

**City Kids Playcentre
C/o Our Lady and the English Martyrs
The Catholic Rectory, Hills Rd, Cambridge, CB2 1JR**

Annual General Meeting

MINUTES

A meeting was held on Tuesday 30th June 2015 from 6.00 p.m to 7.00 p.m.

Present: Dearbhla Lawson (Chairperson), Ulie Oyeniran (Treasurer), Sarah Smith (Secretary), Jeanne Andres (parent representative), Lia Campos (parent representative), Margarida Serejo, (parent representative), Patrick McLeish, Diane Goddard, Grainne Dunlevy

Apologies: Amy Stebbings (Acting Playleader)

In Attendance by Invitation: Joe McCrossan

MINUTES OF THE MEETING DATED 11TH JUNE 2014

- 1.1 AGREED that the minutes be approved as at true and correct record.

Welcome and Introduction by Chairperson

- 2.1 Dearbhla Lawson welcomed individuals to the AGM and explained the role of the City Kids Committee in overseeing the management of Club, helping to provide a safe and fun environment for the children.
- 2.2 Dearbhla reported that the Committee met twice a term for approximately 90 minutes, and that some Committee members did work for the Committee outside of these meetings. The purpose of the Committee was to focus on the direction of the Club, its strategy and policy related to safeguarding with much of rather than the day-to-day operational issues being managed by the Playleader and team with support from Cambridge Kids Club.

Minutes/Actions of the 2014 AGM, presented by Dearbhla Lawson

- 3.1 REPORTED: that all actions were undertaken and were mostly concerned with the handover to Dearbhla Lawson by Adrian Ticehurst as the new 2014/15 Chairperson, and the handover to Sarah Smith as the new 2014/15 Secretary by Wendy Miller.

Chair's Report (with organizational chart attached), presented by
Dearbhla Lawson

- 4.1 NOTED:
- a. that the Club now catered for up to 52 children over five breakfast and five afterschool clubs, with breakfast club averaging 16 and afterschool averaging 25 children per day;
 - b. that during the past year, there have been a number of changes the resignations in 2015 of both the former Play Leader (Maria Gruncell) and the Deputy Playleader (Marie Mensah) following their maternity leave;
 - c. that the Club had not been able to appoint to the Playleader position since the resignation of Charlotte Lewington. Consequently Amy Stebbings, employed directly by Cambridge Kids, had undertaken the role on a part-time basis. The Club had successfully appointed Marie-Eve Bernier to the Deputy Playleader position;
 - d. that there were currently two directly employed members of staff; Tyrone O'Rourke and Marie Eve-Bernier;
 - e. that since the last AGM there had been a number of changes to the Management Committee. Maria O Donovan and Betania Mahler-Auraujo resigned in 2014 and new members joining the Committee since the last AGM were Ulie Oyeniran who took over as the Treasurer and Lia Campos and Margarida Serejo who joined the Club as parent representatives;
 - f. that the Management Committee had strengthened the relationship with Cambridge Kids Club which had undertaken a number of services on behalf of the City Kids Club. The Cambridge Kids Club (CKC) manager attended the non-confidential part of the Management Committee termly meetings;
 - g. that the Management Committee developed, and put in place, formal arrangements with Cambridge Kids Club for the next three years, to provide a range of services to the City Kids Club. These arrangements were formalized into a Service Level Agreement (SLA) and include invoicing and providing play worker staff to support the running the Club, and the provision of some management support, especially related to staff development and training;
 - h. that a number of other measures had been introduced to improve the City Kids Club. These included the introduction of hi-viz jackets for the children playing outside and trying to establish a process of more regular feedback e.g. in the last survey;
 - i. to improve the service of the Club going forward, we are trialling a half-session which will start run 3.15 p.m. to 4.45 p.m. at a cost of £6;

j. that the Club has also continued to work closely and continue to build a good relationship with St Albans School, especially with Joe Mc Crossan and Caren Munnelly.

5.1 REPORTED by Joe McCrossan said that he looked for indicators to identify how successful something was and he was happy to report that he observed that the indicators were very positive. He stated that he was delighted with the service provided by the Club and was happy to report that no parent had ever complained to him about it. He was pleased to observe that the 'drop off' of children in the mornings and collection of the children in the afternoons were always achieved in an organised, secure, and caring fashion. His observation of the playworkers were that they were always appear cheerful, enthusiastic and polite.

6. **Treasurer's Report** – This is a confidential agenda item and not available publicly.

7. **Playleader's Report**, presented by Dearbhla Lawson, on behalf of Amy Stebbings

7.1 NOTED:

a. that Marie-Eve Bernier, the newly appointed Deputy Playleader, had commenced the Level 3 in Childcare qualification;

b. that the Club had been investing in the provision of high quality, robust equipment;

c. that the Club planned to establish a 'Welcome Board', which the children would help to make;

d. that the website would need to be updated to include the new membership of the Committee and the Play team.

8. **Resignation of Committee/Nominations & Election of New Committee Members and Post-holders**

8.1 REPORTED:

a. that Dearbhla Lawson had resigned from the role of Chairperson;

b. that Grainne Dunlevy was nominated to undertake the role of Chairperson by Dearbhla Lawson and seconded by Ulie Oyeniran;

c. that Sarah Smith was nominated back into the role of Secretary by Jeanne Andres and seconded by Lia Campos;

d. that Ulie Oyeniran was nominated back into the role of Treasurer by Lia Campos and seconded by Sarah Smith;

- e. that Patrick McLeish and Diane Goddard were nominated by Margarida Serejo and seconded by Ulie Oyeniran to be new parent representatives on the Committee.

Additional Role Functions and Responsibilities

- 9.1 REPORTED: during discussion, that a number of additional support roles needed to be filled. These included:
 - a. that due to the pressure of the Treasurer's workload, the role of Deputy Treasurer should be re-instated to assist with checking the monthly payroll, weekly grocery purchases etc. Diane Goddard agreed to undertake the role of Deputy Treasurer;
 - b. that the Human Resources function would continue to be undertaken by Lia Campos and Sarah Smith, as Sarah Smith was a Chartered Member of the Chartered Institute for Human Resources, and could help to ensure that HR was completed in a legally complaint manner;
 - c. that Lia Campos agreed to be registered as the Child Protection contact.

Any Other Business

- 10.1 REPORTED: by Joe McCrossan
 - a. that one parent had request the use of the Club during the morning of the first four weeks of the Michaelmas Term when the Reception children would only be attending half days;
 - b. that it would be helpful if the Reception children attending the afternoon sessions during the first four weeks of the Michaelmas Term could attend the Club from 3.00 p.m., when the School session finished.
- 11.1 AGREED:
 - a. that it was unlikely that it would be possible to run the Club throughout the morning until 1 p.m. as the need to pay for staff to run additional sessions, and the cost of hiring the hall would make it financially unviable, particularly given the limited interest shown in this option;
 - b. that the Club would be able to accommodate the request for the Reception children to attend the Club from 3.00 p.m. for the first four weeks of the Michaelmas Term.

Management Committee (as of June 2015)

Dearbhla Lawson	Chair (Standing Down)
Sarah Smith	Secretary
Ulie Oyeniran	Treasurer
Jeanne Andres	Parent Representative (Standing Down)

Lia Campos
Margarida Serejo

Parent Representative
Parent Representative

City Kids Staff (as of June 2015)

Amy Sebbings
Marie-Eve Bernier
Tyrone O'Rourke
Eunice Asare Parbi
Raquel Segovia Almiron
Shantelle Wilmott

Acting Playleader
Deputy Playleader
Playworker
Playworker
Playworker
Playworker

Sarah Smith
Secretary
7th July 2015

