

Kyzone Kidz / Kyson Playgroup Committee AGM 2009

Kyzone Kidz, 2 Newnham Avenue, Woodbridge
26th November 2009

Attendees: Pete Matthews

Gail Ratcliffe, Mary Crouch, James Fullerton, Jo Crowley and David Crowley

1	<p>Reports and accounts Accounts for year ending 31st July 2009 were agreed, confirmed and accepted by all trustees Payments due – Purchase of land £12,500, Building retention £2,600, £1,821 for play equipment, Payroll tax £3,500 the balance remaining in the bank will be £2,287)</p>	
2.5	<p>Appointment of charity trustees. Re-appoint chair person by nomination Peter Matthews – Proposed by JF and seconded by GR Re-appoint treasurer by nomination Mary Crouch – proposed by PM and seconded by GR Re-appoint secretary by nomination Gail Ratcliffe – proposed by JF and seconded by PM Appoint Charity Fundraisers David & Jo Crowley – proposed by GR and seconded by PM</p>	
3	<p>Payment process update / PDQ New payment process in place – all parents have been informed of changes and admin charge for late payment. Good feedback from parents. Process will be reviewed in March.</p>	
4	<p>Outstanding debt list The only large debt is from Rendlesham Children’s Centre of £500. Pete will make contact to secure payment.</p>	PM
5	<p>Marketing plan Next meeting 4 February 2010 at Gail’s house - 10 Orchard Close, Woodbridge</p>	GR
6	<p>Staff Update Lisa reported that numbers are now increasing and there is a need for another member of staff. Hayley has approached Lisa for additional shifts which is very welcome Interview for remaining shifts is planned for Wednesday 9th December Session numbers: Pre-school – Mon 16, Tues 19, Wed 19, Thurs 15 and Fri 23 Breakfast Club – Mon 10, Tues 12, Wed 10, Thurs 5 and Friday 3 Afterschool – Mon 12, Tues 15, Wed 10, Thurs 17 and Friday 13 There are more children to join the centre in January with several enquiries to join a little later in the school year.</p>	Lisa

7	<p>Health & safety and fence David has spoken with Suffolk Coastal regarding the fence issue and children playing football. Currently no response regarding repositioning goal posts as this is a different area to the conveyancing for the land. David will continue to chase for information etc.</p>	David
8	<p>Building update & maint & garden Garden will be looked at again after the winter. Rubber matting will be placed below the climbing frame to help protect the grass. Land purchase still in progress.</p>	
22	<p>Date of next meeting 14 January 2010 – at Kyzone – the meeting will begin with a Charity Fundraising discussion.</p>	All
23	<p>AOB Advertising: Several areas of advertising were discussed and these will be discussed at the next marketing meeting Session pricing – Jim will collate session pricing from other play centres in the area to ensure that we are competitive. Jo will look at flyers being put into local newspapers – Jo’s email address is jocrowley@talktalk.net.</p>	<p>Jim Jo</p>