

The Old Lace Mill,
44 Frederick Road,
Stapleford,
Nottingham,
NG9 8FN

www.earlyyearsplaygroup.co.uk

Charity No: 700962
OFSTED No: EY 450856

Tel: 07939852907



AGM

Held at Early Years Playgroup and accessible via Zoom on 10.11.2021 @ 7pm

Attending

Committee

Jo Lindley (Chair)
Kate Judge (Vice Chair)
Gareth Fisher (Treasurer)
Fay Harding (Secretary)
Sarah Turnbull (via Zoom)
Leighann McCullough (Parent Committee)
Karen Morley (Manager)

Parents attending;
Olu Cole – Nathan's Dad

Staff

Hayley Simpson (Deputy Manager)

Apologies

No apologies

Minutes

Agenda Item	Notes	Actions
Committee Welcome	Committee members arrived at 19:00. Introductions. Intro to charity commission and committee for parents. Minutes read and agreed.	
Apologies	No Apologies	
Voting Members On/Off Committee	Chair – FH; proposed KM by seconded by JL Vice Chair – KJ ; proposed FH seconded by KM Treasurer – GF; proposed by JL seconded by LM Secretary – JL; proposed by GF seconded by LM Karen will be stepping down as staff committee member as of this meeting. JL stepping down as Chair, stepping in as Secretary The following members were voted to remain on the committee; Members; Sarah Turnbull	

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	<p>Leighann McColloch</p> <p>New Members; Hayley Simpson – Manager Olu Cole – Nathan’s Dad Mroluseye@gmail.com</p> <p>Parent Members; Hugo’s Dad (John) – DBS and Ofsted in process. Interest from 3 parents as prospective parent committee members (will need to be co-op’d on)</p>	KM to go through the paperwork.
Chair’s Report	<p>Thanks everyone for coming. Explained AGM process and structure. Last year has been challenging for everyone.</p> <p>Jo to send document to upload.</p>	
Treasurer’s Report	<p>Over the course of August 2020 to July 2021 there has been an increase in the reserves of the playschool of £13,415.9 being the difference of what we held at the bank and in cash less unpaid costs year on year (£157,707.75 less £144,291.85).</p> <p>This year income has fallen 21.6% year on year by £21,964.25 and expenditure has fallen 16% year on year by £12,683.48. This is exaggerated as within the 2019-2021 numbers is the £10k of support and paid furlough payroll.</p> <p>Payroll costs are roughly similar year on year with 1.1% reduction of circa £0.5k.</p> <p>No significant capital investment has been made to the property.</p> <p>Covid-19 Impact</p> <p>As lockdowns have lifted and various rules have changed there has been a marked reduction in paid and council funded children. At present there appears to be a continuing lower demand for services.</p> <p>Additional support</p>	

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	<p>Special thanks this year to staff and volunteers as well as to all involved in the extra funds raised from;</p> <p>Waitrose £166.00</p> <p>Bags 2 School £72.30</p> <p>Christmas Raffle £85.10</p> <p>Raffle £30.00</p> <p>Donations £10.00</p> <p>The Landlord also kindly continued with reductions in the rent to help offset the impact of Covid-19.</p> <p>Future issues;</p> <p>We have met to review our costs and fees which we need to continue to do.</p> <p>GF see no reason why the costs or revenues should change drastically in the following year other than for the know rent and payroll cost increases e.g. the National Living / Minimum Wage and Pension enrolment.</p>	
Manager's Report	<p>From September 2020 it has continued to be a very stressful time with covid's ever changing guidelines.</p> <p>We started back in September with very low numbers and this has continued to remain low throughout the year. As our numbers are low we have only used the downstairs rooms but the older children are taken into another area for more focused activities and experiences.</p> <p>Most of our children are either 2 year or 3/4 year funding through Nottinghamshire County Council nursery education funding. During this year we have also had some parents use their 30 funded hours with us.</p> <p>Some parents are now choosing to pay for additional hours on top of the funding and also choosing to keep their children with us until they go to school rather than moving them to nursery.</p> <p>We have also been unable to open our holiday clubs as they are usually open to children outside</p>	

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	<p>of playgroup. Due to covid bubbles this has not allowed the mixing of different bubbles.</p> <p>September to December 2020</p> <p>Christmas - Nativity</p> <p>The children performed the Nativity play which included lots of songs. The children did an excellent job. This was recorded and emailed out to parents.</p> <p>Children worked really hard and big thanks to staff for their support with this. We held a raffle and the money went towards replacing some equipment.</p> <p>Christmas party 2020</p> <p>We held our party which was open to all playgroup children. We had food, games and a delivery of presents, as even Santa wasn't allowed to visit due to covid restrictions! We took the decision to charge £5 to all children for the party in order to cover costs and to make this affordable for all children to attend.</p> <p>January 2021 to March 2021</p> <p>Easter Event 2020</p> <p>This year we held an Easter egg hunt for the children. All children received a knitted chicken (knitted and donated by Mrs Boyles and her Mum – thank you they were lovely). The children were also given a chocolate egg inside the chicken.</p> <p>We had a chocolate raffle which raised money towards buying new toys.</p> <p>April 2021 to July 2021</p> <p>Sports Day</p> <p>The sports day went very well and was very well attended by parents/families.</p> <p>Thank you to the church for allowing us to use their grass area.</p> <p>School Leavers</p> <p>In July we had the leaver's picnic and the children who were leaving to go to school invited their parents to come and join us. The children sang and</p>	
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	<p>danced and were presented with their leavers certificate.</p> <p>Thank you once again to St Helen's church for the use of their grass area for our picnic.</p> <p>Food Donations</p> <p>We would like to thank Richard (local councillor) for the food donations he collects from local supermarkets and passes onto us to either use with the children or distribute to parents. This has been very well received by all.</p> <p>Future plans</p> <p>Recommence Holiday clubs during the school holidays.</p> <p>Restart the toddler group during school holidays</p> <p>Open days planned</p> <p>Hemlock</p> <p>More fundraising ideas</p> <p>Increase in minimum wage & pension re-enrolment</p> <p>Fee increase</p> <p>I'd like to thank staff for their hard working and commitment during a very difficult year.</p>	
Staff Report	Nothing to report from staff other than that mentioned below and in previous meeting.	
Fundraising/ Marketing Report	Marketing and future suggestions from staff form the meeting	
Any Other Business	<p>Questions from parent member;</p> <p>How does the rent, bills and finances get paid. Are there challenges to this?</p> <p>- We get an income from parents who pay to have th children here and from the government who pay for places they fill.</p> <p>Donations, raffles, fundraising is another source of income.</p> <p>Non profit which is why the fees are as low as they are.</p> <p>OC – IT project manager, client is Project D and wondered if they might small percentage of income as a donation to the Playgroup. Committee interested in this and further discussions to be had.</p> <p>Asked about other days for his child.</p>	

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	<p>Coming term;</p> <p>Remembrance Service 11.11</p> <p>Trowell Garden Centre trip to see decorations.</p> <p>Wed 1st Dec 09:15-10:15; Thu 2nd Dec 13:45- 14:45 Christmas Crafts with Parents. FH – ask Tracey virtual wreath making.</p> <p>H.S. Plan is to go ahead Limited to 2 tickets per family to adhere to COVID regs. Friday 10th Monday 13th 10:15 fundraising, 1</p> <p>Children's party 17th December – full morning.</p> <p>Fish and Chips - FH Skinderella - FH Jimmy Snips - KJ Tesco - Little Drivers - KJ Florist? - FH Stapleford Poundshop - KJ Trowell Garden Centre – FH Simply First – FH T42/Little Kitchen/Monroes - FH</p>	<p>Letters for donations need to go out ASAP.</p> <p>Multipack sealed sweets.</p>
Date of Next Meeting	<p>01.12 2021 7:30pm @ The Sherwin Arms – Christmas Fundraiser Planning Meeting.</p> <p>2021 Committee Meetings</p> <p>26.01.2021 7:30pm 27.04.2021 7:30pm - Hemlock Happening to be discussed. 06.07.2021 7:30pm 28.09.2021 7:30pm 09.11.2021 7:30pm AGM</p>	

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2020/21 Finance Report

Over the course of August 2020 to July 2021 there has been an increase in the reserves of the playschool of £11,810.5 being the difference of what we held at the bank and in cash less unpaid costs year on year (£156,102.35 less £144,291.85).

This year income has fallen 21.6% year on year by £21,964.25 and expenditure has fallen 16% year on year by £12,683.48. This is exaggerated as within the 2019-2021 numbers is the £10k of support and paid furlough payroll.

Payroll costs are roughly similar year on year with 1.1% reduction of circa £0.5k.

No significant capital investment has been made to the property.

Early years playgroup		
AGM Statement		
2019/2020 Income & Expenditure		Banking
Opening Balance	01/08/2019	(121,706.78)
Adjustment Payroll	July Payroll	1,624.94
Adjustment Income		
Adjustment Expenditure		
Adjusted Opening Balance		(120,081.84)
Income		(101,762.99)
Expenditure		79,044.49
Closing	31/07/2020	(144,425.28)
Adjustment Payroll		133.43
Adjustment Income		
Adjustment Expenditure		
Adjusted Closing Balance		(144,291.85)
Movement		(24,210.01)

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Opening Balance	01/08/2020	(144,425.28)
Adjustment Payroll	July Payroll	133.43
Adjustment Income		
Adjustment Expenditure		
Adjusted Opening Balance		(144,291.85)
Income		(79,798.74)
Expenditure		66,361.01
Closing	31/07/2021	(157,843.99)
Adjustment Payroll		
Adjustment Expenditure		1,741.64
Adjustment Income		
Adjusted Closing Balance		(156,102.35)
Movement		(11,810.50)

Covid-19 Impact

As lockdowns have lifted and various rules have changed there has been a marked reduction in paid and council funded children. At present there appears to be a continuing lower demand for services.

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Christmas Raffle	£85.10
Raffle	£30.00
Donations	£10.00

The Landlord also kindly continued with reductions in the rent to help offset the impact of Covid-19.

Future issues

We have met to review our costs and fees which we need to continue to do.

I can see no reason why the costs or revenues should change drastically in the following year other than for the know rent and payroll cost increases e.g. the National Living / Minimum Wage and Pension enrolment.

Gareth Fisher – Treasurer

10th November 2021