

Annual Parent Information Evening

Leaders Report and AGM minutes

Monday 31st July 2023 8pm PeterPan Playgroup Trillick

Present:

Playgroup Staff - Patricia Murphy (acting leader for maternity cover), Nadine McGurran (Leader returning from Mat leave),

Committee members present -

- Elaine McGale Chairperson,
- Elaine Courtney Treasurer,
- Oonagh Donnelly Secretary
- Deborah McCarroll (parent rep)
- Emma Grey (parent rep)

New parents for September 2023 intake present in playgroup for meeting

Apologies:

Joan McAuley (playgroup assistant), Siobhan McGinn (playgroup assistant)

Previous minutes:

Previous AGM minutes discussed and agreed

Leaders Address:

Leaders report read by Patricia, information provided on the following areas:

- Preschool curriculum
- Induction week
- Hours of the sessions 9;30-11am, 12;30- 3pm
- Uniform
- Communication with parents - see saw/parent information evenings for year ahead
- All about me booklet
- Key policies discussed and advised these will be emailed out to parents in next few weeks

See leaders report below:

Leaders report July 2023

Welcome to Peter Pan Everyone.

I would like to thank you to the committee, staff and parents for their continued support in maintaining the high standards in Peter Pan. With restrictions easing we decided to run one large session this year which meant we needed three members of staff. My self, Nadine, Joan and Siobhan for relief to help Nadine gain office time. We are a great team and always work to the best interest of the children and parents.

We have an excellent we playgroup which other professionals have pointed out in the past. In recent years we have been raising funds for our office, which was part funded by council and we had to raise remaining funds. This has been completed this year. The office was much needed so we could have somewhere to speak in private with parents and other professionals. Thank you to all who have helped secure this from an idea onto completion.

We in Peter Pan follow the early years curriculum these are:

Personal, Social and Emotional Development.

Physical Development and movement.

Language Development.

Early Mathematical Experiences.

The Arts.

The World Around Us.

We are focused on learning through play, our aim for the children is to enjoy learning and ensure they have a safe and loving environment to play in. We observe the children in all these areas and we will develop their needs through out the year. We have two feedback sessions, one after settling in period and another around February mid-term with parents and a final report at the end of year.

We are very proud of our outdoor area which is a safe and secure area for the children to play in. Inside the setting there are designated areas where the children have for free play most of the morning.

Overview of the year.

Any staff member who needed updated training all received this and we continue to engage in further training opportunities. This would be safeguarding, managing children's behaviour and first aid. During the year we had several training days where the staff would update any of these.

The children started playgroup in a staggered format meant it was easier for the children to settle in. Parents were welcome to stay as long as needed. I reassured the parents that we would send photos to them via the seesaw app. This was a great way to let parents see how the children were settling in.

We had a very successful feedback session with parents in Oct where the parents seen how their children were doing. This will be the same this year for both sessions.

With covid still around we decided to have our cake sale in the leisure centre which was a huge success.

With Nadine nearing her Maternity leave we had to decide who to bring in cover. We looked to Jim who had previously worked in the setting and offered Siobhan extra hours thus Jim and Siobhan shared the hours. I took over from Nadine. (we waited patiently to hear of Nadine's new baby) It was a shaky start but we all soon got on with it. Nadine had her baby boy



Links with other professionals.

We had environmental health visitor visit the setting and all was good, we received level 5

We have had a social service visit this went well to all recommendations have been completed.

October we had a visit from Fidelma the health visitor to get to know all the children and how we are getting on. This also helped us to have better relationships and communication and extra support when needed.

We have received funding from engage III which we bought in resources and few programmes such as:

Yoga sessions hosted by Francis Armstrong this taught the children to relax, and slow their body movements down.

Soon after we introduces Core Kids an energetic exercise program which the children loved.

Dental Nurse comes with toothbrush kit and literature around dental care to be handed out to parents.

Nearing the end of year, we had visits from teachers from local primary schools and the children got to visit them and this was a positive experience for the children.

Planning through out the year.

November the children held a fund-raising day for Children in Need where we had a teddy bears picnic in our pyjamas. This raised over £280.

Talking ted comes to visit and each child had an adventure to talk about.

The children have received kits to incorporate happy healthy kids. This is part of the Getting Ready to Learn Program which we have received funding this also incorporates Big Bedtime Read and Ages and Stages.

Our Christmas nativity play was another great success and all involved did an excellent job.

Big Bedtime Read book lending programme to help promote reading to the children.

Big Springtime clean parents come in and helped freshen up our outdoor area and those who took part deserve a big thank you. Thank you to Jill & Andy at the sawmills for donating the wood chippings this really brightened our outdoor space.

Also, a thank you to other parents that helped. Chris Mc Carroll who provided wood to refloor the tree house. Shane Quinn who made our new bus. Finally, a big thank you to Pascal Mc Gale for clearing rubbish to the skip.

Easter Parade another wee fundraiser the children did a sponsored walk and received a lovely treat after.

Dental Nurse visits with another toothbrush kit for all the children.

June, we had a slumber movie night which the children loved... 😊

Kits (uniforms)

Uniforms are navy jumper with Peter Pan logo on it, these are available from School days Belmore St Enniskillen. With polo tee shirt. We would appreciate the children wear track suit bottoms and velcro shoes to help with toileting and changing to go outdoors. We also ask that wellingtons are provided.

We would appreciate that all belongings be named and tagged as you can imagine trying to sort out 28 odd outfits could be difficult. There is a company we use for tags Stikins information available here.

Plans, for the future.

We hope to carry on having seamless learning experiences for the children both indoors and outdoors.

Continue with book lending to help encourage reading.

Staff will take charge of areas and help develop them. This will help increase their confidence and help them to use their initiative.

A.O.B.

Fundraising will be a big part of the year ahead as we have several overhead costs to cover for running the two sessions.

I want to thank our committee group for their hard work and dedication to the setting. We really have been blessed in Trillick to have excellent groups over the years. Many have gone above and beyond their duties and showed how committed they were to the setting. We are looking forward to having another successful year.

I want to thank Nadine for giving me the opportunity to lead the group... and to welcome her back on board in Sept.

Committee/Trustee address:

Elaine McGale discussed Safe guarding, whistle blowing policies and procedures with parents

Elaine McGale provided overview of how PeterPan runs:

- Discussion took place that PeterPan is a registered charity - part funded by EA- but heavily reliant on grants parents/community support
- This year more than ever, as with 28 applicants - technically we can only take 24 in terms of staff/children ratio and number of children per session
- However as a committee this was a very difficult decision to make at time at admission time -as we did not want to turn away local children and families that had previous children attend the setting.
- Rather than doing this we plan to run 2 sessions to accommodate our families
- This has financial implications for PeterPan

Elaine Courtney Treasurer - provided and presented an overview previous years financial accounts:

Also explained predicted running costs discussed for year ahead:

Prediction of cost, averaging around 70,000 to run PP

Working with a Shortfall: of 15,000 for next year

Discussed Rising cost of Electric, bills

Discussed costs to run Playgroup over July/august - staff/rent

Discussed reduction in available Grants

Parental support this year is more important than ever:

Elaine McGale :

Discussed parental Monthly contributions: unfortunately we have had to raise the fee - previously this would £25 – now £30 from sept onwards - this contributes towards – cover the snack, materials and running costs

Oonagh Donnelly:

- Provided account number information slips to parents and discussed details about methods for monthly contributions i.e. bank transfer, paypal.
- Also Discussed stickers label
- Also Discussed easy fundraising app

Elaine McGale discussed Fundraising ideas for the year ahead:

i.e. Halloween bake sales, Christmas raffle, easter parade facebook hotel stays etc,

Discussed setting up parents to fundraising whatsapp group as keen for their ideas – sheet circulated to gather parent contact details for this. .

Committee Elections:

Elaine McGale - Thanked staff and committee for their dedication and commitment to the setting .

Elaine asked for volunteers to join the committee and how we would really welcome new members

Emma Grey Current parent representative resigned from her role

Claire Louise Quilty Doyle volunteered for role of parent representative

No other volunteers came forward

Therefore within forum of meeting in front of parents all other committee members were re-instated in positions through voting via proposer/seconders as follows:

- Elaine Courtney proposed Elaine McGale to continue as Chairperson , this was seconded by Oonagh Donnelly
- Elaine McGale proposed Elaine Courtney to continue as Treasurer , this was seconded by Oonagh Donnelly
- Deborah McCarroll proposed Oonagh Donnelly to continue as Treasurer , this was seconded by Elaine McGale
- Elaine McGale proposed Deborah McCarroll to continue as Parent representative , this was seconded by Oonagh Donnelly
- Deborah McCarroll proposed Claire Lousie Quilty Doyle as role of parent rep this was seconded by Elaine Courtney