

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Index for Year Ended 31 March 2023

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As Joint Secretary (Appointed 17th October 2019)

As Sandfield Finance Officer / Treasurer (Appointed 18th November 2020)

Ex Libris Society Management Trustee (Appointed 18th November 2020)

Compton Finance Management Trustee (Appointed 18th November 2020)

Kat Fells Management Trustee (Appointed 18th November 2020)

Anna Taylor Management Trustee (Appointed 18th November 2020)

Delegated roles:

Victoria Stirling Head of Pre-School and Busy Bees

As Bell Administrator

Other relevant people:

Independent examiner: Roger Smith

Burgess: Rachel Stroud

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

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	(Appointed 17th October 2018)
Jo Jess	Secretary	(Appointed 17 th October 2018)
Jo Stansfield	Finance Officer / Treasurer	(Appointed 18 th November 2020)
Esther Beeby	Management Trustee	(Appointed 18 th November 2020)
Gemma Lawson	Management Trustee	(Appointed 24 th November 2021)
Kat Potts	Management Trustee	(Appointed 18 th November 2020)
Anna Yarker	Management Trustee	(Appointed 16 th October 2019)

Delegated roles:

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

Other relevant roles:

Independent examiner	Roger Smith
Bankers	Lloyds, Stroud

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

Report of the Trustees

The Trustees present their report along, with the financial statements for the year ended 31 March 2023.

Committee

No new Trustees were elected at the AGM in 2022. Mark Gilling was re-elected as Chairperson, Jo Jess as Secretary and Jo Stansfield as 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. All Trustees have undertaken a Level 2 Safeguarding training course.

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., safeguarding concerns, cash flow, managing expenditure, legal and administrative changes and staffing.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

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
- Review and update all staff employment contracts 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 surface and fencing
- A smooth transition to Famly, the admin platform for early educators
- Maintain our strong relationship with the school

Highlights

The following report outlines the highlights of Blue Coat Pre School and Busy Bees business for the year ending 31 March 2023.

Staffing changes

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

Whilst we continue to support and be supported by 6th form students from Katharine Lady Berkeley School and other local colleges, whose role is to play with and care for the Busy Bees children, we have aimed to have a higher ratio of qualified staff to students in Busy Bees this year to enable more planned activities to be undertaken with the children.

Investment in IT

This financial year, the Unit moved to using Famly, an online admin system for early educators. We are utilising Famly for checking children in and out of the unit and for invoices. This has resulted in improved efficiencies and, we believe, benefits for parents/carers. 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 invest to improve the indoor and outdoor space for our children, as well as the purchase of new indoor and outdoor toys for the Unit to ensure that the children are able to benefit from a wide range of equipment in a safe and comfortable environment.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

her Achievements

- Continued with In the Moment Planning and a more child-led approach to learning in both Busy Bees and Preschool.
- Achieved Millie's Mark accreditation, for excellence paediatric first aid.
- We provided first aid courses to our Busy Bees students and parents/carers.
- Continued building relationships with the local community - in particular The Keepers.
- Supported our Toggles children to give them a positive transition into full time education.
- Held a successful open day to show existing and new parents/carers our wonderful setting.
- Reviewed and updated the employment contracts for all staff to ensure they remain fair and clear.

Once again, our main achievement is the teamwork of the staff. Everyone continued 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

- Continue to support children and families in need with the provision of subsidised childcare
- Restructure the toilets in the Buttons room
- Find a space solution for staff lunches and planning work

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

Chair's report:

I am now in my 5th year as a Trustee, with 4 of those as chair. It is a testament to the management of the unit and the staff who show their commitment, enthusiasm, care and passion on a daily basis that makes the whole unit so popular, lively and such a great place for our children to be.

The team continue to provide a first-class service to the children, and this is more than evident in the atmosphere and noise levels coming from the unit throughout the day. On behalf of all the trustees I would like to thank all our staff who always go over and above, and especially our Unit Manager Vicky, and Administrator Jo.

This year we continued to invest into the unit, updates to the outdoor area with a new soft flooring being laid, new play equipment for indoors and out and we have started to investigate how we can make the space work better for our staff and children by reorganising the outdoor buildings in collaboration with the School Governors— more to come this year! We are continuing to support our 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 always looking at ways that we can reinvest funds into the unit and to support our children, parents and carers, we are currently investigating how we can improve the fence around the unit and are subsidising a preschool trip to Cattle Country for our Preschoolers. We are spending funds on the property used by pre-school and busy bees, but not owned by us, therefore also benefitting the wider school community.

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.

We are continuing to review our pay & reward policy within Preschool & Busy Bees and have made amendments to our pay and reward this year which will, we hope, 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.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

Financial Review

The attached accounts show the financial position of Blue Coat Pre-School and Busy Bees for the year ending 31st March 2023.

- 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.
- This year has seen a deficit of Trading Receipts over Payments of **£3,695** (2022: deficit of **£4,125**), this is despite planned investment of over **£14,000** in the unit and therefore reflects a good year for the Unit.
- Trading Receipts were **£242,091** (2022: **£171,483**), up by **£70,609** on the previous year. The principal factors driving the difference were:
 - The primary driver for the increase in trading receipts was having more children using the unit, both in pre-school and busy bees.
- Trading Payments for the period were **£245,786** (2022: **£175,608**), an increase on the previous year by **£70,178**. The principal driving factors in this were as follows:
 - The principal driver was an increase in salary costs. The main reason for this is higher staffing levels to support the higher numbers of children using the unit. However, in addition our hourly rates have increased in line with increases to the national living wage and we have reduced our use of secondary school students to staff Busy Bees.
 - Increase in other costs due to high inflation, e.g. food, materials and occupancy
 - These increases are partially offset by our investment in the unit (more details below) being **£12,000** lower than last year.
- We have continued to progress our goal 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, occupancy of the building, insurances and administration costs), we have invested **£14,728** (2022: **£26,865**) in the unit over the course of the year, a decrease on the previous year of **£12,137**. Notable investments include:
 - **£9,500** to resurface the playground
 - **£800** on Dyson fans to help keep our staff and children cool in the extremely hot weather we experienced last July, and warm in the winter
 - **£800** on two new iPads to support the move to our new admin system, Family, allowing staff check children in and out of the unit electronically.
 - **£400** on outdoor lighting for the unit allowing busy bees children to play outside all year round.
 - **£200** for books on inclusion and diversity
- We are proud to have been able to continue supporting families in difficulty through providing free regular or emergency childcare in the Unit. Under this policy we have provided over 1,500 free pre-school and busy bees hours to a value of over **£6,000**.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Trustees Report for Year Ended 31 March 2023

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. There was an 8% increase to this occupancy cost this year, driven by increases to energy costs faced by the school.

Reserves Policy

- In line with guidance from the Charity Commission and our independent examiner, we have a reserves policy, which we review annually. 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 hold 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 **£85,771.84** (2022: £58,544). As of 31 March 2023, our total reserves were **£227,153**, (2022: £230,246) therefore our extra reserves on top of this target reserve were **£141,381** (2022: £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.

Fundraising

- Fundraising accounts saw a net increase in reserves of **£602** (2022: £552 / 2021: £204 / 2020: £929) during the period.
- **£2,212** was raised through fundraising during the period via several events and sources including our ever-popular jam jar tombola at the Christmas Under The Edge street event, commission we earn when families buy pre-school photos and Christmas cards, and at the Wotton institution that is Town Hall Teas. Thank you to all our staff and families for supporting these events and sales by baking cakes, helping serve teas and of course buying what we've been selling!
- We are trying to get better at buying specific items for the Unit from our fundraising so our families can see the benefits our children are getting from their support of our fundraising. Considering that, we have used some of the funds we raised this year to buy an amazing music frame for the kids to enjoy.
- As discussed earlier in this report, our finances are in a strong position and therefore the trustees agreed to donate half of the money we raised at Town Hall Teas to charities close to our hearts. As a result, small donations have been made to the wonderful community centre in Wotton, The Keepers, and, in recognition of their support for one of our pre-school children, the Junior Diabetes charity, JDRF.

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Reserves Policy for Year Ended 31 March 2023

at Pre-School & Busy Bees Unit aims to maintain reserves consisting of:

- Reserves to meet redundancy liabilities
- General contingency reserves equal to three months total expenditure, excluding maintenance and depreciation

Actual level of reserves will be monitored and compared with the target level no less than once a year.

Blue Coat Pre-School and Busy Bees has no restricted funds, so all cash balances will be considered part of reserves.

In the event of the reserves falling significantly below the target level, the Unit will aim to restore the reserves as soon as possible by increasing earned income, fundraising or reducing expenditure.

If reserves are significantly above the target level, the Unit will consider appropriate plans to eliminate the excess to further the aims of the Unit. However, the Unit will not take any steps that might call into question the ability of the Unit to continue as a financially viable operation in the long term.

at Pre-School Unit and Busy Bees

Independent Examiner's Report to the Trustees
accounts for the year ended 31 March 2023
on pages 10 to 13

Report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2023.

Responsibilities and basis of report

The charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. This report is in respect of my examination of the 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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 reach a proper understanding of the accounts to be reached.

Signed



21 July 2023

R A F Smith FCA
Institute of Chartered Accountants in England and Wales

12 Three Springs Road
Pershore Worcestershire WR10 1HH

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Receipts and Payments Account for Year Ended 31 March 2023

Receipts

	2023 £	2022 £
Fees - Pre School	46,575	31,716
Fees - Busy Bees	71,280	62,225
Nursery Grant (Pre-School)	115,578	74,582
Other Grants	7,346	2,937
Bank Interest (net)	69	23
Miscellaneous	1,244	-
	242,091	171,483
	245,786	175,608
	-3,695	-4,125
Less Payments Made		
Deficit for Year	2,212	1,056
Fundraising Receipts	1,610	504
Less Payments Made	602	552
Surplus for Year		

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Receipts and Payments Account for Year Ended 31 March 2023

	2023 £	2022 £
Payments		
Salaries	198,444	126,371
Materials	4,211	2,141
Occupancy	5,025	4,661
Food/Snacks	2,969	580
Payroll Services	792	792
Office Costs	3,458	2,942
PATA Membership & Insurance	1,392	1,249
Other fees (Ofsted & Data Prot)	85	85
Staff Training	1,974	1,715
Miscellaneous	8,236	4,626
Spending from Grants	880	960
Advertising/Marketing	-	352
FAMILY/First Steps	3,280	1,512
DBS checks	312	759
Investment in Unit	14,728	26,865
Total Payments	245,786	175,608

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES


Balance Sheet as at 31 March 2023

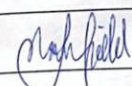
	2023	2022
	£	£
Cash at Bank-trading	134,600	165,523
Cash at Bank-Minimum Reserves	85,772	58,544
Cash at bank -fundraising	6,781	6,179
Total	227,153	230,246

	2023	2022
	£	£
General Reserve		
Opening Balance	224,067	228,193
Deficit of Receipts over Payments- trading	-3,695	-4,125
Closing balance	220,372	224,067

	2023	2022
	£	£
Fundraising Reserve		
Opening Balance	6,179	5,627
Surplus of Receipts over Payments - fundraising	602	552
Closing balance	6,781	6,179
Total Reserves	227,153	230,246

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

	Print Name MS KING
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	Print Name JOANNA STANSFIELD
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Date of Approval	21 July 2023
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BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Five Year Summary for Year Ended 31 March 2023

	2023 £	2022 £	2021 £	2020 £	2019 £
Receipts and Payments					
<i>Receipts</i>					
Fees	117,855	93,941	39,974	93,386	110,387
Nursery Grant	115,578	74,582	75,722	83,700	53,346
Others	8,658	2,960	7,733	4,011	1,632
	242,091	171,483	123,429	181,097	165,365
<i>Payments</i>					
Salaries	198,444	126,371	95,477	117,386	116,412
Investment in Unit	14,728	26,865	-	-	1,755
Materials	4,211	2,141	1,843	1,962	4,334
Occupancy	5,025	4,661	4,334	4,334	18,752
Others	23,378	15,570	9,517	19,139	141,252
	245,786	175,608	111,171	142,821	141,252
	-3,695	-4,125	12,258	38,276	24,113
Deficit/Surplus					
Fundraising	2,212	1,056	551	2,193	3324.37
Receipts	1,610	504	348	1,265	1,906
Payments	602	552	203	928	1,418
Balance Sheet					
Cash at Bank - trading	134,600	165,523	228,193	215,936	177,660
Cash at Bank - Minimum Reserves	85,772	58,544	5,627	5,423	4,494
Cash at bank - fundraising	6,781	6,179	233,820	221,359	182,154
	227,153	230,246			

BLUE COAT PRE-SCHOOL UNIT AND BUSY BEES

Funded Places for Year Ended 31 March 2023

In line with the MT Committee's new policy on supporting families in need, funded pre-school and busy bees sessions may be offered to children in certain circumstances. These are free sessions they do not show in the receipts or payments, however this worksheet tracks the free pre-school hours offered.

				Total Fees		Total Hours	
				Subsidised		Subsidised	
		Hrs/W		Wks		Fees	