



Trustees' Annual Report for the period

	Period start date	Period end date
From	01 09 2021	To 31 08 2022

Section A Reference and administration details

Charity name	Bizzy Bees Pre-School CIO
Other names charity is known by	Bizzy Bees Wootton
Registered charity number (if any)	1172751
Charity's principal address	The Memorial Hall Bedford Road Wootton, Bedfordshire Postcode MK43 9JB

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	Nicola O'Halloran	Chair		
2	Claire Buchanan	Manager	Appointed 09.09.2021	
3	Elizabeth Blunt	Treasurer	Appointed 10.03.2022 Treasurer 24.06.2022	
4	Lynda McKeegan	Secretary	Appointed 16.03.2022	
5	Sarah Clifton		Resigned 15.11.2021	
6	Samantha Woods	Secretary	Resigned 17.09.2021	
7	Kayleigh Vernon	Treasurer	Resigned 24.06.2022	

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

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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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)	Incorporated charity
Trustee selection methods (eg. appointed by, elected by)	Elected by members

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.

Bizzy Bees Pre-School CIO is a registered childcare provider with OFSTED who is the independent governing body for the standards within childcare. Bizzy Bees is a member of the Pre-School Learning Alliance, with close links to Bedford Borough Council. We take governance advice from the Early Years and Childcare Officer, part of the Local Authorities Children's and Adult's Services Department. We take advice from the Department of Education and follow the EYFS Statutory framework.

There are two types of membership for Bizzy Bees: family memberships for the parents or guardians of all children who attend Bizzy Bees Pre-School CIO and Affiliate Membership for individual, organisations or other bodies interested in supporting the aim of Bizzy Bees Pre-School CIO.

Bizzy Bees is a committee run Pre-School with an employed manager, deputy, administrator, lead practitioner and practitioners of staff. The committee members are all volunteers whilst the manager, deputy, lead practitioner, administrator and practitioners are all paid employees. Pay is agreed by the committee and is based on role responsibility, a practitioners qualified level, minimum wage. The day to day running of the Pre-School is performed by the manager, educational needs, administrative and leadership. Recruitment is jointly overseen by management team and committee. Policies within the charity are determined by the committee.

Committee members are voted by the members at the Annual General Meeting although can join at any time if trustees are in agreement. We do not ask committee members to have any prior experience just the willingness to want to help support our charity. We offer free training through EduCare Early Years Alliance to support new trustees. All committee members are subjected to our safer recruiting policy and include statutory Ofsted requirements such as DBS obtainment and safeguarding training.

The minimum number of committee members is 3 and maximum is 12, together with up to a further 3 co-opted members.

Committee are responsible for overseeing risks faced by the Pre-School. The three main risks are:-

- Reputation: to ensure the success of Bizzy Bees. Risk is managed



- through safeguarding policies; safer recruitment policies and procedures and wellbeing policies for both staff and children.
- **Finances:** To ensure Bizzy Bees remains financially viable to remain open. Risks are low intake of children, managing cash flow, managing spending, ensure reserve funds are adequate and relevant. Committee meet once a month and always discuss finances to ensure the above risk factors are assessed and resolutions can be made quickly should a risk arise.
 - **Education:** To ensure Bizzy Bees delivers the EYFS 2021 statutory framework. Regular reviews, training and development discussions can help to ensure the framework is being implemented within the setting alongside updating policies and learning objectives.

Through risk management by the committee for Bizzy Bees the committee are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised not all risks can be predicted or protected against, but the committee feel all reasonable risks have been adequately managed.

Section C Objectives and activities

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

Bizzy Bees is an inclusive Pre-School providing childcare for children aged 2-4 years old. Bizzy Bees works for the public benefit, having as its key objectives the development and education of local children by:

- Promoting their care and safety.
- Promoting their education and parental involvement.
- Promoting their health and wellbeing.
- Providing services to support them and their families and carers.

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)

The main objective of the Bizzy Bees Pre-School CIO is to provide high quality childcare to residents of Wootton and surrounding villages, supporting children and parents/carers in their child's development. Providing free flow childcare and accepting all forms of government funded pay such as 2 years funded and 15 hours for ages 3-4-year-olds to enable parents access to local childcare. Bizzy Bees is an inclusive setting and as such we accommodate a range of needs within the setting ensuring we are supporting all families within our community. We are proud to have supported the refugee campaign and have taken an active role in supporting refugee families. We take an active role in supporting low-income families by offering cultural capital experiences, we are authorised signatories of the food bank and LOFTS offering food vouchers to our families. Our Pre-School welcomes children from all backgrounds. Our fees are set at a level to ensure the financial viability of the charity and consistent with offering high quality childcare supporting the early years development.

We keep in regular contact with parents / carers via Tapestry our online learning journal and regular parents' evenings. Our management team also have an open-door policy which is freely advertised.

Our objectives are to continue to support the community and families and to deliver a safe, nurturing and educational environment for children aged 2-4 years. Our long-term objectives are to have our own single use



building where we can move away from being a pack away setting, increase our intake and support more families.

Bizzy Bees Pre-School CIO is a community setting which is actively involved in community events, such as taking part in fundraising opportunities with Wootton Lower School, being part of the Parish Council's remembrance parade. We get involved with Wootton Fun Fest and other community events throughout the year. We actively encourage parents/carers, our children and members of our community in the running of our Pre-School and/or our fundraising activities.

Bizzy Bees is an equal opportunity charity and are committed to a working environment free from any form of discrimination.

Bizzy Bees is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Additional details of objectives and activities (Optional information)

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

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

The charity is heavily reliant on the help of volunteers and fundraising efforts. The Committee is formed of amazing volunteers not only to assist in fundraising but also to support the Pre-School staff in their day-to-day duties. In any of these scenarios, their efforts are greatly appreciated.

We have won a £2000 grant from the Harper Trust Bedford this year to invest in our Sensory Garden. The money will be invested in the Spring of 2023 when the weather is warmer to benefit all of the children who attend Bizzy Bees.

Our object through further fundraising is to invest in some climbing equipment for the children to explore but we aren't quite there yet!

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Bizzy Bees Pre-School CIO has provided service to around 52 families this academic year.

Again, a new committee formed this year as other committee members moved on due to work commitments and some of their children left the setting. Our committee Chair remains in position.

A new management team was also founded this year with the resignation of the former manager. Claire Buchanan took the position of manager and Sarah Meadows took the position of deputy.

The new EYFS Statutory Framework came into force in September 2021 which the charity have focused on.

The staff and committee worked very hard this year to hold various fundraising events such as our first ever 'movie night' where the children got to return dressed in their PJs for snacks and a movie. We had fantastic Halloween & Christmas parties for the children as fundraising events. Bizzy Bees organised an Easter, Summer and Christmas raffle with some fantastic prizes donated from local businesses. Bizzy Bees attended Wootton Fun Fest with a stall to raise money.



Section D

Achievements and performance

Bizzy Bees 50th anniversary was celebrated this year with a jumble sale. We had an abundance of donations and support. All staff and committee donated their time voluntarily to support the Pre-School.

Bizzy Bees had it's first 'leavers school trip' this year. The children who were leaving to start school had the opportunity to go to a farm for the day followed by a graduation ceremony.

The staff of Bizzy Bees supported the transition of 27 children leaving to start primary school and began the process of welcoming new families ready to start in September 2022.

Bizzy Bees took on an apprentice for the first time in January 2021 to support the training process of new qualified practitioners within the local community. It has been a successful partnership with the apprentice and Bedford College who are leading the course. An unqualified member of staff achieved their Level 2 and is now studying towards their Level 3. As a Pre-School and a charity, we support the growth and carer progression of all staff members offering opportunities for growth within the childcare profession.

The management team has joined a local hub with the local primary school and other Pre-Schools in the village to raise educational standards and to ensure everyone in the community is benefitting from the collaborating in ensuring children are at a similar level when joining primary school.

Our deputy manager is a local Mental Health First Aider and offers wellbeing support to everyone at the charity and the wider community.

Section E

Financial review

Brief statement of the charity's policy on reserves

Bizzy Bees Pre-School CIO has a sufficient Reserves Policy that is reviewed regularly and to ensure remains adequate (to cover such things as redundancies or closure, relocation costs, unforeseeable repairs). This is also in place to provide an opportunity to reserve money for future projects like a new building for Bizzy Bees. The money will also ensure our charity is able to operate during periods of lower income.

As of 31st August 2022, Bizzy Bees holds £25020.01 in the reserve account, with a £5 bank charge coming out monthly. Our Reserve Policy states that we should hold between £20-25k, so we are at our target balance.

Details of any funds materially in deficit

N/A



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.

The charity's principal source of income comes from funded childcare hours from the local government as follows:-
2 years funded – up to 15 hours a week – for qualifying parents
3-4 year funded – up to 15 hours a week – for all children over the age of 3.
3-4-year funding – an additional 15 hours per week (referred to as 30 hours funding) – for qualifying parents.
This is supplemented by fee paying hours invoiced directly to the parents. This will continue to be the charity's main source of income.

Bizzy Bees total income from funded hours amounted to £131,482.24.
Bizzy Bees total income from fee invoicing amounted to £32,979.04.

Bizzy Bees through various events fund raised a total of £2041.84. An objective would be to fundraise more next year and use the funds to invest in resources for the children such as climbing frames, replacing worn equipment, build our sensory area, develop our home corner and sand garden.

There has been no investments made this year.

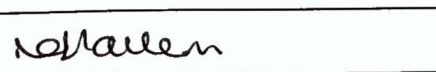
Section F Other optional information

As a charity, the families of the children at Bizzy Bees are assured that all income of the charity will be put straight back into the charity, ensuring excellent childcare is provided and the advancement of education is met through our ethos of child led play in a free flow setting.

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)	Nicola O'Halloran	
Position (eg Secretary, Chair, etc)	Chair	
Date	19/04/23	

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2022

INCOME	£	£	EXPENDITURE	£	£
Fees & Grants			Staff		
Fees	32,979.04		Wages	143,634.59	
Nursery Education Grant	131,482.24		Training	1,555.80	
Grants		164,461.28	Staff Uniform	974.87	
Staff Reimbursements			Staff Recruitment	144.87	
Training Re-imbursement			Debarment Disclosure	-	
Staff Uniform	243.83	243.83	Other	617.44	146,927.57
Fundraising			Premises		
Children Uniform			Rent	5,501.00	
General Fundraising	2,041.84		Equipment /Repair	1,950.53	7,451.53
Donations	26.03	2,067.87	Equipment & Materials		
Other			Equipment	2,284.57	
Interest			Materials	-	2,284.57
Miscellaneous	615.15	615.15	Consumables		
			Food / Drink	2,537.43	2,537.43
			Administration		
			General	685.50	
			Payroll admin costs	785.84	
			B.T./Internet	5,516.26	
			Auditor fees	600.00	
			Insurance	732.56	
			Parent reimbursements	113.75	
			Subs/Ofstead	737.17	
			Miscellaneous	1,415.71	10,586.79
			Fundraising		
			Cost incurred in fund raising	626.06	
			Cost of Uniform	321.65	
			Cost of Items Purchased	412.12	1,359.83
			Surplus / (Deficit) Year to Date		(3,759.59)
Total		<u>167,388.13</u>	Total		<u>167,388.13</u>
Reconciliation of movement in funds					
Opening funds as at 1 Sep 2021	60,946.19				
Surplus / (Deficit)	<u>(3,759.59)</u>				
Closing Funds as at 31 Aug 2022	<u>57,186.60</u>				
Held as					
Petty Cash	-				
Bank	32,166.59				
Reserves	<u>25,020.01</u>				
TOTAL	<u>57,186.60</u>				

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2022

RESPONSIBILITIES OF THE TRUSTEES

As a trustee of the charity I understand that the trustees are responsible for keeping proper accounting records as well as the detection of fraud and misstatement.

The trustees are also responsible for ensuring the Annual Report is in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Any relevant matters (none) that would effect the outcome of the review or financials have been raised with the External Reviewer.


Nicola O'Halloran (Chair of PreSchool Board of Trustees)

07/12/22
Date:


INDEPENDENT EXAMINATION

I report in respect of my examination of the enclosed financials, carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

In connection with our review, no matter has come to our attention that;

- suggests the charity has not kept acceptable accounting records
- that the figures as shown in the income and expenditure account are not in accordance with those records

I 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 figures to be reached.


Alex Chandler ACA
Sygma
Chartered Accountants

External reviewer

02 December 2022
Date:

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2022

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YEAR ENDED 31 AUGUST 2022

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Nicola O'Halloran (Chair of PreSchool Board of Trustees)

07/12/22
Date:


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Alex Chandler ACA
Sygma
Chartered Accountants

External reviewer

02 December 2022
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