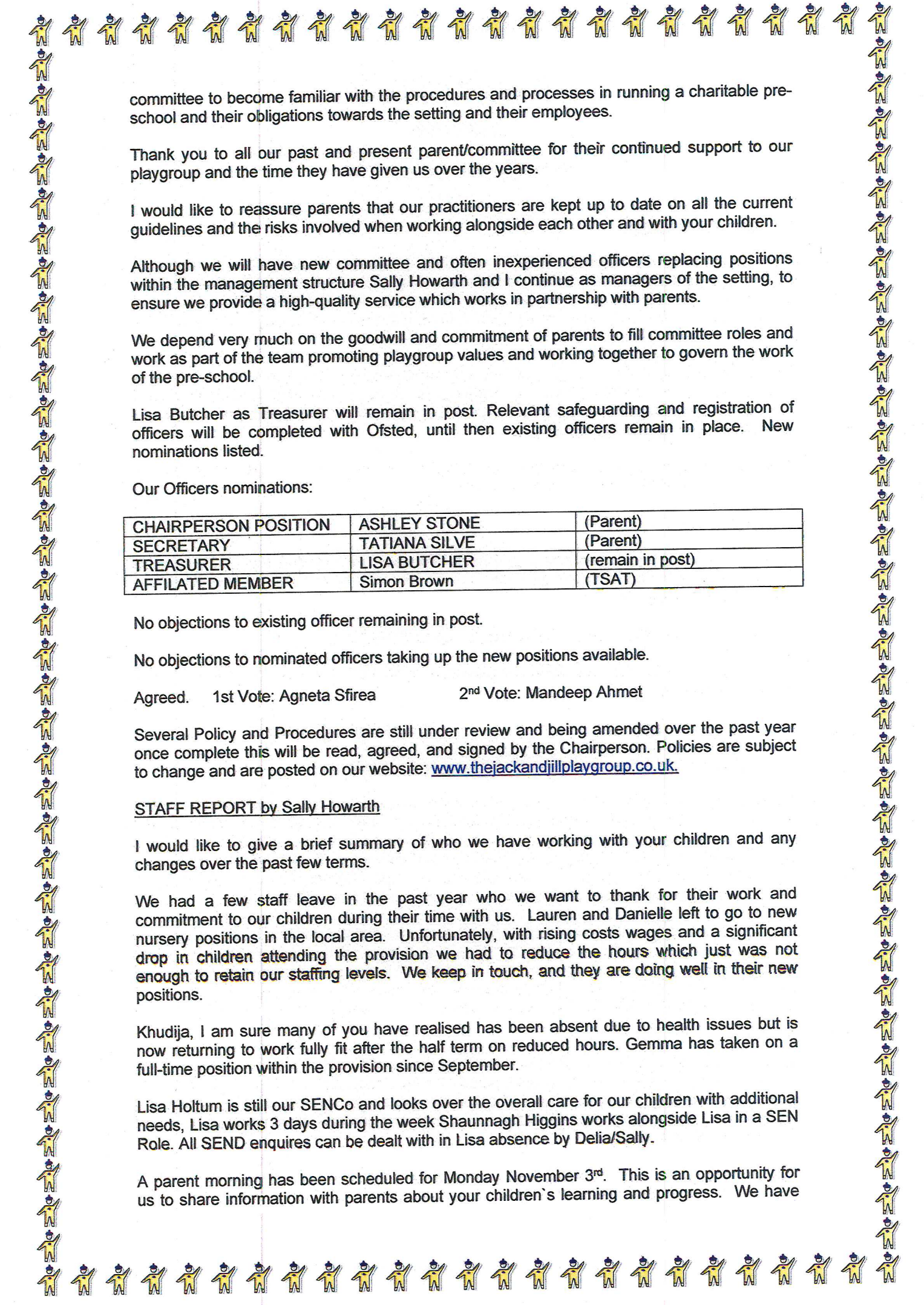
COMMITTEE REPORT by the Administrator/Manager - Delia Bryan

Thank you all for your support in attending it does seem to get a struggle each year to get the required amount of parents to attend as I understand work and childcare commitments can be tricky. , I know everyone is pushed for time so we will try and keep the official meeting short so that we have time to discuss fundraising and what help is needed. We have new committee officer positions to nominate and vote in. Lisa Butcher (Treasurer) is happy to remain in post this year and if there are not objections raised, that will be agreed.

Since last year they have committed themselves into fundraising events which have raised funds holding a Easter Fayre and a Big Bounce and cake stalls and application to Tesco Stronger Starts which we were awarded £1500.00 to improve our outside play areas and equipment which have got very tired all of which have had a positive impact on what we can provide your children. We will keep you informed of the progress. Thank you for your hard work.

As at every AGM, I just like to start by explaining the responsibilities we have and how it all works. The Committee is the registered person for the group, the employers and have the overall responsibility for the provision of childcare and are legally responsible for ensuring compliance with the Early Years Register, regulations and any conditions imposed by Ofsted and the Charities Commission.

Most of these day-to-day responsibilities and running of the playgroup is taken on in a paid position by Delia Bryan the Administrator/Manager and I will guide parents new to the



committee to become familiar with the procedures and processes in running a charitable pre-school and their obligations towards the setting and their employees.

Thank you to all our past and present parent/committee for their continued support to our playgroup and the time they have given us over the years.

I would like to reassure parents that our practitioners are kept up to date on all the current guidelines and the risks involved when working alongside each other and with your children.

Although we will have new committee and often inexperienced officers replacing positions within the management structure Sally Howarth and I continue as managers of the setting, to ensure we provide a high-quality service which works in partnership with parents.

We depend very much on the goodwill and commitment of parents to fill committee roles and work as part of the team promoting playgroup values and working together to govern the work of the pre-school.

Lisa Butcher as Treasurer will remain in post. Relevant safeguarding and registration of officers will be completed with Ofsted, until then existing officers remain in place. New nominations listed.

Our Officers nominations:

| | | |
|----------------------|---------------|------------------|
| CHAIRPERSON POSITION | ASHLEY STONE | (Parent) |
| SECRETARY | TATIANA SILVE | (Parent) |
| TREASURER | LISA BUTCHER | (remain in post) |
| AFFILIATED MEMBER | Simon Brown | (TSAT) |

No objections to existing officer remaining in post.

No objections to nominated officers taking up the new positions available.

Agreed. 1st Vote: Agneta Sfirea 2nd Vote: Mandeep Ahmet

Several Policy and Procedures are still under review and being amended over the past year once complete this will be read, agreed, and signed by the Chairperson. Policies are subject to change and are posted on our website: www.thejackandjillplaygroup.co.uk.

STAFF REPORT by Sally Howarth

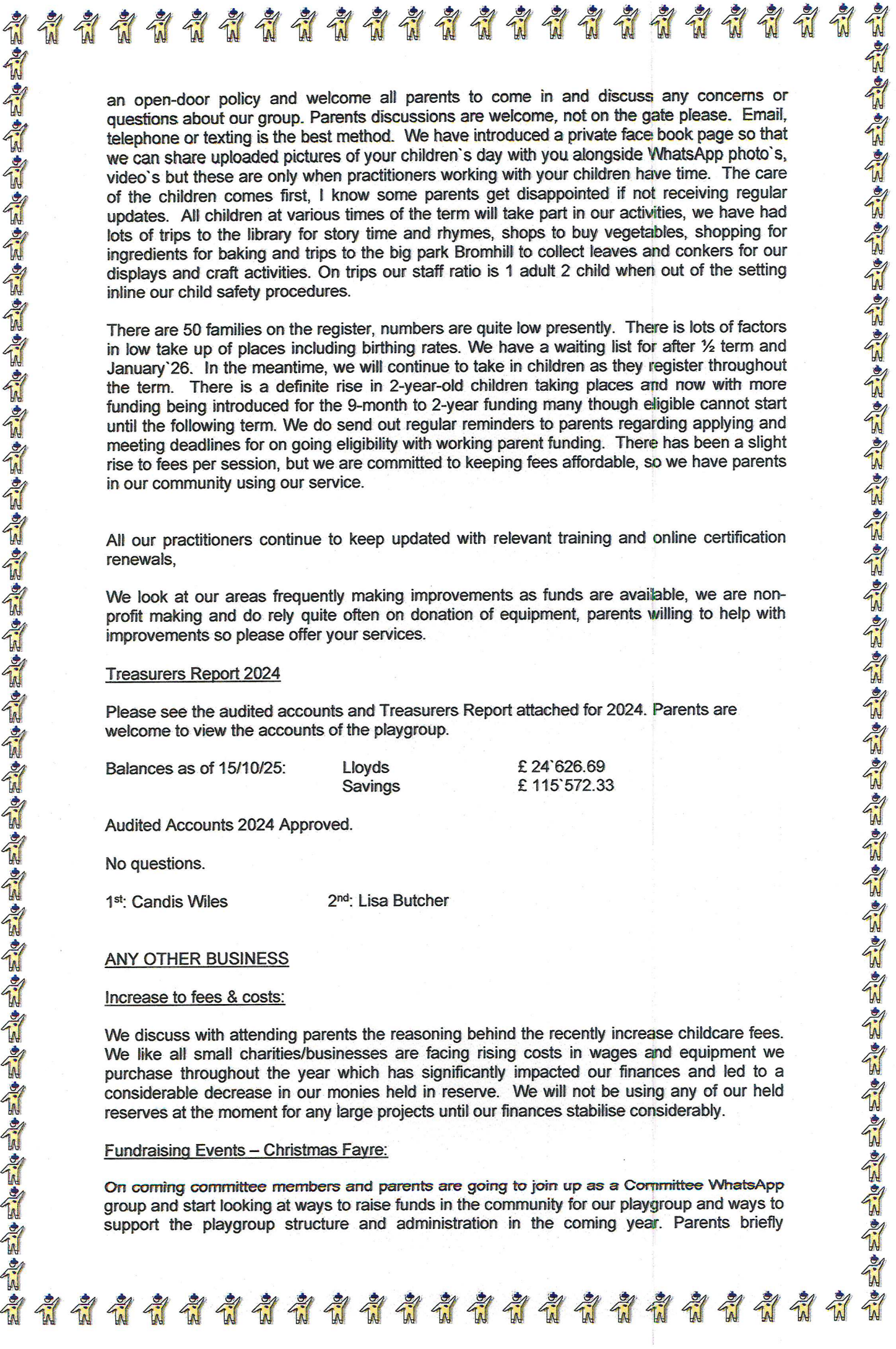
I would like to give a brief summary of who we have working with your children and any changes over the past few terms.

We had a few staff leave in the past year who we want to thank for their work and commitment to our children during their time with us. Lauren and Danielle left to go to new nursery positions in the local area. Unfortunately, with rising costs wages and a significant drop in children attending the provision we had to reduce the hours which just was not enough to retain our staffing levels. We keep in touch, and they are doing well in their new positions.

Khudija, I am sure many of you have realised has been absent due to health issues but is now returning to work fully fit after the half term on reduced hours. Gemma has taken on a full-time position within the provision since September.

Lisa Holtum is still our SENCo and looks over the overall care for our children with additional needs, Lisa works 3 days during the week Shaunnagh Higgins works alongside Lisa in a SEN Role. All SEND enquires can be dealt with in Lisa absence by Delia/Sally.

A parent morning has been scheduled for Monday November 3rd. This is an opportunity for us to share information with parents about your children's learning and progress. We have



an open-door policy and welcome all parents to come in and discuss any concerns or questions about our group. Parents discussions are welcome, not on the gate please. Email, telephone or texting is the best method. We have introduced a private face book page so that we can share uploaded pictures of your children's day with you alongside WhatsApp photo's, video's but these are only when practitioners working with your children have time. The care of the children comes first, I know some parents get disappointed if not receiving regular updates. All children at various times of the term will take part in our activities, we have had lots of trips to the library for story time and rhymes, shops to buy vegetables, shopping for ingredients for baking and trips to the big park Bromhill to collect leaves and conkers for our displays and craft activities. On trips our staff ratio is 1 adult 2 child when out of the setting inline our child safety procedures.

There are 50 families on the register, numbers are quite low presently. There is lots of factors in low take up of places including birthing rates. We have a waiting list for after ½ term and January'26. In the meantime, we will continue to take in children as they register throughout the term. There is a definite rise in 2-year-old children taking places and now with more funding being introduced for the 9-month to 2-year funding many though eligible cannot start until the following term. We do send out regular reminders to parents regarding applying and meeting deadlines for on going eligibility with working parent funding. There has been a slight rise to fees per session, but we are committed to keeping fees affordable, so we have parents in our community using our service.

All our practitioners continue to keep updated with relevant training and online certification renewals,

We look at our areas frequently making improvements as funds are available, we are non-profit making and do rely quite often on donation of equipment, parents willing to help with improvements so please offer your services.

Treasurers Report 2024

Please see the audited accounts and Treasurers Report attached for 2024. Parents are welcome to view the accounts of the playgroup.

| | | |
|--------------------------|---------|--------------|
| Balances as of 15/10/25: | Lloyds | £ 24'626.69 |
| | Savings | £ 115'572.33 |

Audited Accounts 2024 Approved.

No questions.

1st: Candis Wiles

2nd: Lisa Butcher

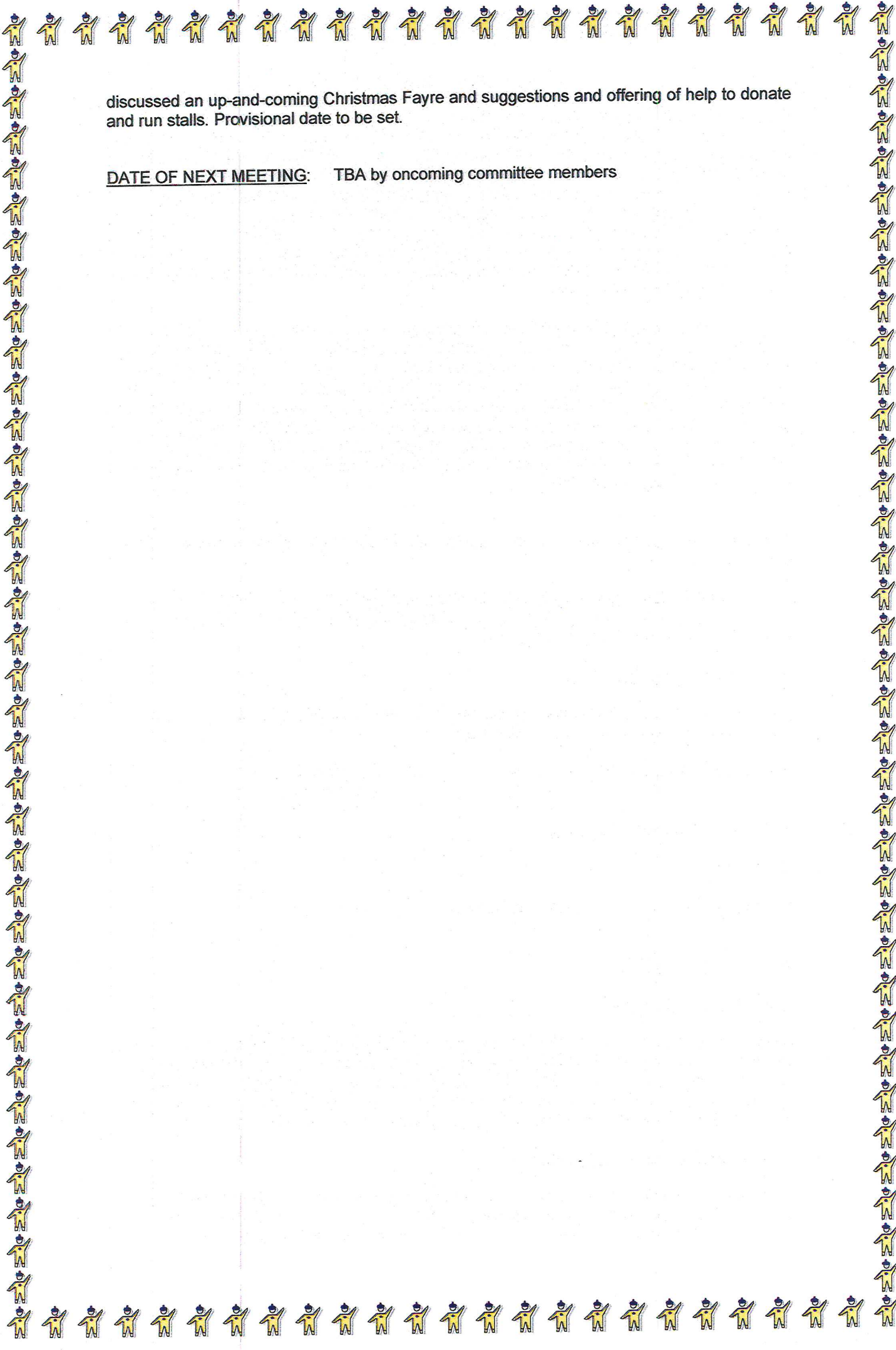
ANY OTHER BUSINESS

Increase to fees & costs:

We discuss with attending parents the reasoning behind the recently increase childcare fees. We like all small charities/businesses are facing rising costs in wages and equipment we purchase throughout the year which has significantly impacted our finances and led to a considerable decrease in our monies held in reserve. We will not be using any of our held reserves at the moment for any large projects until our finances stabilise considerably.

Fundraising Events – Christmas Fayre:

On coming committee members and parents are going to join up as a Committee WhatsApp group and start looking at ways to raise funds in the community for our playgroup and ways to support the playgroup structure and administration in the coming year. Parents briefly



discussed an up-and-coming Christmas Fayre and suggestions and offering of help to donate and run stalls. Provisional date to be set.

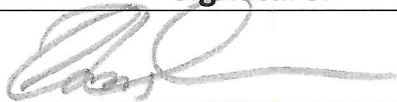




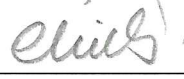


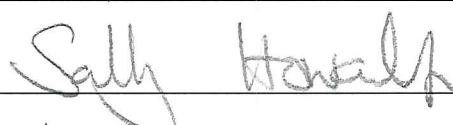


DATE OF NEXT MEETING: TBA by oncoming committee members

JACK AND JILL PLAYGROUP

AGM

WEDNESDAY 15th OCTOBER '25

ATTENDANCE LIST

| NAME IN CAPITALS | Signature: |
|------------------|--|
| CASSIUS HAMMOND |  |
| RACHAEL HARELL |  |
| Ashley Stone |  |
| AGNETA SIFREA |  |
| TATIANA SILVA |  |
| Candis wife s |  |
| MANDEEP AHMET |  |
| Lisa Butcher |  |
| SALLY HOWARTH |  |
| DEVA BRYAN |  |
| LEONA WOOD |  |
| | |
| | |
| | |

JACK AND JILL PLAYGROUP (STROOD)

England & Wales - Charity number 1024238

Accounts

JACK AND JILL PLAYGROUP

ANNUAL GENERAL MEETING
TO BE HELD
MONDAY 14TH OCTOBER` 24
8:30AM AT PLAYGROUP

ALL PARENTS/CARERS

WE ARE A COMMITTEE ADMINISTERED CHARITABLE PLAYGROUP AND OUR PARENTS/CARERS SUPPORT AT THIS MEETING IS VERY IMPORTANT. PLEASE GIVE US YOUR SUPPORT BY ATTENDING AND GETTING INVOLVED. THE COMMITTEE SHOULD BE A MINIMUM OF 5 AND A MAXIMUM OF 12 MEMBERS INCLUDING THE OFFICERS. EVERYONE IS WELCOME. CHILDREN CAN COME INTO PLAY WHILE PARENTS ARE ATTENDING MEETING.

THIS YEAR THE COMMITTEE OFFICERS ARE HAPPY TO REMAIN IN POST. WE DO NEED OTHER PARENTS TO SUPPORT IN OUR FUND-RAISING EVENTS SO PLEASE COME ALONG TO SEE WHERE YOU CAN HELP. WE ALSO REPORT WHAT WE DO AS A PLAYGROUP DURING THE YEAR AND THERE IS AN OPPORTUNITY FOR YOU TO LET US KNOW YOUR VIEWS.

AGENDA

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- 2 ANY MATTERS ARISING AGM 2023
- 3 COMMITTEE REPORT by Delia Bryan (Administrator/Manager)
- 4 STAFF REPORT by Sally Howarth (Supervisor/Manager)
- 5 TREASURERS REPORT by Louise Cribb (Bookkeeper) on behalf of Committee
- 6 RE-ELECTION COMMITTEE
- 7 ANY OTHER BUSINESS: future development, policy amendments, fees, fundraising events.
- 8 DATE OF NEXT MEETING

A G M
MONDAY 14TH OCTOBER` 24
8:30AM AT PLAYGROUP

CHILDS NAME: _____

I will/will not be attending the above AGM.

NAME: _____ (print please)

SIGNED: _____ DATE: _____



JACK AND JILL PLAYGROUP

AGM REPORT

MONDAY 14TH OCTOBER 24

Dear Parents & Carers

I am the administrator/manager (Delia) for the setting. I work on behalf of the Jack and Jill Playgroup parent committee in a paid position and report to the chairperson Candis Wiles on a regular basis, to ensure we meet the legal and statutory requirements of our playgroup constitution and manage the day-to-day business of the provision,

Our constitution sets out the rules that governs our charitable pre-school and part of these rules is that we hold an Annual General Meeting (AGM) each year. At the AGM we present our audited accounts and minutes from the previous year, report our progress and what work we have done during the year.

This meeting also gives parents the opportunity to discuss and vote on any committee matters, policy and committee member changes.

ATTENDANCE:

I have attached a list of the parents that have attended. We had the required number of parents for the meeting to go ahead. Thank you for your interest and your time in supporting your children's playgroup.

ANY MATTERS ARISING FROM MINUTES OF LAST AGM 2023:

None. There were no raised questions by parents and therefore it is accepted that the agreed minutes were accurate.

1st vote: Paige Wallace

2nd vote: Rachael Bartlett

COMMITTEE REPORT by the Administrator/Manager - Delia Bryan

Thank you all for your support in attending on such an awful rainy day, I know everyone is pushed for time so we will try and keep the official meeting short so that we have time to discuss fundraising and what help is needed. It will be easier this year with the new committee officers happy to stay on in their roles and parents have not raised an objection. Since last year they have committed themselves into fundraising events which have raised funds holding a Christmas Fayre and a Big Bounce and cake stalls which have had a positive impact on what we can provide your children. Funds are tight this year. Thank you for your hard work.

I just like to start by explaining the responsibilities we have and how it all works. The Committee is the registered person for the group, the employers and have the overall responsibility for the provision of childcare and are legally responsible for ensuring compliance with the Early Years Register, regulations and any conditions imposed by Ofsted and the Charities Commission.

Most of these day-to-day responsibilities and running of the playgroup is taken on in a paid position by Delia Bryan the Administrator/Manager and I will guide parents new to the committee to become familiar with the procedures and processes in running a charitable pre-school and their obligations towards the setting and their employees.

Thank you to all our past and present parent/committee for their continued support to our playgroup and the time they have given us over the years.

I would like to reassure parents that our practitioners are kept up to date on all the current guidelines and the risks involved when working alongside each other and with your children.

Although we will have new committee and often inexperienced officers replacing positions within the management structure Sally Howarth and I continue as managers of the setting, to ensure we provide a high-quality service which works in partnership with parents.

We depend very much on the goodwill and commitment of parents to fill committee roles and work as part of the team promoting playgroup values and working together to govern the work of the pre-school.

Existing Officers have remained in post for 2024. Relevant safeguarding and registration of officers has been completed with Ofsted.

Our Officers:

| | | |
|-------------------|--------------|----------|
| CHAIRPERSON | Candis Wiles | (Parent) |
| SECRETARY | Emma Ray | (Parent) |
| TREASURER | Lisa Butcher | (Parent) |
| AFFILIATED MEMBER | Simon Brown | (TSAT) |

No objections to existing officers remaining in post.

Agreed. 1st Vote: Magdalena Skudzinska 2nd Vote: Nidhi Barot

Several Policy and Procedures are still under review and being amended over the past year once complete this will be read, agreed, and signed by the Chairperson. Policies are subject to change and are posted on our website: www.thejackandjillplaygroup.co.uk

STAFF REPORT by Sally Howarth

I would like to give a brief summary of who we have working with your children and any changes over the past few terms.

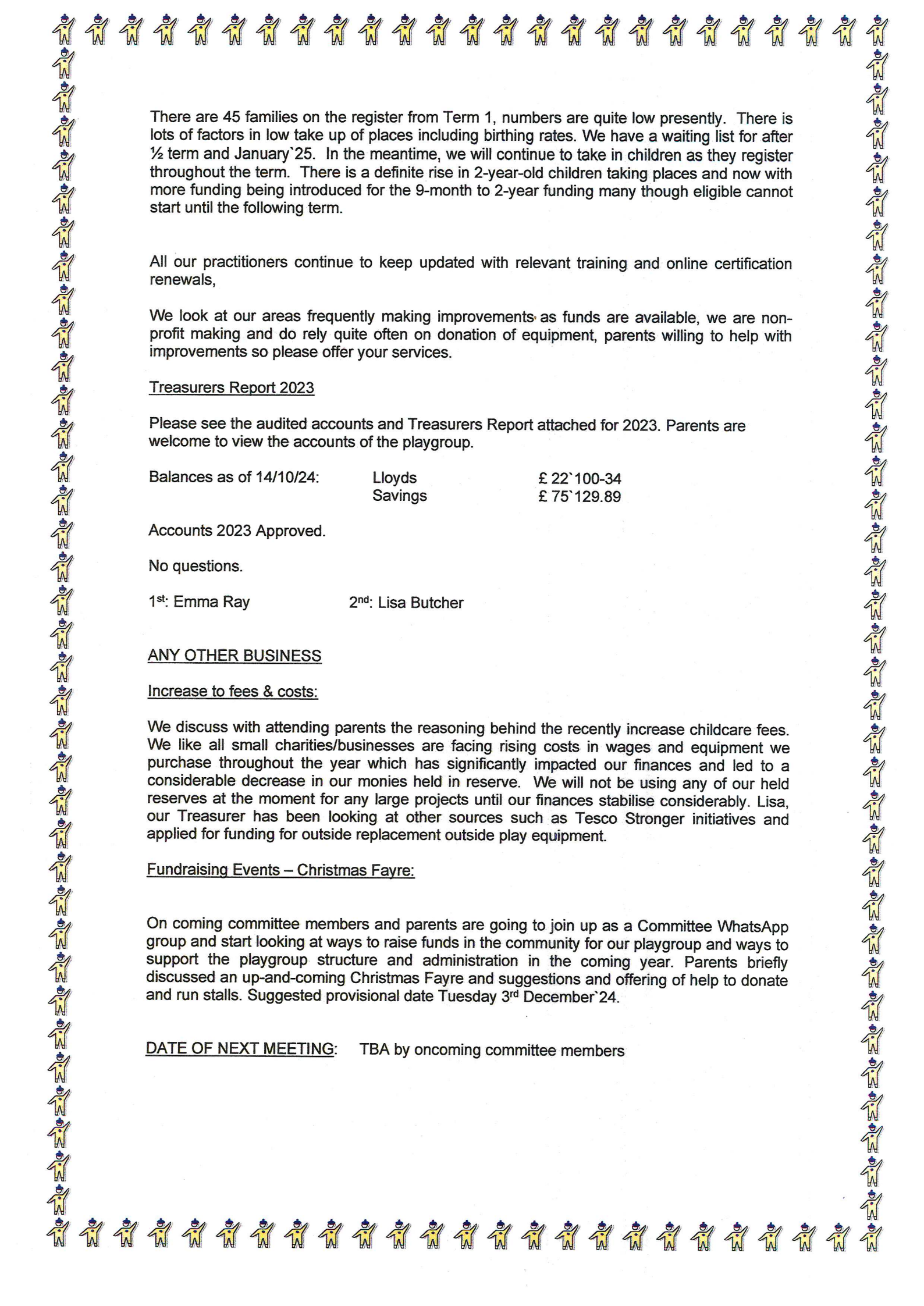
We had a few staff leave in the past year who we want to thank for their work and commitment to our children during their time with us. Unfortunately, Trudie left to another provision closer to her home due to distance and child commitments which had become a struggle. Trudie still pops in to see us!

We have 3 new employees that have joined our team who are great: Danielle, Gemma and Lauren which I am sure you have now all met as they work with the children as keypersons across the week, all are qualified at Level 3.

Lisa Holtum is still our SENCo and looks over the overall care for our children with additional needs, Lisa has reduced her hours and will be working 3 days during the week Shaunnagh Higgins works alongside Lisa in a SEN Role. Khudija has reduced her working hours following a short bout of illness has regained full health but just works mornings.

A parent morning has been scheduled for November. This is an opportunity for us to share information with parents about your children's learning and progress. We have an open-door policy and welcome all parents to come in and discuss any concerns or questions about our group. Parents discussions are welcome, not on the gate please email, telephone or texting is the best method.

We have introduced a private face book page so that we can share uploaded pictures of your children's day with you. All children at various times of the term will take part in our activities, we have had lots of trips to the library for story time and rhymes, shops to buy vegetables, shopping for ingredients for baking and trips to the big park Bromhill to collect leaves and conkers for our displays and craft activities. On trips our staff ratio is 1 adult 2 child when out of the setting inline our child safety procedures.



There are 45 families on the register from Term 1, numbers are quite low presently. There is lots of factors in low take up of places including birthing rates. We have a waiting list for after ½ term and January`25. In the meantime, we will continue to take in children as they register throughout the term. There is a definite rise in 2-year-old children taking places and now with more funding being introduced for the 9-month to 2-year funding many though eligible cannot start until the following term.

All our practitioners continue to keep updated with relevant training and online certification renewals,

We look at our areas frequently making improvements as funds are available, we are non-profit making and do rely quite often on donation of equipment, parents willing to help with improvements so please offer your services.

Treasurers Report 2023

Please see the audited accounts and Treasurers Report attached for 2023. Parents are welcome to view the accounts of the playgroup.

| | | |
|--------------------------|---------|--------------|
| Balances as of 14/10/24: | Lloyds | £ 22' 100-34 |
| | Savings | £ 75' 129.89 |

Accounts 2023 Approved.

No questions.

1st: Emma Ray

2nd: Lisa Butcher

ANY OTHER BUSINESS

Increase to fees & costs:

We discuss with attending parents the reasoning behind the recently increase childcare fees. We like all small charities/businesses are facing rising costs in wages and equipment we purchase throughout the year which has significantly impacted our finances and led to a considerable decrease in our monies held in reserve. We will not be using any of our held reserves at the moment for any large projects until our finances stabilise considerably. Lisa, our Treasurer has been looking at other sources such as Tesco Stronger initiatives and applied for funding for outside replacement outside play equipment.

Fundraising Events – Christmas Fayre:

On coming committee members and parents are going to join up as a Committee WhatsApp group and start looking at ways to raise funds in the community for our playgroup and ways to support the playgroup structure and administration in the coming year. Parents briefly discussed an up-and-coming Christmas Fayre and suggestions and offering of help to donate and run stalls. Suggested provisional date Tuesday 3rd December`24.



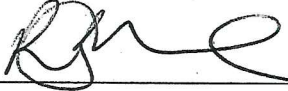


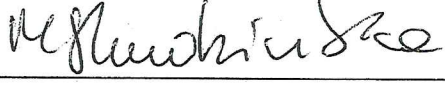




DATE OF NEXT MEETING: TBA by oncoming committee members

JACK AND JILL PLAYGROUP

AGM

Monday 14th OCTOBER '24

ATTENDANCE LIST

| NAME IN CAPITALS | Signature: |
|----------------------|--|
| PAIGE WALLACE |  |
| ARIE HUNT |  |
| RACHAEL BARTLETT |  |
| WIDAD ATTE A |  |
| CANDIS WILES |  |
| MAGDALENA SKUDZINSKA |  |
| HANNAH MUKHTAR |  |
| LISA BUTCHER |  |
| NIDHI BAROT |  |
| Livia VARAS MIGUEL |  |
| EMMA RAY | |
| DEVA BRYAN | |
| SALLY HOWARTH | |
| | |

JACK AND JILL PLAYGROUP (STROOD)

England & Wales - Charity number 1024238

Accounts



JACK AND JILL PLAYGROUP
AGM REPORT
WEDNESDAY 18TH OCTOBER '23

Dear Parents & Carers

I am the administrator/manager for the setting. I work on behalf of the Jack and Jill Playgroup parent committee in a paid position and report to the chairperson Diana Rye on a regular basis, to ensure we meet the legal and statutory requirements of our playgroup constitution and manage the day-to-day business of the provision,

Our constitution sets out the rules that governs our charitable pre-school and part of these rules is that we hold an Annual General Meeting (AGM) each year. At the AGM we present our audited accounts and minutes from the previous year, report our progress and what work we have done during the year.

This meeting also gives parents the opportunity to discuss and vote on any committee matters, policy and committee member changes.

ATTENDANCE:

I have attached a list of the parents that have attended. We had the required number of parents for the meeting to go ahead. Thank you for your interest and your time in supporting your children`s playgroup.

ANY MATTERS ARISING FROM MINUTES OF LAST AGM 2022:

None. There were no raised questions by parents and therefore it is accepted that the agreed minutes were accurate.

1st vote: Lace Murphy

2nd vote: Amayo Okebaram

COMMITTEE REPORT by the Administrator/Manager - Delia Bryan

Thank you and it is so lovely to see so many parents attend for our 1st successful physical parent present AGM since COVID.


I just like to start by explaining the responsibilities we have and how it all works. The Committee is the registered person for the group, the employers and have the overall responsibility for the provision of childcare and are legally responsible for ensuring compliance with the Early Years Register, regulations and any conditions imposed by Ofsted and the Charities Commission.

Most of these day-to-day responsibilities and running of the playgroup is taken on in a paid position by Delia Bryan the Administrator/Manager and I will guide parents new to the committee to become familiar with the procedures and processes in running a charitable pre-school and their obligations towards the setting and their employees.

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Although we will have new committee and often inexperienced officers replacing positions within the management structure Sally Howarth and I continue as managers of the setting, to ensure we provide a high-quality service which works in partnership with parents.



We depend very much on the goodwill and commitment of parents to fill committee roles and work as part of the team promoting playgroup values and working together to govern the work of the pre-school.

Existing Officers have stepped down but will remain in post until all new officers have completed relevant paperwork and checks.

Officers stepping down:

| | | |
|-------------------|-----------------|-------------|
| CHAIRPERSON | Diane Rye | (ex-Parent) |
| SECRETARY | Joanne Anderson | (ex-Parent) |
| TREASURER | Zainab Mirza | (ex-Parent) |
| ELECTED OFFICER | Katie Gibson | (ex-Parent) |
| AFFILIATED MEMBER | Simon Brown | (TSAT) |

New Officers voted in:

| | | |
|-------------------|---------------|-------------|
| CHAIRPERSON | Candace Wiles | (Parent) |
| SECRETARY | Emma Ray | (Parent) |
| TREASURER | Lisa Butcher | (Parent) |
| ELECTED OFFICER | Katie Gibson | (ex-Parent) |
| AFFILIATED MEMBER | Simon Brown | (TSAT) |

Treasurer: Lisa Butcher 1st vote: Emma Ray 2nd vote: Zannatul Ferdous

Chairperson: Candis Wiles 1st vote: Gurpinder Kaur 2nd vote: Lisa Butcher

Secretary: Emma Ray 1st vote: Elizabeth Bennett 2nd vote: Natalie Layson

Several Policy and Procedures are still under review and being amended over the past year once complete this will be read, agreed, and signed by the Chairperson. Copies of all policies are kept on the parent board and posted on our website: www.thejackandjillplaygroup.co.uk.

STAFF REPORT by Sally Howarth

I would like to give a brief summary of who we have working with your children and any changes over the past few terms.


We are very pleased that Trudie Carter had now completed her Level 3 Childcare Educator as an apprentice with us, Trudie has worked really hard particularly when working as a practitioner.

Joanne Holtum has now left, Jo has covered for lots of maternity leave, staff absences over past 2 years and is now free to commit to her other interests. Thank you, Jo!

Lisa Holtum is our SENCo and looks over the overall care for our children with additional needs, Lisa has reduced her hours and will be working 3 days during the week Shaunnagh Higgins works alongside Lisa in a SEN Role.

We have a new employee Kerri-Ann Gleeson who was a volunteer student who has worked with us for several months prior to gaining her Level 3 Childcare qualification and is now working as part of our team.

A parent morning has been scheduled for November. This is an opportunity for us to share information with parents about your children's learning and progress. We have an open-door policy and welcome all parents to come in and discuss any concerns or questions about your group.



There are approximately 48 families on the register from Term 1, numbers are quite low presently we would expect this to grow as we have a waiting list for January`23. In the meantime, we will continue to take in children as they register throughout the term. There is a definite rise in 2-year-old children taking places so we will look at staffing as and when needed.

All our practitioners continue to keep updated with relevant training and online certification renewals,

We have used some funds this year to purchase some large outside park equipment which the children will continue to enjoy throughout the year. We look at our areas frequently making improvements as funds are available, we are non-profit making and do rely quite often on donation of equipment, parents willing to help with improvements so please offer your services.

Treasurers Report 2022

Please see the audited accounts attached for 2022. Parents are welcome to view the accounts of the playgroup.

| | | |
|--------------------------|---------|-------------|
| Balances as of 17/10/23: | Lloyds | £ 22'991-49 |
| | Savings | £ 80'410-86 |

Accounts Approved.

1st: Natalie Layson 2nd: Lisa Butcher

ANY OTHER BUSINESS

On coming committee members are going to join up as a Committee WhatsApp group and start looking at ways to raise funds in the community for our playgroup and ways to support the playgroup structure and administration in the coming year.







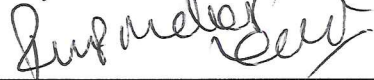





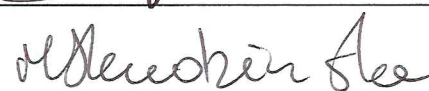

DATE OF NEXT MEETING: TBA by oncoming committee members

JACK AND JILL PLAYGROUP

AGM

WEDNESDAY 18TH OCTOBER '23

ATTENDANCE LIST

| NAME IN CAPITALS | Signature: |
|----------------------|--|
| ANAYO OKEBARAM |  |
| ELIZABETH BENNETT |  |
| ZANNATUL FERDOUS |  |
| NATALIE LAYSON |  |
| LACE MURPHY |  |
| GURPINDER KAUR |  |
| RUPINDER KAUR |  |
| CANDIS WILES |  |
| KLEANT KURI |  |
| LISA BUTCHER |  |
| CAROLINE CHARGE |  |
| Ifeoma Nyauno |  |
| MAGDALENA SKUPZINSKA |  |
| EMMA RAY |  |

JACK AND JILL PLAYGROUP

SUMMARY OF ACCOUNTS 1st JANUARY 2022 – 31st DECEMBER 2022

| INCOME | | EXPENDITURE | |
|-----------------------|--------------------|-----------------------------------|--------------------|
| Fees funded | 183,611.91 | Wages | 171,414.33 |
| Fees parents/carers | 31,321.50 | Pension | 6,915.17 |
| Childcare Vouchers | 2,493.00 | Property costs | 17,164.87 |
| Milk refund | 105.38 | Professional fees | 7,571.85 |
| Fundraising/donations | 531.66 | Phone/Web Hosting | 917.94 |
| Bank Interest | 53.45 | Catering costs | 4,005.94 |
| Other incl grants | 1,500.00 | Consumables | 2,644.75 |
| | | Equipment | 3,571.35 |
| | | Office costs | 3,096.55 |
| | | Other | 669.60 |
| TOTAL | £219,616.90 | TOTAL | £217,972.35 |
| Surplus for year | 1,644.55 | Petty cash | 552.05 |
| B/Fwd previous year | 113,938.33 | Current account | 9,977.38 |
| | | Savings account | 105,053.45 |
| TOTAL FUNDS | £115,582.88 | TOTAL FUNDS | £115,582.88 |
| Other income | | Other expenditure includes | |
| Apprentice Grant | 1,500.00 | Childrens Parties | 669.60 |
| Total | £1,500.00 | | £669.60 |

Books
Checked
15.6.23
Jill

JACK AND JILL PLAYGROUP

SUMMARY OF ACCOUNTS 1st JANUARY 2022 – 31st DECEMBER 2022

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*Books
checked
15.6.23
Jill*