

# St Bernadette's Community Playgroup

## Annual General Meeting

7<sup>th</sup> November 2018 St Bernadette's Playgroup

### Welcome

Marie Coyle Chairperson welcomed everyone to St Bernadette's Playgroup's AGM.

Housekeeping rules were then covered

### Apologies & Minutes of Last Meeting

The apologies were read and recorded. The minutes from the 2017 AGM were proposed by Majella Mc Farlane and seconded by Margaret Quigg. The minutes were agreed as a true and accurate account of the previous AGM.

### Chairperson's Report

Marie presented her report (see Annual Report 2017/ 2018). Marie acknowledged that the playgroup has been providing a valuable service to children and parents of the Hazelbank and surrounding areas for the past 26 years. We have a dedicated and committed team of staff who provide a valuable and much needed service that meets the needs of children all areas within our community.

Staff Report (please see staff report)



## Financial Report

In the absence of Patrick Durkan, Marie invited Antoinette Page (treasurer) to present St Bernadette's playgroup 2017 / 2018 audited accounts. Antoinette referred everyone to the statement of financial activity in the annual report which is a snapshot of the year's accounts. Antoinette informed all present that the full accounts were available for inspection either through St Bernadette's Playgroup or Patrick Durkan's office. There is a full copy available here tonight if anyone wishes to view them. The independent examiner showed everything in order and finances administered correctly. The adoption of the accounts were proposed by Theresa Campbell and seconded by Georgia Gazzera. The accounts for 2017 / 2018 were duly signed by Marie Coyle and Antoinette Page.

## Committee Elections

Majella Mc Farlane took over the proceedings as independent chair while the 2018 elections of the new committee were made. The names received were read out. It was agreed that all nominated committee members be elected on block. This was proposed by Brenda Divin and seconded by Margaret Quigg. Agreed by all present. Majella stated that the election of office bearers will take place at the next ordinary meeting.

Thanks were extended to :

Staff of St Bernadette's Playgroup

Management Committee of St Bernadette's Playgroup

Parents, Grandparents and Carers

Marie Wilson Early Years Adviser



Social Services / Western Education & Library Board

Patrick Durkan & Co (Accountant)

Antoinette Page (Treasurer) Wages & Tax Returns

Independent Chair Majella Mc Farlane

Finally Marie thanked all present for their attendance and support at the AGM tonight.

Meeting ended 8- 20 pm



## Staff Report

- St Bernadette's Playgroup employs 3 members of staff consisting of a leader, deputy leader and playgroup assistant, all of which hold the required childcare qualifications.
- Our leadership team is committee formed, led by a long standing chairperson and local parents from the community.
- We follow the preschool curriculum set out by the Education Authority.
- We are governed by Social Services and the Education Authority.
- We promote learning through play by strategic planning which is completed yearly, monthly and weekly.
- We record written observations of the children's progress and feed back reports to the parents.
- Our staff attend regular training, including child protection, food hygiene and first aid.
- We are continually striving to promote improvement through staff and committee development, building on resources and extending links within the community.
- We liaise closely with parents through AGM, information booklets, newsletters, parent feedback etc.
- We promote an open door policy and parents are made to feel very welcome and valued.
- Our policies are displayed in the front hall and parents have received copies of our child protection, intimate care and promoting positive behaviour policies.
- We form links and partnerships with outside agencies such as speech therapist to support children with an additional need.
- We are an equal opportunities setting.
- We have received funding from the Department of Education which has enabled us to buy new play resources, books and organise some trips.
- Throughout the year we have organised a number of educational trips to the library and a farm outing for children and parents.
- We follow the Big Bedtime Read programme and children are given books home every week to encourage adult/child reading together.
- We encourage dental hygiene and every child is provided with a toothbrush to use daily after snack time.
- We have good relations with the local primary school to enable a smooth transition for the children.