



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

BLUE COAT PRE-SCHOOL + BUSY BEES

On accounts for the year
ended

31ST MARCH 2021

Charity no
(if any)

1092513

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended

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").

Independent
examiner's statement

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 the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

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

- accounting records were not kept in accordance with section 130 of
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn 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:

7 November 2021

Name:

ROGER ANTHONY FREDERICK SMITH

Relevant professional
qualification(s) or body
(if any):

Address:

12. THREE SPRINGS ROAD.

PERSHORE

WORCS WR10 1HU

Section B**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**BLUE COAT PRE-SCHOOL & BUSY BEES
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

Receipts	2020/2021	2019/2020	Notes
	£	£	
Trading			
Fees - Pre School	£8,519.75	£19,287.00	
Fees - Busy Bees	£31,453.66	£74,099.16	
Nursery Grant (Pre-School)	£75,722.36	£83,700.04	
Other Grants	£6,782.55	£3,091.01	
Bank Interest (net)	£46.79	£97.61	
Donations			
Invoice for Singing Sessions (Pre-School)			
Miscellaneous	£902.61	£822.10	
Total Trading Receipts	£123,427.72	£ 181,096.92	
Total Fundraising Receipts	£ 551.18	£ 2,193.40	
Total Receipts	£123,978.90	£ 183,290.32	

**BLUE COAT PRE-SCHOOL & BUSY BEES
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**


Payments


	2020/2021 £	2019/2020 £	Notes
Trading			
Materials	1843.22	1962.09	
Occupancy	4334.28	4334.28	
Food/Snacks	0.00	2454.77	
Payroll Services	792.00	792.00	
Office Costs	950.10	2110.23	
PATA Membership & Insurance	1117.26	985.02	
Other fees (Ofsted & Data Prot)	85.00	85.00	
Staff Training	952.05	1048.36	
Salaries	95476.93	117386.03	
Miscellaneous	3531.86	7677.65	
Spending from donations			
Technology Lease	0.00	1460.98	
Advertising/Marketing	0.00	595.00	
First Steps System	1512.00	1386.00	
DBS checks	576.00	544.00	
Total Expenditure	£ 111,170.70	£ 142,821.41	
Total Fundraising Expenditure	£ 347.50	£ 1,264.65	
Total Expenditure	£ 111,518.20	£ 144,086.06	
Suplus of Trading Receipts over Payments	£12,257.02	£ 38,275.51	
Suplus/Deficit of Fundraising Receipts over Payments	£ 203.68	£ 928.75	

**BLUE COAT PRE-SCHOOL & BUSY BEES
BALANCE SHEET AS AT 31 MARCH 2021**

	2019/2020 £	2020/2021 £
Cash at Bank-trading		
Cheques not cashed	215935.58	228192.6
Cash at Bank-fundraising		
Cheques not cashed - fundraising	5422.96	5626.64
Cash in hand - fundraising		
Total	£ 221,358.54	£ 233,819.24
	2019/2020 £	2020/2021 £
General Reserve		
Opening Balance	177,660.07	215935.58
Surplus of Receipts over Payments - trading	38,275.51	£12,257.02
Closing balance	215,935.58	£228,192.60
Fundraising Reserve		
Opening Balance	4,494.21	5422.96
Surplus of Receipts over Payments - fundraising	928.75	£ 203.68
Closing balance	5,422.96	5,626.64
Total Reserves	£ 221,358.54	£ 233,819.24

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

	Print Name Laura Cox
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	Print Name M. King
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Date of Approval

6/11/21

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Annual Report (April 2020 – March 2021)

Name: Blue Coat Pre-School and Busy Bees

Address: Symn Lane, Wotton under Edge, Gloucestershire, GL12 7BD

Registration number: 1092513

Trustee Details: The following were trustees on the date that this report was approved:

Mark Gilling	Chairperson
Jo Jess	Secretary
Laura Cox	Finance Officer / Treasurer
Suzy Murray-Davey	Management Trustee
Claire Serle	Management Trustee
Anna Yarker	Management Trustee
Jo Stansfield	Management Trustee
Esther Beeby	Management Trustee
Kat Potts	Management Trustee

Delegated roles:

Victoria Starling	Head of Pre School and Busy Bees
Jo Bell	Administrator

Other relevant roles:

Independent examiner	Roger Smith
Bankers	Lloyds, Stroud

Report of the Trustees

The Trustees present their report along with the financial statements for the year ended 31 March 2021.

Committee

At the AGM in 2020, we were overjoyed to elect three new Management Trustees Esther Beeby, Kat Potts & Jo Stansfield. Mark Gilling was re-elected as Chairperson.

Structure, Governance & Management Constitution

The Charity is constituted using the Gloucestershire PATA Constitution, with no further amendments as approved at the AGM in 2020.

Organisational Structure

Meetings are every half term where committee members are kept up to date by the Head of the Unit and Administrator, who attend the meetings in an advisory capacity. Committee members make decisions based on the information received regarding staffing issues, financial matters and taking the Unit forward.

Trustee Appointment

The trustees are appointed at the Annual general meeting held in the autumn term by members who attend the meeting. The committee currently consists of a Chairperson, a Secretary, a Finance Officer, at least 3 elected members and 2 delegated members.

Trustee Induction and Training

New committee members are able to attend a Management Committee training course run by PATA. In addition, the Head of the Unit provides all trustees with an overview of the Early Years Foundation Stage – The Statutory Framework and a summary look at the requirements set out in the Childcare Register.

Management

Day to day decisions are made by the Head of the Unit and the Administrator with input from other members of staff, and regular contact with the Finance Officer and Chair. The management committee makes major financial and staffing decisions that affect the structure of the unit at committee meetings.

Trustees are kept well informed by the Head of the Unit and Administrator as to any potential issues or risks, e.g. cash flow, managing expenditure, legal and administrative changes and staffing.

Objectives

The main objectives for this financial year were:

- To continue careful financial control to ensure stability of the Unit
- Maintain a safe & stable environment for our Children, Staff and parents/carers during COVID
- Maintain and update all policies and procedures
- Maintain a high standard of provision in line with the Bristol Standard and the OFSTED framework
- Continue the successful management of the 30 hours funding
- Re-invest funds into the Unit
- Improvements to the playground/outdoor area

Highlights

The following report outlines the highlights of Blue Coat Pre School and Busy Bees business for the period 1 April 2020 to 31 March 2021.

Staffing changes

There have been some staffing changes to the Unit but they continue to work cohesively.

We continue to support and be supported by 6th form students from Katharine Lady Berkeley School and other local colleges. Their role is to play and care for the Busy Bees children.

Investment in IT

The Unit continues to utilise the computerised booking and invoice system and the staff and trustees use social media to promote the excellent work of the Unit and connect with parents and carers.

Re-investment of funds into the Unit

The Unit continues to purchase indoor and outdoor toys for the Unit and storage in order to ensure that the children are able to benefit from a wide range of equipment.

Other Achievements

- Continued with In the Moment Planning and a more child-led approach to learning in both Busy Bees and Preschool.
- All policies and procedures were updated.
- Improved our relationship with Reception and the school as a whole
- We have streamlined our resources and moved towards loose parts and using natural resources in the children's play
- Staying open through the pandemic and delivering care to all children who needed it.
- Building Relationships with the local community - namely The Keepers
- New Mud Kitchen area - well used by both preschool and Busy Bees

Main achievement is the teamwork of the staff. Everyone has gone over and above their job role in the last year, during these very difficult times.

Attendance

It was a good year for Toggles and Busy Bees during allowed opening sessions, we were constantly at full capacity with restrictions imposed.

Forthcoming Objectives and Highlights

- Further investment into the outside area
- Boost the management trustee and "Friends" membership.
- Introduction of a staff handbook

Chairs report:

Writing this I have been reflecting on the past 12 months and I can honestly say it's been a rollercoaster of a journey; the team have continued to provide a first-class service to the children and this is more than evident in the atmosphere and often noise levels coming from the unit throughout the day. It was fantastic that we were able to reopen Busy Bees during this year and continue to provide support to parents and carers who rely on us for this service. On behalf of all the trustees I would like to thank all of our staff who always go over and above, and especially our Unit manager Vicky, and administrator Jo.

Our numbers continue to remain high with us often being full in both Pre-school & Busy Bees, we continue to recruit new and experienced staff to increase our ability and sometimes to unfortunately replace team members who move on to further their career.

This year we created a sub committee to review our pay & reward policy within Preschool & Busy Bees and they have so far made great progress, the aim is to have a number of proposals in place for 21/22 to enable us to increase our investment into our staff.

We have been lucky enough to be able to support the Wotton Area Mutual Aid (WAMA) with a donation towards their Christmas box appeal, and have also supported Blue Coat Reception classes with a donation of learning and educational items they needed.

As we now move into a hopefully more stable period, it is important that we have a well-rounded and involved group of trustees on board to support the unit across preschool & Busy Bees. so please, if you are on the fence about volunteering, throw caution to the wind and put your hand up later in the session, I promise you won't regret it.

Financial Review – 2020-2021

The attached accounts show the financial position of Blue Coat Pre-School and Busy Bees for the year ended 31st March 2021.

- The principal sources of funding for the Unit are Fees, paid by parents, and Nursery Education Funding (Nursery Grant), paid by the local authority. This is supplemented by Fundraising Income, generated by the Fundraising Team.
- This year has seen a surplus of Trading Income over Expenditure of **£12,257** (2020: £38,276 / 2019: £24,112 / 2018: £24,368), reflecting a good year for the Unit, despite COVID restrictions, but a decrease of £26,019 on the previous year.
- Trading Receipts were **£123,428** (2020: £181,097 / 2019: £165,364 / 2018: £148,340), down by £57,669 on the previous year. The principal factors driving the difference were:
 - o COVID-19 was the primary driver in the reduction of trading receipts for the year. The unit was closed for a number of months at the start of the financial year and then only reopened to Key Workers for the rest of the summer term and for most of the spring term 2021. This had a substantial effect on receipts for both Pre-School and Busy Bees.
 - o Nursery grants were still received during the year, which helped the unit to cover costs, despite closures and restrictions.
 - o Busy Bees receipts, which historically have been a substantial contributor to income for the unit, were around half of the previous year, again due to COVID-19 when the unit could only accept restricted numbers of children due to home schooling for part of the year and Bubbles with restricted numbers when they returned.
- Trading Payments for the period were **£111,171** which is a reduction on the previous year by £31,650 (2020: £142,821 / 2019: £141,252 / 2018: £123,972). The principle driving factors in this were as follows:
 - o Substantial increase in cleaning supplies due to improved cleaning protocols and regularity.
 - o Reduction in food supplies as Busy Bees attendees were asked to bring their own snacks
 - o Reduction in office costs due to unit closure and restricted opening. Reduction in Salaries as the Furlough scheme was used for part of the summer term. However, once Busy Bees was able to open again, staffing levels increased due to the requirement for more members of staff to cover bubbles of children to replicate the school's requirements.
- When considering these figures, it is worth noting that due to the COVID-19 pandemic, and restrictions allowing people on site for the duration of the financial year, spending plans to further improve the unit had to unfortunately be put on hold.

Over and above the day-to-day costs of running the Pre-School and Busy Bees, which include staff costs, training, materials, food and snacks, occupancy of the building, insurances and administration costs, we have also invested in the following over the course of the year:

- o Activities, toys and resources for the Pre-School unit to replace existing resources.
 - o Toys, games and magazine subscriptions for Busy Bees unit.
 - o Online training resources which replaced face to face services prior to COVID-19 and provided further training opportunities for staff.
 - o Donations to the school reception class of resources to assist with the transition between Pre-School and School and to WAMA (Wotton Area Mutual Aid) in an effort to help provide meals and aid to our local families.
- Market Rent is paid quarterly to Blue Coat Primary School for the use of the Pre-School and Busy Bees facilities, but there is no formal agreement in place with the school.
- No reserves are held at present other than those passed from one financial year to the next due to cash flow. It remains the intention of the Trustees to continue to monitor costs and reserves carefully to ensure that no potential cash flow issues arise during the financial year, and to ensure that sufficient reserves are available to cover potential liabilities as they arise. This is particularly important during 2020/ 2021 as due to COVID-19 restrictions we were forced to close the unit for a period. The Trustees are aware that the preschool does now hold a substantial amount on capital account, which will help us to continue through the Coronavirus outbreak and we will be actively reviewing possibilities for reinvestment in the Unit during 2021/22 and thereafter when the opportunities allow.

Fundraising

- Fundraising accounts saw a net increase in reserves of **£204** (2020: £929 / 2019: £1,418 / 2018: (-£383,19)) during the period.
- **£551** was raised by the Parent Fundraising Group during the period. Although due to COVID-19 we were very limited in ways that we could raise money for the unit, fantastic efforts were made by the fundraising team to find new and inventive ways to support the unit which included fancy dress running challenges, a Christmas Bake Off, uniform sales, Christmas card sales and the sale of used clothing through Ebay.
- A massive thank you for the ongoing commitment to fundraising goes to Claire Serle and Jo Jess during increasingly difficult times for fundraising. We are in awe of the ingenious ways that have been found to keep things ticking along. The money that is raised goes a long way to helping the unit to provide a caring, enjoyable and educational setting for all of our children and we are very grateful for all the hard work and planning that goes into all events.