

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

[www.earlyyearsplaygroup.co.uk](http://www.earlyyearsplaygroup.co.uk)

**Charity No: 700962  
OFSTED No: EY 450856**

**Tel: 07939852907**



Annual General Meeting  
Via Zoom on 04.12.2024 @ 8pm

#### Attending

##### Committee

Fay Harding (Chair)  
Gareth Fisher (Treasurer)  
Sarah Turnbull  
Leighann McCullough (Parent Committee)  
Kariss Parkes

##### Parents attending;

All parents informed and invited.

#### Staff

Rachel Brown (Temp Manager)

#### Apologies

Helen Gent (Vice Chair) - position in review, HG to step down due to having a paid position within the setting.

Hayley Simpson (Manager) – on Maternity Leave

#### Minutes

Agenda Item	Notes	Actions
Committee Welcome	Committee members arrived at 19:00. Introductions. Intro to charity commission and committee for parents/new members. Minutes read and agreed.	
Apologies	H. Gent, H. Simpson (see above)	
Voting Members On/Off Committee	Chair – FH; proposed GF by seconded by ST Vice Chair – No current member proposed. Treasurer – GF; proposed by RB seconded by FH Secretary – KP (new member); proposed RB by seconded by FH – to take on this role when paperwork completed and FH to continue with role until this time.  HG will be stepping down as parent committee member as of this meeting due to a) no longer has a child at the setting b) has taken on a paid staff role.  The following additional members were voted to remain on the committee; Sarah Turnbull Leighann McColloch	



	<p>Hayley Simpson – Manager/Staff Rep Lauren Hall – Staff Rep</p> <p>New Parent Members; Kariss Parkes Clarisse Arubasa</p>	<p>FH/RB to support with Ofsted confirmation/EY2. DBS completion.</p>
Chair's Report	<p>Another fantastic year at Early Years with lots to celebrate.</p> <p>We have had some challenges around staffing and changes to circumstances for the team which have meant changes to hours and staff, as always have been committed and flexible to enable the setting to continue to run smoothly.</p> <p>Numbers are really good and we are excited about the coming year which promises to be another full of achievements and reason to celebrate our amazing setting.</p> <p><u>Staffing</u> Hayley and Kristina went off on maternity leave and both had healthy babies, we wish them all the best for the remainder of their leave and look forward to welcoming them back at Easter time.</p> <p>To support us around changes to staffing, Emma Steel joined the team in a practitioner role and Tina Reddish and Helen Booth joined the team on a temporary basis to support around maternity leaves and long term sickness. Tina in a practitioner role and Helen in the administrator role. All 3 have settled into the team well and have been a really great addition to our team, we in the committee really value them and the rest of the team for making the transition a positive one.</p> <p><u>Extra Sessions</u> The parent and toddler group has continued to run and has been a really positive addition, we have had families not on roll who have attended and it has meant we have had new families join the setting after attending the group so it continues to be a positive way of marketing the setting.</p> <p>Assessed interest in holiday clubs with parents but not enough interest to warrant running again this year...we will continue to look at need for future</p>	



	<p>holiday clubs and additional hours liaising with families and assessing interest.</p> <p><u>Setting updates</u> Despite rent returning to normal in January following the reduced rate through COVID it has continued to be offered at a really good rate and we are grateful to Charles for supporting us around this. He has also paid for the emergency signs we needed for the setting to meet health and safety standards.</p> <p>We as a committee are really pleased with the numbers of families we are onboarding and the feedback which continues to come in from celebrating how wonderful the setting is and the progress children who attend are making.</p> <p>I (Chair) attended the committee forum which is offered every 4 months these have been very useful in us getting updates and information about changes/funding as well as research and opportunities for Early Years settings. Also a good way to network with other committee members across the county.</p> <p>Once again we thank all the staff team and the committee for their commitment over the year which means we can continue to run our setting and offer the best childcare to our families.</p>	
Managers Report	<p><u>This year...</u> Children have done all sorts of exciting things this year. In November last year, had a playgroup trip to the theatre at Highfields to see Going on a Bear Hunt. We used Helpful Bureau to support with transport to the tram stop as bus hire was too expensive. Was a fantastic trip which the children (and staff!) really enjoyed. Some really great feedback from families. We had hoped to do the same this year but have not been able to align with dates and showing times. Will continue to research/review these kinds of trips in the coming year.</p> <p>Christmas celebrations and fundraising are underway for this year. Last year we put on a full Christmas dinner for all the children. Staff worked</p>	



	<p>really hard preparing and cooking food. Children seemed to enjoy the meal but there was lots of wastage and we are not likely to do this again in the same way. GF dressed as Santa again and all the children had a gift at the Christmas party which as always was a really lovely day.</p> <p>Spring - Easter celebration raised funds for the setting. We had a lovely Easter event with lots of positive feedback and our annual Easter Bonnet Competition was a big success.</p> <p>We applied for and were granted a £250 donation from the council to put on a Coronation event which went amazingly. We used St Helens hall and had a lovely party with children, families and members of the community.</p> <p>We will continue to apply for grants and look at celebrating special occasions throughout the coming year.</p> <p>In the Summer we had our stall at Hemlock Happening. Nice to see families out and about and talking about our setting, sharing positive feedback and encouraging people to sign up. This resulted in a few sign ups but none who started at the setting. Decision to not attend this summer as numbers are looking really good and the staffing and organisation of attending such an event are great.</p> <p>In July we said goodbye to 17 of our children to go to school. We had our yearly send off 'Graduation' which was very well attended by families, with a chippy lunch, photo's and celebration of the children's time at Early Years. A few tears were shed as we waved children off on their next adventure.</p> <p><u>Staff team</u></p> <p>This year we said goodbye to our manager Hayley and admin Kristina as they went off on Maternity leave at Easter and May and we welcomed their babies in May and June.</p> <p>We welcomed 3 new staff members as well to support with cover whilst staff were on maternity leave - Emma, Tina and Helen have all joined us.</p>	
--	--	--



	<p><u>Fundraising</u></p> <p>We have continued to raise funds for our sensory area throughout the year and have plans to get this set up and available for children to use by the summer. Committee and staff have been discussing ideas and looking at resources.</p> <p>Once we have the sensory space complete we will identify a new project for fundraising.</p> <p>Parents have been brilliant in giving donations throughout the year.</p> <p><u>Children and Families</u></p> <p>We had 38 children on roll, there was some concern at June time due to the amount of children leaving for school. We have however had lots of new families joining and numbers are really healthy, the best they have been since pre COVID, possibly ever. New children have settled in really well and we are doing lots of multi-agency work with professionals to support children we have on roll with additional needs.</p> <p><u>What's coming up?</u></p> <p>We have plans for craft stay and play sessions across the festive period which have been a success in the past.</p> <p>Christmas party – we plan to put on some food, traditional party games and a visit from Santa AKA Gareth Fisher (Treasurer).</p> <p>Children (and staff!) are welcome to wear festive attire throughout December.</p> <p>Children will be part of decorating the nursery this year.</p> <p><u>Achievements</u></p> <p>We have had environmental health in today – we were pleased to be awarded 5 stars which we will publish and display in the setting.</p> <p>We have won an award as every practitioner in the setting is now paediatric first aid trained – this is an achievement above and beyond requirements in relation to first aid training.</p> <p>In June we were nominated for an county childcare award and later were informed we won Best childcare provider in Nottinghamshire. Something to really celebrate.</p>	
--	---	--

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

[www.earlyyearsplaygroup.co.uk](http://www.earlyyearsplaygroup.co.uk)

**Charity No: 700962  
OFSTED No: EY 450856**

**Tel: 07939852907**



Treasurer's Report	<p>There has been a small increase in reserves £100, revenue has gone up but so has costs. Payroll has increased a lot, head count, maternity national minimum wage. No capital investment. Met and looked at costs and fees. Cost of living is impacting across the board. Fee increases - need to look at this in the coming year, we have increased by £2.50 in 9 years so continue to be competitive in our rates and private nurseries are much more expensive.</p> <p>Increase in children. No reason to be concerned about any future costs.</p> <p>Part of the reason we can keep costs down is rent is at a really good rate.</p> <p>We continue to access donations from parents/community, grants and other funds to support the setting.</p>	GF to send full financial report for minutes.
Any Other Business	<p>Discussed onboarding processes for new committee members and skills that new members can offer. Financial advice/debt management, admin HR, event organising, IT solutions/software, baking.</p> <p>Shared need for more committee members and people to step into roles - vice chair/secretary.</p> <p>Reminder about committee roles and ratio's, what is required etc.</p> <p>Fay Harding informed the team that this would be her last year on the committee and she would be stepping down at the next AGM.</p> <p>Sarah and Gareth intend to remain on the committee until the lease runs out in 2025.</p>	
Date of Next Meeting	<p>2024 Committee Meetings</p> <p>7<sup>th</sup> February 7:45 Th 25<sup>th</sup> April 7pm 10<sup>th</sup> July 7:45 25<sup>th</sup> September</p>	

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

[www.earlyyearsplaygroup.co.uk](http://www.earlyyearsplaygroup.co.uk)

**Charity No: 700962  
OFSTED No: EY 450856**

**Tel: 07939852907**



	AGM 6 <sup>th</sup> November	
--	------------------------------	--

Fed back re:

Discussed the space offered to parents

Committee commitment puts people off.

Move to summer term - possibly. Canvas parents as to why they were not wanting to come.

Training with other pre-schools. All settings are struggling to recruit.

Evidencing that we are still trying to recruit.

Discussed the Employment Tribunal and outlined the claim and where we are with this.

Gareth stepping down from

Chair – nominated by GF seconded by HS

Treasurer – GF stepping down as of this AGM. No nominations – GF is Hayley to complete the Payroll etc before finishing. Someone needs to be set up for HMRC in order for Gareth to

Possible that SR will be able to pick this up. Payroll and accounts -

Vacant as of today's meeting

Secretary – vacant; FH/HS to continue with this role.

Members;

Kariss – nominated by FH, seconded by HS

Leighann – nominated by HS, seconded by FH

Sarah – nominated by FH, seconded by KP

Gareth I will take you of Ofsted register and charity commission site by 31.12.24. Close access down by this date and return all paperwork etc.

Numbers are creeping up. Discussed hidden fees and resources.

Treasurers and managers and Chair to be added. Will be needed for the end of year reporting.

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

[www.earlyyearsplaygroup.co.uk](http://www.earlyyearsplaygroup.co.uk)

**Charity No: 700962  
OFSTED No: EY 450856**

**Tel: 07939852907**



Date to get together in January – Friday 17<sup>th</sup> Jan.

Thank you to Gareth and appreciations offered for his service to the Playgroup.

2023/24 Finance Report

Over the course of August 2023 to July 2024 there has been a increase in the reserves of the playschool of £5,841.92 being the difference of what we held at the bank and in cash less unpaid costs year on year (£152,942.01 less £147,100.09).

The increase in demand for places has continued. This year income has risen 18.9% year on year. This increase of £19759.58 has been driven largely by higher council funded income £12,461.58 12.8% with income from parents increasing £7,298 104.7%.

Expenditure has increased 18.6% year on year by £18,556.46. This is largely driven by the directly related payroll £12,956.11 and costs £5,535.90 103%.

Payroll costs have seen a year on year 15.6% increase driven by increased hours, minimum wages and changes to national insurance. Changes in roles and structure along with sickness and starters and leavers have also impacted.

No significant capital investment has been made to the property.

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 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.



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

**[www.earlyyearsplaygroup.co.uk](http://www.earlyyearsplaygroup.co.uk)**

**Charity No: 700962**

**OFSTED No: EY 450856**

**Tel: 07939852907**



---

Changes in Government provisions are also driving higher demand and we have made places available to take advantage of this higher demand.

Gareth Fisher – Treasurer

24<sup>th</sup> September 2024

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

**[www.earlyyearsplaygroup.co.uk](http://www.earlyyearsplaygroup.co.uk)**

**Charity No: 700962**

**OFSTED No: EY 450856**

**Tel: 07939852907**



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

**[www.earlyyearsplaygroup.co.uk](http://www.earlyyearsplaygroup.co.uk)**

**Charity No: 700962**

**OFSTED No: EY 450856**

**Tel: 07939852907**

