



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1ST	Month APRIL	Year 2016		Day 31ST	Month MAR	Year 2017

Section A Reference and administration details

Charity name Brown Edge Busy Bees

Other names charity is known by

Registered charity number (if any) 1036896

Charity's principal address Sandy Lane Centre, Sandy Lane

Brown Edge

Stoke on Trent, Staffordshire

Postcode

ST6 8QJ

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	Deborah Gratton	Chairperson		Committee
2	Xanthe Verney	Treasurer		Committee
3	Barbara Owen	Secretary		Committee
4	Janeen Fereday			Committee
5	Sarah Billinge			Committee
6	Lorraine Pope			Committee
7	Andie Dale			Committee
8				
9				
10				
11				
12				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

SHARON WHITE-----MANAGER

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)	COMMITTEE MEMBERS
Trustee selection methods (eg. appointed by, elected by)	ELECTED BY AND SECONDED BY

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.

BROWN EDGE BUSY BEES STAFF AND COMMITTEE WORK TOGETHER TO DEVELOP AND FOLLOW POLICES AND PROCEDURES THAT THE SETTING ADHERES TO FOR THE CARE, EDUCATION AND WELFARE OF THE CHILDREN IN ITS CARE.

POLICIES AND PROCEDURES ARE IN LINE WITH OFSTED AND THE PRE-SCHOOL LEARNING ALLIANCE (PLA) AND ARE REVIEWED EVERY YEAR BY THE STAFF AND COMMITTEE OR UPDATED AS AND WHEN REQUIRED DUE TO NEW GUIDELINES OR LEGISLATION

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

TO PROVIDE CARE, EDUCATION AND LEARNING TO ALL OF ITS CHILDREN AGED 2-4 YEARS TO ENHANCE THEIR LEARNING AND DEVELOPMENT AND TO WORK IN PARTNERSHIP WITH THEIR PARENTS AND FAMILIES TO PROVIDE CONTINUITY OF CARE AND A FUN AND PRODUCTIVE LEARNING ENVIRONMENT FOR EVERYONE

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 COMMITTEE AND STAFF PROVIDE A RANGE OF TOYS, ACTIVITIES AND OTHER LEARNING EXPERIENCES EG VISITORS TO THE SETTING AND TRIPS OUT TO ENHANCE THE CHILDRENS LEARNING IN DIFFERENT AREAS AND PROMOTE AN IMPORTANT START TO THEIR JOURNEY OF LEARNING AND THEIR TRANSITION INTO THE LOCAL PRIMARY SCHOOLS

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.

POLICIES AND PROCEDURES WERE ALL RENEWED OR UPDATED IN LINE WITH CURRENT LEARNING AND LEGISLATION DURING SEPTEMBER AND OCTOBER 2016 BY STAFF AND COMMITTEE AND SHARED WITH ALL PARENTS AND FAMILIES.

THE COMMITTEE IS MADE UP OF VOLUNTEERS FROM PARENTS AND FAMILIES AND THE LOCAL COMMUNITY WHO WISH TO HAVE A SAY AND VALUED PART IN THE RUNNING OF BROWN EDGE BUSY BEES AND ARE INVOLVED IN THE DAY TO DAY ROUTINE, DRAWING UP AND ADHERING TO A YEARLY ACTION PLAN FOR STAFF AND CHILDREN AND GENERALLY OVER SEEING THE CARE, EDUCATION AND LEARNING THAT THE STAFF PROVIDE FOR ALL OF ITS CHILDREN IN AN HOLISTIC APPROACH THAT IS INTEGRAL TO EVERY CHILD

Summary of the main achievements of the charity during the year

SUMMER TERM 2016 (APRIL---JULY)

The children learnt about Mini beasts during the summer term. They looked at snails, caterpillars, worms, butterflies and spiders and used lots of resources outside for digging in the soil and placing mini beasts in animal homes so that they could feed and observe them and learn about how they move and grow. The children also looked after some caterpillars in a special net and watched these develop in to crysallis and then butterflies and then let them go in the garden to fly away

During the month of June we held a summer fun day with stalls, games and a bar-b-que and the children competed in sports races. All families and friends were invited to attend and then they purchased goods and food to raise funds.

Money raised paid for the children to have an end of year trip to Gullivers world in Warrington with staff and Committee members supervising the children.

AUTUMN TERM 2016 (SEPT---DEC)

To start our Autumn term off we looked at Colours with the children. The children enjoyed colour mixing with their hands and different tools learning about what two colours made another colour and generally exploring different colours shades and tones.

We then moved on to Christmas activities and the children made lots of exciting pictures with glitter, glue, cards, stencils etc and then took part in a nativity concert for their parents and families.

As fundraisers the children made a Christmas picture that was turned into a Christmas card which their parents then purchased, we had a photographer in to take pictures of all of the children in a snowy scene and again the parents were able to purchase photos and gifts with their child's picture on. Then we held a Christmas shopping evening with lots of stalls and shops coming along to sell their products. The staff and committee raised money through charging for the stalls and also having their own toy stall and various fun stalls eg grab a bag, teddy tombola etc

SPRING TERM 2017 (JAN--MAR)

This term we looked at different animals eg Polar, sea, farm, wild woodland and pets. Each week the children looked at a different type and with the pets we got parents to bring in different pets from their homes for the children to pet and learn about how to take care of them. During our last week we looked a wild animals and to enhance this learning we took the children to Chester zoo as a fun and learning trip.

To fundraise for the trip all children took part in a sponsored search where they had to find different things around their home and garden and stick them to their form. Parents and families sponsored them for doing this and the children had lots of fun with their parents finding the different things and sticking them to their form.

Section E Financial review

Brief statement of the charity's policy on reserves

All fundraising that is carried out throughout the year goes towards are trips or visitors that we use to enhance our leaning. Any money left over from fundraising is used to purchase new toys and activities for the children which they choose alongside the staff to ensure that we are providing fun activities for everyone to enjoy.

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.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	S White	
Full name(s)	Sharon White	
Position (eg Secretary, Chair, etc)	Manager	
Date	29/11/2017	



Charity Name BROWN EDGE PLAYGROUP	No (if any)
Receipts and payments accounts	
For the period from	Period start date 01/04/2016
To	Period end date 31/03/2017

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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Fees	21,236			21,236	
Funding SCC	35,618			35,618	
Christmas Fayre & Cards	417	-	-	417	-
Donations	100	-	-	100	-
Webb Ivory	955	-	-	955	-
Fund Raising	560	-	-	560	-
FunDay	300	-	-	300	-
Grant		-	-	-	-
Photos	104			104	
Bank Interest	3			3	
	-	-	-	-	-
Sub total (Gross income for AR)	59,293	-	-	59,293	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	59,293	-	-	59,293	-
A3 Payments					
Salaries	46,146	-	-	46,146	-
Hall Hire	7,795	-	-	7,795	-
Toys and Equipment	1,060	-	-	1,060	-
Payroll Fees	336	-	-	336	-
Training	686	-	-	686	-
Accountancy	108			108	
Insurance	444			444	
Trips	1,533			1,533	
Photos	108			108	
Webb Ivory	746			746	
Telephone	222			222	
Hire of Equipment	90			90	
Postage and Stationary	542			542	
Ofsted	220			220	
Leavers Gifts	94	-	-	94	-
Christmas Meal and Party	112			112	
Cleaning	28			28	
Food	81			81	
Music Licence	95			95	
Sundry Expenses	25			25	
Repairs and Renewal	160			160	
	-	-	-	-	-
Sub total	60,631	-	-	60,631	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	60,631	-	-	60,631	-
Net of receipts/(payments)	-1,338	-	-	-1,338	-
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	40,793	-	-	40,793	-
Bank funds this year end	39,455	-	-	39,455	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash in Bank	40,794	-	-
	Petty Cash	39	-	-
		-	-	-
	Total cash funds	40,833	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Xanthe Verney	01/12/2017	