



BUSY BEES PLAYGROUP

*CASTLE HILL PRIMARY SCHOOL
ABBOTSWOOD ROAD BROCKWORTH GLOS GL3 4NU*

REGISTERED CHARITY

NO: 1054102

ANNUAL REPORT
AND
FINANCIAL STATEMENT
OF THE TRUSTEES
FOR THE
YEAR END
31st August 2025

Structure, Governance and Management

Governing Document

The charity is governed by a constitution. The current governing document is an amended constitution adopted on 3 November 2020, replacing the original constitution dated 5 March 2010.

Trustee Selection Method

The management of the charity is vested in the trustees, who are elected annually at the AGM held in the autumn term, in accordance with the constitution. Trustees complete enhanced DBS checks and are registered with Ofsted. They receive no financial benefit for their role and give their time voluntarily.

Trustees meet at least three times per year to review operations and financial position. One trustee holds safeguarding responsibility. Risk management is supported through a designated reserve account and adequate insurance cover. Trustees have had due regard to the Charity Commission's guidance in all their activities.

Trustees during the year

- Charlotte Parry (Chair)
- Rachel Preston -Ex Parent
- Ellie Lamb – Ex Parent (Secretary)
- Natalie Thigpen – Parent (deputy chair – resigned during the year)
- Suzanna Trump – Parent (resigned during the year)
- Gina Bizat - Parent
- Alexandra Fullerton – Parent (Acting treasure)
- Shannon O'Grady – Ex parent (Treasure(became bank staff))

Co-opted Member

- Hailie Sturt – Paid Setting Manager (Nominated Individual for Ofsted)

Administrator for the charity paid role - Jane Burris

Objectives and Activities

Charitable Objectives

Busy Bees Playgroup provides inclusive early years education and care for children aged 2–4 years. The charity delivers the Early Years Foundation Stage curriculum within a safe, stimulating and nurturing environment. Children are encouraged to respect themselves, others, and their surroundings, and to learn through play.

The playgroup employs a childcare manager, deputy, and play assistants, and operates a key person system to support children's development and wellbeing. Staff are trained and supported to meet the diverse needs of children, including those with additional needs.

The playgroup works in close partnership with parents and carers, and values feedback from families, children, and staff to improve practice

Public Benefit

The trustees confirm that they have complied with their duty under section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

Achievements and Performance

- An AGM was held in the autumn term, with a new committee of trustees elected. The Chair was re-elected for the year.
- All playgroup sessions were generally fully subscribed throughout the year, the main source of income continued to be through the Governments Nursery Education Funding scheme with a continued increase in hours due to the extended working family's entitlement.
- A £10 voluntary contribution was introduced to assist with consumables. While this generated additional income, uptake was limited among families in receipt of funded childcare.
- The number of children with additional needs was higher than in previous years. In response, the playgroup invested in new resources to create a diverse and engaging learning environment, provided families with support in accessing external services, and offered additional assistance to ensure a smooth transition into the school setting.
- On 30 January 2025, Ofsted conducted a full inspection of the playgroup and rated it as **Good**. This was a comprehensive review, as it not only assessed the playgroup itself but also evaluated the inspector on the quality and effectiveness of the inspection process.
- Staffing was challenging as changes occurred due to long-term sickness, support and adaptations were offered and legal advice was sourced. New relevant policies were put in place, and the use of temporary staff were employed during the absence. Unfortunately the staff member was unable to return to work so a permanent staff member was recruited. There was one other leaver and recruitment took place.
- Trustees and staff ensured compliance with employment law and reviewed salaries and working practices accordingly.
- Fundraising from the school Christmas and Summer fairs, contributed towards costs of additional experiences such as magic shows, parties, inflatable hire, and Busy Bees Playgroup leavers' bears.
- During the year the trustees agreed to transfer additional funds into the reserve account, noting that the account had not been reviewed for several years and, given the increase in liabilities (wages operating costs), considered it prudent to strengthen the reserve.
- In July, the setting enrolled in the Local Authority Early Years Enhanced Inclusion Programme, this will include the manager completing Level 3 SENCO training. This initiative will provide staff with opportunities to collaborate with other settings, enhance their professional development, and strengthen the setting's overall provision. The programme is scheduled to commence in September, and the trustees look forward to seeing its positive impact in the year ahead.

Plans for the Future

- Maintain the Ofsted **GOOD** rating.
- Continue to raise the profile of Busy Bees Playgroup within the local community.
- Strengthen the committee by recruiting and retaining engaged trustees.
- Support staff with training and plans for development of the setting.
- Raise funds for new resources, experiences, and improvements to facilities.

Financial Review

Basis of Accounts

The financial statements have been prepared on a simple receipts and payments basis in accordance with the Charities Act 2011. The trustees consider that a full audit is not required and have opted for an independent examination under section 144(5)(1) of the Charities Act 2011. Mrs D Hopwood has been appointed as independent examiner.

Reserves Policy

It is the trustees' policy to maintain reserves equivalent to at least three months' running costs in the

Assets and Liabilities

The charity holds no major assets other than toys and resources for the benefit of the children. The property and grounds are licensed from Gloucestershire County Council via Castle Hill Primary School. At 31st August 2025, the charity held no outstanding debts or creditor balances.

Financial Position at 31 August 2025

Account	Opening Balance	Income	Expenditure	Transfer between accounts	Closing Balance
Busy Bees Current Account	£37,736.22	£82,853.08	£80,820.26	-£10,000.00	£29,769.04
Busy Bees Trustees' Reserve Account	£13,276.59	£179.85	0	£10,000.00	£23,456.44

Total Funds Held: £53,225.48

(A detailed receipts and payments account is enclosed separately.)

Trustees' Responsibilities

The trustees are responsible for:

- Keeping proper accounting records to disclose the charity's financial position with reasonable accuracy.
- Preparing accounts in compliance with the Charities Act 2011.
- Safeguarding assets and taking reasonable steps to prevent fraud or other irregularities.

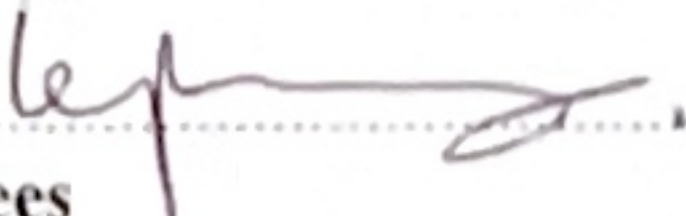
The trustees continue to employ an administrator Jane Burris to oversee the financial position and administrative duties required by the charity. The trustees confirm there were no serious incidents or reportable matters during the year, and the accounts produced reflect the financial position of the charity as of the 31st August 2025.

Independent Examiner's Statement

Mrs Diana Hopwood has been appointed as an Independent Examiner report attached as separated sheet.

Approval

This report was approved by the trustees and signed on their behalf at the Annual General Meeting.

Signed: 
Chair of Trustees

Date: 11.12.25



FINANCIAL STATEMENT YEAR END 31.08.25

(- figures = credit)

	Financial Year	Reserve Account
	01.09.24 to 31.08.25	
OPENING BALANCE	-37,736.22	-13,276.59
trans to reserve account		
INCOME		
NURSERY EDUCATION FUNDING	-77,799.86	
CHILDRENS FEES	-4,603.22	
VOLUNTARY CONTRIBUTION	-280.00	
COURSE INCENTIVE PAYMENTS	0.00	
GRANTS	0.00	
FUNDRAISING	-170.00	
DONATIONS	0.00	
INTEREST ON ACCOUNT	0.00	-179.85
	0.00	
UNIFORMS	0.00	
OTHER INCOME	0.00	
TOTAL INCOME	-82,853.08	-179.85
EXPENDITURE		
WAGES	61,161.17	
TAX & NI	3,311.03	
TEMPORARY STAFF	1,543.50	
PAYROLL SERVICE	624.80	
PENSION (Nest)	1,659.66	
COURSE FEES/TRAINING	204.00	
	0.00	
SUBSCRIPTIONS/MEMBERSHIP (OFSTED/PATA/)	549.88	
	0.00	
RENTAL OF PREMISES	4,590.00	
HOUSEHOLD GOODS (i.e. cleaning material/wet wipes etc)	1,041.06	
INSURANCE	534.63	
TELEPHONE	381.49	
ADMIN COST (Ii.e. postage/staionery/ink)	407.20	
PRINTER	822.21	
	0.00	
REFRESHMENTS	0.00	
CONSUMABLES (PAINT, PAPER, ETC)	796.80	
NEW EQUIPMENT (TOY/BOOKS)	2,238.75	
	0.00	
FUNDRASING COSTS	0.00	
ENTERTAINMENT/GIFTS	779.60	
IT costs	174.48	
UNIFORMS	0.00	
FOREST SCHOOL DEVELOPMENT	0.00	
OTHER EXPENDITURE	0.00	
GRANT PAID OUT	0.00	
	0.00	
TRANSFER	10,000.00	-10,000.00
TOTAL PAYMENTS	90,820.26	-10,000.00
PROFIT/LOSS MADE IN THE YEAR	7,967.18	-10,179.85
Current account & reserve account	-29,769.04	-23,456.44



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
BUSY BEES PLAYGROUP

On accounts for the year
ended

31st Aug 2025

Charity no
(if any)

1054102

Set out on pages

1 - 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust'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 Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

31 / 10 / 2025

Name:

DIWE H WOOD

Relevant professional
qualification(s) or body

CIMA