

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

www.earlyyearsplaygroup.co.uk

Charity No: 700962
OFSTED No: EY 450856

Tel: 07939852907



Meeting

Held at Early Years Playgroup and accessible via Zoom on 09.11.2022 @ 7:30pm

Attending

Committee

Fay Harding (Chair)
VACANT (Vice Chair)
Gareth Fisher (Treasurer)
Sarah Turnbull
Helen Grant (Nate's Mum) - new to committee
Leighann McCullough (Parent Committee)

Parents attending;
No Parent Attendees

Staff

Hayley Simpson (Manager)

Apologies

Jo Lindley (Secretary)
Rachel Brown (Staff)

Minutes

Agenda Item	Notes	Actions
Committee Welcome	Committee members arrived at 19:30. Introductions. Intro to charity commission and committee for parents. Minutes read and agreed.	
Apologies	JL - family illness	
Voting Members On/Off Committee	Chair - FH; proposed LM by seconded by GF Vice Chair - HG ; proposed by FH seconded by HS Treasurer - GF; proposed by LM seconded by FH Secretary - FH/HG; proposed by HS seconded by ST Jo will be stepping down as staff committee member as of this meeting. The following members were voted to remain on the committee; Members; Sarah Turnbull Leighann McColloch Hayley Simpson - Manager New Parent Members; Helen Grant	Awaiting Ofsted confirmation. DBS completed.
Chair's Report	Thanked everyone for coming.	



	<p>Explained AGM process and structure.</p> <p>Feels as if we came into this year at the tail end of a really challenging time.</p> <p>We have seen committee members come and go. Jo is leaving us as of this meeting. She has been with us for a number of years; one of our long standing members who stepped into the Chair role and leading us through the time of COVID and lockdown. We thank her for the expertise and skills she brought to the role, for her dedication and support and we will be sad to lose her.</p> <p>We also lost our lovely Kate, another long standing committee member who was a real asset to playgroup, taking a lead on fundraising, promoting and bringing her creative flair to the setting.</p> <p>This year has also seen the huge transition that came with Karen's departure at Easter - she has retired and I imagine grateful of the free time she can spend with her family and grandchildren especially.</p> <p>Hayley has stepped into the Manager position and she has been fantastic, we were so lucky to have her in the setting to be able to 'smoothly' transition into the manager role.</p> <p>What Hayley brings is invaluable, she is dedicated, committed and pragmatic, and has been the force behind much of the successes we have seen this year. We are lucky to have her.</p> <p>We have also had Kristina join us as administrator and she has supported the setting to become more organised and efficient.</p> <p>Lauren joined us as part of the team and has settled really well into the team and knows her key children well and is encouraging growth and development.</p> <p>Kate has moved into a paid role and we are pleased to have her time and commitment to the children whilst she completes her level 3.</p>	
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	<p>This has been a really prominent part of the positive feedback that we have had this year, children are really growing at our setting and feedback from parents and outside professionals has been really positive.</p> <p>Staff have all worked really hard and shown their commitment and dedication to improve our offer to children, cleaning out the loft in the summer and getting rid of old tired toys and resources.</p> <p>Hayley has shared some of the amazing things that the children have been doing this year. Offered some really amazing opportunities for children to do things they might not always have the opportunity to do.</p> <p>Our presence in the community has been improved with some really good outcomes. Families are being supported through difficult times in lots of different ways, Hayley in particular has been amazing in offering emotional support to families who are struggling and has been brilliant in managing some challenging safeguarding issues with professionalism and empathy.</p> <p>I am really proud of the staff, setting and children for all they have achieved this year. Our commitment to offering affordable, high quality care and education for the children and families in the community has always been our priority and this year we have really shown up and demonstrated this consistently and I know we can continue this into the coming year.</p> <p>Thank you to everyone for all your hard work and commitment.</p>	
Managers Report	<p><u>Managers' Report</u></p> <p>It's been a busy, fun year at Early Years Playgroup!</p> <p>Lots of great achievements to be proud of and children making excellent progress.</p>	

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	<p>We have received lots of positive feedback from Children, Parents and outside agencies.</p> <p>The lovely ladies have all worked hard and have showed great practice, dedication and enthusiasm. Everyone has been eager to get back to the 'Norm' after covid, after a challenging previous year, providing more events for parents to be a part of and access the community once more.</p> <p>Our numbers have increased from 23 to 33 this past year. We currently have 33 on roll. We are a 40 place setting.</p> <p>We currently have:</p> <ul style="list-style-type: none">8 Children who are 30 hour funded7 Two year olds who are 15 hour funded9 3 and 4 year olds who using their 15 hour entitlement9 Paying families4 Children who pay for extra sessions1 child receiving Tax Credits. <p><u>Events</u></p> <p>We have celebrated and carried out some wonderful events this past year.</p> <p>Last December we were able to risk assess and action plan safely, 2 Christmas Craft sessions where parents and family members were able to come along and get their creativity on, designing Christmas decorations with the children. Lots of positive feedback from this and this is something we are going to do again this year, with many parents putting their names down to participate!</p> <p>Last year we filmed our Christmas Nativity. Children dressed up as Nativity characters with outfits we had. They signed and sang the</p>	
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	<p>Christmas story and we sent this out to parents. Again, lots of lovely feedback. This year we will be welcoming parents into the setting to watch our Christmas sing along. We are thrilled that we are able to do this! This falls on Christmas jumper day so everyone is welcome to dig theirs out if they have one or wear Christmas colours as an alternative.</p> <p>This April we said a sad farewell to Karen Morley, Early Years Manager, and wished her all the best in her retirement. She was presented with gifts from the staff and committee by Councillor Richard Macrae. She has been an amazing asset to the Playgroup and will be missed.</p> <p>In April we held our Easter sing along and fundraiser. This was a lovely opportunity for parents to come in and watch their child, grandchild, nephew or niece to sing some Easter songs. Lots of families attended this event. Playgroup and Committee provided refreshments and a tombola to raise funds for Early Years.</p> <p>We held Our Sports Day at St Helens Churchyard. This was so much fun. I don't quite know who had the most fun or who was the most competitive, Children, Staff or Parents! All I can say is that everyone had a fantastic time! There were a variety of sports activities set up by the staff and came together for races and team tasks at the end. Free refreshments were also provided for all.</p> <p>We have held parent stay and play sessions, where families can come into the session and get to see and experience what Early Years is all about. It has been a great opportunity to further strengthen our relationships with families. They were able to see their children interact with the staff and their friends and gave them</p>	
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	<p>opportunity to ask any questions.</p> <p>We held a small graduation for children leaving for school. Families were once again invited in to celebrate their graduation from Early Years. Children were presented with certificates, badges and a photo of when they started to present day, along with a leaver's poem. Parents were also presented with a poem. It is fair to say, there wasn't one dry eye on the premises and I struggled to deliver my speech.</p> <p>We have celebrated the Queens Jubilee, holding a party for the children. They created their own decorations for the event and wore red, blue and white clothing. Some even dressed as royalty for the day.</p> <p>Also, a summer party was held for the children. They ate party food, joined in party games and we even had a Disco company come in and play some great tunes.</p> <p>Before the Summer we organised a trip to Wollaton Park. Children, staff and families went by bus. Children were thrilled to go on a bus.</p> <p>Everyone took their own picnic, explored the grounds of Wollaton Park and were entertained by Sarah Turnball's beautiful boys. Big Thank you to Sarah, one of our lovely committee members, for her support with the trip and assisting on the day.</p> <p>We have been running the Toddler Group in the holidays which has been a success. This has been accessed by families who attend and others from the community. From running the group, we have also had parents sign their children up to the Playgroup!</p>	
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	<p>Toddler Group dates have been set for the next year as there is a demand for our service.</p> <p>We have had open days throughout the year.</p> <p>We have held parent meetings throughout the year, updating parents on their child's progress and setting next steps alongside them. Regular feedback is given daily, however these Parent Meetings are something we feel and the families feel are of great benefit. We will definitely continue to do this. Even through Covid we carried these out by setting up a table and chairs in our outdoor area and masking up.</p> <p><u>So what's coming up?</u></p> <p>We have plenty more experiences on the agenda.</p> <p>Some of our children will be attending Remembrance service in Stapleford, where they will lay the poppies and wreaths, they have created themselves.</p> <p>Children will have the opportunity to wear Yellow for Children In Need. They will have the opportunity to participate in Children In Need crafts and experiences.</p> <p>We have a trip to Lakeside to see " We're Going On A Bear Hunt"</p> <p>At Early Years we continuously promote kindness. We will be participating in Kindness Day.</p> <p>We will be celebrating Nursery Rhyme Week. Lots of singing opportunities, making up our own rhymes and creating our own props.</p>	
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	<p>A Christmas service at St Helens. Two Christmas Craft days for parents to come and participate in. Our Christmas sing along. Christmas Dinner Day. Christmas Party Day.</p> <p><u>Funding/Grants</u> This Year we applied for a grant to help boost our outdoor play area and outdoor resources. We were successful and received £250 from Stapleford Group.</p> <p>Some of this money has been spent on a mud Kitchen and a variety of outdoor equipment to support children with their learning and development.</p> <p>We will be fundraising at Christmas. Any money from this will be put towards a sensory space/ wellbeing room for all children to enjoy and access.</p> <p>We have been in contact with local businesses and politely asked for any kind of donations they are able to offer where possible. We do understand people at this moment in time are being stretched financially. We have received some vouchers from Andy's Fish Bar, Vivo and Poundstretcher. We have a lovely lady who makes bows that is willing to donate some of her products. And a very kind Parent who is helping us out with Boots donations.</p> <p>We are hoping to create an assortment of hampers and raffle all prizes off.</p> <p><u>Donations</u> We have received generous donations of clothes and toys from Parents past and present. They have been gratefully received and been loved and enjoyed by the children.</p>	
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Staffing

We had Lauren Hall join our team last November as an Early Years Practitioner. Kristina King has also joined our team as our Administrator. Both have settled well into Early Years and are a great asset to our team.

I became Manager from Deputy Manager when Karen retired. A role I am thoroughly enjoying. I have been well supported by the team in my new role and would like to thank each and every one of them for this.

We have Kate Sermon who has previously volunteered for us, now working on our team. She is working towards her Level Three in childcare and I am currently supporting her with this. She is amazing with the children and has a great attitude towards her duties.

Rachel Brown has joined our committee team as staff representative, and we now welcome Helen Grant onto our Committee. Helen is a parent of Early Years and we can't wait to have her input on our wonderful setting.

Staff are continuously working hard, providing the best experiences for children and our families.

They continuously demonstrate great practice and I am proud of the way they carry out their roles and responsibilities. They have worked extra days and hours to help support the demand for our setting. They step in for holidays and absences and have shown flexibility. Many staff arrive early and stay later to ensure we have the best set up possible, showing great



	<p>commitment.</p> <p>They undergo regular training online and face to face.</p> <p><u>Our Future Plans</u></p> <p>We are hoping to create a sensory space/wellbeing space from fundraising.</p> <p>We are aiming to get Holiday Club up and running next year.</p> <p>We will be promoting ourselves more in the community through flyers, posters and attending community events.</p> <p>To continue to be an amazing setting that provides the best care, opportunities and education for all.</p>	
Treasurer's Report	<p>GF to send report.</p> <p>Fall in reserves - income fall vs. staffing increases and expenditure, payroll.</p> <p>Paid KM Feb ½ term to Easter and paid her accrued annual leave as well as paying HS a managers wage from February - back paid.</p> <p>Rent increase. Administrator, extra staff, DS sick pay.</p> <p>Energy Bill Relief Scheme..</p> <p>VAT registration - We do not need be VAT registered due to non taxable turnover being under 85k and services offered being welfare and exempt.</p> <p>Bank accounts need to be sorted - deadline for Christmas.</p>	<p>GF to send report for minutes.</p> <p>GF ongoing - to update ASAP</p>
Staff Report	<p>Nothing to report from staff.</p> <p>Supervisions are underway for this term and positive reports via this.</p> <p>Ongoing requests around uniform.</p>	<p>Agreed. RB to order shirts and fleeces.</p>
Fundraising/	Suggestion to have a presence at	

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Marketing Report	Christmas Lights switch on - leaflet drop. Local businesses. See manager report. Christmas hampers/raffle fundraiser - donations wanted.	
Any Other Business	Is Karen still on the lease?? Staff eating lunch with children, snack etc.	To be removed. HS to speak to landlord.
Date of Next Meeting	2021 Committee Meetings 08.02.23 26.04.23 ? Hemlock Happening Planning Meeting 05.07.23 27.09.23 AGM 08.11.23	

2021/22 Finance Report

Over the course of August 2021 to July 2022 there has been a fall in the reserves of the playschool of £10,843.21 being the difference of what we held at the bank and in cash less unpaid costs year on year (£145,259.14 less £156,102.35).

This year income has fallen 17.7% year on year. This reduction of £14,135.31 has been driven largely by lower council funded income. While last year the impact was due to Covid funding changes.

Expenditure has increased 12.3% year on year by £8403.99. This is largely driven by payroll £6,494 and rent £1,206.21.

Payroll costs have seen a year on year 10.8% increase driven by minimum wages and changes to national insurance.

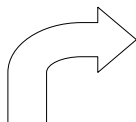
No significant capital investment has been made to the property.

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AGM Statement

2020/2021 Income & Expenditure		Banking
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 Income		1,741.64
Adjustment Expenditure		
Adjusted Closing Balance		(156,102.35)
Movement		(11,810.50)



AGM Statement

2021/2022 Income & Expenditure		Banking
Opening Balance	01/08/2021	(157,843.99)
Adjustment Payroll	July Payroll	
Adjustment Expenditure		1,741.64
Adjustment Income		
Adjusted Opening Balance		(156,102.35)
Income		(65,663.43)
Expenditure		74,831.75
Closing	31/07/2022	(146,934.03)
Adjustment Payroll		1,674.89
Adjustment Expenditure		
Adjustment Income		
Adjusted Closing Balance		(145,259.14)
Movement		10,843.21

Future issues

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

Cost of living / Inflation is likely to have an impact on the costs and demand for places and additionally local competition has also been changing also creating a risk to the playschool. Despite this currently we have a relatively high number of children and so I can see no reason why the costs or revenues should change

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drastically in the following year other than for the known rent and payroll cost increases e.g., the National Living / Minimum Wage and Pension enrolment.

Gareth Fisher – Treasurer

09th November 2022