

Summary of Robin Playgroup's Business Plan for the Transfer of services from Edward Field Nursery

Background

The playgroup has worked closely with the school since 2006. They have offered wrap-around care for children attending the nursery since 2007. Robin Playgroup has a good reputation amongst parents in Kidlington. They received a Good judgement from Ofsted in December 2008. Approximately 90% of children that attend Robin Playgroup go into Edward Field School.

Management

Robin Playgroup is currently going through the incorporation process. Once the transfer takes place two governors will be co-opted onto the Board of Directors. It has been agreed that the Board will be made up of 2 non-governor representatives from Robin and 2 Governors. As the chair has the casting vote in any tied ballot it is recommended that the Chair is chosen from the representatives from Robin. There may be the potential for future conflicts of interest when voting on Lease/Rent agreements proposed by the board of governors. In order to comply with the proposed Articles of Association the governor representatives will need to abstain during any vote on proposals from the governing body of Edward Field School. When this situation arises the meeting will not be quorate. It is therefore recommended that the board is made up of 3 Robin representatives and 2 Governor representatives.

The current Committee Officers and Administrator are extremely competent and have rigorous financial controls in place. The current Committee Officers will make up the Board of Directors once Incorporation has taken place. I am confident that the Committee, along with the Administrator, have the necessary skills to carry this project forward.

Lease

Robin Playgroup currently has no lease. This must be in place when the transfer takes place. Edward Field Governors need to continue to charge a reasonable amount of rent in order for the provision to remain sustainable in the future.

The Playgroup is planning to apply for grant funding to extend the current toiled facilities in order to comply with the Revised EYFS (2012). Should they be successful a claw back clause needs to be included in the lease to reflect the investment in school premises of Charitable funds.

Services from Jan 2014

The Playgroup will continue to mirror the school opening times of 09.00 to 15.15. Robin Playgroup will operate from two rooms. Room 1 will be dedicated to 2 year olds and offer the equivalent of 40x15 hour funded places. Room 2 will be for 3 year olds in receipt of NEF and will have the equivalent of 64 funded places. There will

also be some flexibility with staff hours to take account of fluctuating numbers across the year.

Parents will be able to access the provision in a completely flexible way. They will not be restricted to am only or pm only sessions and will be able to access full days should they wish to. There will also be an option to purchase additional childcare over and above the 15 hours NEF/2 year old funding.

Staff

Robin Playgroup will buy in the services of an Early Years Teacher from Edward Field School for one day per week. They will also need to recruit additional staff for January 2014. The steps and a timeline for recruitment are clearly outlined in the Action Plan attached to the Business Plan.

Finance

The financial forecast aired on the side of caution as exact numbers of NEF and 2 year old places are difficult to predict. The forecast shows that the Playgroup will make a small surplus in the year to December 2014. Robin Playgroup will need to maintain a healthy level of reserves. This should include 3 months running costs and a redundancy payment fund. The redundancy fund will, of course, need to be increased to reflect the increased staffing level.

The Playgroup currently has healthy reserves and there may be scope for further investment; particularly in the outside area. Again any investment will need to be reflected in a claw back clause in the lease.