



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

Charity Name

BLUE COAT PRE-SCHOOL AND BUSY BEES

On accounts for the year
ended

31ST MARCH 2022

Charity no
(if any)

1092513

Set out on pages

1 - 13

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

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

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:

R Smith

Date:

3 October 2022

Name:

ROGER ANTHONY FREDERICK SMITH

Relevant professional
qualification(s) or body

(if any):

Address:

12 THREE SPRINGS ROAD
PERSHORE
WORCS WR10 1TH

Section B

Disclosure



Only complete if the examiner needs to highlight material 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
BALANCE SHEET AS AT 31 MARCH 2022**

	2022 £	2021 £
Cash at Bank-trading	165,523	228,193
Cash at Bank - minimum reserves	58,544	
Cash at Bank-fundraising	6,179	5,627
Total	230,246	233,819
	2022 £	2021 £
General Reserve		
Opening Balance	228,193	215,936
(Deficit)/Surplus of Receipts and Payments	4,125	12,257
Closing balance	224,067	228,193
	2022 £	2021 £
Fundraising Reserve		
Opening Balance	5,627	5,423
Surplus of Receipts over Payments - fundraising	552	204
Closing balance	6,179	5,627
Accumulated Funds	230,246	233,819

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

	Print Name JOANNA STANSFIELD
	Print Name JOANNA STANSFIELD
Date of Approval 28/09/2022	

**BLUE COAT PRE-SCHOOL & BUSY BEES
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

Receipts

	2022 £	2021 £
Fees - Pre School	31,716	8,520
Fees - Busy Bees	62,225	31,454
Nursery Grant (Pre-School)	74,582	75,722
Other Grants	2,937	6,783
Bank Interest (net)	23	47
Miscellaneous	-	903

Less Payments Made
(Deficit)/Surplus for Year

171,483	123,428
175,608	111,171
-	4,125
	12,257

Fundraising Receipts
Less Payments Made
Surplus for Year

1,056	551
504	348
552	204

**BLUE COAT PRE-SCHOOL & BUSY BEES
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

Payments	2022	2021
	£	£
Salaries	126,371	95,477
Materials	2,141	1,843
Occupancy	4,661	4,334
Food/Snacks	580	-
Payroll Services	792	792
Office Costs	2,942	950
PATA Membership & Insurance	1,249	1,117
Other fees (Ofsted & Data Prot)	85	85
Staff Training	1,715	952
Miscellaneous	4,626	3,532
Spending from Grants	960	-
Technology Lease	-	-
Advertising/Marketing	352	-
First Steps System	1,512	1,512
DBS checks	759	576
Investment in Unit	26,865	-
Total Payments	175,608	111,171

BLUE COAT PRE-SCHOOL & BUSY BEES

FIVE YEAR SUMMARY

Receipts and Payments

	2022	2021	2020	2019	2018
	£	£	£	£	£
Receipts	93,941	39,974	93,386	110,387	79,911
Fees	74,582	75,722	83,700	53,346	59,811
Nursery Grant	2,960	7,733	4,011	1,632	8,618
Others	171,483	123,429	181,097	165,365	148,340

Payments

Salaries	126,371	95,477	117,386	116,412	106,324
Investment in Unit	26,865	-	-	-	-
Materials	2,141	1,843	1,962	1,755	1,656
Occupancy	4,661	4,334	4,334	4,334	4,066
Others	15,571	9,517	19,139	18,752	11,926
	175,608	111,171	142,821	141,252	123,973

Surplus

	-	4,125	12,258	38,276	24,113	24,368
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Fundraising

Receipts	1,056	551	2,193	3324.37	3542.58
Payments	504	348	1,265	1,906	3,926
Surplus	552	203	928	1,418	383

Balance Sheet

Cash at Bank - trading	165,523	228,193	215,936	177,660	153,548
Cash at bank - minimum reserves	58,544				
Cash at bank - fundraising	6,179	5,627	5,423	4,494	2,899
Accumulated Funds	230,246	233,820	221,359	182,154	156,447

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Annual Report for year ending 31 March 2022

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
Jo Stansfield	Finance Officer / Treasurer
Anna Yarker	Management Trustee
Jo Stansfield	Management Trustee
Esther Beeby	Management Trustee
Kat Potts	Management Trustee
Gemma Lawson	Management Trustee
Hannah Broklesby	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 2022.

Committee

At the AGM in 2021, we were overjoyed to elect two new Management Trustees Gemma Lawson & Hannah Broklesby. Mark Gilling was re-elected as Chairperson, Jo Jess as Secretary and Jo Stansfield took on the role of Finance Officer/Treasurer.

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 post COVID
- Maintain and update all policies and procedures with support of newly appointed HR consultant
- 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 fencing

Highlights

The following report outlines the highlights of Blue Coat Pre School and Busy Bees business for the period 1 April 2021 to 31 March 2022.

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 Sand Pit - well used by both preschool and Busy Bees

- New Garden planters – again well used by both preschool and Busy Bees – the vegetables are coming along
- A shining report from our County Early Years Advisor

Once again, our main achievement is the teamwork of the staff. Everyone continues to go over and above their job role in the last year, during these very difficult times. New staff have been welcomed and help us improve our practice day to day

Attendance

It was a good year for Toggles and Busy Bees. We are running at near capacity in preschool – even with the new staff – with a large number of 2-year-olds attending. Busy Bees remains busy, both morning and evening

Forthcoming Objectives and Highlights

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

Chairs report:

With 4 years as a Trustee, 3 of those as chair. I am still blown away by the level of enthusiasm, caring, skill and passion all of our staff show on a daily basis. There was evidence of this in abundance at the recent open day as staff came in on their day off to decorate the unit ready to welcome kids, parents and carers some of whom had not even passed the gate before. It was a fantastic day and we were so glad we could invite you all in to view the unit. The team continue 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. 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.

Last year we invested a significant amount of money into the unit, Updates to the outdoor area, New all in one suits for children, new tables, new blinds and others. In addition, we were also able to set up a fund that allows us to provide preschool and Busy Bees care for children whose parents/carers are experiencing financial difficulties or perhaps for safeguarding reasons. We are continuing to look at ways that we can reinvest funds into the unit and to support our children, parents and carers, next year we are looking to improve the fence around the unit and subsidise a preschool trip to the Wild Place.

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.

Last year we created a sub committee to review our pay & reward policy within Preschool & Busy Bees and we were able to successfully launch a number of changes to our pay and reward policy which will we hope will be seen as further evidence of our commitment as Trustees to the wellbeing of our employees.

As always, 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 – 2021-2022

At our last AGM, Laura Templeton-Cox stood down from her role as treasurer of the trustees after 7 dedicated years in the role. We are hugely grateful for her commitment, insight and support over this time. So, it is very large shoes that I am stepping into as I take up the role as her replacement! So here goes my first treasurer's report...

The attached accounts show the financial position of Blue Coat Pre-School and Busy Bees for the year ended 31st March 2022.

- 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 deficit of Trading Receipts over Payments of **£4,125** (2021: surplus of £12,257/ 2020: surplus of £38,276 / 2019: surplus of £24,112), this is despite planned investment of over £26,000 in the unit and therefore reflects a good year for the Unit, despite continued COVID challenges.
- Trading Receipts were **£171,483** (2021: £123,428 / 2020: £181,097 / 2019: £165,364), up by £48,054 on the previous year. The principal factors driving the difference were:
 - The primary driver for the increase in trading receipts was the unit being able to stay open throughout the year, after having been closed for a number of months last year as a result of COVID-19. As a result both pre-school and busy bees fees were up substantially on last year, returning to 2020 levels.
- Trading Payments for the period were **£175,608** which is an increase on the previous year by £64,437 (2021: £111,171 / 2020: £142,821 / 2019: £141,252). The principal driving factors in this were as follows:
 - The principal driver was an increase in salary costs due to being able to remain open, after last year when we closed for a number of months (and therefore staff salaries were materially covered by furlough payments from the government).
 - In addition, bubbles remained in place for much of the year, requiring increased staffing ratios for busy bees and therefore increasing salary costs.
 - Significant and intentional investment in the unit (more details below)
 - Increase in other costs that were temporarily reduced last year due to COVID-19 closures, e.g. Food, office costs, staff training and marketing.

- The easing of COVID-19 restrictions has allowed us to progress our objective of investing to improve the unit for our children. 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 therefore also invested **£26,865** in the unit over the course of the year (this is the first year we have separately identified investment in the unit in the accounts so we don't have previous year comparatives), with notable investments as follows:
 - Over £17,000 on significant developments made to the garden including our wonderful new play beach, raised beds for the kids to try out their green fingers, a new mud kitchen and new improved garden storage, some solar lighting for dark evenings and an outside tap.
 - £2,700 on new tables throughout the unit
 - £1,900 on all-in-one waterproofs for our pre-schoolers – having had the pleasure of seeing the Toggles returning from a forest play session wearing them, I can confirm they are being well used (and serving a valuable purpose!)
 - £1,800 on an HR support package allowing us to update the employment contracts of our team.
 - £800 on new blinds in the Buttons to improve security.
- As mentioned in the Chair's report we have introduced a new policy on providing support for families in difficulty. Under this policy we have provided **498** free pre-school hours to a value of **£2,021**.
- Rent is paid quarterly to Blue Coat Primary School for the use of the Pre-School and Busy Bees facilities. There is no formal agreement in place with the school but we have a good informal relationship with the school and rent payable to the school is agreed annually.
- As mentioned in the Chair's report, we have this year implemented a new pay structure for our valuable team. Our objective was to reflect the changes to the national living wage whilst ensuring we differentiate between different levels of experience and responsibility and to give the team visibility of opportunities for progression with the Unit.

Reserves Policy

- In line with guidance from the Charity Commission and our independent examiner, in March we formalised and approved our reserves policy. It's important we hold reserves so we can keep going during period of lower income or temporary closure (due to a global pandemic, for example!), carry out necessary repairs to or replacement of equipment and the buildings, and meet redundancy costs.
- Under our reserves policy the Unit aims to maintain reserves consisting of:
 - Reserves to meet possible redundancy liabilities
 - General contingency reserves equal to three months total expenditure
- A full review of reserves is carried out annually. Based on the most recent review, our target reserves are **£58,544**. As at 31 March 2022 our total reserves were **£230,246**, therefore our surplus reserves in excess of the target reserve were **£171,702**. As a result, we expect to be able to continue investing in the Unit with the aim of reducing the level of reserves towards our target level.

- Our reserves are currently held entirely in cash bank accounts. Whilst our reserves are significantly above our target level, we have received advice from our independent examiner to consider other investment solutions for some of our excess funds. Because of the current low interest rates, the Trustees have decided to keep our surplus reserves in cash in the short term but will keep this under consideration. We would likely need to take independent financial advice to progress this.

Fundraising

- Fundraising accounts saw a net increase in reserves of **£552** (2021: £204 / 2020: £929 / 2019: £1,418) during the period.
- **£1,056** was raised by the Parent Fundraising Group during the period. The easing of COVID-19 restrictions has meant that many of our regular fundraising events have been able to return, including our ever popular jam jar tombola at the Christmas Under The Edge street event. We've also been able to provide pre-school parents with the opportunity to buy photos of and Christmas cards designed by their children, which both raise income for the unit. In addition, we have raised additional income through car boot sales and Ebay clothes sales.
- At our last AGM, Claire Serle stood down from the trustees. During her time as a Trustee, Claire has been the driving force behind our fundraising, working tirelessly in ever more ingenious ways to raise both funds and, equally important, awareness of and profile for the Unit and providing events and services for the children and parents of the Unit but also the wider community. We say a huge thank you to Claire for her unending commitment to the Unit over her time on the Trustees.
- As discussed earlier in this report, our finances are in a strong position and therefore it has been agreed that we will take a step back from active fundraising in the short term. However, we know that many of the fundraising events we run or take part in give benefits to our Unit, our children and their families and the wider community. For example, raising awareness of the Unit, giving children the opportunity to share their artwork with friends and family in the form of Christmas cards and the smiles our jam jar tombola at the Christmas Under the Edge bring to the children of Wotton. Therefore, we will continue to take part in events that bring these wider benefits.