

JACK AND JILL PLAYGROUP

ANNUAL GENERAL MEETING
TO BE HELD
MONDAY 14TH OCTOBER` 24
8:30AM AT PLAYGROUP

ALL PARENTS/CARERS

WE ARE A COMMITTEE ADMINISTERED CHARITABLE PLAYGROUP AND OUR PARENTS/CARERS SUPPORT AT THIS MEETING IS VERY IMPORTANT. PLEASE GIVE US YOUR SUPPORT BY ATTENDING AND GETTING INVOLVED. THE COMMITTEE SHOULD BE A MINIMUM OF 5 AND A MAXIMUM OF 12 MEMBERS INCLUDING THE OFFICERS. EVERYONE IS WELCOME. CHILDREN CAN COME INTO PLAY WHILE PARENTS ARE ATTENDING MEETING.

THIS YEAR THE COMMITTEE OFFICERS ARE HAPPY TO REMAIN IN POST. WE DO NEED OTHER PARENTS TO SUPPORT IN OUR FUND-RAISING EVENTS SO PLEASE COME ALONG TO SEE WHERE YOU CAN HELP. WE ALSO REPORT WHAT WE DO AS A PLAYGROUP DURING THE YEAR AND THERE IS AN OPPORTUNITY FOR YOU TO LET US KNOW YOUR VIEWS.

AGENDA

- 1 WELCOME
- 2 ANY MATTERS ARISING AGM 2023
- 3 COMMITTEE REPORT by Delia Bryan (Administrator/Manager)
- 4 STAFF REPORT by Sally Howarth (Supervisor/Manager)
- 5 TREASURERS REPORT by Louise Gribb (Bookkeeper) on behalf of Committee
- 6 RE-ELECTION COMMITTEE
- 7 ANY OTHER BUSINESS: future development, policy amendments, fees, fundraising events.
- 8 DATE OF NEXT MEETING

A G M
MONDAY 14TH OCTOBER` 24
8:30AM AT PLAYGROUP

CHILDS NAME: _____

I will/will not be attending the above AGM.

NAME: _____ (print please)

SIGNED: _____ DATE: _____



JACK AND JILL PLAYGROUP

AGM REPORT

MONDAY 14TH OCTOBER 24

Dear Parents & Carers

I am the administrator/manager (Delia) for the setting. I work on behalf of the Jack and Jill Playgroup parent committee in a paid position and report to the chairperson Candis Wiles 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 2023:

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

1st vote: Paige Wallace

2nd vote: Rachael Bartlett

COMMITTEE REPORT by the Administrator/Manager - Delia Bryan

Thank you all for your support in attending on such an awful rainy day, I know everyone is pushed for time so we will try and keep the official meeting short so that we have time to discuss fundraising and what help is needed. It will be easier this year with the new committee officers happy to stay on in their roles and parents have not raised an objection. Since last year they have committed themselves into fundraising events which have raised funds holding a Christmas Fayre and a Big Bounce and cake stalls which have had a positive impact on what we can provide your children. Funds are tight this year. Thank you for your hard work.

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 remained in post for 2024. Relevant safeguarding and registration of officers has been completed with Ofsted.

Our Officers:

CHAIRPERSON	Candis Wiles	(Parent)
SECRETARY	Emma Ray	(Parent)
TREASURER	Lisa Butcher	(Parent)
AFFILIATED MEMBER	Simon Brown	(TSAT)

No objections to existing officers remaining in post.

Agreed. 1st Vote: Magdalena Skudzinska 2nd Vote: Nidhi Barot

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. Policies are subject to change and are 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.

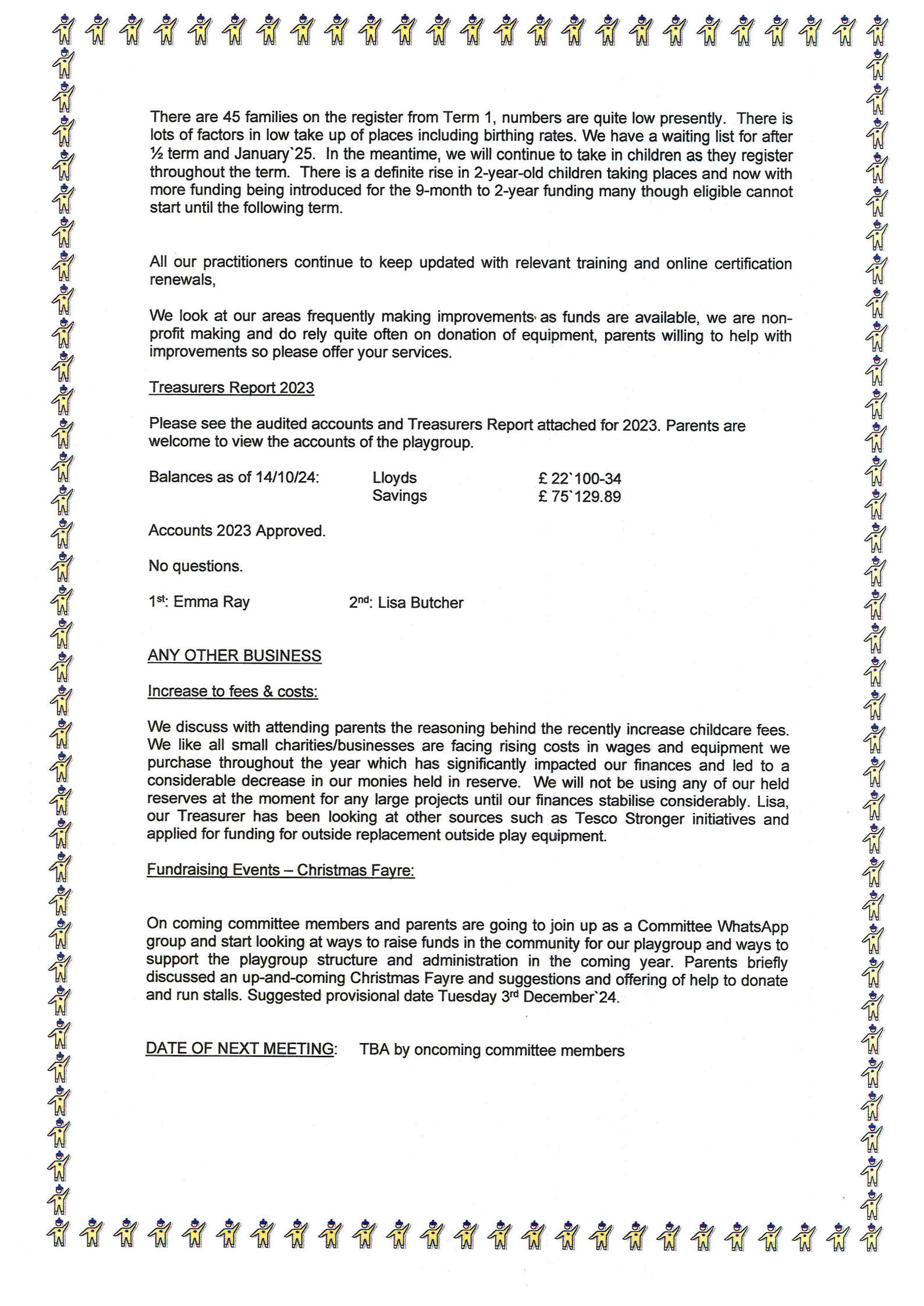
We had a few staff leave in the past year who we want to thank for their work and commitment to our children during their time with us. Unfortunately, Trudie left to another provision closer to her home due to distance and child commitments which had become a struggle. Trudie still pops in to see us!

We have 3 new employees that have joined our team who are great: Danielle, Gemma and Lauren which I am sure you have now all met as they work with the children as keypersons across the week, all are qualified at Level 3.

Lisa Holtum is still 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. Khudija has reduced her working hours following a short bout of illness has regained full health but just works mornings.

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 our group. Parents discussions are welcome, not on the gate please email, telephone or texting is the best method.

We have introduced a private face book page so that we can share uploaded pictures of your children's day with you. All children at various times of the term will take part in our activities, we have had lots of trips to the library for story time and rhymes, shops to buy vegetables, shopping for ingredients for baking and trips to the big park Bromhill to collect leaves and conkers for our displays and craft activities. On trips our staff ratio is 1 adult 2 child when out of the setting inline our child safety procedures.



There are 45 families on the register from Term 1, numbers are quite low presently. There is lots of factors in low take up of places including birthing rates. We have a waiting list for after ½ term and January`25. 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 and now with more funding being introduced for the 9-month to 2-year funding many though eligible cannot start until the following term.

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

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 2023

Please see the audited accounts and Treasurers Report attached for 2023. Parents are welcome to view the accounts of the playgroup.

Balances as of 14/10/24:	Lloyds	£ 22' 100-34
	Savings	£ 75' 129.89

Accounts 2023 Approved.

No questions.

1st: Emma Ray

2nd: Lisa Butcher

ANY OTHER BUSINESS

Increase to fees & costs:

We discuss with attending parents the reasoning behind the recently increase childcare fees. We like all small charities/businesses are facing rising costs in wages and equipment we purchase throughout the year which has significantly impacted our finances and led to a considerable decrease in our monies held in reserve. We will not be using any of our held reserves at the moment for any large projects until our finances stabilise considerably. Lisa, our Treasurer has been looking at other sources such as Tesco Stronger initiatives and applied for funding for outside replacement outside play equipment.

Fundraising Events – Christmas Fayre:

On coming committee members and parents 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. Parents briefly discussed an up-and-coming Christmas Fayre and suggestions and offering of help to donate and run stalls. Suggested provisional date Tuesday 3rd December`24.



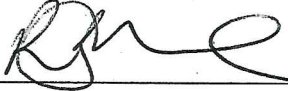


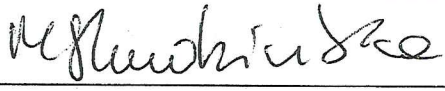




DATE OF NEXT MEETING: TBA by oncoming committee members

JACK AND JILL PLAYGROUP

AGM

Monday 14th OCTOBER '24

ATTENDANCE LIST

NAME IN CAPITALS	Signature:
PAIGE WALLACE	
ARIE HUNT	
RACHAEL BARTLETT	
WIDAD ATTE A	
CANDIS WILES	
MAGDALENA SKUDZINSKA	
HANNAH MUKHTAR	
LISA BUTCHER	
NIDHI BAROT	
Livia VARAS MIGUEL	
EMMA RAY	
DEVA BRYAN	
SALLY HOWARTH	

