

Muirfield Playgroup
Trustee's Annual Report for the year ending July 2025
Scottish Charity Number SCO12561

Current Trustees

Emma Henderson (Chairperson)

Diane Birnie (Treasurer)

Hayley Geddes (Secretary)

Current staff members

Carly Evans (Playgroup Manager)

Heather Stone (Senior Early Years Practitioner)

Gwen Geddes (Early Years Practitioner)

Iwona Sikorska (Early Years Practitioner)

Elaine Fosbury (Support Worker)

Wendy Woods (Support Worker)

Lorraine Orrock (Support Worker)

Susan Crawford (Administrator)

Contact Address

Muirfield Playgroup, Muirfield Primary School, School Road, Arbroath, DD11 2LU

Recruitment and Appointment of Trustees

All of the Association's Trustees are appointed and reappointed by the members of our Annual General Meeting, held in September every year.

Governing Document

The Association is a charitable unincorporated association and the purposes are set out in our constitution.

Charitable Purposes

Our Purposes, as recorded in our constitution, are to provide pre-school care to the children of Arbroath and to promote and fundraise for the purpose. Our Playgroup Aims and Vision are attached.

Activities and Achievements

This has been a year of many changes for Muirfield Playgroup. Very early in the start of the session, our Manager started her Maternity Leave and our Senior Early Years Practitioner stepped up to act as Manager in her absence. This meant that we were a member of staff down. This was covered by existing staff working extra hours. Later in the year another member of staff had a long period of absence due to ill health. While the manager returned to her role in June 2025, the support worker who was absent through ill health was not able to return to work and handed in her notice prior to the start of term in August 2025.

This has been a year of saving money after a difficult financial year in 2023/2024. We started the year with far more funded children than the previous year and this helps to increase our takings from fees. Staff kept a very close eye on the funds and kept spending to a minimum where possible. This was helped by a very generous grant from Thorntons Aberbrothock Skea Trust. In December 2025 they awarded us £3,000 to allow us to pay for a Christmas party for the children and to pay for some other supplies and equipment. Other fundraisers included a very profitable "Teddy Toddle" and a scratch card fundraiser. As a result of these efforts, the financial position of the playgroup at July 2025 is more favourable than it was 12 months previously.

In January 2025, The Playgroup was asked to tender for the contract to Angus Council. This has to be completed every 5 years and allows us to accept

children funded by Angus Council. Without this we would struggle to remain financially viable. This tender is a very large undertaking on top of normal day-to-day running of the playgroup. Around 40 – 50 documents are required to be submitted for scrutiny by Angus Council. The Council were satisfied with every submission and no further work, revisions or amendments were required. The tender was accepted, allowing Muirfield Playgroup to accept placements for funded 2, 3 and 4 year olds for the next 5 years.

This year has been a successful one, both financially and in practical terms. Muirfield Playgroup remains busy with a substantial waiting list.

Trustees Remuneration and Expenses

The trustees did not receive any remuneration or expenses during the year.

Reserves

£7500 to be used for emergency or unexpected situations, including redundancies.

Approved by the trustees and signed off on their behalf.

Diane Birnie

Diane Birnie (Chair person)