



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 June 2020	To	31 May 2021

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Village Hall

High Street

Wollaston, Wellingborough

Northants

NN29 7QQ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ann Breen	Chair		
2	Kelly Rendall	Secretary		
3	Suryia Sweet Gallagher	Treasurer		
4	Katie Birkett	Policy Coordinator		
5	Lucy Swales	Fundraising coordinator		
6	Sam Greenaway	Snack coordinator		
7	Karina Kelly-Smith	General member		
8	Sophie Pipe	General member		
9	Kate Williams	General member		
10	Nanette Ryan	General member		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Policies amended and updated routinely.
Duties of a trustee document sent to all committee members and committee induction and guidance document provided to all new committee members.
Risks are communicated in our annual business plan.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;

(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;

(c) instigating and adhering to and furthering the aims and objects of the Early Years Learning Alliance.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

We deliver the Early Years Foundation Stage Curriculum to all children in an Ofsted rated Outstanding setting. We provide the children in our care with the necessary skills to ensure the transfer to school in a smooth, happy and confident manner.

Additional details of objectives and activities (Optional information)

Our volunteer committee give up many hours of their own valuable time. And all committee members are involved in fundraising.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We have made a great amount of income (in excess of £11,600) from fundraising and grants this year due to the diligence of our fundraising team.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

We supported and prepared 21 children to transition on to local schools.

We have focused on the children's wellbeing, behavior and PSE development due to the long term pandemic effects on the children. We have helped our children develop by planning for their individual needs through spot observations, 2-year progress checks, termly observations, target Plans, one-page profiles and transitional paperwork.

We have made the following changes to setting due to Covid restrictions: no parent visitors, no rolling snack, register/group time in the hall, lounge used for sick room, toys/equipment that can be cleaned, no visitor and trips out. Library books home and stay and play have been cancelled but we look forward to reintroduce them in September, if Covid allows.

Thanks to the fundraising efforts and the willingness of the staff, we have been able to complete much Continual Professional Development and staff training including: Level 2 food safety and hygiene, paediatric first aid, safeguarding, neglect, understanding low mood and depression, anxiety, self-harm, online safety, child exploitation, gang related issues and county lines, modern slavery and trafficking, FGM, characteristics of effective learning, SEND code of practice and supporting children with SEND in the early years.

We have worked with: Speech & Language, Early Years Advisor, and other schools and settings and we continue to mentor and work with another local setting.

Busy Bees was nominated for a Rose Award for our hard work during the pandemic and for keeping in touch with our parents, we were overjoyed to win and we received our certificate with an online zoom presentation. We have also received lovely references from other agencies such as private salt and SSS to add to our website.

We arranged many activities and celebrations including Chinese New Year, Valentine's day, St. Patrick's day, Mother's day, Easter, Jeans for Gene's day, Children in Need, science week, world book day, Beep Beep week and Bookstart's Pyjamarama.

Section E

Financial review

Brief statement of the charity's policy on reserves

We are holding 3 months of running costs in our reserves account including redundancy for staff

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

As well as the fees for places and government 2 and 3 year funding, we have raised a large amount through donations and grants this year. As well as smaller amounts raised, we have secured grants of £4950 for play equipment and £2000 for training costs, raised £5000 from our Christmas raffle which helped towards running costs and secured £1225 from a community fund to improve our outdoor area.

Section F

Other optional information


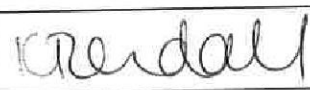
We resumed the sessions in our own setting from September 2020 and are proud to have only closed for a short two and a half week period in January 2021 due to Covid.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) Full name(s) Position (eg Secretary, Chair, etc) Date		
	Ann Breen	Kelly Rendall
	Chair	Secretary

20 December 2021

BUSY BEES PRE-SCHOOL PLAYGROUP**Village Hall, High Street****Wollaston, Northants, NN29 7QQ****Registered Charity Number: 1032318****Income & Expenditure 1st June 2020 to 31st May 2021**

Bank Account summary	Opening Balance 1st	Closing Balance 31st May 2021
	June 2020	
	£	£
Cash in hand	571.32	887.03
Current Account	19,182.14	36920.51
Reserve Account	17,274.79	17276.52
Total Assets	37,028.25	<u>55084.06</u>
Net Profit / (Loss)		<u>18055.81</u>

Treasurer Report Year Ending 31st May 2021

These Accounts have been prepared by myself and the Treasurer and are to the best of my knowledge a true and accurate record of the accounts of Busy Bees Pre-school Playgroup

Signed Treasurer: D. BarbaraDate: 7/10/21Signed Chair: A. GreenDate: 01-Oct-21

I have independently conducted an examination of the accounts of Busy Bees Pre-school Playgroup, and therefore I am satisfied, to the best of my knowledge, that the above represents a true and fair view of the accounts as at the 31st May 2020.

Signed: [Signature]Date: 02/12/2021

Print Name and Address:

MICHAEL ROBERTS
16 KERRY HILL, OAKRIDGE PARK
MILTON KEYNES MK14 6GG

BUSY BEES PRE-SCHOOL PLAYGROUP

Income & Expenditure 1st June 2020 to 31st May 2021

	£	£
Income		
From Fees		
Fees - Unfunded	9,786.50	
Fees - Funded inc funded 2 year olds	51,681.28	
Fees - High Needs / SEN / EYPP	2,213.93	
Total Fees		63,681.71
Other Income		
Uniform	482.00	
Fundraising - Photos	0.00	
Fundraising - Xmas Fair	1,439.05	
Fundraising - T.Towels/End of year gifts	4.00	
Fundraising - Other	4,063.82	
Snack donations	1,566.00	
Interest	1.73	
Summer trip	0.00	
Other	12,471.80	
Total Income		20,028.40
		83,710.11
Expenditure		
Wages	47,894.49	
Overtime / cover	1,853.34	
Training course cost	298.20	
Transitional payments	0.00	
Key worker payments	495.00	
Pension	836.71	
Tax & NI	0.00	
Mentoring	0.00	
Rent	5,118.00	
Materials	2,660.18	
Large Items (from fund raising)	1,162.01	
High Needs / SEN / EYPP	636.58	
Snacks	479.19	
Phone & Internet	161.30	
Stationery	263.35	
Postage	19.50	
Key working photos	65.16	
Music Teacher	0.00	
DBS Checks	98.10	
Summer Trip	0.00	
Insurance & Pre-school Learning Alliance membership	419.12	
Uniform	548.42	
Fundraising - Xmas Fair	0.00	
Fundraising - T.Towels/Gifts	0.00	
Fundraising - Other	0.00	
Ofsted subscription	50.00	
Norton Security and salary software	0.00	
NIMP membership	0.00	
Information Commissioner's Office subscription	35.00	
Garden	29.19	
DEEL	0.00	
Misc.	2,531.46	
Total Expenditure		65,654.30
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