

## **Annual General Meeting 2023-2024**

**The Annual General Meeting of Cylch Meithrin Tre Ficer was held on Tuesday 23rd January 2024 at 7:30pm in the Cylch Meithrin Tre Ficer.**

**In attendance:** Catrin Davies, Delyth Jones, Rhian Jones, Sarah Rees, Catherine Hughes, Marian Morgan, Claire Price, Janet Williams, Leanne Hughes, Handel Davies, Edward Davies, Carol Dyer and Noel Jones.

**Parents in attendance:** Kelly, Robyn Walsh, Maryna Tomoshenko, Kate Morgan, Catalinna Ciresescu, Lowri Dyer.

### **1. Welcome from the Chair.**

With a record number in attendance, Chair Catrin welcomed everyone's roles on the committee, trustees and nominated person, and all in attendance to the meeting at 7.30pm. With an extended welcome to new staff members, Janet, Leanne, and apprentice Gwenno.

Parents also introduced themselves going around the circle.

### **2. Apologies**

On this occasion, no apologies were required.

### **3. Receiving minutes of the last AGM.**

Secretary, Rhian Jones, read out the minutes from the last AGM meeting held on 26th January 2023.

### **4. Matters arising of the last AGM minutes**

Catrin thanked Rhian for reading out the minutes from the last AGM.

#### **Staffing**

It was acknowledged that there has been changes to staffing over the last year, as Anna Davies has left. Cassie joined but shortly left after working a term for personal reasons. Janet and Leanne have since been welcomed to the team.

#### **Flying start**

Flying start has commenced with a 10 year plan. Cath states it is difficult as there are boundaries based on 'post code lottery' which makes it limiting and inconsistent for eligibility. At the beginning, Cath thought it would be based on areas but it has been confirmed it is based on postcode. However, this is being reviewed and postcodes are being added each time. At present, SA19 is completely not in it. Acknowledged it is a shame it is not yet universal for all parents.

#### **Full days and school dinners**

Catrin discussed the Cylch Meithrin now offer two full days on a Monday and Wednesday for 3 year old funded children. A new addition of School dinners at a cost of £2.80 is offered for children to have on these full days. The Committee agreed it was a straight forward transition. Delyth felt it has a benefit for the children to have their lunch over in the school canteen as it can be noisy and helps with the transition to school as they see the same faces and a familiar environment.

#### **CIW inspection**

Since 2019, Cylch Meithrin Tre Ficer continue to await a CIW inspection.

#### **Business rates**

Cath discussed we keep getting a balance of £0 for business rates. Handel suggested if we have any concerns to bring it to his attention.

Catrin finished with asking if there are any other matters people in attendance would like to discuss. None raised.

## **5. Correspondence**

### **6. Leaders report**

Catherine discussed changes that have taken place. Staff changes as both Anna and Cassie have left. Welcomed new staff Janet, Leanne 1 to 1 with a child and an apprentice Gwenno.

A thank you was given to Mr.Davies and staff at YRP for the support. It is brilliant for the children to go over to the school for further activities.

Cath also thanked Catrin for her continued support over the 11 years as Chair. It has greatly helped the Meithrin as she knows the running of it.

A thank you to the parents for ongoing support to the Meithrin, sharing the most important aspect in this is the children feel safe and their happiness. If parents/guardians have anything they are worried about to please raise it to staff's attention, Catherine or Marian.

The Cylch Meithrin has been very fortunate with Grants including Recruit Recover and Raise standards, Winter Wellbeing, and Flying start. Grants from Flying Start have proven to be very beneficial having created a quiet space for the children with this and more furniture and resources. It has also paid for things like trips including going to the Pumkin Patch, and twice to The Botanical Garden last year.

Mudiad Meithrin policies are often changing, including the safeguarding and child protection policies as well as behaviours management. For behaviour management stickers have continued to be used over the years however the Meithrin have implemented 'traffic light faces' and a 'cadair meddwl' for 1 minute which is used only on rare occasions but it does work well.

National minimum standards for safeguarding has changed. As a leader, Cath has to be at Level 3.

All other Meithrin staff have to have face to face training at Level 2. Committee members, registered person and volunteers must complete Level 1 safeguarding. By November 2024 all staff have to be adhering to these standards.

New policies for first aid staff compliance include the main person to carry out 12 hour paediatric first aid training. Within 3 months of starting work at Meithrin staff need to have completed a paediatric first aid course.

Cath explains they are all currently up to date with safeguarding. For first aid compliance Janet and Gwenno are waiting on dates to become available.

Cath shared the full day setting is running well but it does limit spaces and cannot take on so many 2 year olds on in the afternoon. Flying start is being offered to 2 year olds but cannot always offer this at the start due to limited space. The meithrin is running at 23-24 children per day, except on a Tuesday there are 18 children. This is a great improvement.

Donations have kindly been received. One from Celfyn - very thankful. Cath asked if there was anything specific people felt they wanted it to be spent on. Spa £840. As well as grants from government however to be mindful these grants are very strict and limited. As an example flying start grants specify

where they want items to be purchased from. This does not allow the Meithrin to support local shops.

Catherine finished her report thanking all for their continued support.

## **7. Treasurers report .**

Current account balance @ 01.04.2022 = £24,892.71

Income = £53,182.54

Expenditure= £43,943.48

End balance @ 31.03.2023 = £34,131.77

Accounts were kindly reviewed by Heather Powell again this year. Accounts are looking very good.

Cath commended Marian for her hard work put towards managing these accounts. As Marian's work is unpaid, Edward offered for the current unpaid working hours to be put down for payments.

Noel queried the current surplus as should this money be spent and not carried over onto the following year. Cath explained it is the money funded from grants that are critical to be spent and to show exactly what has been bought from it. Catrin highlighted it is the dedication from staff applying for these grants. For example the snack area in the back room has been refurbished with new flooring which cost £3,000. The funding alone would not pay for staff wages. Cath highlighted there has been a big jump in the Meithrin's income this year however we may not be as fortunate in the coming years with grants when they do come to an end. This year it is looking well with more grants on offer, therefore Marian shared she will continue to apply for more funding as there is always something the Meithrin needs. Credit was given to staff for applying for grants to continue to support the Meithrin.

Catrin raised we are still coming over the wave of covid. Edward also noted a cabin is naturally a lot cheaper to run therefore it takes time to adjust to a new and bigger setting and to look at spending the money on the current children we have attending Meithrin. With the current balance, fundraising has not been needed. Discussion was closed identifying we could be questioned by people coming in therefore identifying what money will be spent on is crucial.

## **8. Selection of Officers**

**Chair**-Catrin Davies nominated and seconded

**Vice Chair**- Delyth Jones nominated and seconded.

**Secretary**- Rhian Jones/ Sarah Rees nominated and seconded.

**Treasurer**- Marian nominated and seconded.

Current Chair, Catrin, raised an interest to step down from her position in 1 years time when her youngest son leaves the Meithrin to start school.

## **9. Selection of Trustees**

### **Nomination of Trustees-**

Mrs Carol Dyer

Mr Edward Davies

Mr Handel Davies

### **Responsible Person-**

Mr Noel Jones

All were present at the meeting and in agreement to continue in their roles.

### **10. Fundraising / Public Events 2022-2023**

Money was raised for children in needs, Ukrainian families and in YRP summer fayre.

December 2023, Staff held an open afternoon to all families both current or with an interest to start and hope to do it again this spring. Along with more taster sessions for new children starting.

Staff plan to continue to have family sessions in line with meeting flying start requirements. As an example, last year a day trip was held at the botanical gardens. More events will be coming up involving families. Carol will enquire with Glyn at Menter for activities and report back to Cath. Ask Lynwen at Cymraeg i blant Sir Gar.

### **11. Any other Business**

Catrin sadly discussed our great leader Cath has announced she would like to give notice she will be leaving this coming September to retire. Cath has proudly worked with the Cylch for 25 years.

Catrin asked committee and trustees members to stay on once the AGM meeting finishes to discuss this aspect further.

### **12. Date of next meeting**

Aim for next January 2025.

If Cath leaves, the AGM should be before she leaves in September.

Chair, Catrin, asked to have next Committee meeting during next term.

Catrin finished by thanking all for attending the meeting as it is appreciated for their attendance and time. Meeting finished at 20.29pm.



## FFURFLEN INCWM A GWARIANT / INCOME AND EXPENDITURE SHEET

	UNION / EXACT	UNION / EXACT	UNION / EXACT
INCWM / INCOME	BLWYDDYN / YEAR 01.04.2020-31.03.2021	BLWYDDYN / YEAR 01.04.2021-31.03.2022	BLWYDDYN / YEAR 01.04.2022-31.03.2023
Grant Mudiad Meithrin Grant	£ 750-00	—	—
Grant Arian Plant 3 oed / 3yr old Education Funding Grant	£ 23805-00	£ 29540-25	£ 19133-75
Grant Cynladwyedd / Sustainability Grant	£ 541-16	£ 1086-95	£ 757-57
Grant Dechrau'n Deg / Flying Start Grant	—	—	—
Grantiau Eraill / Other Grants	£ 31399-24	£ 3085-50	£ 12531-32
Incwm Hyfforddi ac Incwm Cynllun Cyfeirio / Training In- come & Referral Scheme Income	£ 50-00	£ 1800-00	£ 189-31
Ffioedd Plant / Children's Fees	£ 5332-50	£ 5493-75	£ 11776-50
Codi Arian / Fundraising	£ 4242-72	£ 797-60	£ 325-60
Rhoddion ag Eraill/ Donations & Sundries	£ 1504-80	£ 470-00	£ 8468-49
Cyfanswm Incwm / Income Total <b>A</b>	£ 67625-42	£ 42274-05	£ 53182-54
<b>Gwariant / Expenditure</b>	BLWYDDYN / YEAR 01.04.2020-01.03.2021	BLWYDDYN / YEAR 01.04.2021-31.03.2022	BLWYDDYN / YEAR 01.04.2022-31.03.2023
Cyflogau a Costau TWE/ Salaries and PAYE costs	£ 28721-03	£ 31369-28	£ 34442-68
Costau Rhent, Gwres ayyb / Rent & Heating Costs etc	£ 1156-27	£ 2280-97	£ 2332-69
Ffioedd Cofrestru / Registration Fees	—	—	£ 125-00
Offer, Nwyddau ag Adnoddau / Equipment Materials & Resources	£ 25655-45	£ 2909-62	£ 5181-93
Costau Bwyd a Diod / Food & Drink Costs	£ 228-42	£ 531-06	£ 791-47
Codi Arian/Marchnata / Fund-raising/Marketing	—	£ 77-60	£ 125-38
Eraill (e.e. hyfforddiant) / Other (e.g. training)	£ 770-70	£ 826-00	£ 944-33
Cyfanswm Gwariant / Expenditure Total <b>B</b>	£ 56531-87	£ 37994-53	£ 43943-48
Gweddill (diffyg) am y flwyddyn = A - B Surplus (deficit) for the year <b>C</b>	£ 11093-55	£ 4279-52	£ 9239-06
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswm pob Cyfrif banc) / Cash at year start (this should include the totals of all bank accounts <b>CH</b>	£ 9519-64	£ 20613-19	£ 24892-71
Arian ar ddiwedd y flwyddyn = C + CH Cash at Year End <b>D</b>	£ 20613-19	£ 24892-71	£ 34131-77



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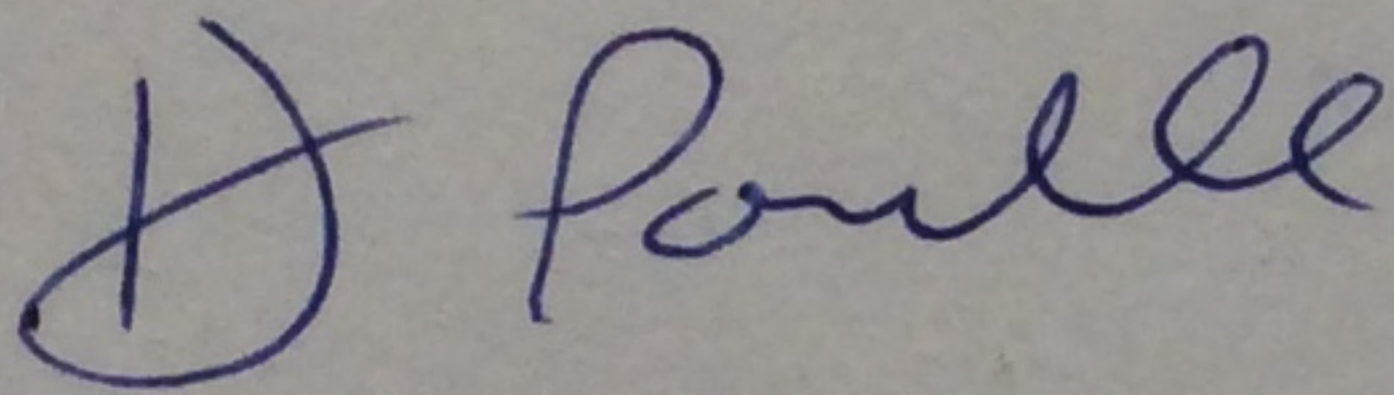


CYLCH MEITHRIN TRE FICER

I have audited the Income and Expenditure accounts of Cylch Meithrin Tre Ficer for the year ended 31 March 2023.

I have been provided with sufficient accounting records to give reasonable assurance that the financial statements are free from material misstatement.

In my opinion the financial statements give a true and fair view of the organisations state of affairs as at 31 March 2023, and of its incoming resources and application of resources for the year then ended.



Heather Powell

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