

**ST.MARY'S OSTERLEY PLAYGROUP & UNDER 3'S  
ANNUAL GENERAL MEETING  
MINUTES**

Tuesday 9 October 2007

**PRESENT**

Liz Leonard, Joanne Walsh, Kath Richardson, Katy Pilmer, Catherine Eden, Edit Holnar, Rebecca Culling, Gunjan Kher, Anna Ballantyne, Simone Afonso, Maz Whittaker, Erin O'Hagan, Manish Gedam, Jane Dyer

**CHAIR'S REPORT**

- Staff and committee were thanked for all their work during another successful year for playgroup
- There were no staff changes during the year, although Dawn resigned over the summer. Ratio of staff to children is still high.
- Parents were thanked for their contribution to the parent rota and for fundraising efforts.
- Problems over non-payment of fees took lots of committee time, and special thanks go to Anna for her work on this.
- OFSTED returned and did a successful re-inspection.
- Activities for the year included:
  - Christmas party with a visit from Santa
  - Sponsored Bunny Hop that raised over £600
  - Visits from the fire and police service
  - All children had a scrapbook presented to them at the end of the year. Thanks to Rev. Rosie for presenting them.

**SUPERVISOR'S REPORT**

- Five children stayed on and SENCO was contacted about one child who has now progressed to school with continued input.
- Children visited the church during the harvest festival.
- Some staff did a signing course that could be used with the children.
- Two boys came for work experience from Feltham school.
- The PLA, advisory teachers and tutors for Joanne and Nimmi attended.
- Tempest Photos came to take pictures of the children.
- There was the annual visit to the postbox!
- Bunny hop sponsor money has paid for some new bikes.
- All children had a play plan, profiles (sent on to school) and scrapbooks made.

## TREASURER'S REPORT

- Playgroup has made a profit this year of £4,000.
- Year ended with £18,000 in the bank (most of which needs to remain to comply with Charity Commission rules).
- It is hoped that the profit will allow some new equipment to be bought.
- Finances continue to be dealt with between Kath (Finance Manager) and the Treasurer which has generally worked well.
- Raised around £200 from Tempest Photos.
- The staff received a pay rise of 2%.

## UNDER 3'S

- No report was received.

## COMMITTEE MEMBERS 2007-2008

Chair VACANT

Treasurer VACANT

Secretary Maz Whittaker Proposed: Anna Seconded: Rebecca

Other Members: Simone Afonso, Edit Holnar and Erin O'Hagan.

As some other parents had expressed an interest in standing for committee positions at the New Parents' Evening, but were not at the AGM, it was agreed to send a letter asking them to come forward and emphasising that playgroup cannot run without volunteers.

**Action: Catherine to draft letter and pass to Liz for distribution.**

## NEXT MEETING

The next meeting of the new Committee will be on 13 November 2007, 8pm and will be held in the small room next to the kitchen in the Hall.

**Action: Liz to check if it is free and book.**

# ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2007

	£	£	<u>Last Year</u> £
<b>INCOME</b>			
Fees and Registration	28,145.00		19,427
Funding	21,737.40		19,758
Lunch Club	0.00		-2,712
Donations & Gifts	880.01		1,272
Interest	868.06		695
Fund-raising (general)	689.54		586
Milk Funding	790.28		553
Forfeited Deposits	0.00		0
	<hr/>	53,110.29	<hr/> 39,579.67
<b>EXPENDITURE</b>			
Wages	37,518.49		31,882
Hall hire	7,065.00		5,408
National Insurance	719.27		775
Parties	28.97		50
Depreciation	470.79		523
Petty cash payments	1,150.00		800
Materials & Stationery	765.79		521
Milk	297.95		354
Insurance	335.00		330
Staff Training	0.00		0
Professional Subscriptions	269.76		120
Other expenses	115.85		45
Photocopying	0.00		0
Accountancy	40.00		40
Telephone	0.00		0
		48,776.87	<hr/> 40,847
<b>EXCESS OF INCOME</b>		<hr/> 4,333.42	<hr/> -1,267

# ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

## ASSETS & LIABILITIES FOR THE YEAR ENDED 31 AUGUST 2007

	£	£	<u>Last Year</u> £
<b>ASSETS</b>			
<b>Cash</b>			
In Hand	0.00		0
At Bank - CafCash	1,074.06		2,758
At Bank - Caf Gold	<u>16,144.78</u>	17,218.84	<u>14,216</u>
			16,974
<b>Equipment</b>			
Value at 31st August 2006	4,707.86		5,231
add Purchases during year	1,632.58		0
add Lunch Purchases during year	-628.67		0
less Depreciation	<u>470.79</u>	5,240.99	<u>523</u>
			4,708
<b>Other Assets</b>			
Payments made in Advance		<u>843.90</u>	335
<b>TOTAL ASSETS</b>		<u>23,303.73</u>	<u>22,017</u>
 <b>LIABILITIES</b>			
<b>Income and Expenditure Account</b>			
Balance at 31st August 2006	18,520.10		19,787
add Excess of Income over Expenditure	<u>4,333.42</u>	22,853.53	<u>-1,267</u>
			18,520
<b>Deposits</b>			
Deposits held 31st August 2006	810.00		690
New less returned during year	<u>-400.00</u>	410.00	<u>120</u>
			810
<b>Accruals</b>			
Hall Hire			
Lunch Hall Hire			
Accountancy	40.00	40.00	2,687
<b>TOTAL LIABILITIES</b>		<u>23,303.53</u>	<u>22,017</u>