

## Muscliff Community Playgroup

Muscliff Sports Pavillion

Shillingstone Drive

Throop

Bournemouth

Dorset

**MUSCLIFF COMMUNITY PLAYGROUP ANNUAL GENERAL MEETING WEDNESDAY 7<sup>th</sup> JULY 2021 – 7.00pm.** Committee and staff only as limit on 15 in the building due to covid restrictions.

### 1. WELCOME

Maria Taylor- Welcome everyone to our Annual General Meeting.

### 2. PRESENT

Jillian Kinsley, Caron Evans, Kim Madkour, Allison Murphey, Jo Smallpiece, Pheobe Carter, Maria Taylor, Kate Taylor, Judy Wright, Louise Cliffe, Jacqui Elena, Kat Yusef.

### 3. APOLOGIES

Apologies from the staff – Dawn Peach

Apologies from the committee – Cari Barter, Jay Taylor and Carly Rose.

### 4. MINUTES OF 2020 AGM

Committee and staff only as limit on numbers in the building due to covid.

The minutes were correct. Proposed by: Kate Taylor

Seconded by: Maria Taylor

### 5. CHAIRPERSON'S REPORT.

Read by Maria Taylor our Chairperson. (See enclosed sheet).

### 6. TREASURERS REPORT.

Read by Maria Taylor (See enclosed sheet and finances sheet)

**7. SUPERVISORS SPEECH.**

Read by Jillian Kinsley (See enclosed sheet)

**8. ELECTION OF OFFICERS.**

Chairperson – Maria Taylor would like to continue as chair.

Proposed by: Jacqui Elena

Seconded by: Louise Cliffe

Vice Chair – Kate Taylor would like to stay on.

Proposed by: Maria Taylor

Seconded by: Judy Wright

Treasurer - Carly Rose would like to stay on.

Proposed by: Kate Taylor

Seconded by: Kat Yusef

Secretary – Kate Taylor would like to stay on

Proposed by: Maria Taylor

Seconded by: Louise Cliffe

Other committee members – Helena Pottle, Louise Cliffe, Cari Barter and Jay Taylor.

Kat Yusef, Jacqui Elena and Judt Wright are leaving the committee as co-opted members.

**9. AOB**

N/A

**10. MEETING CLOSED AT – 7:20pm**

## CHAIRS SPEECH

Welcome to our 2021 AGM, I would like to start by thanking all of you for attending once again. I really appreciate your time.

Unfortunately this is another AGM without the opportunity to meet the parents of the children that will be joining us in September.

2021 has been another challenging year for us all, not a lot had changed at the start of the year and none of us knew what to expect given that 2020 had been so unpredictable and unexpected. But it seems we are definitely heading for better days in regards to the pandemic and hopefully by the start of the new academic year, things should be well on track to a pre pandemic way of life once again.

Jillian and the staff have done amazingly well once again adapting to the ever changing guidelines and regulations, having to find other ways to do things and ensuring the children's education and experience does not suffer.

I have always said that it's the wonderful staff here at Muscliff preschool that sets them apart from other early years settings, it just wouldn't be the same without them all. But sadly all good things must come to an end and as you're aware this will be Jillian's last AGM with us as the preschool manager.

Jillian you've done an outstanding job here at the preschool and you have truly earned your (early) retirement. That's not to say won't be dearly missed by your colleagues, the committee and all the children and the parents alike. It's the end of an era, considering you've worked here for 31 years at the preschool. On behalf of the committee, I wish you the happiest retirement and I know you'll be on hand to help us whenever we need you, so it isn't goodbye, it's just a "see you soon".

We would like to welcome Phoebe our newly appointed manager to take over from Jillian. Phoebe has been on board a little while now, learning the ropes from Jillian and conducting a detailed handover to ensure a smooth transition in September. Phoebe, a warm welcome to you on behalf of the committee, we all wish you every success in your new role and we look forward to working along side you.

I also hope September brings back the opportunity for us to start fundraising again. Fingers crossed that we can at least hold a Christmas fayre this year and we are able to fill the fundraising calendar for next year.

In regard to the committee, Jillian and I have made the decision to reduce the amount of members, this will enable us to manage the expectation of at least 60% currently having children attending the preschool. So with that in mind Katherine Yusef, Judy Wight and Jacqui Elena have stepped down for the foreseeable future. I know we can still count on your support at our future events. Thank you for all your help in previous years, it has been greatly appreciated.

I'm very grateful to have the rest of the committee stay on in their current roles, I look forward to planning and running events with you all next year, Thank you for all your continued support. I know we will be successful in what we achieve next year.

## Treasures Speech AGM 2021

Please find a copy of our audit figures for this year on your chairs.

Due to the ongoing Covid situation we were unable to hold our AGM in May once again but the figures are correct for the financial year 6<sup>th</sup> April 2020 to 5<sup>th</sup> April 2021. As of April our bank account 1 stood at £31000 and currently stands at £27853, bank account 2 was and remains £9258, this figure includes deposits.

Our funds have been boosted by extra Government funding due to Covid 19, also by our extended forced closure as our out goings were reduced and we have also been able to get SENCO funding that goes towards additional needs and extra staff wages.

In line with Government guidelines our pension scheme is continuing into its fifth year. The amount awarded to the scheme is ever increasing and the buffer we have created in bank account 2 means we will be able to meet these costs.

The committee also keeps a close eye on wage increases, I'm sure you are aware that the government has been increasing the National Living wage over the past few years and will continue to do so, we will of course increase wages as necessary in order to comply with the government.

Unfortunately due to the Covid 19 outbreak we have not been able to hold any fund raising events and as a result you can see the figure is significantly down, the amount we have raised is thanks to the BH coastal lottery.

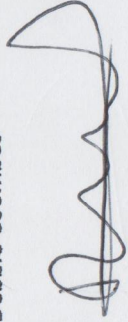
There are currently no plans to increase fees but this will be reviewed again for the new academic year 2022.

We are a registered charity and therefore a non profit making organisation, everything goes back into the playgroup to fund your child's experience and learning.

The group offers online banking to any parents that would rather pay their fees direct, please ask for further details and be sure to put your child's name as the reference.

Many Thanks

Debbie Coombes



Book Keeper

**MUSCLIFFE COMMUNITY PLAYGROUP  
INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 5th April 2021**

	2021	2020
<b>Income</b>		
JRS Grant	2212.08	-
SSP	76.68	-
Deposits	350.00	500.00
Childcare Schemes	877.50	1878.38
Cash Fees	9684.03	9973.89
BCP Council	75165.38	81096.69
Fundraising	523.50	2311.31
Interest	4.97	11.42
Donation	-	20.00
Bank Charges Repaid	-	8.00
	<b><u>88894.14</u></b>	<b><u>95799.69</u></b>

<b>Less Expenses</b>		
Audit fee	70.00	70.00
Deposits returned	50.00	50.00
Inland Revenue	3404.34	1987.90
Rent	1610.00	3093.00
Salaries	62864.93	64846.28
Equipment and Repairs	984.07	636.50
Insurance	-	840.52
Sundry Expenses	186.85	130.00
Groceries and Milk	518.26	563.70
Stationery and Computing	831.81	850.35
Telephone	150.00	166.18
Bank Charges	-	8.00
Bookkeeping	3550.00	4200.00
Donations	-	20.00
Course Fees	280.00	178.00
D B S	161.58	26.00
Pension	2045.39	1994.70
Ofsted	50.00	50.00
Data Protection	40.00	40.00
PPE	95.29	-
<b>Total Expenditure</b>	<b><u>76892.52</u></b>	<b><u>79751.13</u></b>

**Excess Income over Expenditure**

	<b><u>12001.62</u></b>	<b><u>16048.56</u></b>
--	------------------------	------------------------

	2021	2020
<b>Assets</b>		
Cash Account	458.07	410.79
Bank Account No 1	31005.76	19314.18
Bank Account No 2	9258.43	8903.46
Float	400.00	400.00
Less Auditor	70.00	70.00
<b>Total Assets</b>	<b><u>41052.26</u></b>	<b><u>28958.43</u></b>



## SUPERVISOR'S REPORT.

Hello,

I cannot believe that we have had to cancel our normal AGM for the second year due to the pandemic. It is usually a chance to meet parents, collect paperwork and speak about our pre-school so this year my speech will be different. We have invited parents and the children in recently one at a time to sort paperwork and give them chance to see the pre-school. Numbers for September are better than last September and we have recently had more interest from other families. We have an additional waiting list for January should we have spaces left.

We were closed for 5 months last year and some families decided to wait until January this year to start. This academic year has been very challenging for the staff with the responsibilities of trying to keep the children and themselves safe from catching the virus. We have changed many of our routines/the way we do things/not using some of our resources and equipment or some of our activities/washing hands frequently and a lot of additional cleaning all following government guidance. The centre has remained closed and will not re-open until the end of July which has helped us not having to keep packing away every day allowing more cleaning time. I hope that by the 6<sup>th</sup> September when the

pre-school re-opens everything will be more normal for the staff and the children.

In December I made the difficult decision to take early retirement at the end of July. I never imagined my last year at the pre-school where I have worked for nearly 31 years would have been so difficult. I have really missed the fundraising events meeting families and those who attended our group previously . Also the lack of contact with the committee and parents has been hard. I have many fond memories over the years and will miss the children and their families and would like to thank them and the committee for their help and support over the years. We have been fortunate to have a fantastic chairperson in Maria who has supported myself and the group and will continue to do so.

What can I say about the staff. They have been working with me for a very, very long time and in their areas of responsibility we have formed a very successful team helping our group remain popular. I would also like to thank Mike for his help, Debbie who has been our book-keeper for a long time and my husband who has provided IT support for all the staff over the years.

As you know I am the chairperson of this centre as a volunteer so will be around sometimes and also will help the playgroup whenever needed so will still see some of you.

I would like to wish Phoebe luck in her new role as Manager.