



**The Wacky After School and Holiday Club  
Great and Little Shelford Primary School**

**Annual General Meeting**

**10<sup>th</sup> Nov 2016 at 8pm at the Wacky Club (Playspace)**

**Minutes**

**1. Apologies and attendance**

**1.1 Apologies:** If Barnes, Rebecca Trigg, Natasha Hinks. Vicky Fowkes Bolt, Carmen Neagoe, Paul Gregory, Daphne Clarke, Vicki Butcher, Helen Latham, Duncan Lockey, Amanda Savage, Carol Toner, Elaine Westwick, Laura Humphreys

**1.2 Present :** Ali Burd, Jules White, Charlotte Chatwin, Jo Hawken, Seema Grewal, Charlotte Mezits, Alison Silence, Jade Doncaster, Rachel Hoare, Charlanne Ward, Hannes Svardal, Emily Button, Barbara Goettsch, Holly Barr, Lisa Wilyman, Tamsin Mann, Sava Berri,

**2. Minutes of previous AGM (10<sup>th</sup> November 2015) and Matters Arising**

- a. Agreed and there were no matters arising from previous minutes (incorrect spelling of Karen Binks name amended)

**3. Update from Chair**

- a. Ali advised that she is still in the role, mainly to provide continuity
- b. Thank you to the new committee members for stepping up. We were getting Holy, Tamsin, Lisa, Alison S, Charlanne and possibly Alison D.
- c. Thanks to Holly for agreeing to take on the challenge of the newsletter
- d. Thanks to Lisa who helping with recruitment, and thanks for bringing us into the 21<sup>st</sup> Century with on line social media!
- e. Thanks to Charlanne for getting involved in the key dates calendar and also keeping an eye on bookings.
- f. Farewell's to Alan who has gone off to Sweden, Carmen who has helped preparing for Ofsted and working with Jo on the EYFS documents, Dianne who

- has helped with recruitment and shopping and also to Charlotte, the club secretary.
- g. Staff have come and gone, Karen and Charlotte have left us. We would like to welcome Anna and Sam. They haven't been able to take on the full hours but are working on an ad hoc basis which is much appreciated and the kids have taken to them well.
  - h. Hazel Rayment has taken on the paid administrative role and deals with the bookings and invoicing. She manages the clubs accounts on a day to day basis, the accounts are overseen by Jules.
  - i. Jade and Rachel have been great in supporting Jo this year with the many staff changes and day to day running of the club
  - j. Rachel has been successful in her application for deputy manager. Wacky have agree to fund her NVQ level 3 qualification to further support the running of the club. Rachel is investigating to ensure this is the correct qualification for her.
  - k. Jo has been fantastic in working tirelessly despite all the challenges that are put in her way so a big thank you from all of us.
  - l. We are a little bit down on numbers at the moment and this is a reflection on the number of staff on the team. Until we have 4 full time members of staff we will not be able to offer more places at both after school and holiday club.
  - m. The challenge for us has been to ensure we are ready of Ofsted, we all feel that they will be coming soon. The committee is working to support the staff in preparation for this event.
  - n. One example is the new signing out policy which is working well and parents and staff are following.
  - o. Thanks to the committee for all their efforts, it has been another good year.

#### **4. Presentation from Playleader**

- a. Jo thanked everyone for attending the AGM.
- b. Jo thanked the permanent staff (Rachel Hoare and Jade Doncaster) for all their efforts. She also thanked the committee for their help and support.
- c. Jo explained that managing numbers has been a challenge due to staffing levels.
- d. Welcome to Sam Heath and Anna Kingdon who are working different days on a part time basis.
- e. Rachel and Jade have now completed their first aid and food hygiene courses.
- f. Jo has completed a leadership course, SEN course and food hygiene.
- g. Themes, as chosen by the children, have been decades, minions, countries, lego, Harry potter and Olympics.
- h. Trips have included Milton Maze and Boffins Science.
- i. Christmas theme will be Christmas as the kids love it, the trips plan is to go to the Cinema and Ice skating.
- j. New equipment including a new water table and stools.
- k. Thanks to Katies mum for the cabinet
- l. Thanks to Seema for helping with the quality framework and Ali for all the chats to Charlotte and Jules for their admin and to the staff for all their help this year.
- m. Thanks to Sarah Kronig for helping out during her DofE course.
- n. We now have a landline 01223 840777 and the mobile is 07885035033
- o. Please email Wacky bookings if your child isn't going to be coming in on a slot that you have booked as this helps inform staff planning.
- p. Payment enquiries should be emailed to Wackyclub@hotmail.co.uk

## 5. Update from Treasurer

- a. Jules updated on the figures
- b. The surplus is slightly down on last year. The impact of smaller numbers at the club is now being seen in the figures.
- c. We are not a profit making organization but do need to make a surplus which we can save for the day when the portacabin needs replacing
- d. Key costs are staff at £48,500 which is lower than last years £51,500
- e. Salaries have increased, overtime payments have also increased. This has also had an impact on staffing costs even though we have less staff overall.
- f. Our second biggest cost is depreciation on the building.
- g. The basic running charges are also a large cost but are essential for the day to day running of the club.
- h. Another cost is the rent which we pay to the school for the space the cabin is on and the use of the playground.
- i. The phone cost has increased significantly, this is in part due to the installation of broadband and the issues relating to the gate phone which have now been resolved.

## 6. Election of committee members

Name	Proposed	Seconded	Elected
Alison Silence (Secretary)	Ali Burd	Seema Grewal	Unanimously
Ali Burd (Chair)	Charlanne	Seema	Unanimously
Jule White (Treasurer)	Ali	Seema	Unanimously
Lisa Wilymann	Seema Grewal	Charlanne	Unanimously
Charlanne Ward	Seema Grewal	Ali Burd	Unanimously
Tamsin Ward	Charlotte	Jules	Unanimously
Seema Grewal	Ali Burd	Charlanne	Unanimously
Holy Barr	Ali Burd	Seema Grewal	Unanimously

## 7. AOB

- a. Ali thanked everyone for their time this evening

Meeting ended at 8.39pm almost a record breaker!