

Trustees' Report 2020 – 2021

This report, presented by Carol Franks, Co-Leader and Trustee, gives an overview of activities, events, grants, fundraising and training at Beehive Pre-school during the 2020-2021 financial year.

Summer 2020

Due to the Covid-19 pandemic and government restrictions, Beehive did not reopen at the beginning of the summer term. At this time, we had no children classified as vulnerable on roll and all key worker children were cared for in their own homes. With the spread of an unknown virus, many parents were very concerned about the safety of sending their children into preschool. Officially we had 35 children on roll at the beginning of term and 25 of these moved on to infant school in September 2020.

All teaching staff of level 3 or below were furloughed, receiving 80% of their pay, according to government guidelines at the time. The Co-Leaders continued to work remotely, liaising with the Committee to manage the setting, to keep in touch with children and their parents, and to continue to perform the many additional financial and administrative tasks that the pandemic produced. As the majority of our children at this time were fully funded, we were only able to reclaim a small percentage of staff wages paid out under the Coronavirus Job Retention Scheme, represented by our fee-paying children. Parents of fee-paying children were offered a full refund of sessions which they did not take up at the end of March 2020 due to the Coronavirus pandemic and sessions being cancelled when lockdown was imposed.

The loss of these fees and the expense of paying wages for furloughed staff had an impact on Beehive's income for the summer term. Our local authority continued to pay the Universal Funding for those children still on roll, even though they were not in attendance, and this enabled us to stay afloat. Officially there were no new starters this term, but we did receive funding for those children whose registrations had been completed and *should* have started at the beginning of the summer term. Beehive Pre-school also received a Small Business Grant Fund of £10,000 from the local authority in May 2020 to help with ongoing costs and sustainability during the Covid-19 pandemic.

All meetings and discussions with the Committee were moved online from March 2020 onwards. Julie and Carol also regularly kept in contact with staff members through our online groups or through phone calls and messages. Since then, Committee meetings have continued to remain online. We kept in touch with all parents remotely and used Tapestry and other Early Years resources to send out ideas and activities so that parents could extend children's learning at home.

In June 2020 settings were allowed to reopen to small bubbles of children and we invited keyworker children, our older children, or any children we knew to be in need, to return for face to face learning. For those children who did not return, we continued to provide online activities. All staff members worked in a small team with their own bubble of children, and we made use of the 2 outside areas for all on site teaching. 2 gazebos were purchased to protect children and staff from rain and sun. Before the children returned, a considerable amount of maintenance work and thorough cleaning were required both inside and outside. This included a repair to the stair rail at the rear of the premises, painting of the fencing and the kitchen, clearing of weeds and other gardening, and reorganisation of the internal areas.

Our Sports Day had been scheduled for 16th June at the Magnet Leisure Centre, but sadly this had to be cancelled. The deposit fee for use of the hall was refunded during the summer holidays.

This term we subscribed to Tapestry and set up online learning journeys for our children, making use of the 5 new iPads which had recently been purchased. As parents were not able to come into our setting at this point, this enabled them to see photographs and videos of the activities their children were doing. Although Tapestry has an annual subscription, it is already beginning to cut down on our costs of printing, whilst enabling parents to view children's observations almost instantly.

During the summer we made full use of our local outdoor environment. Returning children enjoyed trips to the local moor and park, where they looked for wildlife and took part in outdoor play activities. The term ended on a positive note, and we said farewell, either in person or by video link, to all the children who were going off to start their new schools in September.

Autumn 2020

Inset training at the beginning of term focused on new updates to safeguarding policies and procedures and new legal documents. Carol gave local authority safeguarding training, which had previously been delivered to the 2 designated safeguarding leads. We welcomed most of our children back at the beginning of the autumn term and updated our cleaning and health and safety procedures again to enable more children to enter the setting. We started the term with 21 children on roll and at the end of term there were 19 children on the register. 9 of these children received 30 hours of funding, occupying both a morning and afternoon place. After returning for a couple of weeks, one child subsequently moved on to the preschool class at the school attended by their elder sibling. In addition, another child moved to a neighbouring village and consequently transferred to a different setting.

We were able to admit new starters, phasing children in a day at a time, through a 'stay and play' day with a parent. Social distancing was carefully observed and only parents of new starters entered the indoor environment, and for their child's first day only. Outside visits for potential new starters were organised outside of session times and changes made according to any updated DfE and government guidance during the term to keep everyone safe.

Sandra left abruptly in the middle of September, but we recruited Alysia as our new level 3, working 5 days a week. There was no community lateral flow testing for Covid at this time, but parents kept children away and organised testing for children with symptoms. In the final week of the autumn term a staff member tested positive for Covid, and we followed the isolation procedures advised by the DfE at the time.

Julie and Carol attended the online course 'Wellbeing for Education Return' in October. This focused on supporting the emotional wellbeing of both staff and children following lockdown due to the pandemic.

The second half of term featured festivals of light, fireworks and Christmas activities. Sadly, there was no Christmas show, but we recorded Christmas songs and activities and parents were able to watch these online via Tapestry. We also hosted a Christmas party, organising all the activities ourselves, rather than booking an outside entertainer.

There were some positive financial developments this term. Due to Covid-19 measures to help businesses, Beehive Pre-school received a Business Rate refund of £79.87 in September and in December, the Louis Baylis Charitable Trust kindly granted us £500 towards enhancing the children's personal and social development, and emotional wellbeing. This has become particularly significant given how the current pandemic is impacting on the children and their families, making some feel increasingly isolated.

Spring 2021

Covid levels rose considerably between November 2020 and January 2021 and many parents were reluctant to send their children back into preschool at the beginning of January 2021. Our inset day focused on safeguarding, progress of individual children, and how to plan for the children's safe return to the setting. Subsequent staff meetings focused on Covid changes to first aid procedures, online safety, and emotional wellbeing. Once again we had mixed teaching, with some children having face to face contact with their Key Person in the setting and others receiving updates and activities through Tapestry, phone calls and emails. We were very happy to see feedback from parents, who sent photos or videos or uploaded them to their child's Tapestry learning journey, to keep us up to date. Gradually, as the situation improved, children began to return to Beehive.

The term began with 19 children on the register, and we welcomed 3 new starters, ending the term with 22 on role. Spring term activities included New Year calendars, winter activities, Chinese New Year, World Book Day and Mother's Day. World Book Day donations totalled £153 for Beehive to put towards the purchase of new books for the setting.

Carol attended a Covid-19 webinar provided by Hemsalls on 19th January. Alysia and Andrea attended their first aid training during January and February 2021 to renew their Paediatric First Aid certificates. Carol and Julie attended a Zoom meeting introducing the new EYFS curriculum and Development Matters which will be implemented in September 2021. They also attended a Zoom 'Early Years Network Meeting' and a 'Catch up with Early Years' session which were both run by the local authority in March. This was followed by 'Lego Therapy' training, which Andrea, Alysia, Carol and Julie all attended.

Fundraising and donations amounted to £1118 this year. We were unable to hold our usual Sports Day and Christmas Show due to Covid-19 restrictions and these events usually provide good opportunities for fundraising. Throughout this financial year Covid-19 has also had a direct impact on the number of children we have been able to admit to the setting, not only due to health and safety reasons, but also because we simply have not been able to offer our usual face to face visits to prospective parents. This in turn has continued to affect our waiting list, but we are pleased to see so many online enquiries as a result of our increased online presence.

Report compiled by Carol Franks (Co-Leader and Trustee on Behalf of Beehive Pre-school Committee)

Signed: 

Date: 26.01.2022

Treasurer: Mrs Sally Worman

Signed: 

Date: 26.01.2022



Receipts and payments accounts

CC16a

For the period
from

1st April 2020

To

31st March 2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Income - Invoiced fees	51	-	-	51	7,112
Income - Funded fees	109,229	-	-	109,229	117,574
Income - Fundraising and Donations	1,118	-	-	1,118	10,006
Income - Uniform sales	378	-	-	378	635
Income - Grants	10,000	-	-	10,000	9,997
Miscellaneous Income	-	-	-	-	-
Bank interest received	12	-	-	12	14
Designated fund - Deposits for places	-	-	-	-	-
JRS Grant	380	-	-	380	-
Sub total (Gross income for AR)	121,065	-	-	121,065	145,338
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	121,065	-	-	121,065	145,338
A3 Payments					
Fundraising expenses/licences/ subscriptions	583	-	-	583	1,782
Misc expenses	769	-	-	769	75
Learning resources and special activities	618	-	-	618	4,162
Staff Costs	77,190	-	-	77,190	82,897
Rent	4,200	-	-	4,200	5,250
Water rates	158	-	-	158	482
General rates	80	-	-	80	80
Insurance	185	-	-	185	1,605
Electricity	2,004	-	-	2,004	2,004
Building improvements/repairs/ maintenance	1,381	-	-	1,381	2,137
Telephone	872	-	-	872	869
Stationery and postage	101	-	-	101	422
Bookkeeping and accounts	1,391	-	-	1,391	1,318
Independent examiner fee	300	-	-	300	300
Staff training	169	-	-	169	860
Refreshments	44	-	-	44	164
Reduction in deposits held	-	-	-	-	380
School uniform	377	-	-	377	551
Sub total	90,260	-	-	90,260	105,338
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Equipment	-	-	-	-	4,500
Sub total	-	-	-	-	4,500
Total payments	90,260	-	-	90,260	109,838
Net of receipts/(payments)	30,805	-	-	30,805	35,500
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	82,823	-	-	82,823	47,323
Cash funds this year end	113,628	-	-	113,628	82,823

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Deposit Account	71,086	-	-
	Lloyds Current Account	42,542	-	-
	Petty Cash	-	-	-
	Total cash funds	113,628	-	-

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Prepayments	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer Equipment	Unrestricted	1,645	1,036
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Deposits held for places	Unrestricted	-	
	PAYE, NIC and Pensions Payable	Unrestricted	681	
			-	
			-	
			-	

Signed by one or two trustees on
behalf of all the trustees

Signature	Print Name	Date of approval

Independent examiner's report to the Trustees of Beehive Pre-School

I report to the trustees on my examination of the accounts of Beehive Pre-School for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Delia Allott F.C.C.A
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Date: 26/1/22