



Westfield Playgroup
Annual General Meeting Minutes
12th November 2024

Venue: Westfield Playgroup

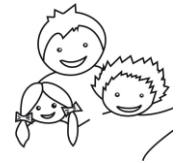
Present:

| | | |
|------------------|------|--------------------------|
| Abby Lee | (AL) | Chair |
| Brett Edwards | (BE) | Administrator |
| Jess Murphy | (JM) | Treasurer |
| Molly Leatham | (ML) | Trustee |
| Nikki Edwards | (NE) | Playgroup Manager |
| Amy Golding | | Deputy Playgroup Manager |
| Aimee Kew | | Practitioner |
| Amy-Jayne Sutton | | Practitioner |
| Natalie Chapman | | Practitioner |
| Mr Murphy | | Member |
| Mr Sloan | | Member |
| Miss Buckley | | Member |
| Mr Young | | Member |

Apologies:

None

1. Welcome
All were welcomed to the meeting and no apologies were received.
2. Overview of meeting
BE explained the format of the meeting and went through the agenda
3. Introduction to Trustees
All attending Trustees introduced themselves and BE explained that since the last AGM, two Trustees had stepped down – Lucy Dethridge and Sarah English
4. Accounts
JM presented the accounts to all attendees, highlighting the following key points:
 - Total income £106k
 - Total Expenditure £83k
 - Surplus £23k
 - Bank Balance £71k
5. Auditors
It was agreed by all that the current arrangements for accounting would continue with HVA.
6. Trustees
Fully the annual stepping down of the Trustees, the following roles were voted unanimously:
 - Chair – AL
 - Administrator – BE
 - Treasurer – JM
 - Trustee - ML



7. Constitution

BE explained that the constitution had been revised to bring it up to date and would post this on the website for a period of six weeks for members to review and make comment

8. Managers' Report

NE delivered the Managers report, which will be made available on the website

9. Chairs Report

AL gave an overview of the year covering past performance, current changes and future projects. This report will be available on the website

10. Minutes of last AGM

BE asked those who attended the 2023 AGM if the minutes were a true reflection of the meeting. All agreed with the content. BE also updated on the items from the last AGM, explaining that they had all been addressed / closed

11. Volunteers

BE explained that the committee was still looking for volunteers to join. This resulted in an approach from Luke Murphy offering to assist, which will be further discussed at the next committee meeting

12. AOB

The following items were discussed at the end of the AGM:

- a. Website requires an overall and redesigning – BE will look at costs for this with a view to having supported input from a website designer
- b. ML volunteered to support with the Playgroup Garden, following discussion about it needing some TLC, as she is a keen gardener
- c. LM asked if it was possible to have more than one parent registered on Tapestry – NE / AG will look into this with Tapestry
- d. LM suggested an alternative location for the day trip that is undertaken when local voting happens, due to the church hall becoming a polling station – NE / AG will look into this
- e. BE discussed that while the closing balance was healthy, it is important to invest some of this to further improve the children's experience and support the staff in delivering their role. All agreed that this is something that needs to be further discussed

13. Close of meeting and commencement of Key Worker parent support meetings

Next Meeting

Venue: TBC

Date: TBC

Time: TBC