



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

Agenda

1. Welcome – start @ 7:05pm

2. Quorum confirmation

(10% of members are required for a quorum, there were 85 members as of September 2025). [21 members](#) (see list below)

3. Apologies

- Megan Roy

- Nicole Field

4. Confirmation of 2024 AGM minutes – Alex M

Available on the website, through this [link](#).

5. President's Report

Available on the website, through this [link](#).

- Highlight 3 things

- Our facilitators: we are privileged to have 2 wonderful facilitators
- Committee members
- Our members: you make our playgroup function, thank you!

- 4 committee members are stepping down: Jorja, Emma, Kayla and Ashley

- 4 committee members remaining: Nicole, Alex, Paul and Jenny

- Facilitators:

- recruited Phoebe at the start of the year as a facilitator/coordinator however she is stepping down at the end of the year. Currently looking for someone else to fill the role and we have already had some inquiries.
- Jade is such a valuable member of playgroup. We are very fortunate that she will be staying on in 2026.

- Enrolments: a really successful year of playgroup overall. Tuesday sessions did have to be cancelled in Term 2, but we have full groups on Wed-Fri. Added casual bookings.

- Special days: added some fun to the year. A highlight has been the Grandparents and Special Friends

- Fundraising: really popular Easter craft. 53 orders from picture products. The committee actively decided not to do the Cadbury fundraiser this year.



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- Grants: Bendigo Bank close to \$5k grant to refurbish the sandpit over the Christmas holidays. \$100 vouchers from both Officeworks and Bunnings.

- Baby gate win!

6. Treasurer's Financial Report

Available on the website, through this [link](#).

- \$44,000 in expenses this year as compared to last years \$53,000

- Total equity of the playgroup is just over \$12,000

7. Members to vote on the following items:

a. To increase fees for 2026 by 5%. **PASSED UNANIMOUSLY**

This purpose of this fee increase is to generate sufficient income to increase facilitator's pay from \$28 per hour to \$30 per hour. The last pay increase facilitators received was in 2023 when the rate of pay was increased from \$22.77 to \$28.00. The last fee increase was a 3% increase in 2024, which was voted on by members.

Single session	Current fees – 2025 (Excludes stripe fees)	Proposed fees – 2026 (Excludes stripe fees)
Child	12.36	12.98
Sibling 0-6 months	0	0
Sibling 6 months +	6.36	6.68
Tiny Tot	6.36	6.68

Additional – The Playgroup committee reviewed the Model Rules and Statement of purpose at the September 2025 committee meeting and determined no changes were necessary to vote on at this AGM.

8. Election for 2026 Committee Members

Position	New person sought for the role	Current person staying in the role
President *	X	
Vice President *		X
Treasurer *	X	
Secretary *	X	
Enrolments officer		X
Fundraising officer	X	
Grants officer		X
Website administrator	X	
Email and social media administrator	X	



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We are seeking nominations from members to fill the 6 committee roles listed above. Position descriptions are found here. The positions marked with an * are essential executive committee roles which must be filled for playgroup to operate in 2026. Members in the executive committee roles receive a 50% discount on playgroup fees. If executive committee roles are not filled by 19th November 2025 then a special general meeting will be called to determine the most appropriate course of action, by voting on a special resolution. The Committee determined at the committee meeting in September 2025 that potential courses of action may be:

- a. A substantial increase in fees to generate sufficient income to pay an administrator to carry out administrative tasks.
- b. Winding up Playgroup, effective 2026.

Positions are declared open, and members vote to approve:

- a. Committee members who wish to stay in their role.
 - Jenny, Paul and Nicole have been voted to stay in their roles unanimously
 - b. Members who have nominated to a position prior to the AGM.
 - c. Members who wish to nominate themselves to a position at the AGM.
 - Members voted in: Avia fundraising, Alex treasurer, Elsha secretary, Leann email and social media, Briony website officer
- If all positions are not filled by the 19th November, the committee will hold a special meeting to decide the next step for playgroup

Welcome to the new committee.

9. Other business arising

10. Draw the lucky door prize. Tim Harrison & Amari (Thursday) free term 1 enrolment

11. Close of AGM @ 7:53pm

Attendees:

1. Georgia Planagan
2. Jorja Collins
3. Kayla Inger
4. Amy Dickson
5. Jenny Collins
6. Suzy
7. Dionn
8. Bec Gauci



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9. Stacey Lumsden
10. Elsha Amicott
11. Carly Pike
12. Tim Harrison
13. Emma McCoy
14. Leann Hart
15. Paul De Freitas
16. Nicole Parseghian
17. Jonathan Smaller
18. Gen Parle
19. Heather Grant
20. Kimberly Tippet
21. Alex Mulholland