

PAINSWICK PLAYGROUP

Minutes of AGM held at 7.30p.m. on 13th September 2017 at Playgroup

Present: 2016/2017 Committee: Emma Hutchinson, Lisa Warnaby, Kate Kus, Sarah Bennett, Carly Lloyd Jones, Laura Drake, Lizzie Bennett, Sarah Leaver, Kirsten Smith

Staff: Sharron Andrews, Caroline Gardiner, Sarah Slinger, Sarah Taylor

Parents: Tiar Darrock-Fuller, Alison Smith, Marisa Aker, Chloe McCarthy, Sam Cooke, Susie Andrews

Apologies: Kelly Howell, Kirsty Stockdale, Hannah Mearns, Vicki Boon, Victoria Champion, Steph Priestley, Lizzie Hughes

1. Minutes of Last AGM

The 2015/16 AGM minutes were accepted and signed off. These are available for all to see. There were no matters arising.

2. Chair's Annual Report

Emma summarized Playgroup's achievements this year, and thanked staff and committee members.

Playgroup has been at full capacity with 45 students.

We have also continued to repair and maintain the building, e.g. refurbished flooring, and have imminent plans to improve the ICT available with the funds raised from the Easter Egg Hunt.

The Easter Egg Hunt around the village was our major fundraiser and was a fantastic success, greatly enjoyed by all and raising £4200. Emma thanked all those involved, especially the core organizing committee.

Other significant events included the Nativity and the end of term outing, this time to the Painswick Town Hall (due to rain) where Playgroup paid for a bouncy castle.

3. Treasurer's Annual Report and 2015/16 Accounts Sign Off

Lisa gave her annual report. The accounts have been independently examined. The accounts were signed off by Emma as Chair and are available for all to see. There was a profit of £17,000 for this year compared to £1287 for the previous year and a loss of £635 the year before. There is nearly £100,000 in the reserve fund for the rebuilding of the premises in the future. The '30 Hours' offer has started and is going well so far, although it does involve a lot of paperwork.

4. Playleader's Annual Report

Sharon welcomed all to the AGM and outlined some of the major events of the year on behalf of the staff.

The children's first topic in September was 'All About Me' to help the children settle in, followed by Festivals, Space (especially popular!), Opposites and Differences, Under the Ocean and Letters and Numbers / Shapes and Colours.

Over the year the children joined in with and learnt about many celebrations including Bonfire Night, Divali, Nativity/Christmas, Easter, Mother's Day and Father's Day.

Playgroup has strong ties with the Croft School, with 'settling in' trips down to the school as well as reciprocal attendance at Nativities.

The children have enjoyed visits from a wide range of pets / animals this year, including guinea pigs, rabbits, a lamb, 2 tortoises and a dog.

The staff structure was explained. Lots of staff training has taken place – consideration given to training Vicki to Level 3, so that she can act as keyworker to 10 children, rather than 5 at the moment – cost would be £3,000.

Parent Questionnaire has been completed and reviewed. Parents are welcome into Playgroup at any time e.g. to review Learning Journals or for a "Stay and Play" session.

Sharon thanked James (Imogen's dad) for undertaking a large amount of maintenance work, the Committee and Caroline / Sarah S / Vicki for their commitment and professionalism.

5. Election of New Committee

These existing committee members are remaining on the committee: Carly Lloyd Jones, Laura Drake, Lizzie Bennett, Sarah Leaver, Kirsten Smith. The others are all stepping down.

Lisa Warnaby will continue in her paid role as Playgroup's Accountant.

Committee members for 2016/17 were elected as shown below.

Chair	Kirsten Smith
Deputy Chair	Lizzie Bennett
Secretary	Carly Lloyd Jones
Committee 1	Tiar Darrock Fuller
Committee 2	Alison Smith
Committee 3	Laura Drake
Committee 4	Sarah Leaver
Committee 5	Marisa Aker
Committee 6	Lizzie Bennett
Committee 7	Chloe McCarthy
Committee 8	Sam Cooke
Committee 9	Susie Andrews

In addition, Marisa has volunteered to produce the newsletters, and Rupert Aker is available to help with DIY / maintenance advice.

6. Age limit for collecting children

The MINIMUM age for collection of children was agreed to be 16.

7. Implementation of 30 hours offer.

This is all in hand - Lisa is available for advice for anyone who needs help with the paperwork.

8. Plumbing / flooring / PAT test

This is now all being taken care of.

9.Policies

Policies have all been rewritten / updated and are waiting to be signed by the new Chair.

9. SEF Form

This has now been completed.

10. Mobile Phone

Staff requested one for going on outings, ease of parent contact via text to Playgroup etc., and this was agreed.

11. End of Summer Term arrangements

A number of children did not attend the end of term activities this year as they had already gone on holiday. Next years' arrangements are to be considered by the committee after Christmas.

12. AOB

None

Kate Kus
Secretary 2016/2017