

# Westfield Playgroup

## Westfield Playgroup AGM 13/11/2025

### Register

Abby Lee	(Chair)	Amy Golding	(Deputy Manager)
Brett Edwards	(Admin)	Amy-Jayne Sutton	
Hayley Matthews		Kellie Edwards	
Hayley Austin		Natalie Chapman	
Luke Murphy		Nikki Edwards	(Manager)
Molly Leatham			

### Meeting opened at 18:00 pm

### Introduction

BE – Explaining the reason for the AGM, Mandatory exercise required due to charity governance, so parents are aware of what we do as far as remaining compliant with governance. This also goes for the staff and management employed by Westfield Playgroup.

BE – Agenda: ignore point 6, as it is covered under point 10.

BE – Introduction to trustees and joining trustees: AL, BE, HM, HA, LM, ML

### Agenda

Item 1 – Review of previous minutes

BE – Are there any amendments or changes?

BE – Who proposed they are happy with the previous minutes AL (First) LM (Second)

### Item 2 – Finances

Financial annual report from Hastings Voluntary Action

1. Financial year 1<sup>st</sup> September – 31<sup>st</sup> August
2. 2023/2024 Receipts **£106,442.00** (EYEE, Charitable activity, Miscellaneous, Uniforms, Deposits, registration fees, trip fee, bank interest, etc.)
3. Expenditure - **£83,071.00**

# Westfield Playgroup

4. Net surplus - **£23,371.00**
5. Balance brought forward - **£50,253.00**
6. Balance brought forward on 31<sup>st</sup> August 2024 - **£73,624.00**

BE - Reasons why there is such a surplus in the bank: No purchase of equipment due to temporary location and lack of space

BE – proposed to spend some of this money to replace equipment, once back in the parish hall.

BE – HVA have suggested putting some of this money into reserve, as an option.

BE - **£8,000** is set aside for redundancy.

LM – recognised that the figures from the previous year, 2022-2023, and the figures from this past year, 2023-2024, are very similar.

BE – Explained, this was due to the number of children being reduced from 28 to 15; now they are in the school hall, and otherwise, it would have been full if still in the parish hall. And by the next AGM (2026), the figures are likely to be 60% of this year’s figures.

## Item 3 – Auditors to appoint.

BE – Proposed staying with HVA and put this to a vote for objections.

LM – First (to remain)

ML – Second (to remain)

## Item 4 Managers’ Report (NE)

- Timeline of the playgroup move - December 5th is when part of the ceiling fell, closing the playgroup and halting all activities in the parish hall. This occurred shortly after returning to the hall following delayed roofing repairs, which caused a postponed return after the summer holidays. As a result, six children were left and went to other nurseries. Options were explored, but red tape drawn by ESCC and OFSTED meant their hands were tied.
- Finally, after much administration and consultation with both entities and Westfield School, the playgroup was reopened on Monday, 3rd March 2025, within Westfield School hall. Hours were adjusted to suit the new space, as the restriction to 15 children (previously 30) was enforced due to the welfare facilities available to WPG

# Westfield Playgroup

within the school. Parents were happy to rearrange hours to fit. Play dates were organised during the week. As a result, the playgroup is now full and includes staff spaces. Numbers – September 2025: 15 children a day, cannot be increased due to the children to toilet ratio.

- Presently, 20 children are on roll, and only a few spaces are left.
- 2026 5 children due to join between January and May
- Spaces available – 0 on a Monday, 2 on a Tuesday afternoon, 1 on a Wednesday afternoon, and 1 on a Thursday afternoon.
- Looking ahead, in 2026, we will lose 12 children to school. A list is in place for September with estimated numbers being 18 on the list with 15 confirmed, this means limited spaces while at the school. Numbers show positive.
- If WPG returns to the church by September 2026, then these numbers can be increased to the usual levels.
- Enquiries are coming in thick and fast.
- January 2025 brought a change in uniform; the staff now wear a green jumper, or hoodie and a choice of yellow or green polo. Management NE and AG wear a different uniform to stand out to the children and parents; this is a light blue polo with a black jumper.
- Natalie is on Mat Leave and due back in 2026, and has also employed Kellie in place of Aimee, who left in July 2025
- Not much has been introduced this year due to the difficulties faced with the change in setting, but what has stood out is the Easter Fun Afternoon, which raised £120.35, the Leavers' Party at Jumbos, and Pyjama Week.
- Plans for the coming months
  - Christmas – minced pie mingle, chocolate raffle, with some other bits yet to be announced. All to raise money for the playgroup.
  - Practicing Christmas songs for the families coming to sing with us at the church on Friday, 19<sup>th</sup> December
- The main focus is to help raise money to complete the ceiling and get back into the church.

BE – Any questions (No reply)

# Westfield Playgroup

## Item 5 Chairs Report (AL)

- Welcome to everyone, and thank you to everyone here.
- Appreciation was directed to Nikki, Amy, Natalie, and Amy-Jayne for their continued dedication to WPG, and excited to welcome Kellie to the team, and congratulations to Natalie on the birth of daughter.
- Aimee Kew sadly made the decision to leave the playgroup at the end of the term, and she will be missed by all. We wish her all the best in her future endeavours.
- AL - recently joined Westfield School PTA, and was hoping there would be a collaboration with some fundraising events. This year, there was a bake-off, and they were hoping to do it together next year.
- AL – Welcomed HM and HA to the playgroup and hopes they can help with the planned fundraising events.
- Christmas - reiterating the Christmas Mingle event on Thursday, 18<sup>th</sup> December 2025, in the hall, featuring another sing-along event with Santa.
- Requesting help on Friday, 19<sup>th</sup> December, to help with Christmas decorations and setting up the grotto, as comments were made last year on the lack thereof. Nikki will be there at 8:30 am, and parents will arrive at 9:20 am.
- Putting out the request to encourage others to join, unfortunately, there was no one present who could potentially join.

## Matters Arising

- HA – Suggested to change the date of the AGM as this is believed to encourage more potential members to attend, possibly. Summer was spoken about paired with a BBQ.
- BE – Acknowledged the request but explained the formality behind why the AGM is held at this time. This is due to the financial year ending in September, so it is possible to have the AGM in September.
- BE – to look at the constitution and see if this can be done.
- BE – to send out the constitution to the committee, trustee members. Confirmed that all have now signed.

## Item 5 – Trustees' resignations and elections

BE – As part of the constitution, every year, everyone in a position must step down.

# Westfield Playgroup

BE – HA and HM have joined, but as of right now, as part of the constitution, we are well within numbers, but if there were more potential members in the room, then there would be an official election. However, we can accept HA and HM onto the committee.

All previous trustees stated that they would stand again, except for LM, who will step down due to other commitments

BE – LM has been on the committee since 2024 and was commended for his contributions, including speaking to the church and providing support, as well as business continuity plans and agreeing to write letters on behalf of WPG.

BE – Explained the complication with himself being the only person valid to stand as chair, but this poses a conflict of interest concerning the financials, with pay and certain spending. BE confirmed that he will not be dealing with any of the financials, but this needs to be voted upon.

BE – HM was noted as the new treasurer upon the successful outcome of her EY2 application through OFSTED

BE – HA was noted as the new administrator / secretary

BE – Show of hands, who is NOT happy for me to take over as chair?

ROOM – No show of hands

BE – AL will take part in any financial decisions that could be seen as a conflict of interest. AL name to remain on the bank account for now.

- BE - To share the role description with HM for the treasurer.

## Item 6 Questions

BE – Are there any final questions

Room – None

**Meeting closed on 13/11/2025 18:35 pm**

## Item 7 Final thoughts

BE – Commendations were offered to all the staff who have worked through this challenging time, and the amount of work and commitment was outstanding.

# Westfield Playgroup

BE – Church update: not much to say.

- BE – To email the church for more information.

BE – One question that was asked was, have the committee approached anyone, or is there anyone that we know of who would like to donate towards the repair of the church roof? But until something official comes out, it cannot be published on the WPG website or newsletters.

BE – HA and HM were asked to speak with anyone they know who could help with raising funds.

BE – The new website will be launched on 14 November 2025.

## Actions

1. BE – to look at the constitution and see if the AGM can be moved to a date that might bring better numbers and potentially new Committee members.
2. BE - To share the role description with HM for the treasurer role.
3. BE - To share the role description with HA for the administration / secretary role.
4. BE – To email the church for more information on the card machine and their plans for fundraising the repairs to the roof.