



JACK AND JILL PLAYGROUP
AGM REPORT
WEDNESDAY 18TH OCTOBER '23

Dear Parents & Carers

I am the administrator/manager for the setting. I work on behalf of the Jack and Jill Playgroup parent committee in a paid position and report to the chairperson Diana Rye on a regular basis, to ensure we meet the legal and statutory requirements of our playgroup constitution and manage the day-to-day business of the provision,

Our constitution sets out the rules that governs our charitable pre-school and part of these rules is that we hold an Annual General Meeting (AGM) each year. At the AGM we present our audited accounts and minutes from the previous year, report our progress and what work we have done during the year.

This meeting also gives parents the opportunity to discuss and vote on any committee matters, policy and committee member changes.

ATTENDANCE:

I have attached a list of the parents that have attended. We had the required number of parents for the meeting to go ahead. Thank you for your interest and your time in supporting your children`s playgroup.

ANY MATTERS ARISING FROM MINUTES OF LAST AGM 2022:

None. There were no raised questions by parents and therefore it is accepted that the agreed minutes were accurate.

1st vote: Lace Murphy

2nd vote: Amayo Okebaram

COMMITTEE REPORT by the Administrator/Manager - Delia Bryan

Thank you and it is so lovely to see so many parents attend for our 1st successful physical parent present AGM since COVID.

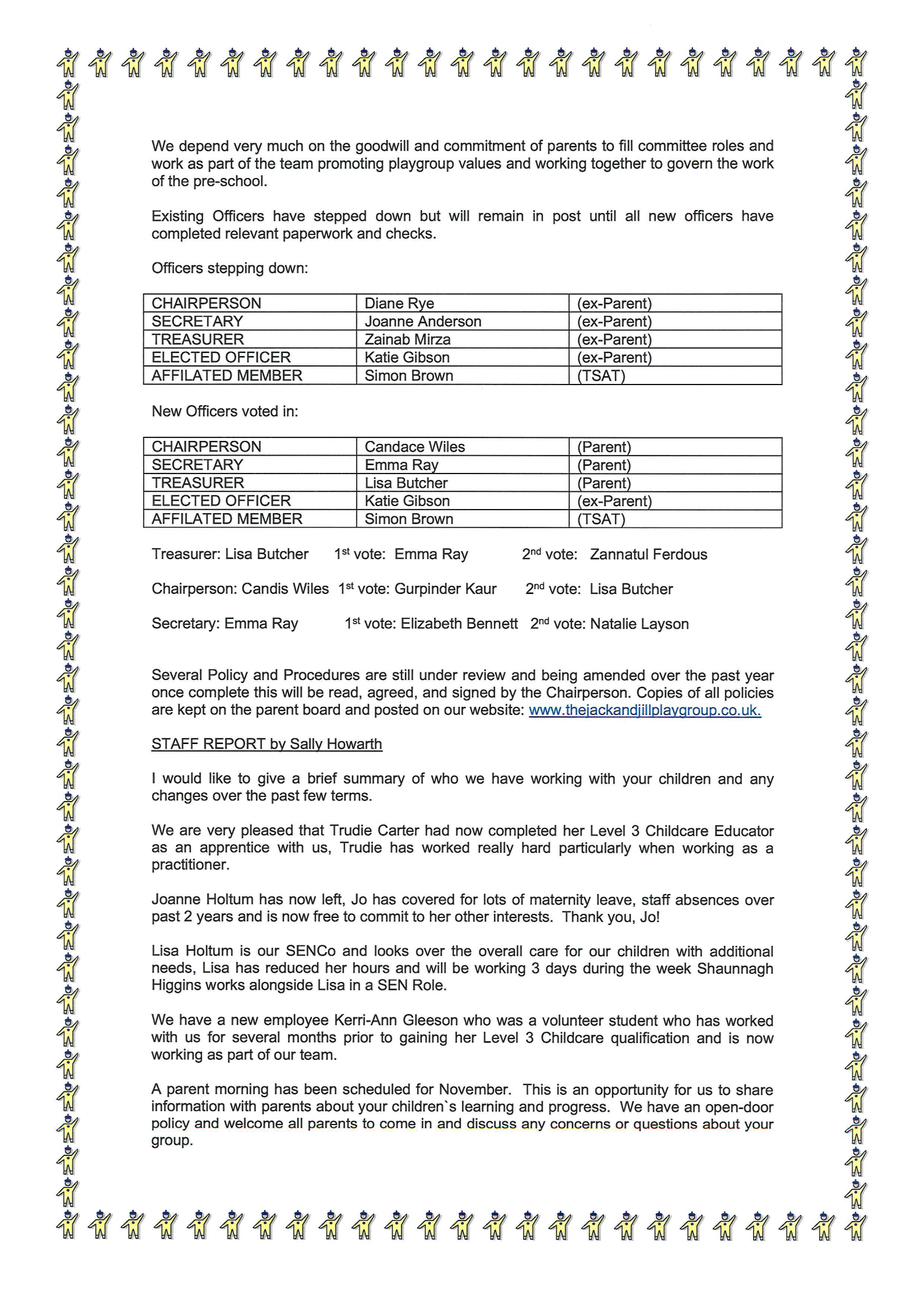
I just like to start by explaining the responsibilities we have and how it all works. The Committee is the registered person for the group, the employers and have the overall responsibility for the provision of childcare and are legally responsible for ensuring compliance with the Early Years Register, regulations and any conditions imposed by Ofsted and the Charities Commission.

Most of these day-to-day responsibilities and running of the playgroup is taken on in a paid position by Delia Bryan the Administrator/Manager and I will guide parents new to the committee to become familiar with the procedures and processes in running a charitable pre-school and their obligations towards the setting and their employees.

Thank you to all our past and present parent/committee for their continued support to our playgroup and the time they have given us over the years.

I would like to reassure parents that our practitioners are kept up to date on all the current guidelines and the risks involved when working alongside each other and with your children.

Although we will have new committee and often inexperienced officers replacing positions within the management structure Sally Howarth and I continue as managers of the setting, to ensure we provide a high-quality service which works in partnership with parents.



We depend very much on the goodwill and commitment of parents to fill committee roles and work as part of the team promoting playgroup values and working together to govern the work of the pre-school.

Existing Officers have stepped down but will remain in post until all new officers have completed relevant paperwork and checks.

Officers stepping down:

CHAIRPERSON	Diane Rye	(ex-Parent)
SECRETARY	Joanne Anderson	(ex-Parent)
TREASURER	Zainab Mirza	(ex-Parent)
ELECTED OFFICER	Katie Gibson	(ex-Parent)
AFFILIATED MEMBER	Simon Brown	(TSAT)

New Officers voted in:

CHAIRPERSON	Candace Wiles	(Parent)
SECRETARY	Emma Ray	(Parent)
TREASURER	Lisa Butcher	(Parent)
ELECTED OFFICER	Katie Gibson	(ex-Parent)
AFFILIATED MEMBER	Simon Brown	(TSAT)

Treasurer: Lisa Butcher 1st vote: Emma Ray 2nd vote: Zannatul Ferdous

Chairperson: Candis Wiles 1st vote: Gurpinder Kaur 2nd vote: Lisa Butcher

Secretary: Emma Ray 1st vote: Elizabeth Bennett 2nd vote: Natalie Layson

Several Policy and Procedures are still under review and being amended over the past year once complete this will be read, agreed, and signed by the Chairperson. Copies of all policies are kept on the parent board and posted on our website: www.thejackandjillplaygroup.co.uk.

STAFF REPORT by Sally Howarth

I would like to give a brief summary of who we have working with your children and any changes over the past few terms.


We are very pleased that Trudie Carter had now completed her Level 3 Childcare Educator as an apprentice with us, Trudie has worked really hard particularly when working as a practitioner.

Joanne Holtum has now left, Jo has covered for lots of maternity leave, staff absences over past 2 years and is now free to commit to her other interests. Thank you, Jo!

Lisa Holtum is our SENCo and looks over the overall care for our children with additional needs, Lisa has reduced her hours and will be working 3 days during the week Shaunnagh Higgins works alongside Lisa in a SEN Role.

We have a new employee Kerri-Ann Gleeson who was a volunteer student who has worked with us for several months prior to gaining her Level 3 Childcare qualification and is now working as part of our team.

A parent morning has been scheduled for November. This is an opportunity for us to share information with parents about your children's learning and progress. We have an open-door policy and welcome all parents to come in and discuss any concerns or questions about your group.



There are approximately 48 families on the register from Term 1, numbers are quite low presently we would expect this to grow as we have a waiting list for January`23. In the meantime, we will continue to take in children as they register throughout the term. There is a definite rise in 2-year-old children taking places so we will look at staffing as and when needed.

All our practitioners continue to keep updated with relevant training and online certification renewals,

We have used some funds this year to purchase some large outside park equipment which the children will continue to enjoy throughout the year. We look at our areas frequently making improvements as funds are available, we are non-profit making and do rely quite often on donation of equipment, parents willing to help with improvements so please offer your services.

Treasurers Report 2022

Please see the audited accounts attached for 2022. Parents are welcome to view the accounts of the playgroup.

Balances as of 17/10/23:	Lloyds	£ 22'991-49
	Savings	£ 80'410-86

Accounts Approved.

1st: Natalie Layson 2nd: Lisa Butcher

ANY OTHER BUSINESS

On coming committee members are going to join up as a Committee WhatsApp group and start looking at ways to raise funds in the community for our playgroup and ways to support the playgroup structure and administration in the coming year.







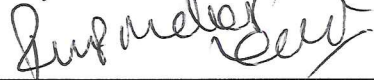





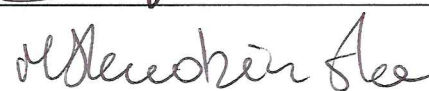
DATE OF NEXT MEETING: TBA by oncoming committee members

JACK AND JILL PLAYGROUP

AGM

WEDNESDAY 18TH OCTOBER '23

ATTENDANCE LIST

NAME IN CAPITALS	Signature:
ANAYO OKEBARAM	
ELIZABETH BENNETT	
ZANNATUL FERDOUS	
NATALIE LAYSON	
LACE MURPHY	
GURPINDER KAUR	
RUPINDER KAUR	
CANDIS WILES	
KLEANT KURI	
LISA BUTCHER	
CAROLINE CHARGE	
Ifeoma Nyauno	
MAGDALENA SKUPZINSKA	
EMMA RAY	