



North Ringwood Playgroup
2025 Annual General Meeting
22nd October 2025 7.00pm

President's report

Committee

- Together we have been a collaborative and productive committee, while individual members have carried out their roles capably and reliably.
- Did not fill the email & Facebook administrator role this year.
- 4 new members joined the committee in 2025.
- 4 committee members are stepping down at the end of 2025: Jorja (president), Ashley (fundraising), Kayla (website), Emma (Secretary).
- 4 committee members are staying on in 2026: Nicole (vice president), Paul (Grants), Jenny (enrolments), Alex (treasurer)
- Found a new, free venue for committee meetings at the Croydon Library.

Facilitators

- Recruited a new facilitator & coordinator Phoebe this year, who ran Monday and Friday sessions. Phoebe is expecting her first baby in February next year and will be stepping down end of the year. We are looking for a new person to fill the facilitator & coordinator role in 2026.
- Longstanding facilitator Jade ran Tuesday, Wednesday, Thursday and tiny tots sessions this year. Jade will be continuing in 2026.
- Recruited a new back up facilitator Rui this year, who covered Monday and Friday sessions in term 1 and has filled in occasionally.
- Maintained a list of trained and suitably qualified back-up facilitators this year, but had very few instances where we needed to use them.

Enrolments

- Successful start to the year with all sessions running except tiny tots, due to significant promotion efforts by the committee, and returning members.
- Drop off in numbers excepted over the year, but opposite occurred with higher enrolments in term 4 compared to term 1.



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- Wednesday, Thursday and Friday sessions full, and with waitlists. The committee will discuss if and how we can increase numbers or run more sessions to allow more people to join.
- Monday sessions had smaller numbers and was at risk of not running in term 2.
- Tuesday sessions did not run from term 2 onwards due to insufficient enrolments. We will open Tuesday sessions again in 2026.
- Only 2 sessions cancelled throughout the year.
- Changed from a single trial session to casual sessions in term 2, which allows people to come as many times as they want. This worked well, except that we often have no spaces for casuals. This is good income as each casual booking pays the \$5 maintenance levy. Casuals will continue in 2026.
- No changes to the booking system and process for bookings this year. Time given to members to enrol was reduced from 2 weeks to 1 week which allowed us to have a better overview of session numbers and those with low enrolments.
- Jenny mastered the booking system and responded to multiple inquiries coming through email and the website.

Celebrations

- Celebrated book week, sports week, Mother's Day, Father's Day with themed craft and dress up.
- Will celebrate Halloween and Christmas in term 4.
- Grandparents and special friends day in Term 2.

Fundraising

- Term 1: Easter Craft (\$375, sold out 50 bags).
- Term 2: everlasting seeds (\$135), and Grill'd tokens (\$100).
- Term 3: Picture products (53 orders).
- Term 4: Container Deposit scheme.
- All fundraisers except for picture products were new in 2025.
- Commenced rollercoaster hire. Low effort fundraiser but we have had no uptake.
- Committee actively decided not to do Cadbury chocolates fundraiser as this is not aligned with healthy eating.



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Grants

- Securing some grant funding to refurbish the sandpit was our goal for 2025.
- Unsuccessful application for a Maroondah Council community grant
- Awarded a Bendigo Bank grant (\$4741) in October for the sandpit refurbishment.
- Received \$100 voucher from Bunnings.
- Paul has scoped out other opportunities for funding and grants to apply for.

Facilities and equipment

- Hire of the hall from the Maroondah Scouts rolled over with no changes.
- Scouts were mostly receptive to feedback and requests for maintenance and repairs. We did not get a response to discuss the dirty hall floor despite multiple attempts.
- Phoebe prepared a yearly cleaning schedule to streamline cleaning.
- New baby gate, after multiple attempts and negotiations with council and Scouts.
- Leak under the hall impacted use of the back section for a couple of months. Working bee held in January to top up the sand and mulch and tidy the garden.
- A local landscaper has been engaged to refurbish the sandpit over the summer school holidays. The rotten sleepers will be replaced but look and shape of the sandpit will remain.
- Replaced the bookshelf using fundraising income.
- Donations of new books and toys from members, plus new purchases of some trikes, helmets, sensory baby toys in addition to craft supplies.

Promotion

- Phoebe ran a session at tiny tots Storytime at the Realm library in November which was a great success. We have been invited to do this again in January 2026.
- Main channel for promotion was Facebook. Nicole mastered the meta app and posted regularly and shared to community pages, along with Jorja.
- Commenced paid promotion through Facebook “boost” feature.
- Will consider an Instagram account in 2026 as feedback from members shows this is the most common social media channel.



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- Flyers were put up in Eastland, North Ringwood Shops, Croydon shops, kinders etc.
- Worked with MCHNs to promote tiny tots to parents' groups.
- Planning to install a proper sign on the fence facing the playground over summer school holidays to replace the laminated sheets.