

Foulsham & Bintree



Playgroup

Reg Charity: 1044566

New Frost Hall, Claypit Road, Foulsham, Dereham, Norfolk, NR20 5RW

☎ 07990 952487

Committee Chairperson: Natasha Ward

Supervisor: Kelly Hood

Annual General Meeting
7/02/2023 (accounts 2021 to 2022)

1, Location: New frost hall and Online zoom meeting

2, Date & Time: 21/02/2022
18:30

3, Welcome:

K.H welcomed all to the meeting and explained what a committee dose answering any questions.

4, Attendance & Apologies for Absence:

Kelly Hood, Tracey Green, Gillian Hannant, Amanda Harmer, Kim Shewring, Emily Farman, Sam Ball, Harriet Wright.

Apologies

Natasha Ward, Claire Sturman, Jade Bowman

5, Chairs Reports:

See attached

6, Treasurers Report & Accounts:

See attached

7, Supervisors Report:

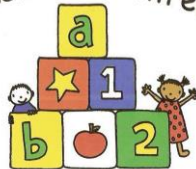
See attached

8, All current committee stand down:

Natasha Ward, Claire Sturman intends to leave the committee permanently. All current committee stand down.

9, Appointment of the new committee:

Chairperson - Amanda Harmer	1 st - Kim Shewing
	2 nd - Gill Hannant
Treasure - K. Shewing	1 st - A. Harmer
	2 nd - Gill Hannant
Secretary - Jade Bowman	1 st - Harriet Wright



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	2 nd - Amanda Harmer
Committee member - Harriet Wright	1 st - Kim Shewring
	2 nd - G. Hannant
Committee member - shorn Farman	1 st - G. Hannant
	2 nd - Kim Shewring
Committee member - Emily Farman	1 st - A. Harmer
	2 nd - K. Shewring

10, Adoption of the constitution and signing of confidentiality pledge:

K. Hood discussed the importance of confidentiality and new pledges will be sent out to be signed. The constitution will also be sent out to be signed.

11, Any Other Business:

2 new members will need DBS and EY2 before they can sit fully on the committee, this has already been started and Amanda H will follow this up, all other committee members have current checks and will not need to send away for new checks as they are on the update service, this will need to be checked for any changes. New committee members will need to complete DBS and EY2 before they can attend any committee meetings and be classed as a committee member.

New committee information forms will be sent out to fill in and return and will be kept in locked box alongside staff information. All information will be kept in accordance with our data protection policy.

All members were informed of courses on roles of committee members, safer recruitment and safeguarding for committees. Amanda H will attend this with Kelly H to book, any other committee member interested in this can please speak to Kelly H for more information.

An EY3 needs to be filled and sent off to Ofsted to update them of committee changes.

Kelly H to find more information on who can be a nominated person for Ofsted. Next AGM for the current financial year will be about May/June depending on accounts being returned.

12, Date of Next Meeting:

7/3/23

13, Time meeting closed:

20:30

Chairperson's report

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AGM 21/2/2022 (accounts 2021)

I would like to start by saying welcome and thank you to everyone for attending our AGM.

The committee is a vital part of our playgroup and without our committee there would be no playgroup.

We continue to work hard to provide a valuable service, I would like to thank the committee and staff for all the hard work to make this possible especially though these hard times with covid 19.

As most years we find it difficult to attract parents and carers to stand on the committee and this year has been extra hard to get people to join.

We have 6 strong members sitting at the moment and have a few who have expressed interest in joining our committee, we will continue to encourage people to join and remind them of the importance of the committee.

We currently offer 6 sessions a week over 3 days and have children claiming 2-year funding, 15hr funding and 30hr funding. As the playgroup grows there is a possibility of opening more hours in the future if finances and the number of children continue to grow.

Kelly Hood is our supervisor who has been our rock through covid 19, she has truly gone way past and beyond expectation, thank you Kelly.

Claire Barnes our preschool assistant has sadly had to leave the group and we are currently looking for a replacement but I do want to take this opportunity to thank her and Tracey green our deputy for all their hard work, it has not been an easy year.

I would like to thank you all for attending and I am happy to stand for another term if voted on.

Natasha ward

Playgroup chair person

Supervisor report

AGM 7/02/2023 (accounts 2022)

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There has been a lot of changes and challenges again this year within the group but staff continue to work hard to ensure the group stays open as a valuable resource within the community. With covid behind us we look Forward to improving the group and filling the spaces available. We hope to look at opening more and longer to support the changing needs of the families who use the group.

Numbers have stayed low for a while and with the impact at the start of this school year due to a big intake of full-time children leaving for school but numbers have just started to improve with more people make enquiries. We currently run at Tuesday am 7 children but know 9, Tuesday pm 6 children but now 12, Thursday am 6 children but now 15, Thursday pm 6 children but now 14, Friday am 8 children but now 14 and Friday pm 7 children but now 13. We currently have 3 children with SEND and 2 with higher needs. 3 children calming 2-year funding, 6 children calming 15 hr funding and 4 calming the 30-hr funding, the rest pay fees.

Transition last year was ok and staff supported the children going up with home learning packs and advice for parents and staff have talked to the school about trying to improve this. All but 1 child went to the local feeder school but they did not provide us with information and parents passed on transition dates so we could support the children from our end. Parents and children did tell what was happening and all children have settled well into their new school.

Katie who was our temporary support staff handed in her notice to be affective from July 2022, she has work hard and has been a valued member for the short time she has been with us, we wish her well for her future we know she will do well at her new position. I continue my role as supervisor and lead safeguarding practitioner, Tracey green continues her role as deputy supervisor and continues to prove herself to be a valuable member of staff and continues to fill the role of SENCO, she has completed the necessary courses and meetings to support her in this role. We recruited a new member of staff in September and she is proving to be popular with the children and working well in supporting the children's

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development and settling into the new routines. We continue to find it difficult if a staff member is ill but will look for a solution to this soon.

Staff continue to work hard to continue to ensure we offer a quality service and continue to change and keep up to date with the changes within the EYFS and are looking at the changes they made when it first came in to improve development tracking. Staff are up to date on all their necessary qualifications with Sam booked on to update her safeguarding soon, I attend the leaders and managers meeting and Tracey SENCO updates via zoom to ensure we are up to date on all advice and practices. Myself and Tracey took part in as many free courses as they could in their own time via zoom so we could take advantage of opportunities we cannot afford at the moment but sadly this had come to an end and I would like to take the opportunity to say thank you Tracey, you have gone above and beyond for the group.

We constantly look at ways we can improve the opportunities we offer and staff continue to offer a range of activities and opportunities for children to learn and develop. Staff have been taking particular care to ensure the children within the group emotional development is ok due to the children who have not had the opportunities their peers had before them, we also have a young cohort of children who have needed the extra support.

The online learning journey is proving to be better communication and interacting with parents and we continue to use more options as the staff work out how many items apply to us, considering we use the free option it has many resources they have helped improve things at the group.

The resource is getting old and are deteriorating so staff continue to check them regularly, we have been using our PP money wisely that has been allocated to each entitled child but this has also enriched the other children's development as well as theirs.

We held our Christmas play this year in person that went well and all seemed to enjoy it. We also hope to carry out parents meeting soon and

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hope more take up a stay and play which will hopefully support the relationships with parents and staff and give better opportunities for them to share thoughts or concerns on children's development.

I would like to thank all the current committee who supported the group and continue to give up time to ensure we still have a preschool within the village and I look Forward to working with the new committee to take the group onwards and upwards.

FOULSHAM AND BINTREE PLAYGROUP INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 10 FEBRUARY 2022

	<u>2022</u>	<u>2021</u>
INCOME		
Fees:-		
NCC 3-4 year Funding	18,067	22,325
NCC 2 year Funding	4,024	3,060
Playgroup	3,289	2,894
	25,380	28,279
Other income:-		
Fundraising including sweatshirt sales	940	456
Milk refunds	137	130
Donations including collection tin	1,225	213
Disability allowance grant	-	177
Bank Interest	1	2
TOTAL INCOME	<u>27,683</u>	<u>29,257</u>
EXPENSES		
Salaries (less job retention claim)	26,050	17,266
New equipment	1,391	546
Premises costs:-		
Frost Hall rent	1,825	2,433
Insurance	422	422
Misc equip, repairs etc	232	75
Milk and refreshments	288	277
Paint, paper and consumables	481	416
Post, printing and stationery	586	599
Fundraising costs	378	47
Courses, fees and training	555	359
Parties, gifts and donations	34	249
Miscellaneous including phone	166	413
	32,408	23,102
TOTAL EXPENDITURE		
LOSS / GAIN OF INCOME LESS EXPENDITURE	<u><u>-£4,725</u></u>	<u><u>£6,155</u></u>

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**INCOME AND EXPENDITURE RECONCILIATION
FOR THE YEAR ENDED 10 FEBRUARY 2022**

Opening balances at 10 February 2021

Current Account	14,274	
Alliance & Leicester Commercial Bank	3,282	
Cash in hand - estimated	823	
	<u>18,379</u>	
 Add Income for the year	 27,683	
 BALANCE		 <u><u>£46,062</u></u>

Closing balances at 10 February 2022

Current Account	10,240	
Alliance & Leicester Commercial Bank	3,282	
Cash in hand	132	
	<u>13,654</u>	
 Expenditure for the year	 32,408	
 BALANCE		 <u><u>£46,062</u></u>