

Annual General Meeting 2024-2025

The Annual General Meeting of Cylch Meithrin Tre Ficer was held on Wednesday 22nd January 2025 at 7:30pm in the Cylch Meithrin Tre Ficer.

In attendance: Handel Davies, Carol Dyer, Katie Price, Catrin Walters, Gwenno Price, Janet Williams, Claire Price, Marian Morgan, Delyth Jones, Catherine Hughes, Rhian Jones.

Online: Edward Davies.

Parents in attendance: Holly, Jo Bennett, Robyn Walsh, Lousie, Kelly, Angharad,

Parents online: Lowri Dyer, Kerina, Yasmin, Eleri Thomas, Summer Mayes, Karen

1. **Welcome from the Chair:** With a record number in attendance, Chair Catrin welcomed everyone to the AGM and introduced everyone's roles on the committee, trustees and nominated persons. Catrin thanked everyone for their time and commitment to the Cylch. Catrin extended a warm welcome to Katie Price who took over the role of leader for the Cylch during the year. Catrin asked to go around the room and have everyone introduce themselves and online.
2. **Apologies:** Sarah Rees (Secretary) , Noel Jones (Registered Person)
3. **Receiving minutes of the last AGM:**
Secretary, Rhian Jones, read out the minutes from the last AGM meeting that was held on 23rd January 2024.
4. **Matters arising of the last AGM minutes:**
Catrin thanked Rhian for reading out the minutes from the last AGM.

Flying start

The staff report that flying start seems to be going well for the families that can get it. Currently the claim area hasn't extended yet, but they have been informed this is to be reviewed in April.

Staffing

Leanne's time as a 1:1 had come to an end but has become available as bank staff. A parent, Emma Rees, has offered her services on a Thursday and Friday. To be discussed further.

5. Correspondence:

Letter received from Council to Meithrin still stating that the business rates are still set at 0.

6. Leaders Report:

Cath started her report by thanking the committee and the staff for their unwavering support throughout the year and over the years. In particular she commented that staff have been consistent, hard-working and wanted to quote 'Team work makes the dreamwork!' and they truly made her time a joy.

Cath wanted to commend Katie on her hard work ever since taking over the role as leader.

Catrin commented here wanting to thank Cath for agreeing to stay on as bank as this has been a help for consistency and support for Katie as she started her role. Cath commented on the grants that the Cylch received, they were successful in obtaining the sustainability grant, the EY Deprivation grant, the RRRs grant and from flying start the small grants. These were vital in managing to fund yard markings, dens for the quiet area and room dividers. Cath commented whilst these grants have come in, the Cylch hasn't had the need to fundraise but with how funding and grants change, this might change over the years. The Cylch underwent a CIW Inspection on the 8th of July 2024 where they were successful in gaining an excellent in all categories. It was a very positive inspection that gave a big personal boost to

staff. Cath mentioned that the Cylch was advised by CIW to possibly provide a climbing apparatus for the children in order to challenge them. Katie and Catrin discussed how this would need to be fitted by a specialist and that planning permission would need to be obtained. This is to be discussed further. Cath closed her portion of the report by thanking all for the gifts and well wishes on her retirement and how wonderful it's been to see the environment that Katie and staff have created whilst coming back on bank.

Katie opened her report by discussing the trips the Meithrin have been fortunate to undertake this year, with a trip to the local mart and the Botanical Gardens to name a few. Katie commented that the small grants grant that has been received has been put to use to provide an outdoor tap and water butt and to landscape the grass area around the outdoor classroom. Some aspects of work are still awaiting to be carried out but will be completed in the near future. The EDYG is being used to buy resources, fund trips and provide extra learning opportunities outdoors. Katie reported that the Cylch have raised money for Children in need and Save the children throughout the term. The Cylch received an unannounced Food Hygiene inspection where the Cylch maintained their 5 food rating. All staff have attended their Safeguarding and Paediatric First aid training. Katie reported that numbers are currently excellent with very limited space and some mornings having no space at all. Katie commented that even though this is fantastic for the setting, it can increase the workload immensely. Even with the allocated afternoon for paperwork, the paper load can become overwhelming and therefore extra time would be beneficial, along with time with Marian in order to help with areas that Katie's still learning about. Katie reported that Rose from the LA came out to observe and was very positive in her observation. The Cylch is also awaiting a CIW and Estyn inspection. Katie closed her report by thanking the staff for being so welcoming and embracing her ideas.

7. Treasures report:

Marian reported that the balance for the Meithrin is as follows;

Balance at the start of the year as of 1/4/23	£34,131.77
Income	£73,224.13
	= £107,355.90
Expenditure	£69,277.74
Balance as of 31/3/24	= £38,078.16

Heather Powell kindly audited the accounts. The Trustees agreed that the accounts are correct and that they agreed for Mrs Marian Morgan to be responsible for the accounts of Cylch Meithrin Tre Ficer.

Marian reported that currently we are £4 p/hr. The hourly rate the Meithrin gets for Education funding and childcare offer is £5. Come April 2025, the hourly rate will be increasing to £6. Marian and Catrin reported that the Cylch is good value for money and that although we currently have a healthy account, that we would need to be cautious with being too cheap as we need to bear in mind staffing costs as well as other factors. It was agreed that this is something to keep an eye on by the committee.

Kelly (a parent) commented that the local nursery has upped their fees to £60 for 8am-5:30pm and wanted to commend the Meithrin for being good value for money.

Cath commented that it might be worth doing a half yearly review to keep an eye on rates, possibly in April as a committee. Catrin agreed this might be worth doing regularly as the numbers change each term. Eleri (parent online) commented that the funding for 3 year olds has been beneficial for them as a family.

Edward thanked Marian for all her work as the treasurer. Edward reported that as the school is the Cylch provider and that Cylch are billed for electric, gas, hire and rubbish, that a payment for water would be beneficial towards the school. Edward suggested a one-off payment of £200 would be able to cover water costs. Edward also suggested in order to show a gratitude to Cylch staff, would it be possible to pay for their Christmas dinner as a token of good will.

Cath suggested whether Marian can be paid for her time and work with the accounts of the Meithrin, Edward seconded this. Edward proposed a minimum of £300. Marian commented that time is what's needed as it would be good to have a chance to work with Katie on these areas. It was agreed to review these points and to be discussed further.

8. Selection of Officers:

Catrin and Delyth have expressed their need to step down from their positions. Cath commented that on the CIW inspection, it is required that the Chair of the committee also needs to be a Trustee.

a - Chair – Catherine Hughes was nominated and seconded.

b – Vice Chair – Awaiting nominations (a parent showed an interest)

c – Secretary – Rhian Jones and Sarah Rees happy to keep their roles. Nominated and seconded.

d – Treasurer – Marian happy to keep her role. Nominated and seconded.

Catrin suggested that if we have nominations for the Vice Chair role, to inform staff at the Cylch. Catrin and Delyth commented that they will be happy to work alongside the new nominations in order for a smooth transition.

9. Nomination of trustees

Nomination of Trustees –

Mrs Carol Dyer

Mr Handel Davies

Mr Edward Davies

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

Registered persons

Mr Noel Jones

Mrs Catherine Hughes

Cath was present at the meeting and agreed to continue her role. Noel had been asked prior to the meeting and was happy to continue in the role.

10. Fundraising/ Publicity events

Catrin discussed that as we haven't needed to fundraise for the Cylch, that the committee would be open to any suggestions from parents.

11. Any other business

Parking

Edward discussed that the recommendations from the recent Safeguarding audit. It was recommended that the shortcut between the hedging and car parking spaces was not safe and that the parking that happens in the bus bays at 11:15am for pick of Meithrin children is not deemed safe. A letter has been distributed to parents of the school outlining the issues raised and the need for change when it comes to the car park. Edward suggested to parents that were present that unfortunately if things do not improve, that he would be required to lock the gate during school opening times and that parents would need to use the Cylch designated parking area around by the swimming pool instead. Catrin advised that it would be beneficial to share a copy of the letter that was distributed to parents of the school with Katie in order to give to parents of the Meithrin in order to further explain the recommendations given. Katie noted that she had emailed on the day to parents in regards to the parking situation.

Days

Edward raised that he has been approached by new parents to the school asking whether the Cylch would be able to provide more days, as they have younger siblings that could attend. Catrin discussed that this is something that is raised by parents every year and suggested that it would be worth having an annual rolling review where we can look at numbers and discuss with staff how this could work. It was discussed that it would be worth re-distributing a parent survey/questionnaire to see the feedback from parents on whether this service would be needed. Claire commented how she would be happy to work more hours. Katie discussed that this could be an issue for her due to her own childcare and the committee raised that there would need to be a leader or deputy leader on site at all times. Carol suggested a need for a meeting outside of the AGM in order to discuss this further.

Kelly (parent) expressed that the communication was excellent between Cylch and parents and they are fully appreciative of the staff and commend their efforts to keep parents informed. Eleri (parent online) seconded this and commented that the WhatsApp group and email line of communication works brilliantly and that her child loves attending Cylch.

12. Date and venue of next meeting:

Committee will aim to hold the AGM in January 2026.

It was agreed that the committee will convene soon in order to discuss days, staffing and pricing, preferably before Easter.

Catrin finished by thanking all again for attending the meeting as it is appreciated for their attendance and time. Meeting closed at 8:46pm.

FFURFLEN INCWM A GWARIANT / INCOME AND EXPENDITURE SHEET

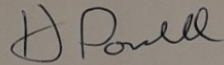
INCWM / INCOME	UNION / EXACT		
	BLWYDDYN / YEAR 01.04.2021-31.03.2022	BLWYDDYN / YEAR 01.04.2022-31.03.2023	BLWYDDYN / YEAR 01.04.2023-31.03.2024
Grant Mudiad Meithrin Grant			
Arian Plant 3 oed / 3yr old Education Funding	£ 29540-25	£ 19133-75	£ 29787-50 ✓
Grant Cynladwydd / Sustainability Grant	£ 1086-95	£ 757-57	£ 923-07 ✓
Arian Dechrau'n Deg / Flying Start Funding			£ 5150-80 ✓
Grantiau Eraill / Other Grants	£ 3085-50	£ 12531-32	£ 9295-17 ✓
Incwm Hyfforddi ac Incwm Cynllun Cyfeirio / Training In- come & Referral Scheme Income	£ 1800-00	£ 189-31	£ 1208-72 ✓
Ffioedd Plant / Children's Fees	£ 5493-75	£ 11776-50	£ 24211-00 ✓
Codi Arian / Fundraising	£ 797-60	£ 325-60	£ 36-70 ✓
Rhodddion ag Eraill / Donations & Sundries	£ 470-00	£ 8468-49	£ 2611-17 ✓
Cyfanswm Incwm / Income Total A	£ 42274-05	£ 53182-54	£ 73224-13
Gwariant / Expenditure	UNION / EXACT		
	BLWYDDYN / YEAR 01.04.2021-01.03.2022	BLWYDDYN / YEAR 01.04.2022-31.03.2023	BLWYDDYN / YEAR 01.04.2023-31.03.2024
Cyflogau a Costau TWE / Salaries and PAYE costs	£ 31369-28	£ 34442-68	£ 53494-67 ✓
Costau Rhent, Gwres ayyb / Rent & Heating Costs etc	£ 2280-97	£ 2332-69	£ 3830-12 ✓
Ffioedd Cofrestru / Registration Fees		£ 125-00	£ 125-00 ✓
Offer, Nwyddau ag Adnoddau / Equipment Materials & Resources	£ 2909-62	£ 5181-93	£ 4839-37 ✓
Costau Bwyd a Diod / Food & Drink Costs	£ 531-06	£ 791-47	£ 1189-14 ✓
Codi Arian/Marchnata / Fund-raising/Marketing	£ 77-60	£ 125-38	
Eraill (e.e. hyfforddiant) / Other (e.g. training)	£ 826-00	£ 944-33	£ 5799-44 ✓
Cyfanswm Gwariant / Expenditure Total B	£ 37994-53	£ 43943-48	£ 69277-74
Gweddill (diffyg) am y flwyddyn = A - B Surplus (deficit) for the year C	£ 4279-52	£ 9239-06	£ 3946-39
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) CH	£ 20613-19	£ 24892-71	£ 34131-77
Arian ar ddiwedd y flwyddyn = C + CH Cash at Year End D	£ 24892-71	£ 34131-77	£ 38078-16

CYLCH MEITHRIN TRE FICER

I have audited the Income and Expenditure accounts of Cylch Meithrin Tre Ficer for the year ended 31 March 2024.

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 2024, and of its incoming resources and application of resources for the year then ended.



Heather Powell

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