



Trustees' Annual Report for the period

Period start date			Period end date		
From	01	September	2022	To	31 August 2023

Section A

Reference and administration details

Charity name

Bizzy Bees Pre-School CIO

Other names charity is known by

Bizzy Bees

Registered charity number (if any)

1172751

Charity's principal address

The Memorial Hall, Bedford Road, Wootton, Bedford

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 & Safeguarding		
2	Claire Buchanan	Manager		
3	Laura Hanwell	Secretary	Appointed 04.10.2023	
4	Kathryn Tuck	Treasurer	Appointed 30.08.2023	
	Elizabeth Blunt	Treasurer	Resigned 06.10.2023	
	Lynda McKeegan	Secretary	Resigned 10.01.2023	
	Hannah Keep	Secretary	Appointed 25.01.2023 Resigned 04.01.2024	



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)	Election 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, the independent governing body within childcare. Bizzy Bees is a member of the Pre-School Learning Alliance with close links to Bedford Borough Council. We take advice from the Department of Education and follow the EYFS Statutory Framework.

Bizzy Bees is a committee run Pre-School with an employed manager, deputy manager, finance / administrator, lead practitioner, and early years practitioners. The committee members are all volunteers with the exception of the manager. Pay for employees is agreed by the committee and is based on role, responsibility, performance, qualifications and minimum wage. The day to day running of the Pre-School is performed by the manager and deputy manager. Recruitment is jointly overseen by the management team and committee. Policies within the charity are approved by the committee.

Committee members are voted by the members at the Annual General Meeting although they can join at any time if the trustees are in agreement. We do not ask committee members have any prior experience just the willingness to want to help and support our charity. We offer free training through EduCare Early Years Alliance to support new trustees. All trustees must complete their safeguarding and prevent training as a minimum requirement. All committee members are subjected to our safer recruitment policy which includes statutory OFSTED requirements such as DBS certificates to be obtained and safeguarding training completed.

The minimum number of committee members is 3 and the 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, staff, children and family's wellbeing policies are all up to date and enforced. To ensure all policies are up to date, relevant and implemented.
- Finances: to ensure Bizzy Bees remains financially viable to remain open. Risks such as low intake of children, managing cash flow, managing spending, ensuring reserve funds are adequate and relevant. The 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 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, 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, supporting the local community. Bizzy Bees key objective is the early years education and development of young children. Bizzy Bees achieves this by:-

- Promoting children's care and safety.
- Delivering the EYFS and learning through play
- Maintaining a working partnership with parents/carers
- Promoting health and wellbeing
- Providing a service to support children and their families.
- Enabling a safe and stimulating environment for children to thrive

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 Bizzy Bees Pre-School CIO is to provide high quality childcare to the residents of Wootton and surrounding areas. Bizzy Bees supports children and parents/carers in their child's early years development. Bizzy Bees provides free flow childcare and accepts all forms of government funded pay such as, 2 year funded for both low-income families and the new working parent funding. 15 hours funded for 3-4-year-olds and the extended 30 hours for working families. Bizzy Bees also supports a high number of SEND children each year, relying on additional government funding to be able to offer the individual support for each child.

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 take an active role in supporting low-income families by offering cultural capital experiences. Bizzy Bees is an authorised signatory of the food bank and LOFFS offering food vouchers and support to our families. Our fees are set at a level to ensure the financial viability of the charity but to make our setting as accessible as possible to all families.



Bizzy Bees objective is to continue to support the community, children and families by providing a safe, nurturing and educational environment for children aged 2-4 years. Our long-term objective is to have our own single use building where we can move away from being a pack away setting. This would allow us to increase the size of the setting and support more families.

Bizzy Bees is a member of the local community and takes part in events such as the Parish Council Remembrance day memorial parade. Bizzy Bees held their own summer fete this year open to the public. Bizzy Bees provided a 45-minute free magician entertainment for anyone to come and enjoy alongside stall and rides to fundraise for the charity.

Bizzy Bees is an equal opportunity charity and is committed to a working environment free from any 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 in its overall functioning. Bizzy Bees is very grateful to everyone who gives up their free time to ensure the charity can go from strength to strength.

We were awarded a £2000 Grant from the Harpur Trust and used the money this year to create our wonderful sensory garden. A huge thank you to the Trust for enabling us to create this wonderful space for our children.

We will be applying for more grants in the future to secure more funds to develop the sensory garden further and invest in some climbing equipment for the children of Bizzy Bees.



Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Bizzy Bees Pre-School CIO has provided a service to around 50 families this academic year:

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

After the success of our 'movie nights' last year we have continued to enjoy these fundraising events with the children. We held our first Summer Fete and opened it up to the public, this was a huge success and Bizzy Bees raised a total of £939.81. We have held Christmas and Halloween parties along with some amazing raffles where all the prizes were donated by local businesses. We have plans for a wreath making event at Christmas too – although this will fall into next year's financial accounts.

After the success of Bizzy Bees first pre-school trip last year, our leavers this year enjoyed a pre-school trip to a farm followed by our very own graduation ceremony.

As a Pre-School and charity, we support the growth and development within the early years sector. Bizzy Bees is supporting college student placement this year. She is gaining hands on experience whilst studying at college. We are very proud of her; the children love the days she is with us! We have also had a member of staff complete their PANCO training. A staff member has passed their Level 3 and another member of staff has started their Level 2 qualification. Three members of staff have completed their Early Years Professional Development course – with one more just behind them!

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 that it remains adequate (to cover such things as redundancies or closure, relocation costs, unforeseeable repairs). This is also in place 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 2023, Bizzy Bees holds £24943.43 in its reserves account with a £5 monthly bank charge coming out.

Bizzy Bees reserves policy states we must hold between £20,000 and £25,000 in reserves.

This policy is due for review shortly due to the cost of living and wage increases. It may be necessary for the next financial year to ensure this amount is increased.

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 £147,619.25.

Bizzy Bees total income from fee invoicing amounted to £37,570.47.

Bizzy Bees secured a £2000 Grant from the Harper Trust, Bedford. This money was used to develop our new sensory garden – which has been a huge success.

There has been no investments made this year.

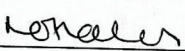
Section F Other optional information

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	01/03/24	

BIZZY BEES PRE SCHOOL
Charity Number 1172751

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INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 AUGUST 2023

INCOME	£	£	EXPENDITURE	£	£
Fees & Grants			Staff		
Fees	37,570.47		Wages	151,750.50	
Nursery Education Grant	195,758.45		Training	848.00	
Grants	2,000.00	235,328.92	Staff Uniform	1,027.78	
Staff Reinbursements			Staff Recruitment	666.35	
Training Re-imbursement			Debarment Disclosure	-	
Staff Uniform	-	-	Other	-	154,292.63
Fundraising			Premises		
Children Uniform	315.75		Rent	4,355.00	
General Fundraising	2,790.42		Equipment /Repair	3,651.99	8,006.99
Donations	774.92	3,881.09	Equipment & Materials		
Other			Equipment	7,033.67	
Interest			Materials	-	7,033.67
Miscellaneous	10,694.87	10,694.87	Consumablers		
			Food / Drink	3,471.99	3,471.99
			Administration		
			General	744.55	
			Payroll admin costs	670.40	
			B.T./Internet	4,848.83	
			Auditor fees	660.00	
			Insurance	996.80	
			Parent reimbursements	33.50	
			Subs/Ofstead	1,536.13	
			Miscellaneous	1,275.95	10,766.16
			Fundraising		
			Cost incurred in fund raising	1,347.98	
			Cost of Uniform	277.75	
			Cost of Items Purchased	162.57	1,788.30
			Surplus / (Deficit) Year to Date		64,545.14
Total		<u><u>249,904.88</u></u>	Total		<u><u>249,904.88</u></u>
Reconciliation of movement in funds					
Opening funds as at 1 Sep 2022		57,186.60			
Surplus / (Deficit)		64,545.14			
Closing Funds as at 31 Aug 2023		<u><u>121,731.74</u></u>			
Held as					
Petty Cash		-			
Bank		96,788.31			
Reserves		24,943.43			
TOTAL		<u><u>121,731.74</u></u>			

BIZZY BEES PRE SCHOOL
Charity Number 1172751

INDEPENDENT EXAMINER'S REPORT
YEAR ENDED 31 AUGUST 2023

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)

01/03/24
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

25 January 2024
Date:

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