


From: Pam Wilkes stmarysplaygroup@icloud.com 
Subject: Annual report
Date: 30 June 2021 at 11:56
To: stmarysplaygroup.crayford@gmail.com

PW

St Marys Playgroup
Annual General Meeting
February 2021

Chairs Report 2019-2020

Hello all and welcome to the AGM.

So, a new playgroup year has begun and paused and begun again and I am still able to be classified as a parent member. My son Theodore started his attendance in September and is loving his new experiences at the playgroup.

This year sees the set-up of the committee and the playgroup's status remaining as our highest priority in the short term. This is to ensure that the setting operates in line with PLA and Ofsted's policies and procedures. The changing over of the playgroup status process is still ongoing but will hopefully be completed in this academic year.

There was no required handover for the committee at the last AGM in November 2019 as the existing members all remained in their roles.

- Committee Meetings

Throughout the previous year we have held meetings at the appropriate times and intervals but when this was not possible communication was undertaken through the committee 'WhatsApp' group. The 'WhatsApp' group has again proved a useful tool in communicating about specific topics and being able to receive 'on the spot' answers and gaining useful information when it is needed.

Copy of Agendas and minutes of these meetings will be found in the folder.

The recruitment of parents to the committee is of paramount importance for this and future years to gain new drive, ideas and to ensure the required minimal levels are met for the Ofsted requirements. This issue needs to be addressed urgently by the committee and staff and then its importance conveyed to the existing parents.

- Recruitment

A mainly stable year in the staffing personnel, again assisted with the continuing bedding in process undertaken by Pam as the new playgroup manager. A process that has gone very well in the 1st years and continues into the future years and I'm sure will all serve as a great experience on the way to what will hopefully be a long and bright management stint.

I would like to take this opportunity to convey my thanks to all the staff for their hard work, flexibility, commitment and never give up attitude during all the scary and worrying times we have faced in this Covid pandemic. The job they do in developing our children is never taken for granted and will always be remembered as one on the great integral stepping stones in the early developmental journeys of our children. Thank you to each and everyone of you. X

- Social Media

A website was created for the playgroup in 2014 and we continued to use this to upload newsletters and notices for our events and to update parents on any changes. Although a complete update and ongoing

posters for our events and to update parents on any changes. Although a complete update and ongoing management would be ideal.

We also continued to use the Facebook page and through updating and sharing the page it was used to advertise events and to help raise the profile of the setting. This is also a fantastic way for the parents to observe their child participating in the playgroup activities.

Password and login to be left in the folder.

- Fundraising/Events and Trips

Our only external fundraising event last year was a quiz night held and hosted by the Dukes Head Public House in Crayford, which was advertised on the Facebook/Twitter page and in the nursery newsletters. The bar was bursting with lots of teams and fun was had by all! The night was a major success and raised a great deal of money.

Unfortunately, due to the small number of committee members, availability of the Church social room and the Covid pandemic, we had to limit our fundraising activities to just Christmas raffle, book & DVD sales and an Easter raffle during the year. The changes to the government funding scheme and children's attendance times meant that less parents were free or willing to assist on fundraising but that the urgent fundraising requirements were not as imperative as in previous years.

Finance

Details of our last financial year will be given shortly by our treasurer.

This brings me to end of my 2019/2020 report. Thank all the committee members, the Staff, Parents and extended families for their support, hard work and donations over the last year. As Theodore will be leaving the setting in July 2021 I will be stepping down as Chair and allowing a new member or Parent to take up this thoroughly enjoyable role. I hope and wish for every success of the entire committee during the transition of status. The committee membership is a really great way to get involved in your children's learning journey and to make a difference to a really lovely setting.

I'd like to take this opportunity to say 2 special thank you's. Firstly, Jo Avery for her hard work and valuable advice over the 5 years that I have been involved on the committee, you've made the experience a pleasure. Secondly, a separate special thank you, as just a parent, to all the staff that have guided my 2 children over the past 5 years with Love, hope, inspiration, friendship and patience. They may grow and not understand or fully appreciate the wonderful start you gave to them, but I will always fondly recall all the drop off and pick up chats about the new games, activities, skills and songs that were instilled in them by all of you, in their most informative years. THANK YOU VERY VERY MUCH X

Manager Report 2019 2020

Staffing and children

We employed Becca to take over Rhiannon's role permanently and she was lucky enough to become pregnant and had Ollie in July. So we kept Gemma on to cover Becca's maternity leave. She will be due back on the 22nd March 2021.

We had five 30 hr funded children this year. Our number of children on the roll was 21. Supervisions were done and training highlighted for next year. The waiting list for September 2020 is down on last year.

4 of the staff needed to be put onto minimum wage as of April, but due to lockdown and the government shutting the churches, Damian agreed that it would be more beneficial to playgroup and staff that their increase be done in September 2020. The rent will not go up in September. As from April, Father David waived our rent until we reopened. Once the church was allowed to open again, we did a staggered return for 4 weeks of 4 mornings a week. Only 9 children came back.

Training

See attached.

Funding/Fees

We have increased the fees : 2 yr olds - £6.00 per hour and 3 yr olds - £5.50 per hour. Also snack fees were increased. 15 hr funded children - £2 per week and 30 hr funded children - £3 per week.

We had full funding from our LA during national lockdown.

Fundraising

Magnet man - £12.50

Raffle 230.00

Quiz Night – 110.00

Quiz Night - £590.00

Christmas party - £327.00

Please see notes attached with regards to matters that arose during the year. Some have been solved but others pending to due to national lockdown.

Obviously we shut on the 23rd March which was a very stressful time for all of us as we did not know the impact that this may have had. Caroline was brilliant at doing the risk assessment for us to return to work and constantly updating it as new guidance came in. We had to regularly clean toys every day and try to socially distance the children, but this

we had to regularly clean toys every day and try to socially distance the children, but this became impossible. So we had our bubble which worked very well. We managed to get the

graduation done outside in the church garden with parents attending socially distanced. The children were brilliant and even some the children that did not attend came except for 1 child.

St Mary's Playgroup End of Year Financial Statement 2019– 2020

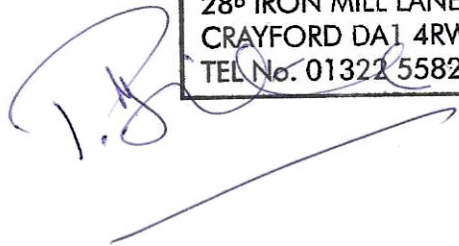
INCOME

| | |
|---------------------|-----------------|
| Fees received | 11249.50 |
| NEG | 60257.00 |
| Fundraising | 930.00 |
| Donations/Grants | 0.00 |
| Office costs | 0.00 |
| Salaries | 0.00 |
| Other | 9.50 |
| Consumables | 1.35 |
| TOTAL INCOME | 72447.35 |

Expenses

| | |
|---------------------------------------|-----------------|
| Salaries | 68914.35 |
| Rent | 6531.00 |
| Utilities | 611.33 |
| PLA/Ofsted | 50.00 |
| Consumables | 531.87 |
| Equipment | 1494.68 |
| Office costs | 832.45 |
| Fundraising | 250.30 |
| Donations/Grants | 0.00 |
| Fees | 0.00 |
| Other | 9.50 |
| NEG Funding | 225.12 |
| TOTAL EXPENSES | 79450.60 |
| EXCESS EXPENDITURE OVER INCOME | 7003.25 |
| Balance BF @ 01/09/19 | 25400.64 |
| Minus expenditure over income | 7003.25 |
| Balance C/F | 18397.39 |
| Bank Balance 31/8/20 | 18397.39 |

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From: Pam Wilkes stmarysplaygroup@icloud.com
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Date: 30 June 2021 at 11:47
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Mrs Pam Wilkes
St Marys Playgroup
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Crayford
Kent
DA1

10th November 2020

AUDITOR'S REPORT FOR THE YEAR ENDED 31.08.20

I confirm that the attached Financial Statement is an accurate summary of the records supplied and explanations given and the balancing figures accurately reflect the financial position of the playgroup at 31.08.20.

The records themselves were complete and there were no unexplained entries in the year.

Signed

A handwritten signature in blue ink, appearing to read 'P. Tite', written over a dotted line. A long horizontal line is drawn below the signature.

P TITE
Auditor

Registered in the UK No: 3968625
