

Ihurnby and Bushby Playgroup

Leaders report for A.G.M. 2023

Thursday 26th October 2023

Committee- A BIG THANK YOU to them for their hard work and their fantastic support, without a full committee we cannot run. Our chairperson remains unchanged, Rochelle Jarrett, as does our treasurer Karen O'Donovan, and Priya Brookes remains as a general member. The position of secretary has remained unfilled over the last 2 years, and unfortunately the parent who had undertaken several applications to fill this post has now become unavailable. Staff members are in the process of asking new parents, and fellow childcare workers if they would undertake the role. Due to the workload and commitment needed, we are hoping someone with past experience of committees or working in childcare, or a parent who has more than one child, and so will remain at playgroup more than a year, will take up the empty posts.

Helen Shepherd remains as our representative for Ofsted.

Again we thank all who have joined and non-committee parents who also support us. Any parent wishing to join the committee will be expected to complete an enhanced DBS and an EY2, which allows them to be checked as suitable to be involved with playgroup's roles. We require at least one more general member to complete the committee, if you feel you could give a little of your time to support us, please speak to staff. All other parents can join our forum, which allows them to support us and attend meetings but with less responsibility than a committee member.

Previous AGM- Monday 10th October 2022 (postponed due to illness) 11/11/23

Staff Changes- Our permanent staff group remains, Kerri Le-Butt as leader, Nicola Catherall as Deputy, and Karla Appleton, and Meghann Hudson remain as level 3 qualified staff. Nicola has reduced her hours slightly, due to other caring commitments. In the summer term, due to higher numbers of children, we welcomed local child minder, and previous parent, Pinky Jadav, as a helper on a Friday morning. We are still looking to add to our bank staff.

Training-

- New EYFS Framework- All staff continue to familiarise themselves with the new EYFS, and continue to work in a more paperless way of recording children's developments.
- Our senior staff, Kerri Le-Butt and Nicola Catherall completed Lead Safeguarding training.
- All staff complete essential training online (EduCare) throughout the year, which includes Effective Safeguarding (revised 2019), The Prevent Duty in an Early Years Environment, Understanding and Addressing behaviour, Understanding Children's Rights, Equality and Inclusion in Early Years Settings, Food Allergy and Intolerance Training, as well as others that staff choose to do.
- Thursday 12th January 2023 -Business Health Check- Praksha Bathia from the Early Learning & Child Inclusion team came to see how her advice had impacted on us (Advice such as how to run throughout the year financially, particularly being more cost effective during lower attended terms such as Autumn, and for running a more financially successful, committee-run playgroup.) We were happy to report that numbers were very much improved, the undertaking of two year olds had begun, and had been a positive within the setting and financially.
- April 14th 2023 All staff attended a full day of First Aid training.

Changes to playgroup hours/routines-

- We continued to adhere to government rules regarding Covid, and we change our practice as rules have been relaxed.
- School requested we change our finish times of our late club, to 3.20 instead of 3.30 due to the pandemic and to allow social distancing to continue. Although social distancing came to an end last year, we have continued to finish at 3.20, to avoid congestion at the gate, as requested by school.
- We continue to close on a Tuesday, and offer full days (9-3) on a Monday, Wednesday and Thursday and 9-1pm on a Friday. Sessions can be 3 hours (9-12), 4 hours (9-1) or 6 hours (9-3). We also offer an early arrival from 8.30am and later collection 3.20pm, to help working parents. All these hours can be covered by 15/30 hour funding, and extra hours are charged at different rates for 2 year olds, to that of 3 and 4 year olds, due to higher ratios needed.
- September 2022 we began accepting 2 year olds on a daily basis, from the term after they turn 2. We previously allowed 2 year olds to begin, but only for the term they turn 3. We had a good response and limited each day to 4 two year olds, as this was one member of staff within the 2 year ratios.

Other mentionable items regarding playgroup -

- September 2022 Saw a four-week trial of the Main street in Thurnby/Bushby being closed between 8-30am- 9-15am and again between 2-30pm-4pm. This had varied responses, and parents were encouraged to give their opinion on the trial, which would be taken into consideration by the local council and highways department as to the outcome. It was decided that this would not be a permanent feature and other trials may be tested later next year. We continue to remind our parents to give themselves plenty of time to park up safely, and responsibly, and never to use the school car park, or the bus stop pull in, in front of school. Parking attendants regularly canvas this area and will fine you if you do this.
- 08/09/22 Queen Elizabeth 2nd sadly passed away, and an extra bank holiday was given on Monday 19/09/22 for a day of National Mourning, and her funeral.
- In September we temporarily cancelled our order with the Pensworth Dairy, due to limited delivery days, and timings of these deliveries that meant the milk was often on the doorstep for many hours and was going off before the use by dates. Environmental health became involved and ensured that changes were made which meant we were confident to reinstate our orders. Kirby and West have since taken over and upped the dates for delivery, which is better for our setting. Milk continues to be offered for all children and is free.
- We unfortunately had to reduce some sessions, for some children, during October, due to staff contracting Covid, and where possible offered these hours at a later date, or reimbursed parents. We continue to look for qualified and suitable people to be included on our bank staff, which will help to avoid this.
- Chubb renewed our fire appliances, and replaced ones as necessary to comply with legal recommendations- Thursday 1st December 2022
- PAT testing was completed on all electrical items- Thursday 10th November 2022
- Air conditioning units tested and Cleaned- Thursday 3rd November 2022.
- Straight line fencing came in on 30/11/22 to repair damage to our roof, and the slope. This again allows access to our garden for pushchairs or wheelchairs, and a much valued resource for the children to roll cars etc. down!
- Area Senco and support officer, Faye Campbell, continues to support us.
- We were lucky enough to be chosen to be one of our local Co Ops charities, and will again receive generous monetary amounts, and encourage as many people to choose us as their nominated charity. This time it will last for a year (ends Oct 2023) and will be a fantastic boost for essential resources.
- A further bank holiday was declared on Monday 8th May 2023 for the Kings Coronation (at school/ Playgroup as the actual Coronation day was during half term)
- At the beginning of the Summer term, staff discussed crossing the playground at 1pm, as they felt it was a danger to our children, when walking more than a couple of children down to the gate. School staff are asked to blow a whistle and ask all the children to stand still for the 2 minutes, whilst we walk the children through to the gate. It had been discussed that this does not always happen, depending on which staff are on duty, and the older children, instead of standing still, run at siblings and shout etc. which can be extremely unnerving for other little ones. It was decided to extend the finish until 1.10pm, which isn't ideal either, as its extra time to staff, can't be claimed funding wise and impacts on our afternoon plans. However, until discussions with the school can be arranged it was decided that this was in the best interest and will continue until future notice.
- We invited the teachers from feeder schools to do their annual transition visits, for children who will move into school in Autumn term. Fernvale teachers came in for and met all their future pupils, and Houghton chose to continue with conversations over the phone. We again, had no response from St Luke's, despite several attempts to promote these. The new EYFS encourages less paper work, and so this year we mainly reported on each child's development verbally rather than by written reports.

Termly Activities- Autumn Term 2022

Total number of children-24 Number of 2yrs- 6
Numbers

Mon 19	Tues	Weds 19	Thurs 21	Fri 15
PM (until 1pm) 18 PM 12	closed	PM (until 1pm) 19 PM 13	PM(until 1pm) 21 PM 14	Until 1pm- 6

Term details- First half term- We continue to use our weekly 'Focus' board, for the older children, which includes a Letter (sound), Number, Shape, Song, Makaton sign, and word (s) of the week. Younger children will spend time in the quiet room doing age appropriate activities to allow the older children time to engage in their learning without distraction. Any new children will spend time completing fun activities within an 'All about Me' booklet which determines where they are within areas of learning, and helps their key person set termly goals.

We began the new term talking about recycling, and encouraged the children to recycle as many of their snack or lunch items as possible. We then learnt about the season of Autumn, the changes to trees, animals, birds, including migration, hibernation, and the changes to our surrounding area during this time of year. September 26th saw the beginning of Navratri, (meaning 9 nights) the Hindu festival of dance. This festival continued until 5th October.

We enjoyed learning about this, and Mrs Pinky kindly brought in lots of beautiful outfits to wear, Dandiya and helped us to celebrate. The children made their own Dandiya sticks, and we had a wonderful time dancing to lovely music.

On Thursday 29th September we were invited to attend the annual Macmillan coffee morning, which this year was being run by The Thursday Café, within the village hall. Children were encouraged to bring a donation towards this good cause, and enjoyed a cake and juice. This is a wonderful opportunity for the children to not only enjoy a treat, but to learn about what we can do to help others, and be an active part in what is happening within their community. During this first half term we also took part in activities to celebrate World Space Week.

The second half we learned about Autumn festivals and celebrations. We celebrated Diwali (24th October) with card making, dancing and many props such as masks, wearing cultural clothing etc. for the children to learn about the festival of lights. Again Mrs Pinky very kindly shared her, and her families experience of Diwali with us.

During the week of Halloween, we had Pumpkin Week, and scooped out pumpkins, made many different crafts etc. and sang our pumpkin song, and ended the week celebrating 5th November, Bonfire night, we made firework pictures using straws, paint and glitter.

Remembrance Sunday, (12th November) we made poppy pictures and talked about the soldiers in the war, and on the 11th of the 11th at 11am we sat outside, as the bells rang for one minute's silence. The children were fantastic and held their poppies they had made.

Friday 18th November was BBC Children in Need and we had a Pudsey Bear day, we wore yellow, spots, bears or Pudsey bear outfits! We enjoyed lots of Pudsey themed activities, and had a donations box to raise funds.

During the end of November/first week of December, we decorated the playgroup in preparation for Christmas. On Friday 2nd December we joined in with ELF day, and had lots of fun dressing up, playing games and doing Elf activities. During December we had an advent calendar with each child being chosen to open one date, learned about the Christian meaning of Christmas and the first Christmas, by acting out the story of the Nativity.

Play/Craft Morning- We decided to have craft month instead, and offer the usual crafts to all children throughout December, and not invite parents. It was felt there was often difficult for parents to get extra time off work during this time and with added 2 year olds, would not be able to be workable if children didn't have a one to one. This change was hugely successful and we felt the children enjoyed choosing to do as many or as little crafts as they wished.

Christmas Meal- Friday 2nd Dec Our annual adults only, skittles and food evening at the Rose and Crown, those who attended enjoyed a lovely meal and had a great time.

Christmas Party Friday 9th Dec 11am-1pm- The children enjoyed party games, entertainment/magic show and food, and received a gift from Santa.

Spring Term 2023

Total number of children-28 Number of 2yrs- 7
Numbers

Mon 21	Tues	Weds 22	Thurs 26	Fri 18
PM (until 1pm) 20	closed	PM (until 1pm) 22	PM(until 1pm) 25	Until 1pm- 9
PM 14		PM 17	PM 19	

Term details- We began the year talking about winter, and weather etc. Week 3, we celebrated Chinese New Year, by acting out the story of how the Chinese zodiac of naming a year after an animal came about, this year it was the year of the Rabbit. We had beautiful clothes to wear, playing with rice in a tuff spot, as well as role play food items, and the children made different craft items each day, such as mini dragons, or rabbit masks. We used our large dragon, which we made in previous years, and did a group dragon dance at the end of the morning. Week 4 we took part in National Bird Watching week, and organised a bird viewing area, with sheets to note what you see, binoculars and fed the birds each day. This was so popular! We continued to do this past the week and enjoyed spotting birds again later in the term.

We also celebrated Valentine's day, talking about the people we love, making love potions and valentine's activities. We celebrated World book day (Thursday 2nd March) by attending playgroup in our PJs, ready for stories, which the children voted for, and in the afternoons, acted out, using props.

Week 9 included the festival Holi, on Wednesday 8th March we celebrated with Colours week, a wonderful and colourful party, dressing in rainbow colours, balloon arch and party games. However, this week was cut short due to very bad weather, which meant we opened late on Thursday 9th March and then closed completely on Friday 10th due to snow.

Mother's day fell on Sunday 19th March, and on Friday 17th March we were again able to hold our annual event of Cakes and Shakes. We invited mums (or other family member) to join us for delicious cakes and milkshakes. During the week the children selected a beautiful flower, and decorated a pot label, all which were kindly donated by our local Nursery Centre, Coles. The children also drew pictures of their Mums, made cards and learnt a new song "It's Mother's Day" to sing to their mums. It was the best attendance we have had for this event and felt it went fantastically.

We ended the term celebrating Easter, with lots of activities including egg and spoon races, Easter tuff spot, and making Easter treats to take home.

Summer Term 2023

Total number of children-30 Number of 2yrs- 7
Numbers

Mon 24	Tues	Weds 26	Thurs 24	Fri 21
PM (until 1pm) 22	closed	PM (until 1pm) 24	PM(until 1pm) 22	Until 1pm- 13
PM 19		PM 20	PM 19	

Term details- Our first half term we began by celebrating Eid (which fell on week 1, Friday 21st April), we made a display of items used during Eid such as clothes and decorations, and gave the children resources to make cards. Some of our families who were celebrating Eid, bought the children treats, which was wonderful and gratefully received. During week 3, we had a wonderful Coronation Tea Party in the garden to celebrate the coronation of our new King, Charles III. With the garden decorated in Red, White and Blue, the children's art work on the walls and the tables set up under the covered area, the playgroup looked spectacular! We had a fantastic party, and also had fund raising stalls, a horse and carriage, a castle to play in and the sun shone especially for us and it was a great celebration. It was so lovely to see so many families enjoying themselves. Our second half we were able to invite schools to visit the children who will move into school in September, only one school chose to visit this year.

Week 8 we made Father's day cards, drew portraits of our dads, coloured a box (kindly donated by the Co Op) and added a ginger man biscuit, to give to our Dad's, during the week up to Father's day on Sunday 18th June. We talked about our dads and other father figures in our lives, and read stories which included dads/ male role models.

Our annual sports day was on Thursday 15th June at 9-50 until 11am. The children practiced all week, and on the day, ran different races within their team colours, and we also had a big family race across the field. All the children received a medal, and we enjoyed a snack from our tuck shop. Thank you to our committee member Karen O'Donovan for their help manning the fund raising tuck shop.

We also enjoyed lots of summer activities throughout the term, such as the nature area, trim trail, school field, and summer themed crafts and role play areas such as an ice cream shop, and Eid-al-Adha on Wednesday 28th June.

Our leavers party was on Friday 30th June, 12-1.30pm. This year we decided to not invite parents to stay, as often the children choose to sit with them or don't participate the same. This was a great success, and as hoped, the children had a fantastic time and all got thoroughly involved in the games. We added lots of photographs to the Facebook page so parents didn't miss out.

We said good bye to 18 children, and ended the school term on Friday 7th July, not Weds 12th as schools, due to the number of weeks we receive funding.

We have experienced a lot of changes this year, but we have had a very enjoyable and successful one.

Thurnby & Bushby Playgroup Income & Expenditure Account

1st September 2022 - 31st August 2023 for AGM

	Income	Expenditure
Funding	67,667.87	
Furlough income	0.00	
Parents Fees	5,632.50	
Registration Fees	400.00	
Learning Journey Contributions	1,035.00	
Bank Interest	0.00	
Milk Refund	537.58	
Fundraising	593.50	
Funding (Course)	0.00	
Grant Income	0.00	
Donations	1,852.38	
30 Minutes Club	200.14	
Wages/Tax & NI		(61,327.40)
Ofsted Renewal		(50.00)
Milk		(643.63)
Waste Collection		0.00
Rent & Premises Costs		(1,847.00)
PLA Renewal		(112.11)
Business Rates		(698.44)
Building Insurance		(1,939.82)
Phone Contract		(355.76)
Other Expenses		(595.00)
Pupil Premium		(100.00)
Stationery and Stamps		(576.36)
PLA Shop		0.00
Fire Safety		(70.24)
YPO Office Supplies		0.00
Costco		0.00
Photography		(54.95)
Cleaning Products		(66.84)
Seasonal, Toys and Crafts		(592.50)
Refreshments		(30.48)
Garden Items		(483.41)
Computer Equipment		(114.99)
ESPO		0.00
Petty Cash		0.00
Courses		(416.00)
Gardener		0.00
Electricity/Water		(1,084.74)
Entertainer		(130.00)
Lottery Licence		0.00
Book People		0.00
Air Con Service		(208.20)
Photocopying		(280.87)
Baker Ross		0.00
DBS check		(185.60)
cash transfer		0.00
	77,918.97	(71,964.34)
Net Income/(Expenditure)	5,954.63	

Bank & Cash b/f - 3,675.82

Bank & Cash c/f 2,278.96

AUDIT CERTIFICATE
for Thurnby & Bushby Playgroup

I hereby certify that the accounts of Thurnby & Bushby Playgroup for the period to 31st August 2023 represents a true and fair view of the Playgroup's financial operations for the period. I confirm that adequate financial records are maintained by the Playgroup.

A handwritten signature in black ink, appearing to be 'DA', followed by a long horizontal line extending to the right.

David Appleton ACMA CGMA
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18/6/24