

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

Thursday 12th October 2006

APOLOGIES

Kath Richardson, Katherine Johnston, Dawn Jenkins, The Rev'd Rosie Hoad, Tej Dooa

PRESENT

Liz Leonard, Joanne Walsh, Katy Pilmer, Jan Milstead, Catherine Eden, Edit Holnar, Rebecca Culling, Harjot Sekhon, Nick Cryan, Gunjan Kher, Anna Ballantyne, Simone Afonso, Maz Whittaker, Mrs Sandhu.

SUPERVISOR'S REPORT (see attached)

- All went well to fill up places.
- Liz joined the PLA committee.
- OFSTED came for an inspection at the end of the academic year.
- Scrapbooks were presented to the children on the last day of term.
- Katy and Dawn have completed their NVQ3.
- Kath sent the books to an Independent Examiner and a report has been sent back.

CHAIR'S REPORT (see attached)

- Rev Rosie Hoad agreed to become Honorary President for playgroup.
- This has been Liz's first full year as Supervisor and has done a wonderful job.
- The Charities Commission received the amended constitution to secure Kath as the Finance Manager.
- Lunch Club continued to make a loss.
- Carol Singing and Bunny Hops were a great success.
- Animal Ark visited the children which were funded by the Green School.
- There was a surprise visit by OFSTED.

TREASURER'S REPORT (see attached)

- Playgroup has made a loss this is due to the Lunch Club making a substantial loss.
- The staff received a pay rise of 2%.

UNDER 3'S (see attached)

- Has been another fun year.
- Many new families joined us during the year.

- For most of the Spring, Summer and even into September we have been able to make good use of the outside area.
- Once again the books have balanced and again we have not had to ask playgroup for help.

COMMITTEE MEMBERS 2006-2007

Chair	Rebecca Culling	Proposed Maz	Seconded Catherine
Treasurer	Anna Ballantyne	Proposed Rebecca	Seconded Maz
Secretary	Catherine Eden	Proposed Liz	Seconded Joanne
Library	Maria Pharo	Proposed Joanne	Seconded Liz

Other Members: Gunjan Kher and Simone Afonso.

Signatories Rebecca Culling and Anna Ballantyne.

NEXT MEETING

The next meeting of the new Committee will be on Tuesday 7th November 2006, 8pm and will be held at 6, The Grove. (Anna's)

AOB

Liz has had notification from Early Years that funding for the 3 hours will NOT happen from Easter 2007 as originally planned. The extended hours are being piloted in a few boroughs and Hounslow is not of them. This will need to be addressed at the next meeting by the new committee.

SUPERVISOR'S REPORT 2005/2006
A.G.M Thursday 12th October 2006

All went well to fill up places even though some children did not turn up even though they had paid their deposits.

St. Mary's' has a new vicar the Rev Rosie Hoad and she kindly agreed to become the Honorary President of the Playgroup.

At Christmas we had an end of term party and Peter Bush (church warden) was our new Santa. All the children and their families attended. We did an annual Carol Singing at Tesco Osterley which went very well.

In the New Year Jan Milstead from PLA and Linda Schubert advisory teacher from Early Years came for a number of visits. Also Karen the area SENCO coordinator came for a visit as we had a child on an IEP.

I joined the PLA Committee and went to their meetings throughout the year.

We had our fundraising Bunny Hops at Easter and a visit from Animal Ark paid for by the Green School.

Dawn has become a member of the Blue Cross and she did a talk for the children using some dog props.

In the Summer Term we had a stall at the Sure Start day and the Church Summer Fete. We also had visits from the Police, Fire Service and Rev Rosie during our important job week.

At the end of the year OFSTED came for an inspection and gave us an inadequate report because playgroup has never submitted names of the committee members via their DC2 forms. This was rectified and forms were sent. Jan has given me a recruitment policy and has sent an action plan to OFSTED. All has been done that was requested and playgroup will have another inspection within 6 months.

It was pointed out to us by Rev Rosie that we should have consulted the PCC before the hours were extended from 2.5 hours to 3 hours a day.

On the last day of term the children put on a show for their parents which was organised by Tej, we also had Lisa (Aaron's mum) come and do sensory, music and movement with the children which was very successful. At the end of the morning the children were presented with their scrapbooks, this was the first year of this.

Katy and Dawn have successfully completed their NVQ 3 and Nimmie and Joanne have begun to do their NVQ3.

St Mary's Osterley Playgroup
AGM 12th October 2006
Chair's Report

2005/6 has been an eventful and successful year for St.Mary's Playgroup. On behalf of the committee and parents I would like to thank all the staff for their efforts that have contributed to this success.

We began the year by inviting the Rev Rosie Hoad to become Honorary President of Playgroup. Happily she agreed, and has taken part in some activities at playgroup, including the "important jobs" week and the end of year presentations.

Staff

This has been Liz's first full year as Playgroup Supervisor. She has done a wonderful job under some difficult circumstances. Under her direction Playgroup has continued to develop and to provide a happy, secure and stimulating environment.

After much effort and perseverance we managed to provide the Charities Commission with the correct documentation to secure their agreement to appoint Kath Richardson as the Finance Manager. This allows her to be paid a nominal sum per annum to her work and reduces the workload of the Treasurer.

My thanks to Joanne Walsh, firstly for her significant part in securing the necessary information for the Charities commission. Secondly for her unfailing commitment to Playgroup both as Secretary of the committee and as an invaluable volunteer and enthusiastic student.

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 events throughout the year.

Lunch Club

Lunch Club continued to make a loss throughout the year. Due to the increased funding and extended hours provided we decided that Lunch Club was no longer viable from September 2006.

Activities and Events

Carol Singing at Tesco – raised more than £400 in spite of having no music!

Christmas party with a new Santa. Many thanks to Peter Bush – Church Warden.

Sponsored Bunny Hops at Easter.

Animal Ark funded by the Green School.

Fire Service.

Community Police Officers.

End of Term show – thanks to Tej and staff for all their work. Raffle. Presentations of scrap books – the children really enjoyed this.

OFSTED

There was a surprise visit from OFSTED very close to the end of the academic year. This was unsettling and worrying for Liz and staff. The outcome was disappointing and we felt that the resulting report was unfair and not a true representation of the Playgroup. We had great support from Linda Schubert (Early Years Advisor). Thanks to Liz for all her hard work in implementing the points on the OFSTED action plan. It is unclear when Playgroup will be re-inspected (sometime in the next 12 months). Whenever they do come, they should find all paper work in order.

As Chair may I offer my thanks to the outgoing committee and welcome the new committee for 2006/7.

Maz Whittaker.

St Mary's Osterley Playgroup
AGM 12th October 2006
Treasurer's Report

Playgroup has made a loss this year of £1,267. This is due to the Lunch Club having made a substantial loss of just over £2,7200 due to the high fixed costs. Changes in funding from next Easter mean that we will no longer be running the lunch club as the playgroup hours will be extended so hopefully we will return to making a profit.

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.

This has been the first year where the accountancy work has been split between the Treasurer and our newly appointed Finance Manager. The committee felt that this was necessary in order to ensure the smooth running of the finances and it seems to have worked.

Bunnyhops has raised £540 and £280 from the Christmas Carol Singing.

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>