

Kings Stanley Play Group

Minutes of AGM

25th May 2023

Present		Apologies	
Fraya, Becca, Gav, Rachel, Kirsty W, Suzy, Joey (staff), Vicki R (staff), Rachel (staff), Kirsty G (new member), Garret (new member)		Committee: Frankie, Lisa, Hannah, Chloe, Holly Staff: Vicky D, Danielle	
Item	Action		By who
1	Previous AGM minutes	Agreed Completed	N/A
2	Chair report	Please refer to written chair report at the end of this document.	N/A
3	Financial report	-Vicki R mentions potential to approach large companies to see if they will fund match. -Discussion about snack fee – does 50p cover everything with increasing cost of food. Please refer to Suzy's written financial report (available to view at request)	Garret to discuss with colleague Plan to discuss at next committee meeting
4	Manager report	Please refer to Vicki's Manager's written report at the end of this document. -Discussion about training – Staff first aid training is being completed by overlapping. Safeguarding training is free and open to anyone to attend.	Staff to continue their first aid training
5	Committee Members vote in	New potential members to vote in – Kirsty Greaves for general member (GM): Seconded by RW Garett Smith for GM: Seconded by RS Katie Halliday for GM: Seconded by FN Rachel Woodward moving from GM to Secretary: Seconded by FN Frankie, Holly, Lisa leaving in July. Longer handover this year between new members and members leaving. Total 10 members	
6	Sign Constitution	All Signed.	
7	Paperwork required for DBS	Discussion re DBS and update service. Becca unsure is she is signed up to update service. Vicki R informs that only require one DBS per setting – update service not	Fraya and Vicki to start DBS checks

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		necessarily needed. New members will need to be DBS checked. Kirsty G has one for own workplace – to check if on update service as would not need another for this setting if so.	Fraya to set up WhatsApp group
8	AOB	<ul style="list-style-type: none"> - Discussion about ticket numbers being allocated for facepainting. Use of a whiteboard? Loudspeaker? -Plan to clear out the garage in the summer holidays. Rachel (staff) and Vicki R happy to help. -Fundraising plans: Summer BBQ party? Ice Creams, BBQ, Games? -Date for next committee meeting: Thursday 8th June – Microsoft Teams 	
9			
10	Typed up by	Rachel Woodward	

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Chair Report 2022-2023 Kings Stanley Playgroup AGM

Thursday 25th May 2023

Committee Members:

Fraya Nicholls – Chair
Holly Abbott – Secretary
Gav Dickson – Treasurer
Hannah Dickson
Rachel Woodward
Chole De Carteret Webb
Frankie Stopford
Rebecca Stephens
Kirsty Sargent
Lisa Wood

Introduction

This is my first report as Chair of Kings Stanley Playgroup. I am pleased to acknowledge, during this year we have had several successful key moments. We had Ofsted in during the early start of the academic year, it was a great sense of achievement to get the rating as GOOD. Through the hard work and dedication from our Manager Vicki and her team at the time, it was great to receive such a rating. I would also like to thank Committee for their support through out the year, this team works incredibly hard to ensure Playgroups runs smoothly.

Overview of previous year

I would like to recognise the amazing hard work that goes on behind the scenes with Committee. This year we have held three successful fundraising events, all held at The Boho Bakery, these events have required a lot of time and effort to ensure it was successful and profitable. It is noticeable that with even with Committee support and staff, we desperately need the parents to volunteer at fundraising events. I will stress that fundraising is for the benefit of PG, which raises money to enhance our children's education and welfare. Therefore, I implore parents at PG to volunteer, even for an hour, many hands make light work.

This year our sensory garden has been completed and officially opened, it has involved a lot of time and effort to ensure the grants have been used effectively. Thank you to Rachel for leading this massive project and seeing it through to the wonderful garden it is, I know my little boy enjoys playing in there.

In October we had an Ofsted inspection, where we have been rated as GOOD. One comment from the inspector that stands out to me is; "staff create an environment where children are motivated and engaged in learning". I think it's fair to say we felt up against it with new Committee members, new staff and a new manager. I met with Vicki the day before and she had everything in place ready for the inspector and staff were well prepared. I may have said this but thank you all for your hard work and dedication.

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Staffing

At the start of the year we welcomed our Manager Vicki and two new Playgroup Practitioners.

During this year we have also welcomed two more practitioners on a fixed term contract, they will be with us for the upcoming academic year.

All new staff have jumped straight into PG and have mixed well with their colleagues and have built relationships with the children and their parents.

Setting

At the start of the year Committee members participated in giving the setting a fresh look prior to the children returning from summer holidays. We cleared the area from weeds and gave a sad gate and fence a lick of paint, making it much happier.

Kiblec installed the new electronic gate system which is working well.

The sensory garden is now open and is thoroughly enjoyed by children and staff.

A current parent Garrett, power washed the patio area, the office wall and did some weeding. This was all prior to the sensory garden opening, and it was much appreciated.

Admissions

At the start of the year we had 23 children, now we are at full capacity with 45 children and with a waiting list of 29 additional children to start in September 2023 and 6 others waiting to turn 2 years old. This is truly down to the hard dedication the staff put into their work, we hope to see this trend continue for our community PG.

Fundraising

This year has been very successful in raising money for PG.

We held the sunflower photo shoot, thank you to Priory Farm for allowing us to use your field and Pretty as a Pixel for taking the wonderful photos.

We had several events at The Boho Bakery, thank you to Pennie, Dave and team for making us feel welcome in your barn. The successful events were; the Halloween trail, Christmas grotto (thank you to Santa for visiting us), and more recently the Easter event.

It has been wonderful to team up with local businesses to raise money for PG and it's something we hope to continue in the coming year. As mentioned previously, these events cannot happen without the hard work and dedication the Committee and staff put into it. We do however, will always need parent support, and wish for those who can spare an hour or two at an event to do so.

Committee Members

It's great to see many of our members staying on this year; Hannah, Chloe, Kirsty, Rebecca, Gav, Rachel and myself. Sadly we say goodbye to Lisa, Frankie and Holly, their children are moving up to school and we wish them the very best of luck and a big thank you for their work this year.

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I can confirm the two Officers, Gav as Treasurer and myself as Chair are happy to remain in post. The Secretary position has become available and Rachel would like to put herself forward. For this position and new comers will vote in the members as per the agenda which is point 7.

Conclusion

It is without doubt that KSPG is a wonderful setting, somewhere I am proud to send my son. The staff are all truly dedicated and support one another, each time I visit setting it is noticeable how well they all get on. Our manager Vicki has implemented many great changes and we have a great working relationship. Thank you everyone.

Thank you to Suzy for ensuring staff are paid on time, invoicing parents and being on hand with any queries.

Thank you to Committee members for supporting PG and the many hours that go on behind the scene, all which is unpaid. Your hard work does not go unnoticed and it's great we are all doing it for our children's setting.

Finally, a thank you to parents for supporting PG and volunteering to read books, help on walks, without you your children would not be able to enjoy these activities.

Manager's report for AGM 2023

Staffing

My name is Vicki Richardson, I was appointed as manager for KSPG in August 2022.

I am also the DSL and SENCO.

We have 4 permanent members of staff –

Vicky, who has been at KSPG for 3 years. Vicky is the Key person for Blue Group and is Deputy manager, Deputy DSL and has taken the lead as Mental health wellbeing advocate for the setting.

Rachel, who started at KSPG in September 2023. Rachel is the Key person for Yellow Group and the settings Deputy SENCO.

Joey, who started in September 2023. Joey is the Key Person for Green Group.

Danielle, who has been at the setting for 7 years. Danielle is the Key Person for Red Group and the Health and Safety Officer.

In February 2023 we employed Karen and Maisy on a fixed term contract, and we are pleased to say they will be with us for the next academic year, again on a fixed term contract.

Staff training

In September 2022, all permanent staff completed Gloucestershire's Total Communication Training which supports all methods of communication ie signing, symbols, body language and other communication aids.

At the beginning of September 2023, I introduced a daily Phonics session. Phonics in Early Years focuses on supporting children to hear, identify and use different sounds and will be beneficial when moving onto school. To enable this to be effective, all permanent staff took part in Phonics training and are completing these activities each day with their key groups.

First aid and Safeguarding – those that were due to complete this year have done so.

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All staff have completed Positive Handling training and Aces – Adverse Childhood Experiences which provides strategies for supporting children who have experienced trauma.

Additional training as follows –

Myself – Domestic abuse and how this can affect children, Gloucestershire's Graduated Pathway training. I have also attended the Early Years conference and disseminated this to all staff.

Vicky - Children's Mental Health,

Rachel - Level 3 in SEN.

Joey - Early Years Development training.

Danielle - Early Years Development training.

OFSTED

5.1/2 weeks into the new academic year we had the pleasure of our OFSTED visit. As Fraya has mentioned we were extremely pleased to receive a rating of GOOD in all areas. The recommendations have all been addressed and a Development plan is in place to continue to move the setting forward.

Feedback

In November 2022 parents were given a questionnaire. From those received back 93% of parents stated that they **strongly agree or agree** that their child is happy at KSPG and were happy with the quality of care their child gets from KSPG. Any questions arising from the questionnaire were answered and ideas/suggestions were taken on board and implemented.

Fundraising

We would like to thank the committee for all of their day-to-day support and their extremely hard work with the various fund-raising activities. I'm sure you will all agree the Sensory Garden is a fantastic resource for the children and this would not have been possible without them.

In addition, the children have engaged in some fundraising activities –

We have supported Children in Need, Poppy appeal, Red Nose week, and Wear Green to support the Mental Health Foundation.

We have also taken part in a Sponsored Nursery Rhyme week, a sponsored Easter bounce, and World book week with monies being used to purchase new resources for the children.

Sessions

To make the setting financially viable we have changed the timings to enable us to offer PM sessions as well as AM and All day. This has worked well with AM and PM sessions now full.

Learning and development

The children are all progressing in their development through play. Although we have a yearly overview, this is very flexible so we can follow the children's ideas.

The Pre-school children take part in weekly PE sessions, which includes changing into their PE kit – this is a life skill and will support them when they move onto school.

To develop children's love of reading, I introduced 'Story sacks' for the Pre-school children. The children choose a 'story sack' to take home to read with their parents, then bring it back to choose a new one – feedback from the children indicates this has been a successful activity.

In April 2023 we signed up to a wellbeing programme called My Happy Mind. Staff support the children with a different activity each week, this term we have been learning about Our Brains, the children particularly enjoy taking part in Happy Breathing and will often instigate this and take the lead. We have made Brain

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Hats and Glitter Jars. One of the great things about this programme is parents can sign up to the app and continue this valuable learning at home. There are five 'modules' to complete over the year – MEET YOUR BRAIN, CELEBRATE, APPRICIATE, RELATE, and ENGAGE. To ensure it is relevant to the children in September 2023 we will restart the programme.

As many of us know the word Mathematics fills many of us with dread.....to support children to develop a love of maths I have introduced the Maths Champion programme. Through fun interactive activities children are learning, developing, and engaging in mathematics every day, with the idea that they will continue to develop a love in this area.

I would like to finish by saying, I feel honoured to hold the position of manager at KSPG and would like to say thank you to the committee, staff, and parents for welcoming and supporting me in this role.

I would also like to say a big thank you to the staff team for their hard work, dedication, and ongoing support. This is a fantastic team, and I would not be able to do the job I do without their willingness to embrace change and move the setting forward for the benefit of all our children.

Thank you.

KINGS STANEY PLAYGROUP
RECEIPTS AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31st JULY 2023

	UNRESTRICTED FUNDS 2023	UNRESTRICTED FUNDS 2022
RECEIPTS		
Grants	81,959	91,890
Fees	26,774	13,895
	<u>108,733</u>	<u>105,785</u>
Activities for Generating Funds		
Fund Raising	5,855	5,423
Other Receipts	1,902	5,271
	<u>7,757</u>	<u>10,694</u>
TOTAL RECEIPTS	116,490	116,479
EXPENDITURE		
Direct Expenditure:		
Staff Wages & Pension	85,321	70,136
Social Security	10,905	7,036
Rent	8,598	8,598
Training	231	2,259
Petty Cash / Equipment	5,320	1,377
	<u>110,375</u>	<u>89,406</u>
Other Expenditure:		
Insurance & Registration Fees	1,088	804
Admin / Cleaning Services	7,349	7,843
Art Equipment	187	691
Other Equipment/Improvements	9,124	25
Fund Raising / Other Expenses	1,157	304
	<u>18,905</u>	<u>9,667</u>
TOTAL EXPENDITURE	129,280	99,073
Net Increase/(decrease) in cash for the Year	-12,790	17,405
Bank Accounts 1 st August 2022	55,797	38,392
Bank Accounts 31st July 2023	43,007	55,797

**KINGS STANEY PLAYGROUP
RECEIPTS AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31st JULY 2023**

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 Which gives me reasonable cause to believe that in any material respect the requirement to keep proper accounting records has not been met.
- 2 To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stewart Gunnell
20 Borough Close
Kings Stanley
Stonehouse
Glos
GL10 3LJ

Signed:



Date:

18-12-2023.