

ST. MARY'S OSTERLEY PLAYGROUP & UNDER 3, S
ANNUAL GENERAL MEETING
MINUTES
Thursday 13th October 2005

APOLOGIES

Kath Richardson

PRESENT

Liz Leonard, Dawn Jenkins, Joanne Walsh, Rebecca Culling, Anna Ballantyne, Mariyata Whittaker, Sue O'Brien, Katherine Johnston.

Minutes of the last committee meeting were circulated.

SUPERVISOR'S REPORT (see attached)

- Viv retired from playgroup in April instead of July.
- Liz took over as supervisor.
- Dawn and Tej accepted the offer of being assistant supervisors
- The lunch club was poorly attended and playgroup made a loss.
- All the development profiles were completed on time.
- Katy completed NVQ2.

CHAIR'S REPORT (see attached)

- We have had several staff changes throughout this year.
- Nimmie joined us during the year.
- Contracts were drawn up for the staff to formalise their employment.
- The committee thanks all parents who supported the parent rota and the various fund raising activities.
- The committee have applied to the Charity Commission to appoint Kath formally as the Finance Manager.

TEASURER'S REPORT (see attached)

- Playgroup made a loss this year; this is due to the Lunch Club having made a loss.
- Lunch Club will now run on a Monday, Wednesday and Friday.
- The staff received a pay rise of 2%.

UNDER 3'S REPORT

- All going well.

COMMITTEE MEMBERS 2005-2006

Treasurer:	Katherine Johnston	Proposed Rebecca	Seconded Anna
Secretary	Joanne Walsh	Proposed Dawn	Seconded Liz

Raffle &			
Parent Rota	Mariyata Whittaker	Proposed Joanne	Seconded Rebecca
Liaison	Sue O'Brien	Proposed Katherine	Seconded Joanne
Library	Maria Pharo	Proposed Liz	Seconded Anna

Other members: Lisa Graham, Simone Afonso, Linda Kubie,
Fiona Mackelworth.

Signatories: Lisa Graham, Katherine Johnston.

NEXT MEETING

The next meeting of the Committee will be on Tuesday 8th November 2005 at
1 Church Road.

SUPERVISOR'S REPORT 2004/2005
A.G.M 13TH OCTOBER 2005

This year was not the best year – At Christmas Viv found out that her husband had cancer and Viv decided that she would stay as supervisor until April so she had paid all her national insurance. Viv did reduce her days but her heart was not in it. It was difficult for me, I accepted that I would become supervisor earlier than expected (after Easter) but the handover was not ideal as understandably Viv's thoughts were on other matters

We did enjoy a farewell party for Viv just after we finished for Easter and a big thank you to the Committee and the parents who organised the occasion. Nimmie was employed to replace Viv and she came in any time Viv needed a day off and then 3 days after Easter.

The Vicar of St. Mary's also retired at Christmas and was not replaced until September, and sometimes it was difficult answering questions to lots of parish people while in the hall.

Dawn and Tej were asked to be joint assistant supervisors and I am grateful for their support in this role. Also a big thank you to the staff and committee especially Kath and Joanne for their help when Viv left.

Katy has finished her NVQ2 and congratulations to her.

Joanne began her NVQ2 in January and does 2 days placement at playgroup. She is very helpful and keeps us up to date with new policies and ideas.

The Lunch Club was very poorly attended and lost us a lot of money. This year we had no grant money left to pay wages and had to keep it open for the year which was a requirement of receiving the grant.

One child did not come back to playgroup after Easter, we had no contact from the parents and I did try many times to call but all numbers had been disconnected. This resulted in us having to return her funding. Three other children took long holidays for up to 6 weeks – these children were also funded.

Early Years sent an advisory teacher who came three times to see how things were carrying on without Viv – she was more than happy.

The Early Learning Alliance also sent Jan Milstead who said we were doing fine and would be ready for an Ofsted Inspection when it is due. To date they have not arrived and this visit will be unannounced.

Mary Cunnane came regularly (the area SENCO) as we had a child with special needs and received a bursary for a one to one worker, which was Maria.

All the development profiles were completed on time and we enjoyed a lovely summer party. Viv accepted an invitation to come back and a lot of the children recognised her which was nice.

I became more confident in my new role and found that the paper work was not as bad as I expected!

We have also received and signed new contracts which were well over due and thank you to Alex Ballantyne for his hard work to compile these

St. Mary's Osterley Playgroup
AGM 13th October 2005
Chair's report

2004/2005 has been another successful year for St. Mary's Playgroup, and on behalf of the committee and parents, I would like to thank you all the staff for their efforts that have contributed to this success.

Staff:

There have been several staff changes throughout this year, though most notably we said goodbye to Mrs. Viv White in March, after many dedicated years with the Playgroup. The committee were extremely grateful for all the hard work Viv put in, as a founding member of staff who had built the Playgroup up over the years from little more than a group of pre-schoolers in a front room, to the organisation our children benefit from today. Viv's farewell party was, I hope an enjoyable event for all staff, children and their families.

Following Viv's retirement, Liz Leonard, who had previously been joint supervisor, took over as sole Supervisor of the Playgroup. Tejveer Dooa was asked to take on the role of Assistant Supervisor alongside Dawn Jenkins. Nirmal Panesar also joined us in the year.

Despite staff changes during the year, the children remained settled and the Playgroup continued to run as smoothly as ever so I would like to thank all the staff, but particularly Liz for this.

Contracts:

During the year the Committee drew up a standard contract for all staff to sign to formalise their employment. Staff each has their own copy and one is kept in the Chair's file for the Committee's records.

Parents:

The Committee would like to thank all parents who supported the Playgroup through taking their turn on the Parent Rota, and for supporting the various fundraising activities throughout the year.

Lunch Club:

Unfortunately the Lunch Club was not well attended during the year, meaning the Playgroup made a loss in that area, as staff has to be paid even if no children use the service. In light of this, the committee took the decision to reduce the number of days the lunch club is offered from 5 a week down to 3. This decision can be reviewed by the incoming committee for the year 2006/2007 depending on how many children use it this year.

Finances:

The Treasurer's report will give detailed financial picture; however Playgroup made a loss this year of £1075, due to the Lunch Club losses.

The committee decided that to secure the future financial management of the Playgroup, it is necessary to appoint a part time Finance Manager. Kath Richardson has been performing this role informally alongside her role as Treasurer of the Playgroup, but as her last child has now left the Playgroup and she has served as Treasurer for 5 years, she will now step down from being Treasurer. Pending Charity Commission agreement, the Committee have decided to appoint Kath formally as the Finance Manger, allowing her to be paid a nominal sum per annum for her work. This will mean the workload of the new Treasurer is significantly reduced form that of previous years.

As Chair I offer my thanks to the outgoing committee and welcome the new committee for 2005/2006.

Rebecca Culling

Treasurer's Report 2005

Playgroup has made a loss this year of £1,075. This is due to the Lunch Club having made a substantial loss of just under £3,200 due to the high fixed costs. The committee have reviewed the situation and lunch club will therefore run for only 3 days a week in the following year. We cannot reduce the fixed costs as it is necessary to pay for at least 2 members of staff regardless of how many children are present.

We have however ended the year with £14,000 in the bank. We need £9,000 to fulfil our Reserves Policy which states "The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission and have set aside or designated £2,000 for new equipment and £6,000 to cover expenses for the autumn term. We have also promised Under 3's £500 for purchases and a budget of £50 per year although they have never claimed it. The trustees believe that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries." This is a mandatory statement revised annually.

We look forward to seeing some the money set aside for new expenditure actually being spent this year. There is a list totalling some £5,000 of equipment that is to be reviewed.

Bunnyhops has raised £318 and £354 from the Christmas Raffle.

The staff received a pay rise of 2%.

ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2006

	£	£	<u>Last Year</u> £
INCOME			
Funding	19,757.90		19,924
Fees and Registration	19,426.50		19,684
Donations & Gifts	1,271.99		1,012
Interest	695.27		806
Fund-raising (general)	586.32		702
Milk Funding	553.22		189
Forfeited Deposits	0.00		0
New hall fund-raising	0.00		0
	<hr/>	42,291.20	<hr/> 42,315.46
EXPENDITURE			
Wages	31,881.94		30,890
Hall hire	5,407.50		4,457
Lunch Club	2,711.53		3,187
Petty cash payments	800.00		750
Depreciation	523.10		579
Materials & Stationery	521.29		367
Milk	353.66		351
Insurance	330.00		330
Professional Subscriptions	119.72		405
Parties	50.00		695
Other expenses	44.90		58
Accountancy	40.00		40
Staff Training	0.00		244
Photocopying	0.00		50
Telephone	0.00		10
		43,558.54	<hr/> 43,391
EXCESS OF EXPENDITURE OVER INCOME		<hr/> 1,267.34	<hr/> 1,076
LUNCH CLUB			
Fees	360.00	360.00	1,223.00
Less			
Wages	2,268.53		3,479.78
Rent	803.00		930.00
Materials and Stationery	<hr/> -	3,071.53	<hr/> 0.00
			(3,186.78)

ST MARY'S OSTERLEY PRE-SCHOOL PLAYGROUP

ASSETS & LIABILITIES FOR THE YEAR ENDED 31 AUGUST 2006

	£	£	<u>Last Year £</u>
ASSETS			
Cash			
In Hand	0.00		0
At Bank - CafCash	2,758.42		458
At Bank - Caf Gold	<u>14,216.02</u>	16,974.44	<u>14,147</u>
			14,605
Equipment			
Value at 31st August 2004	5,230.96		5,790
add Purchases during year	0.00		20
add Lunch Purchases during year	0.00		0
less Depreciation	<u>523.10</u>	4,707.86	<u>579</u>
			5,231
Other Assets			
Payments made in Advance		<u>335.00</u>	642
TOTAL ASSETS		<u>22,017.30</u>	<u>20,478</u>
 LIABILITIES			
Income and Expenditure Account			
Balance at 31st August 2005	19,787.64		20,864
less Excess of Expenditure over Income	<u>1,267.34</u>	18,520.30	<u>1,076</u>
			19,788
Deposits			
Deposits held 31st August 2005	690.00		1,050
New less returned during year	<u>120.00</u>	810.00	<u>-360</u>
			690
Accruals			
Hall Hire			
Lunch Hall Hire			
Wages	2,687.00	2,687.00	0
TOTAL LIABILITIES		<u>22,017.30</u>	<u>20,478</u>