AGM

Thursday 2nd November 2023, Lowport Primary School

Minutes

1. Attendees

    a. Emma Donaldson, Jon Fountain, Katrina Douglas, Sharon McGettrick, Innes Cameron, Victoria Rountree, Ian Brownell, Steve Wallace, Kevin Young, Ruth Forrester, Katie Perrin, Thomas Goater, Kathleen Chung, Stefano Allegretto, Heather McGee, Louise Bruce, Poppy Wilson, Gregor Angus, Katya McPhail, Adrian Williamson, Ross Park, Rebecca Smallwood, Lee Lewis, Stephanie Pierotti, Shuyuan Lin, Paul McGroarty, Neil Syme, Matthew Nelson, Nina MacKenzie, Gary Buchanan, Hannah Hay, Ellen Townend, Caroline Bryden, Micheal Donaldson, Meredith Regan, Joanna Partridge, Franziska Mosler, Amy Barrett, Debbie Cluness, Natasha Griffin, Emma MacAilea, Huei Lai, Cara Chavagneux, Amy Loehr, Richard Nicol, Caroline Martin, Cheryl Hogg, Vivenne Mayo, Nivedita Sanil, Paul Cornwell, Meadhbh Toland.
    b. It was noted that we need to record attendance. The Constitution states that we need a third of registered families to attend the meeting to proceed. We have at present 100 registered families using club, so we need 34 families to attend. It was noted that no valid decisions can be made at our AGM without a quorum of members. It is proving more difficult each year to reach this quota with this in mind it is our intention to introduce some form of system whereby attendance at the AGM by one family member is compulsory (with reasonable excuses accepted of course) otherwise membership may be revoked.
    c. A total of 49 families are represented this evening and therefore the quorum has been achieved.

2. Minutes of Last AGM

    a. A copy of last years minutes was circulated ahead of tonight's meeting.
    b. It was noted that no comments were raised and, as such, the minutes were taken as being agreed.

3. Chair's Statement

    a. Kevin Young, Chair, welcomed everyone and thanked them for their attendance and provided an overview of how club is run:

    b. Committee set-up:

        Club is run as a SCIO (Scottish Charitable Incorporated Organisation) and thereby overseen by a group of Trustee's/parent volunteers.

        Our quorum is 5 trustee's but we like to sit quite a bit above this level to make it easier to distribute tasks, have a variety of opinions and to manage changes in trustees. Trustees sit for a maximum term of 4 years but are welcome to join for whatever time commitment they can make. Generally we meet every 6 weeks, most recently back in-person here in the zone.

        At the moment there are 8 of us (myself, Innes Cameron, Cheryl Hogg, Sharon McGettrick, Sian Wann, Victoria Rowntree, Meadhbh Toland, and Paul Cornwell)

        Thanks to Gary Connelly who left part pay through the year as his family relocated.

c. Club set-up:

Club itself is managed by the brilliant Emma, her deputy Chris and 8 playworkers (Lorna, Abbie, Gemma, Georgia, Shannon, Jackie, Sam and Nina). We also employ Jenn as our operational coordinator.

d. Changes/Highlights over the last year

Innes will provide an overview of club financials and Emma her managers report. Kevin also provided a brief overview of highlights/key changes from the trustee group over the last year and future action points.

Notable Events

There were two notable events within the early part of last year, both of which required considerable communication between the club, the school and the parents. These take a lot of effort on the part of the trustees to deal with effectively and quickly. I would like to thank the whole team for pulling together during these events.

Successes

New trustee group has pulled together and formed a cohesive body in short order. To reduce the burden on any one person we have diversified roles and allocated tasks, in particular the shared burden of the Finance Sub Committee rather than one single Treasurer is working very well.

We have worked with Emma to support a number of staff education initiatives and are fully supportive of Emma working towards her new qualification.

We have adopted gender parity on supervisor pay.

Headwinds

The main Headwinds highlighted were firstly that there was an acute and ongoing need to have IT support within the club. There are a number of activities involving the website and email administration, and also general queries which are not really an area of expertise for any of the current trustees.

Secondly, we need to think carefully about the finances of the club. We have c. £90k in the bank but please note we are required to hold a minimum of £40k in the bank simply to comply with regulatory requirements.

We are living in an inflationary environment. Last year we committed to the Living Wage principle for the non-supervisory staff and have worked hard to earn this accreditation. With this accreditation comes the obligation to uphold its principles meaning we need to be cognisant of the fact that the new stated rates have risen c. 10% from last year and need to be implemented in the new year. We will analyse the numbers fully but the current surplus in the club will not be sufficient to accommodate these rises (certainly not in the longer term) and therefor an increase in fees is highly likely in the coming year. We appreciate that times are tough for all but these are the costs of childcare and we owe it to the staff to ensure we stick by the principles of the Real Living Wage that we recently introduced.

Increase in numbers.

We currently have 100 registered families that use club throughout the year, whether on a regular or ad-hoc basis. At present we have capacity for 80 children each session, and at the moment are full with a waiting list on some days of the week.

e. Accounts

It was noted that Innes would provide a summary of the draft accounts. We have a strong bank balance, however with recent increases in operating costs our surplus has diminished over the past year. With the current forecast for the real living wage to increase by another 12% this year it is likely that fees will need to increase for the first time in recent years to ensure the club is not loss making.

4. Finance Sub-Group Report

a. The update for finance subgroup and draft accounts was given by Innes Cameron.
b. It was noted that a copy of the accounts were circulated prior to the AGM and that a copy was available at the AGM.
c. Club reports a net profit of £10,833.74 for 2022/23. The true figure for the period is £8,120.94 when fee payments/arrears and unapplied cash/expenditure are accounted for. The main reason for the decrease in profit (compared to last year) was the increase in salary payments from £112k to £124K. This was due to a rise of 10% to match the UK living Wage applied in January and also the transition of staff to 52 week contracts. The number of staff was 12 at end August 2023.
d. There was no increase in fees over the period and Club revenue increased from £167k to £179K in 2022/23.
e. Holiday Club remained popular generating £40k or c. 21.5% of overall income.
f. As a result of the profit this year, reserves have increased to £91,908.66. Our reserves policy is to keep three months running cost and redundancy cost in reserve for coverage in the event of closure. There was around £42K in 2022/23.
g. These accounts are calculated on a cash basis, so only reflect receipts and payments between 1 Sept 2022 and 31 August 2023, therefore these are subject to timings of fees being paid and costs incurred.
h. It was noted that these are draft accounts, prior to independent examination by an accountant.
i. The Clubs reserves are at a healthy level and projections based on patterns of attendance in 2022/23 indicate the Club will make a surplus in 2023/2024. This is based on fees for regular sessions and holiday Club and does not consider ad hoc sessions.

5. Manager's Report

a. The managers report was prepared and delivered by Emma.
b. Over the past year club has continued to be very well attended, currently running at full capacity Mon-Thurs PM and only have available sessions on a Friday. Breakfast club has again picked up additional attendance and is now well subscribed.
c. Club has been fortunate to retain the majority of our staff team with minimal staffing changes, we welcomed Georgia to the staff team over the summer, she had been volunteering with us previously to bolster her experience in childcare. She is now attending university in her first year of primary teacher training. We were also able to recruit Nina who has been a great addition to our staff team.
d. Our wonderful staff team work very hard to ensure that the children are all cared for in a fun and safe environment. They are all fully qualified with their SVQ Level 3's in Play work (with exception of our newest staff member Nina who is awaiting the start of hers) as well as First Aid and Food Hygiene. As a result of their hard work and commitment to ensuring they are up to date with knowledge and skills they have been awarded various training certificates this year alone:

i. Gemma – Supporting children with additional needs and challenging behaviour, Paediatric First Aid, First Aid Level 3,
ii. Nina – Playwork Conference, Paediatric First Aid,
iii. Shannon – Playwork Conference, Paediatric First Aid,
iv. Jackie – Playwork Conference, Supporting children with additional needs and challenging behaviour, Paediatric First Aid,
v. Lorna – Playwork Conference, Paediatric First Aid, Diabetes Training
vi. Abbie – Playwork Conference, Forest Kindergarden, Paediatric First Aid,
vii. Chris – Paediatric First Aid,
viii. Sam – Playwork Conference, Forest Kindergarden, Paediatric First Aid, Diabetes Training, Autism Spectrum Training, Little Bugs Outdoor Nursery Training.
ix. Emma – Playwork Conference, Paediatric First Aid, I have just started my Masters in Childhood Practice,

e. Emma took the opportunity to personally thank all the staff for all of their hard work, and enthusiasm. Club have continued to have good working relationship with the school. This is allowing us to use the secret garden area during school term and holiday club, the children have been enjoying various activities there including fire building and cooking their snack, den building and pond dipping.
f. **Key Workers** – We have been carrying our Key Group activities and discussions with the children, this is to ensure children know who their key worker is and allows the opportunity for the children to build relationships with their peers in the group as well as with the staff member, they have been playing games such as all about me. The children have been learning about our club values and children's council and how they can be involved, they have also learned about the Pants rule and Bullying.
g. **Kids Council** – These meetings are carried out by a staff member and then actions and feedback displayed on our Kids Council Display board. Kid's Council is an important part of OOSC as these ensure we are putting the children at the centre of our club and listening and responding to their views.
h. **Monthly Plan** – Our monthly play plans are full of exciting activities planned in discussion with the children, please ask your children or the staff upon collection what they have been busy doing that day. Some of the planned activities include baking, tree climbing, various crafts, sign language games, messy play, dodgeball, hall games, woodwork, play at the peel and secret garden.
i. **Holiday Club** – Staff contracts have recently changed which now sees club being open the majority of the year (with the exception of a few of the public holidays and some time at Christmas). Our Holiday Calendar can be found on our website and this shows all of the date sin which club will be open through to the start of the next school year.
j. **Improvement Plan** – We are currently looking to improve in the following areas: family engagement, individual staff projects ex – loose parts, woodworking, snack preparation and delivery, personal plans and staff training.
k. It was also noted that at some point in the near future we may be able to secure additional staff members to allow us to increase our capacity and decrease our waiting list.

6. <u>Vote for New Trustees</u>

a. It was noted that at this stage the current trustees stand down and are deemed to be re-elected..
b. Kevin noted that he has discussed with fellow trustees that his family does not anticipate using the club for their children beyond March next year. Our interpretation of the constitution is that you can be a trustee if you no longer have children using the

club. With that in mind, unless somebody else wishes to volunteer for the position, Kevin is happy to stand as Chair for one more year. However, Kevin will definitely stand down this time next year and will not stand for re-election.

c. It was stressed that club absolutely needs trustees to operate and thrive, please if you are interested in helping out do let yourself be known, you will be welcomed with open arms.

7. Request specifically for help with IT support.

   a. As noted earlier we do our best to muddle through, with Victoria graciously offering to help us with IT or 'find somebody who can' where possible. We are very kindly still supported by Adrian who is going above and beyond in doing so given his previous 4 year duty as trustee. We need to remedy this shortfall soon or it really will become an obstacle to the club operating.
   b. Please if anyone is willing to help in this area can they make themselves known.

8. AOB

   a. Kevin asked if anyone had any questions that they want to raise in this forum?
   b. A member enquired if club funds were now split across two different banks. It was confirmed that yes this is now the case.
   c. It was noted that there was no AOB.
   d. Kevin thanked Emma and her team who have done another fantastic job this year. Kevin as Chair also thanked all trustees for their time, input and friendship.
   e. It was reiterated that whilst club largely runs itself, please remember, that it is governed by the parent trustee group, which is necessary to keep club open. If members do see the pleading emails for trustees they are very much encouraged to consider joining.

9. Next Meeting
   a. The date of the next meeting has not been set but will be circulated in due course.