

# Minutes of Bizzy Bees Management Committee Meeting



Charity number: 1028710

Date: 9<sup>th</sup> October 2017

Time: 7.30pm

Location: Memorial Hall, Bedford Road, Wootton, MK43 9JB

**Attendees:** Emma Brett, Chair (EB), Elizabeth Wainwright, Vice-chair (EW), Lucy Bland, Secretary (LB), Tracy Jones, Admin Manager (TJ), Nikki Pettit, Manager (NP), Jo Hazell, Deputy Manager (JH), Tyra Capacchione, committee member (TC), Kim McNamara (KM), Rachael Harris, Sarah Meadows, Emma McLaren, Paul Henderson, Sam Woods.

**Apologies:**

**Next Meeting:** 9<sup>th</sup> October 2017, 7:00

## 1. Welcome & Apologies

Confirmed minimum family numbers met so meeting can commence. All completed sign in sheet. We will hear about Bizzy Bees successes from the previous year in Chair, Manager (old and new) summary, financial summary, acceptance of TAR & Auditor's report and finally electing a new committee.

## 2. Invitation to declare conflicts of interest.

None.

## 3. Previous Minutes

A copy of last year's minutes displayed on head table, emailed to all families prior to this AGM and also been on website for the previous year. Meeting Minutes from 19<sup>th</sup> September 2016 agreed as final, accepted & signed off.

## 4. To Receive Report from the Chair (Emma Brett)

EB has just finished her second year on Bizzy Bees Pre-School Management Committee, her first as Chair. She has really valued the experience it has given over this time.

**Staff:** Laura Spavins left in July after only a year with us, she is enjoying setting up her brand new pre-school in a school which was a great career opportunity for her. Nikki Pettit has joined Bizzy Bees this September as our new manager where she has made a great start, she has joined us with over 16yrs of experience in childcare with 7 as co-manager in her previous setting. She is highly qualified holding an Early Years Teacher Status gained 7years ago and a BA degree in professional studies in learning & development shortly afterwards.

Nikki is now supported by Jo Hazel & Tracy Jones. Jo has taken over the role of Deputy Manager at the end of the summer, Jo has been with Bizzy Bees for over 8.5years & Tracy as our Admin Manager who brings a wealth of knowledge to us from her previous roles with the Bedford Borough Parent Carer Forum & in accounts.

Long term staff members Nicky Draper & Amanda Keena retired at the end of summer term and earlier in the year Michelle Jones who went to work for her husband's business. We have welcomed new staff over the year with Stacy Crearer, Jenni Venables and this term Claire Buchanan.

We would like to thank all staff them for their dedication our children and their support of us the committee and our management team over this transitional time. Bizzy Bees Pre-School strives to be a home away from home for our children and that is down to our wonderful staff and their devotion to their job of caring for our children.

**Facebook:** The Committee has just launched their own facebook page that it is an open page to promote our fundraising events and other activities in the village - 'Bizzy Bees Committee Fundraising & Events Page' All families are encouraged to share this with family, friends, neighbours etc.

Bizzy Bees has its own closed facebook page which has been wonderful for interaction with parents with what is happening at the pre-school, topics for the term etc., reminders for events in the setting such dress up days, photograph days and committee events - 'Bizzy Bees Preschool, Wootton'

**Website:** We now have a committee tab on our website to try to reach out to our parents to raise the committee's profile and awareness of what our role is within the pre-school. Nikki is looking to review and refresh our website in the coming term as this usually the first point of call for prospective parents, but it also a great tool for our existing parents as it contains our policies, forms, latest OFSTED report etc.

**The Memorial Hall:** On 24<sup>th</sup> October the CCTV was installed to the outside of the building by the Wootton Parish Council (WPC) this has been great to combat some infrequent low level crime, and will hopefully will act as a deterrent as we report incidents as they occur but we have already seen a the positive impact of having this.

We have fixed our guttering issues so water is no longer leaking from the gutters in our undercover area. However unfortunately the Memorial Hall has now a damaged roof with ~50 broken tiles due to teenagers climbing on it, we are working with the WPC who is arranging this to be fixed. However this is turn is causing water to leak through the roof over our undercover play area.

The Memorial Hall Committee is still on going with the kitchen revamp and we are all very excited and looking forward to the October half term bringing with it the regeneration of our floor where it will be stripped back and polished back to its original state which should give a wonderful uplift to the main hall.

**Fundraising:** We had a slow start to fundraising events over the last year and cancelled our Eggstravaganza as there were just not enough committee members to run it and we were advised by local authority we should not close early for the staff to help run these events which had happened in previous years.

Highlights of our fundraising and events were our Scarecrow festival, having a stall at Wootton Lower School's May Fayre, Bizzy Bees Summer Fundraiser, smarty tube collections, running our leavers party. In addition we sold Ice pops after pre-school to encourage parents and their children to stay and play, hosted picnic in the park over the summer holidays. We would like to thank all staff, committee, parents, friends and relatives who have given up their time to help run and support us at these events.

**Committee:** This year we have been quite a small committee compared to previous years with only 6 members and all of our long standing members had left us so this year so we were all very new it and have been trying to find our way.

Some of our highlights of the year committee management wise are in the process of converting our unincorporated charity to an incorporated charity (CIO) which is like sole trader going to a limited company providing better financial protection for our committee members and we hope to complete this over this academic year. We have made Memorial Hall an official Postal Address with Royal Mail as previously it was not registered this help us get shopping and other things delivered to us. We have worked with the management team to review many processes to make improvements to the behind the scenes running. We received a proposal for Bizzy Bees to extend into a new building in the new development but after reviewing the terms and conditions it was felt this was not suitable for us.

EB stated she was very proud of our committee despite our small numbers. We have achieved a tremendous amount in a short space of time, each and every committee member has been an amazing support to the setting and each other bringing their own ideas, skills and talents striving to do whatever they could to help supporting the running and fundraising for the setting. Well done ladies and thank you!

We are sorry to say goodbye to Natalie Clarke & Elizabeth Wainwright as their sons have gone off to Wootton Lower School this year. Natalie has already left us last month and Elizabeth today. Elizabeth & Emma joined the committee

together; she always the voice of reason, so supportive and without her, our summer fundraiser would not have been the success it was!

**Looking Forward:** The committee is keen to hear parent's views of what they would like improved at the setting or where we can spend our fundraising money. Things we have identified are:

- Post Box
- Flooring in the undercover area to be re-skimmed to prevent water logging
- Possibility of scooter/bike rack
- Official signage for Bizzy Bees on the wall outside
- Area behind Bizzy Bees garden/garage next to the play park could be applied for to be used by Bizzy Bees
- If we can do anything to improve the car parking surface that the children play on.

#### **5. To receive a report from the previous manager (Laura Spavins)**

Laura is not able to be with us today so Jo delivered her report.

**Activities:** Bizzy Bees has had a good year the pre-school sessions have been planned around a theme to keep the activities varied and exciting for both staff and children. As a team we are enthusiastic and through this, try to motivate the children using their interests too. Some of these themes were By the Sea, Pirates and Fairies, Things that grow – which included watching baby chicks hatch and grow. The children loved this experience. We also introduced our pet Giant African Land snail called 'Twinkle Toes' – the children have enjoyed helping to take care of him, watching him grow and handling him!

**Fundraising:** A big thank you to everyone who has helped with our many fundraising events. We were able to purchase the chick eggs and our new units during the summer holiday for the beginning of autumn term.

**Education:** We also said goodbye to 21 children who were ready to start their new adventure at school, 19 of which went to Wootton Lower School. This year's transition to school for our school starters went really well and they seem to have settled in well to big school and the school routine. The school leavers had two visits to their new school and a visit from their new teachers at Bizzy Bees. This was an improvement on previous years. Our numbers for this academic year are again very pleasing and evidence that our good reputation is continuing to attract new families to the setting. Our morning sessions are almost full.

**Learning Journeys:** With technology playing an important part in most of our lives, Bizzy Bees introduced 'an electronic leaning journey into the setting in January 2016. This has had a positive impact on completing learning journeys and parents will be able to access this in the near future.

**Parents as partners:** As a pre-school we work hard with our families to involve them as much as possible with their child's learning. We are hopeful that with the introduction of our electronic learning journey, parental input and feedback will increase. We have also been using facebook & weekly emails to keep parents updated with the children's activities in the pre-school. All staff have worked hard over the past year to build up a good key worker relationship with families which is essential because the children are our main focus and you, their families, know them the best.

**Breakfast Club:** Roll out of 8.30-9am b'fast club starting Sept 17 will hopefully be a good benefit to our working parents.

Finally I would like to thank the Bizzy Bees team for their continued support and hard work over the past year, the Committee for their hard work and support, and to all the families who attend and support the pre-school with their children. I also wish Nikki Pettit the new manager all the best in her new role.

#### **To receive a report from the new manager (Nikki Pettit)**

During the start of this term September 2017 we have had a really positive start with numbers, which are over 25 each morning and 20 or more four afternoons a week.

Have been collating ideas for the Christmas party for the children and bringing in some different ideas – such as new games, activities for the children to do.

We have ordered some radiator covers for the hall, these are magnetic and we have chosen four different designs which are going to really brighten up the hall and be a great educational tool for the children.

A new piece of software has been purchased to which we look forward to rolling out to parents, being able to share their children's learning journals and view activities they have been doing at Bizzy Bees throughout the day by logging into their phones

The new furniture has made a huge difference, with the children benefiting greatly from the new purchases, the furniture being a lot more child friendly and easily accessible for them.

Throughout this year we will be celebrating Divali with the children, with a day dedicated to traditional celebrations, Mother's Day we are looking to invite the parents for a play and stay session, Fireworks party day, Christmas sing a long party in progress

We have been receiving some positive feedback from parents regarding the look of the inside and outside spaces of the setting and the set-up of the hall.

Scarecrow festival set to take place on 14<sup>th</sup> October – hoping for good turnout and to fundraise.

I have thoroughly enjoyed my time at Bizzy Bees so far and am looking forward to carrying Bizzy Bees forward into the rest of the year, managing the great existing staff team and making Bizzy Bees a thriving pre-school setting.

## **6. To receive an up-to-date financial statement/summary by Emma Brett**

This year financially it has been a poor year for Bizzy Bees Pre-School as can be seen by our final year accounts showing an overall loss of £23,549.35. This is for a number of reasons:

- a) Sep 16 started with low children numbers on roll and session occupancy levels. In addition to this we had high number of 2year old so our staffing ratio had to be higher. The low level children was due to 36 children going off to school that year, a record high, this year we only had 21. It seemed to be a lower birth year across all the pre-school's in the village although got busier as the year went on but due to the loss in the first term we were not able to break even. This year we have started much better, with a much higher number of children attending our setting and on average attending more sessions increasing our session occupancy level.
- b) Payroll
  - a. Frequency of payroll & end of year accounts – Staff historically have been paid in 13, 4 weekly payment but this year the way these payments have fallen there have been 14 payments as the 1<sup>st</sup> payment in Sept 16 was from the previous financial year. For this financial year we have moved across to monthly which will prevent this and stop double payroll months.
  - b. Error in payroll was identified in Sept 16 which was quickly address with staff, resolved and money owed paid but has led to increase in our wage bill over the year. This error has triggered us to review our whole payroll process and since moved to a payroll company who makes payments directly to staff & HMRC rather than the Treasurer doing this directly.
- c) Increased Disclosure and Barring Service (DBS) costs – due to changes in the DBS process and new subscription to the 'Update Service' as best practice so we have paid out for all staff to have new DSB's and subscribed to this service therefore next year this cost should be must lower.
- d) Added additional services such as nappy bins collections, electronic learning journey etc. to improve our setting

As a consequence of the above we have had to raise our fees slightly this year.

Note:

- the 2016/2017 accounts have been adjusted for good and services received in 2016/2017 but paid in the new financial year.
- Low BT bill due to significant refund over this financial year
- Very low milk Inc/Exp due to the change in the way the pre-school gets its milk.

We have made very positive changes to the day to day financial running of Bizzy Bees with a new bank account now accessible directly by our Admin Manager and a cash card substantially reducing the amount of petty cash transactions.

**Fundraising:** Committee & parents raised a net amount of £1,222.94. £294 were spent on living eggs the remainder has been carried forward to the new financial year and has been spent on the new furniture already mentioned and a mascot for the Pre-School who will be making its first appearance at the Scarecrow festival!

There were two main fundraising events this year Scarecrow and Summer fundraiser with profits of ~£270 & £415 respectively.

- Smarties Tubes were also very successful bring in ~£150 in profit.
- Selling Ice pops made ~£50 profit,
- Commission on Photo's ~£50 profit
- Leavers Disco we broken even
- £100 profit on selling of school uniform

Any Questions?? None.

**7. To receive the Trustees' Annual Report for the year ending August 2017 from the charity trustees**

Committee have all agreed this to be a true representation of our year. This will be submitted to the charities commission where it will be visible with our annual return.

**8. To receive the accounts of the charity and the independent examiner's/auditor's report for the year ending August 2017**

- Audit Report Reviewed.
- The committee authorise the Treasurer's, on our behalf to sign off the accounts to the 31 August 2017.
- Committee agreed to appoint Isabell Procter FCCA as our independent Auditor for the upcoming financial year.
- The committee agree for an interim review of the accounts to take place

**9. To appoint the charity trustees for the upcoming year.**

Tyra, Kim, Lucy, Emma agreed to stay on committee. Paul nominated himself to be Treasurer. Sarah, Rachael and Emma nominated themselves as general committee members.

**10. Any other business.**

**11. Date of next meeting:** 8<sup>th</sup> October 2018

Meeting Concluded at 20:06pm.

**Appendix A – Signed Audit Report including Final year Accounts**



2016-2017 Audit  
Report & Accounts.pdf

**Appendix B – Signed Trustees Annual Report**



Trustees Annual  
Report\_2015-2016.pdf

**Appendix C – Sign in Sheet**



Appendix C - Sign  
in Sheet.pdf

Name of Chair: Emma Brett:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_