

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心



英國倫敦中華學校

Address: 33 Clyde Street
Deptford
London SE8 5LW

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

Email: Employment@indochinese.co.uk
Web: www.indochinese.co.uk

**INDO-CHINA REFUGEE GROUP
CHINESE COMMUNITY SCHOOL**

**DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2023**

**REGISTERED CHARITY NO. 1064620
REGISTERED COMPANY NO. 2701526**

INDO-CHINA REFUGEE GROUP
CHINESE COMMUNITY SCHOOL

Company Information

TRUSTEES

Director and Chair	Say Phu Sam
Director and Deputy Chair	Tuyet Binh Lam
Secretary and Member	Moi Song Ho
Director and Treasurer	Yu Chun Lin
Member	Mai Quan
Member	Duc Phong Luu
Member	Oi Khan Siu
Member	Tu Chan Tran
Member	Pansy Chaw
Member	Cindy Kwek
Member	Ka Chuong Tran

INDO-CHINA REFUGEE GROUP
CHINESE COMMUNITY SCHOOL

Company Information

Centre Manager and Head Teacher	Van Cuong Truong MBE
Trainee Centre Manager and Nursery Operations Manager	Wei Fenby
Company Number	2701526 (England and Wales)
Charity Number	1064620
Address	33 Clyde Street Deptford London SE8 5LW
Bankers	Barclays Bank Plc Rotherhithe Surrey Docks Branch, Ploughway London SE16 2LW Santander UK Plc Bridle Road, Bootle Merseyside L30 4GB Bank of Taiwan Level 5, City Tower, 40 Basinghall Street London EC2V 5DE First Commercial Bank 29 Wilson Street London EC2M 2SJ
Accountants	Paige-McLean & Co. Accountants 11 Strangford Place, Broomfield, Herne Bay, Kent CT6 7UJ
Auditors	Levicks Chartered Accountants and Business Advisers 61 London Road, Maidstone Kent ME16 8TX

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THE CHAIR'S REPORT 2022/2023

The year 2022/2023 has been a difficult and challenging year, with higher inflation rates, energy prices, and cost of living which had caused significant impact on our revenue and operations across all projects, including Day Centre services, Day Nursery & After-School Club services, and Saturday Chinese School all being affected. In addition, the negative impact of Covid pandemic aftermath is still expected to continue in the next financial year and may take more time to recover.

The SHP, now operating without the core funding from Lewisham council, has been difficult to maintain its operations. However, we use our reserve to cover the cost of service and continuously maintain SHP services, mainly focusing on managing and supervising all the other projects running under the community centre. Also, the centre is seeking our own sources of funding, including continuously expanding the Day Nursery services including After-School Club provision.

Even though under threaten financial constraint and the shortage of manpower's, with the highly dedication & co-operation of staff members, the centre has been managed as well as we wished to continue providing multiple and comprehensive services for the members of Lewisham Indo-Chinese community and its neighbouring areas such as Southwark and Greenwich.

During the year 2022/2023 the following services have been provided to the members of Indo-Chinese Community in southeast London:

- **Self-Help Project** is staffed by one manager, funded itself by the Indo-Chinese Community Elderly Services Project. This project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Day Centre / Luncheon Club, Saturday Chinese School, and Day Nursery & After-School Club services.
- **Elderly Day Centre Project** is managed by one part-time manager, 1 part-time driver, and a part-time voluntary assistant kitchen. It currently runs 2 days a week (Tuesdays, and Thursdays), and is catering for contracted members, providing Day Centre services for some contracted clients in the boroughs of Lewisham, Greenwich, Southwark. The day centre has also developed food ordering and delivery services, helping staff, elderly members, and committee members to purchase vegetables, fruits, seafood, southeast Asia products, etc. at discounted price.

- **The Chinese Community School:** is operated by 1 headteacher, other 6 teachers, and 1 teaching assistant. It has provided Chinese Mandarin teaching and GCSE Chinese exam courses, cultural studies, etc. It has 69 pupils registered in 7 classes, opening on Saturdays from 9.40am to 1.30pm during term times. However, the school's youth leisure service, originally run from 10.30am till 12.40pm, 36 weeks per year, has not been in operation since the start of Covid pandemic and lower number of pupils registered. Meanwhile, this year's Chinese New Year Celebration and Children's Chinese Competency Certification (CCCC) with the conjunction from Education of Culture Division of Taipei Representative Office in the UK have both been cancelled.
- **Indo-Chinese Little Rainbow Day Nursery & After-school club:** The day nursery, rated 'Outstanding' by Ofsted since September 2018, provides bi-lingual (Mandarin Chinese & English) childcare services to children from 6-month to 5-year-olds, and it's open to all. This whole-year-round operation is staffed by one F/T Registered Manager, one Operations Manager, one deputy manager, and another 10 full/part-time nursery workers. Under the same Ofsted registration, the after-school club operates from Monday to Friday 3pm to 6pm, term-times only, providing childcare for primary school aged children (5 to 12 year-olds).

Grants received for the year 2022/2023

With most activities being suspended due to the impact of previous Covid restrictions, no grants have been received from Taipei Representative Office in the UK during this financial year.

Special thanks to Mr Van Cuong Truong MBE the Centre Manager, who has been dedicatedly serving as the person in charge for the Indo-Chinese Little Rainbow Day Nursery since 2007. Also special thanks to Mrs Lan Huynh for offering technical support and innovation to Indo-Chinese Little Rainbow Day Nursery.

As the chair of the Management Committee, my sincere gratitude goes to all staff whose dedication and contribution make a success of the organisation. Without these highly qualified workforces, we will not be able to provide such significant services during the financial year 2022/2023.

Self-Help Project:

Mr. Van Cuong Truong MBE

P/T Centre Manager

Day Centre Services Project

Mrs Lan Thi Huynh

P/T Deputy Centre Manager

Mr Thuan Tien Nguyen

P/T Driver/Care-taker

Ms Ngoc Anh Tran

P/T Voluntary Kitchen Assistant

Chinese Community School Project

Head Teacher: Mr Van Cuong Truong MBE
Teachers: Mrs Lan Thi Huynh
Mr Wei Fenby
Ms Ms Yu Ping Tan
Miss Yu Han He
Mrs Yieng Kiong Wong
Ms Kejian Liu
Ms Qiu Hua Liu (Teaching Assistant)

Little Rainbow Day Nursery Service

Ms Jacqueline Wong	FT Nursery Manager		
	FT Trainee Centre		
Mr Wei Fenby	Manager & Nursery		
	Operations Manager		
Ms Sow Yin Lee	FT Deputy Manager		
Ms Thi Thuy Anh Lam	FT Nursery worker		
Mrs Qiu Hua Liu	PT Nursery worker		
Ms Yu Ping Tan	PT Nursery worker		
Ms Ishwari Bhatt	PT Nursery worker		
Ms Deli He	PT Nursery worker		
Miss Yu Han He	PT Nursery worker		
Ms Mei Yan May Poon	PT Nursery worker		Left 20.05.22
Ms Sam Mui Loc	PT Nursery Worker	Started 18.05.2022	
Ms Yuet Lin Chan	PT Nursery Worker	Started 21.06.2022	Left 03.02.23
Ms Yan Tung Ng	PT Nursery Worker	Re-joined 15.11.2022	
Miss Ji Lin Sun	PT Nursery Worker	Started 14.02.2023	
Ms Lee Huan Kee	PT Nursery Worker	Started 06.03.2023	

On behalf of the Management Committee, I would like to take this opportunity to thank the following organisations for their supports:

Taipei Representative Office in the UK
Taipec Ltd.

Mr Say Phu Sam
Chair

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2023

The directors and trustees present their report and accounts for the year ended 31st March 2023.

Structure, governance and management

The charity is constituted as a company limited by guarantee, and is therefore governed by memorandum and articles of association. Trustees are recruited from the community and are appointed at the AGM.

The centre manager and management committee have considered the various risks to which the charity is exposed. Procedures have been established to manage the risks the charity faces wherever possible, including the health and safety of staff, volunteers, children, elderly clients and visitors to the centre.

Objectives and activities

The charity's object and its principal activity continues to be that of providing charitable services to the Indo-Chinese community.

The charity is organised so that the trustees and the committees responsible for each project meet regularly to manage affairs.

The projects are managed on a day to day basis by the centre manager with the assistance of two other full time members of staff.

Achievements and performance

Even though under threat of financial constraint and shortage of manpower, with the dedication and co-operation of staff, the centre has managed as well as we wished to and continued to provide multiple and comprehensive services for members of Lewisham Indo-Chinese community in South East London:-

Day care centre – this service runs 2 days a week catering for subscribed members including disabled and wheel chair users. It provides day care services for contracted clients in the Boroughs of Lewisham, Southwark and Greenwich. Since the start of the Covid pandemic, the day centre has developed food ordering and delivery services, helping staff, elderly members and committee members to purchase vegetables, fruits, seafood, southeast Asian products, etc. at discounted prices.

The Chinese Community School – provides Chinese Mandarin teaching to GCSE level, culture studies, traditional dancing and folk songs. It has 69 pupils registered in 7 classes. There is normally a youth leisure service 36 weeks each year and after school courses in Chinese dance, Kung Fu, and self defence. It also runs a Chinese ability test for non-Mandarin speakers (British born Chinese) in conjunction with the education and culture division of the Taipei Representative Office in the UK. Due to the Covid-19 restrictions, neither of these were able to take place this year.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2023

Little Rainbow Day Nursery - provides bi-lingual day nursery services to children from 6 months to 5 years old, rated 'outstanding' by Ofsted in September 2018. The after-school club operates from Monday to Friday, 2.30pm to 6pm, term-time, only, providing childcare for primary school aged children (5 to 12 year olds).

Reserves policy

The policy of the management committee has been to build up sufficient reserves to cover the cost of the upkeep and repairs to the fabric of the building which will be required periodically, and the further development of community services.

Financial review

The year 2022/2023 has been a difficult and challenging year. Higher inflation rates, energy prices, and cost of living caused significant impact on our revenue and operations across all projects. The Day Nursery and After School Club services, Day Centre services, and Saturday Chinese School were all affected. The negative impact of this pandemic aftermath is expected to continue in the next financial year and may take more time to recover.

Since July 2015, Lewisham council has ceased funding our Self-help project, which has had a significant impact on our service. As a result we have used our reserves to cover the cost of the service and focussed on managing and supervising all the other projects running under the community centre. In addition, the centre is also seeking our own sources of funding, including continuously expanding the Day Nursery service and developing the After-School Club provision.

The level of contributions from the individual projects' restricted funds to the unrestricted community centre fund varies with the level of usage by each project of the centre's facilities. Each individual project accounts separately to their funding providers for the expenditure incurred in meeting that project's key objectives.

Plans for future periods

It is hoped to continue to provide the current level of service to the community and wherever possible to develop the services provided in partnership with the various funding bodies.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2023

Directors and trustees

The directors who served during the year were:

Tuyet Binh Lam
Yu-Chun Lin
Say-Phu Sam

All directors of the company are also trustees of the charity. The trustees named on page 1 throughout the year. The Board has the power to appoint additional trustees as it considers fit.

Statement of trustees' responsibilities

The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those financial statements the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether the adopted policies are in accordance with the Companies Act 2006 and applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees have complied with the duty in Section 4 of the 2011 Charities Act to have due regard to the guidance published by the Charity Commissioners in respect of public benefit.

Statement of disclosure of information to auditors

The directors and trustees of the charity who held office at the date of approval of this trustees' report confirm that:

- In so far as they are aware, there is no relevant audit information of which the charity's auditors are unaware; and
- They have taken all steps that they ought to have taken as trustees and directors in order to bring themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2023

Auditors


The auditors, Levicks, Chartered Accountants, will be proposed for reappointment in accordance with S485 of the Companies Act 2006.

Small Company regime

This report has been prepared in accordance with the special provisions relating to the companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approval

This report was approved by the board of directors and trustees and signed on its behalf.


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SAY PHU SAM Director and Trustee

Dated 11th June 2023

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

Opinion

We have audited the financial statements of Indo-China Refugee Group Chinese Community School (the "Charity") for the year ended 31 March 2023 which comprise the Statement of Financial Activities, incorporating the Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2023 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL continued

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL continued

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



J A Griggs
Senior Statutory Auditor
For and on Behalf of Levicks, Chartered Accountants and Statutory Auditor
61 London Road
Maidstone
Kent ME16 8TX

21 June 2023

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES


FOR THE YEAR ENDED 31ST MARCH 2023

	<u>Notes</u>	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
INCOME FROM:					
<u>Donations and legacies</u>					
Building Maintenance Fund		-	-	-	-
Community Centre		212	-	212	-
Day Nursery Centre		-	114,783	114,783	126,823
Elderly People Service Project		-	-	-	3,780
Chinese Community School		-	10,286	10,286	6,828
Youth Association		-	-	-	-
	3	<u>212</u>	<u>125,069</u>	<u>125,281</u>	<u>137,431</u>
<u>Investments</u>		<u>10</u>	<u>30,897</u>	<u>30,907</u>	<u>6,436</u>
<u>Charitable activities</u>					
	3				
Building Maintenance Fund		-	-	-	-
Community Centre		2,760	-	2,760	-
Day Nursery Centre		-	399,818	399,818	371,786
Elderly People Service Project		-	31,512	31,512	28,172
Chinese Community School		-	16,916	16,916	11,838
Youth Association		-	-	-	55
		<u>2,760</u>	<u>448,246</u>	<u>451,006</u>	<u>411,851</u>
TOTAL INCOME		<u>2,982</u>	<u>604,212</u>	<u>607,194</u>	<u>555,718</u>
EXPENDITURE ON					
<u>Charitable activities</u>	3	-	343,665	343,665	314,823
<u>Other</u>	3	<u>40,194</u>	<u>16,063</u>	<u>56,257</u>	<u>48,798</u>
TOTAL EXPENDITURE		<u>40,194</u>	<u>359,728</u>	<u>399,922</u>	<u>363,621</u>
NET INCOME/(EXPENDITURE)		(37,212)	244,484	207,272	192,097
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET MOVEMENT IN FUNDS BEFORE TRANSFERS		(37,212)	244,484	207,272	192,097
TRANSFERS	4	<u>90,000</u>	<u>(90,000)</u>	<u>-</u>	<u>-</u>
		52,788	154,484	207,272	192,097
TOTAL FUNDS BROUGHT FORWARD		<u>167,910</u>	<u>4,282,708</u>	<u>4,450,618</u>	<u>4,258,521</u>
TOTAL FUNDS CARRIED FORWARD		<u>220,698</u>	<u>4,437,192</u>	<u>4,657,890</u>	<u>4,450,618</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

BALANCE SHEET AS AT 31ST MARCH 2023

		Unrestricted Funds	Restricted Funds	Total Funds	
				2023	2022
	<u>Note</u>	£	£	£	£
FIXED ASSETS					
Tangible	5	<u>42,658</u>	<u>1,519,736</u>	<u>1,562,394</u>	<u>1,568,495</u>
CURRENT ASSETS					
Debtors	6	8,439	34,649	43,088	21,535
Cash at Bank and in Hand	7	<u>179,292</u>	<u>2,913,598</u>	<u>3,092,890</u>	<u>2,898,694</u>
		187,731	2,948,247	3,135,978	2,920,229
LESS: CURRENT LIABILITIES					
Liabilities: Amounts falling due within one year	8	<u>9,691</u>	<u>30,791</u>	<u>40,482</u>	<u>38,106</u>
NET CURRENT ASSETS		<u>178,040</u>	<u>2,917,456</u>	<u>3,095,496</u>	<u>2,882,123</u>
NET ASSETS		<u>220,698</u>	<u>4,437,192</u>	<u>4,657,890</u>	<u>4,450,618</u>
Represented by :					
ACCUMULATED FUNDS					
Unrestricted Funds:					
Community Centre	12	220,698	-	220,698	167,910
Restricted Funds:	12				
Building Maintenance Fund		-	1,702,307	1,702,307	1,700,431
Day Nursery Centre		-	1,525,115	1,525,115	1,281,114
Elderly People Service Project		-	949,655	949,655	1,045,515
Chinese Community School		-	229,721	229,721	225,218
Youth Association		-	<u>30,394</u>	<u>30,394</u>	<u>30,430</u>
		<u>220,698</u>	<u>4,437,192</u>	<u>4,657,890</u>	<u>4,450,618</u>


SAY PHU SAM
 Director

Dated 11th June 2023

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST MARCH 2023

	2023 £	2022 £
Net cash provided by (used in) operating activities	<u>194,196</u>	<u>195,659</u>
Cash flows from investing activities:		
Purchase of property, plant and equipment	<u>-</u>	<u>(55,054)</u>
Net cash provided by (used in) investing activities	<u>-</u>	<u>(55,054)</u>
Cash flows from financing activities:		
Change in cash and cash equivalents in the reporting period	194,196	140,605
Cash and cash equivalents at the beginning of the reporting period	<u>2,898,694</u>	<u>2,758,089</u>
Cash and cash equivalents at the end of the reporting period	<u>3,092,890</u>	<u>2,898,694</u>

NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2023 £	2022 £
Net income /(expenditure) for the reporting period (as per the statement of financial activities)	207,272	192,097
Adjustments for:		
Depreciation charges	6,101	7,363
(Increase)/decrease in debtors	(14,619)	22,955
Increase(decrease) in creditors	<u>(4,558)</u>	<u>(26,756)</u>
Net cash (used in) provided by operating activities	<u>194,196</u>	<u>195,659</u>

Analysis of cash and cash equivalents

	2023 £	2022 £
Cash at bank and in hand	<u>3,092,890</u>	<u>2,898,694</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

1.ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material to the company's financial statements.

Basis of preparation

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain financial assets, and in accordance with the Companies Act 2006, the Statement of Recommended Practice: Financial Reporting Standard FRS102 (SORP FRS102), the Financial Reporting Standard 102 (FRS102) and the Charities Act 2011.

The company is a public benefit entity as defined by FRS 102. The directors and trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The financial statements are presented in sterling, which is the functional currency of the entity.

Fixed assets and depreciation

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets by equal instalments over their estimated useful economic lives as follows:

Motor Vehicles	4 years
Computer and Office Equipment	3 years
Fixtures and Fittings	5 years

No depreciation is provided on the cost of the Freehold Building on the grounds that it would be immaterial because its estimated residual value is not lower than its cost, given the scale of the increase in London property values in the twenty-two years since it was built.

Investment gains and losses

Investments are stated at market value and the annual unrealised gain or loss is shown in the statement of financial activities. Realised gains and losses are shown when the investment is sold, or redeemed at par.

Fund transfers

Transfers between funds are included only where restrictions permit such transfers or it is necessary to properly reflect the underlying assets of the fund.

Pension contributions

The charity operates a defined contribution pension scheme with The People's Pension and the pension charge represents amounts payable by the charity to the fund in respect of the year.

Income recognition

Grants and legacies are accounted for as soon as the charity is notified of its legal entitlement and the amount due. Fees are recognised when invoiced. Interest is accounted for when receivable. Where separate accounts are held for funds, interest is credited to that fund. Other interest is apportioned to individual funds on an average basis.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

1. ACCOUNTING POLICIES (CONTINUED)

Expenditure recognition

Expenditure is accounted for as incurred, or when there is a legal obligation for payment, and is accounted for gross of VAT.

Costs incurred are allocated on an actual basis to the project to which it relates.

Current assets

Amounts owing to the charity as at 31st March are shown as debtors.

Prepayments represent sums paid prior to the balance sheet date in respect of expenses relating to the following year.

Current liabilities

Creditors and accruals represent sums irrevocably committed for payment prior to the balance sheet date that were not settled as at that date.

2. NET INCOME

Net income is stated after charging:

Depreciation of tangible fixed assets

Auditors remuneration including VAT (for audit services)

2023	2022
£	£

6,101	7,363
<u>4,920</u>	<u>3,600</u>

3. SUMMARY OF FUND MOVEMENTS

See pages 16 and 17.

4. TRANSFERS BETWEEN FUNDS

From the restricted Day Nursery fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building

From the restricted Elderly People Service Project fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building.

From restricted Community School to unrestricted Community Centre for use of facilities

2023	2022
£	£
60,000	43,480
30,000	30,000
<u>-</u>	<u>3,700</u>
<u>£90,000</u>	<u>£77,180</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

3. SUMMARY OF FUND MOVEMENTS

Income:	Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Donations							
London Borough of Lewisham	-	114,783	-	-	-	-	114,783
Others	-	-	-	10,286	-	212	10,498
Investments:							
Bank deposit interest	1,956	16,185	10,527	2,185	44	10	30,907
Charitable activities:							
Fees from pupils	-	399,818	-	16,916	-	-	416,734
Home care income:							
London Borough of Lewisham	-	-	4,516	-	-	-	4,516
Royal Borough of Greenwich	-	-	4,516	-	-	-	4,516
London Borough of Southwark	-	-	4,516	-	-	-	4,516
Other charitable activities	-	-	17,964	-	-	2,760	20,724
Total Income	1,956	530,786	42,039	29,387	44	2,982	607,194
Expenditure							
Charitable activities:							
Staff costs and tutor fees	-	205,077	86,082	15,664	-	-	306,823
Other charitable expenditure	-	13,084	16,388	7,370	-	-	36,842
Other							
Auditors remuneration	-	-	-	-	-	4,920	4,920
Accountancy fees	80	800	530	320	80	1,955	3,765
Depreciation	-	880	231	1,080	-	3,910	6,101
Administration costs	-	6,944	4,668	450	-	29,409	41,471
Total expenditure	80	226,785	107,899	24,884	80	40,194	399,922
Net Income/(Expenditure)	1,876	304,001	(65,860)	4,503	(36)	(37,212)	207,272

3. SUMMARY OF FUND MOVEMENTS

	Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Net Income/(Expenditure)	1,876	304,001	(65,860)	4,503	(36)	(37,212)	207,272
Net movement in funds before transfers	1,876	304,001	(65,860)	4,503	(36)	(37,212)	207,272
Transfers	-	(60,000)	(30,000)	-	-	90,000	-
Net movement in funds after transfers	1,876	244,001	(95,860)	4,503	(36)	52,788	207,272
Total funds brought forward	1,700,431	1,281,114	1,045,515	225,218	30,430	167,910	4,450,618
Total funds carried forward	1,702,307	1,525,115	949,655	229,721	30,394	220,698	4,657,890

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

<u>5. TANGIBLE FIXED ASSETS</u>	<u>Building</u>	<u>Office</u>	<u>Mini</u>	
	<u>Project</u>	<u>Equipment</u>	<u>Buses</u>	<u>Total</u>
<u>COST</u>	£	£	£	£
Balance at 1 st April 2022	1,515,454	179,720	39,440	1,734,614
Additions	-	-	-	-
Disposals	-	-	-	-
Balance at 31 st March 2023	<u>1,515,454</u>	<u>179,720</u>	<u>39,440</u>	<u>1,734,614</u>
<u>DEPRECIATION</u>				
Balance at 1 st April 2022	-	126,680	39,439	166,119
Charge for the year	-	6,101	-	6,101
On Disposals	-	-	-	-
Balance at 31 st March 2023	<u>-</u>	<u>132,781</u>	<u>39,439</u>	<u>172,220</u>
<u>NET BOOK VALUE</u>				
Balance at 31 st March 2023	<u>1,515,454</u>	<u>46,939</u>	<u>1</u>	<u>1,562,394</u>
Balance at 31 st March 2022	<u>1,515,454</u>	<u>53,040</u>	<u>1</u>	<u>1,568,495</u>

6. DEBTORS AND PREPAYMENTS

	2023	2022
	£	£
Day Centre Debtor	1,032	1,640
Pupils Fees	-	4,950
Accrued Interest on Deposits	28,512	3,495
Prepayments	6,610	6,324
Owed between Projects	<u>6,934</u>	<u>5,126</u>
	<u>43,088</u>	<u>21,535</u>

7. CASH AT BANK

The accounts incorporate the cash at bank balance as held by the Community School at Deptford, of £185,134, as a building maintenance fund.

8. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Monies Received in Advance	18,101	19,132
Accruals	15,447	13,848
Owed between Projects	<u>6,934</u>	<u>5,126</u>
	<u>40,482</u>	<u>38,106</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

<u>9. STAFF COSTS</u>	2023	2022
	£	£
Salaries and benefits	274,367	249,706
Employer's national insurance	21,214	16,363
Pension costs	9,937	7,555
Pension software	936	936
Training	<u>369</u>	<u>689</u>
	<u>306,823</u>	<u>275,249</u>

During the year, the average number of employees was 14 (2022 – 13), none of whom were paid more than £60,000. Of those, 10 were day nursery staff, 2 were the day centre manager and the caretaker/driver for the Elderly Project, the remaining 2 being the centre manager and his deputy.

10. PENSION COMMITMENTS

The Charity operates a defined contribution scheme for staff. The assets of the scheme are held separately from those of the company in an independently administered fund.

11. TRUSTEE REMUNERATION, EXPENSES AND DONATIONS

No remuneration was paid to trustees in the year, and no expenses were reimbursed. The aggregate of unconditional donations paid to the charity during the year was £Nil. There were no conditional donations.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

12. FUND DETAILS

UNRESTRICTED ACCUMULATED FUND

The funds of the COMMUNITY CENTRE, which is largely funded by contributions from the other projects, are unrestricted, and are used for the upkeep of the building at 33 Clyde Street, Deptford, London. It has also assumed responsibility for the functions of the Self Help Project, which enables refugee families to obtain information on welfare, housing, education and employment matters. There is also a translation and interpretation service.

RESTRICTED FUNDS

BUILDING MAINTENANCE FUND

Monies set aside for future investment into land and buildings.

DAY NURSERY CENTRE

Bilingual Mandarin and English day nursery providing day care and childminding for children aged 6 months to 5 years.

ELDERLY PEOPLE SERVICE PROJECT

The Day Centre provides a safe and friendly space for its users to enjoy socialising, gentle exercise, healthy luncheon and the care service in the centre.

CHINESE COMMUNITY SCHOOL

To provide schooling to children in the Chinese community in Chinese language and culture.

SELF HELP PROJECT

The project enables refugee families to obtain information on welfare, housing, education and employment matters. There is also a translation and interpretation service. Due to lack of funding, the project has been taken over by the Community Centre.

YOUTH ASSOCIATION.

The Youth Club was combined with the charity during the year ended 31st March 2018. It runs the school canteen at weekends and funds are used to run youth centred projects and activities.

13. GENERAL INFORMATION

Indo-China Refugee Group Chinese Community School is a company limited by guarantee, and therefore having no share capital, incorporated in England.

The registered office is 33 Clyde Street, Deptford, London SE8 5LW and the registered number is 02701526.

印支華裔社區中心

Address: 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

Email: Employment@indochinese.co.uk
Web: www.indochinese.co.uk

INDO-CHINA REFUGEE SELF-HELP PROJECT **ANNUAL REPORT 2022/2023**

Introduction

It has been 39 years since the inception of the project in 1984 and its location has attracted numerous of Indo-Chinese and Vietnamese families to live in Lewisham. There are now more than 4,000 Indo-Chinese and Vietnamese people living in Lewisham and its neighbouring areas of Greenwich and Southwark, becoming one of the districts with the highest Chinese population in the capital.

Due to Lewisham council's funding cut, the Self-help project has lost its core funding and has been drastically reduced. We no longer provide advices on Welfare, DSS or housing, nor charging standard membership fees. However, additional charges for individual services, such as verifying photos for passport application, were implemented in order to support the continuation of the project.

The services run by Indo-Chinese Community Centre are as below:

1. Self-help Project: The project is staffed by one manager, self-funded by the Indo-Chinese Elderly Services Project. The project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Day Centre / Luncheon Club, Day Nursery services / After-School Club, and Chinese School.

2. Mother Tongue Education Project: The aim of the project is to run Mandarin Chinese Classes for Indo-Chinese children living in the Boroughs of Lewisham, Greenwich, Southwark and its neighbouring areas. All classes are taught on Saturdays from 9.40am to 1.30pm with 4 lessons during term times, and pupils can take courses leading up to GCSE examinations. However, for this financial year, affected by the aftermath of Covid-19 pandemic, the number of pupils registered remained significantly lower than pre-pandemic years. Currently there are 69 pupils registered and a total of 7 classes including Nursery, Reception, and from Year 1 to Year 5. The total number of staff consists of 1 headteacher and 6 teachers and 1 teaching assistant. This year's Chinese New Year was celebrated internally among teachers and pupils, being unable to open to parents/guests due to Covid safety measures and relatively low number of pupils performing.

3. Little Rainbow Day Nursery & After-School Services:

It is an Ofsted-rated 'Outstanding' nursery, providing full-day care for the children from 6 months to 5 years old with bilingual teaching (English and Mandarin Chinese), opens whole year 5 days per week from 8am to 6pm. The Day Nursery is staffed by one full-time Registered Manager, one Nursery Operations Manager, one Deputy Manager, and another 9 full/part time nursery workers, with the After-School Club provision also operating under

the Nursery’s Ofsted registration, providing services for primary school children from age of 5 to 11 during term times.

4. Indo-Chinese Day Centre Services:

This project is staffed with one part-time manager, one part-time driver, and one voluntary kitchen assistant. The project provides lunch, home visits, transportation and is opened two days per week (on Tuesdays and Thursday) from 10am till 3.00pm. The day centre is well-facilitated with sufficient space to enable elderly people to take part in organized activities, allowing them to escape from the confines of their homes. There are well-trained and experienced care workers to assist the attendees. The project also provides relief to the heavy workload of the home carers. Currently one mini-bus is operating to care for elderly members and those with walking difficulties in the South East London. The mini bus has currently been given an exemption from London’s Ultra Low Emission Zone (ULEZ), **valid until October 2025**. Therefore, the current minibus will need to be replaced by an electric vehicle before the exemption ends in order to meet the ULEZ regulations.

5. Youth Club: The club originally runs on Saturdays at the Chinese community school from 10.30am to 12.40pm during term times, operated on a voluntary support providing bottled water and snacks. However, due to the impact of Covid pandemic and low number of pupils at Chinese School, all activities have now been suspended.

6. A Mini Library: The library holds over 5,000 Chinese books and is attached to the community school. In addition, there are many DVDs on Chinese history and culture to let free of charge.

7. Gei Sian Thang (worship room): Based at the first floor of the community centre. It has many supporters and aims to meet the spirit needs of the Indo-Chinese and Vietnamese who believe in Buddha and Quan Yin (a goddess). Each year difference ceremonies are held, giving the elderly and community members’ hope and peace of mind.

Self-help Project Annual Report April 2022 – March 2023

The table below shows the total caseworks that have been carried out for the period April 2022 – March 2023.

April 2022 - March 2023	Admin	Education	Banking	Management/ Supervision	Others	Total
1 st Quarter Apr-Jun 2022	156	34	14	76	50	330
2 nd Quarter Jul-Sep 2022	121	34	10	64	51	280
3 rd Quarter Oct-Dec 2022	134	27	14	53	26	254
4 th Quarter Jan-Mar 2023	116	10	8	73	37	244
Total	527	105	46	266	164	1108

Admin

Checking Day Centre invoices and income; Double-checking Day Nursery and After-School Club incomes; Dispatching Day Centre invoices; Acquiring clients signatures for invoices; Issuing contracts to staff members; Responding to letters/emails/calls on a daily basis; Instructing staff to complete administrative work; Updating SHP petty

cash book; Checking meeting minutes/reports of all projects; Preparing payrolls; Double-checking every month's pay slips; Sorting out staff's holiday entitlements; Chasing outstanding invoices; Instructing the bookkeeper on accounting matters; Contacting Taipei Representative Office in the UK; Advertising job vacancies and job descriptions; Booking DBS check appointments for staff; Issuing reference letters to former employees; preparing for the celebration of Chinese School's 40th anniversary.

Education

Dealing with parents' major requests and other matters of Community School; Preparing test sheets for Community School; Recruiting teaching staff; Contacting Taipei Representative Office in the UK in regard to school matters; producing new pupils' ID cards; Arranging school's lesson timetable; interviewing new teaching staff.

Banking

Dealing with matters related to bank accounts; Deposit at bank; pay in cheques.

Management/Supervision

Interviewing job applicants for nursery vacancies; Reviewing and updating all projects' policies and procedures; Participating in Day Nursery's staff meeting and management meeting; Giving constructive guidance in regard to staff management; Carrying out one-to-one supervision and annual appraisals on staff across all projects; Supervising Day Nursery's management; Overseeing all projects and participating in all project meetings; Contacting insurance companies for annual insurance policy renewal.

Others

Dealing with matters of building maintenance issues; Interviewing job applicants for vacancies; Acquiring signatures for cheques; Purchasing and ordering food for the centre and community members; Solving the mini-bus repair and maintenance issues (such as MOT and other services).

Donations received during the financial year 2022/2023

The donations received during the financial year 2022/2023 are as below:

Christine Fenby £200	Ke Chong Tran £60	Taipei Rep. Office £600
Thi Lan Huynh £700	Ka Chan Tsang £320	T C Yang £200
Van Cuong Truong £700	Kim Chao Tsai £100	Moi Song Ho £100
Chung Kuo £60	Kuo Tsung Chu £100	Thi Ta Hoang £40
Yieng Kiong Wong £180	Thi Ngoc Huynh £105	Bao Thuy Ngo £30
Wei Fenby £700	Loi Anh Chong £100	Mrs Fu £60
Pancy Chaw £250	Sue Chua Tsai £500	Chih-Chun Chen £500
Tuyet Mai Ngo £60	Yan Tung Ng £91	Maggie Liao £50
Mee Ling Ng £60	Su Hui Wu £200	Cindy Kwek £60
Tony Chaw £250	Michelle Lin £200	Yu-Ping Tan £30
Duc Phuong Luu £50	Kai Fa Ewe £100	Qiu Hua Liu £20
Tu Tran Ng £100	Elizabeth Wong £120	Yok Hua Tai £100
Yu Chun Lin £20	Rick C. Y. Chen £600	
Le Binh Han £60	Tu Hao Chen £200	
Tuyet Binh Lam £60	K K Chow £150	
Tu Mac £60	Mr Rong Berwick £200	
Hinh Nong £60	Sherman Lai £1000	

**Total amount of
donations: £9,506**

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

Address: 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

Email: Employment@indochinese.co.uk
Web: www.indochinese.co.uk

INDO-CHINA REFUGEE GROUP THE CHINESE COMMUNITY SCHOOL ANNUAL REPORT 2022/2023

Introduction:

Caused by the Covid pandemic and the previous restrictions, Chinese school's operations have been affected severely, with the number of registered pupils dropping significantly comparing to pre-pandemic levels. Despite this, during this financial year, the school has slowly recovered from the negative impact of Covid pandemic. With many parents and pupils expressing their willingness to return to Saturday Chinese School for next academic year, we hope the number of pupils would gradually return to pre-pandemic levels.

In the year of 2022/2023, there are currently 69 pupils registered. Apart from being affected by Covid pandemic, we have seen some factors in recent years that may result in lower enrolment of pupils, which are: the birth rates of each family declined; an increasing number of Mainland Chinese Schools; many parents ignoring the importance of continuous Mandarin Chinese education; and more English schools providing their own Chinese courses, which have given parents a false concept of free Chinese tuition fees and the convenience not having to travel on weekends, but failed to monitor pupils' actual Chinese learning and progress.

This year the school is staffed by a headmaster, other 6 teaching staff members, and 1 teaching assistant. The Chinese school now provides 4 lessons per weekend, 36 weeks per year, with school hours from 9.40am to 1.30pm (50 minutes per lesson, 10 minutes break in between). Some cultural activities such as this year's Chinese New Year celebration, Children's Chinese Competency Certification Exam (CCCC), and Summer Play Scheme have all been cancelled until further notice.

The School curriculum consists of the Chinese primary education (Year 1 to Year 5) and two nursery classes. GCSE Chinese is also taught for the pupils from the fourth year onwards. The following are the contents of the School curriculum: Reading, poetry, Chinese history, composition, as well as singing (for Nursery, Reception, and Year 1 classes). There are 4 examination classes (from Year 2 to Year 5) of Children's Chinese Competency Certification Exam (CCCC) in which 18 pupils are being trained for the examinations. However, this year affected by Covid pandemic, Children's Chinese Competency

Certification Exam (CCCC) jointly organised by Chinese school and the Educational Department of ROC Taiwan was not able to take place.

The Chinese School is open to children aged 5 to 18 for registration. Most of the pupils are Chinese from Indo-China, living in the Borough of Lewisham and adjacent Borough of Greenwich and Southwark. Besides, more and more pupils from diverse family backgrounds such as British, Vietnamese, African, and other Europeans also attend the Chinese School.

Number of Pupils in Different Age Ranges:
Age between 5—9 (Lower Nursery Class to Year 1): 51
Age between 10—13 (Year 2 to Year 3): 12
Age between 13+ (Year 4 and 5): 6

TOTAL NUMBER OF PUPILS REGISTERED IN CLASSES: 69

Lower Nursery: 21	Upper Nursery: 16	First Year: 14	Second Year: 7
Third Year: 5	Fourth Year: 4	Fifth Year: 2	

LIST OF TEACHING STAFF (Starting from September 2022)

NAME	POSITION HELD	NAME	POSITION HELD
Mr V.C. Truong MBE	Headmaster; Teacher of Year 4	Ms Yu Ping Tan	Teacher of Lower Nursery
Mrs T. L. Huynh	Head of Library/Academic section; Teacher of Year 3	Ms Yu Han He	Teacher of Upper Nursery
Mr Wei Fenby	Head of Pupils' Disciplinary section; Teacher of Year 5	Ms Kejian Liu	Teacher of Year 2
Ms Yien Kiong Wong	Teacher of Year 1	Ms Qiu Hua Liu	Teaching Assistant of the Lower Nursery Class

Other School Activities

- 09/07/2022: The 2021/2022 academic year ended.
- 24/07/2022: Chinese School celebrated the 40th anniversary since its establishment in 1982, held at DoubleTree by Hilton Docklands Riverside, with more than 140 people attending.
- 10/09/2022: The new academic year 2022/23 started, with 69 pupils registered.
- 01/10/2022: The first fire drill practice for the pupils and teachers.
- 21/01/2023: Singing Competition, with 32 pupils participated. Chinese New Year was celebrated internally at school with pupils' dance performance from Nursery, Reception, and Year 1 classes.

04/03/2023: The Second fire drill practice for pupils and teachers. Sentence-making and Dictation competition (whole school participated).

18/03/2023: Chinese School's Open Day (parents evening).

25/03/2022: Phonetic Symbols and Dictionary-lookup competition (whole school participated)

Gratitude

1. Taipec Ltd. donated 50 boxes of instant tapioca bubble tea for the celebration of Chinese School's 40th anniversary.
2. Ms Yen Chang donated the cost of hiring DJs and a photobooth worth an approximate total of £1,200 for the celebration of Chinese School's 40th anniversary.
3. Taipei Representative Office in the UK and OCAC contributed Chinese textbooks.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

Address: 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

Email: Employment@indochinese.co.uk
Web: www.indochinese.co.uk

Indo Chinese Little Rainbow Day Nursery Centre Annual Report 2022-2023

Registration and Attendance

Up until the end of March 2023, there were 14 babies, 13 toddler & 28 reception children (55 in total) registered at Little Rainbow Day Nursery. Between January and March 2023, 3 new children joined the nursery. However, 2 children left during this quarter due to family relocation. The table below shows the attendants for each room:

Baby Room	April, May, June 2022			July, August, Sept 2022			October, November December 2022			January, February March 2023			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	130	0	15	61	6	1	55.5	7	14	66	3	1	312.5	16	31
Part Time	255.5	6	0	191.5	2	26.5	203	19	13	402.5	7.5	15	1052.5	34.5	54.5
Total	385.5	6	15	252.5	8	27.5	258.5	26	27	468.5	10.5	16	1365	50.5	85.5

Toddler Room	April, May, June 2022			July, August, Sept 2022			October, November December 2022			January, February March 2023			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	242	9	41	263	4	28	320	7	9	272	7	6	1097	27	84
Part Time	445.5	9.5	32.5	431	3	36	334.5	10.5	12.5	374	16	20	1585	39	101
Total	687.5	18.5	73.5	694	7	64	654.5	17.5	21.5	646	23	26	2682	66	185

Reception Room	April, May, June 2022			July, August, Sept 2022			October, November December 2022			January, February March 2023			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	307	3	30	386	19	21	340	4	40	435	13	15	1468	39	106
Part Time	595.5	13	89.5	415.5	0	32.5	347.5	21	67	592	11	20	1950.5	45	209
Total	902.5	16	119.5	801.5	19	53.5	687.5	25	107	1027	24	35	3418.5	84	315

Staff Structure

Our staff consisted of 2 centre managers, 1 registered manager, 1 operations manager, and 10 full-time/part-time nursery workers up until the end of March 2023. Among our nursery workers, 6 hold an NVQ Childcare Level 3 qualifications and above; 1 holds Childcare Level 2 qualification & 2 are on NVQ Childcare Level 3 trainings. In this quarter, 1 staff left due to personal reasons. However, 2 new staff joined our team. The nursery project has been recruiting and training prospective new staff and also encourage potential staff to enrol the NVQ Childcare Training Programme.

Management

To improve the communication between management and staff, we arrange all-staff meetings every 5-6 weeks. These meetings mainly allow staff to discuss matters regarding daily practices of the nursery, whilst also allowing them to share teaching ideas & thoughts. There have also been Management Meetings taking place every 6 weeks, dealing with any issues across the 3 rooms & nursery operation. For individual monitoring, we arranged one-to-one discussion which provide an opportunity for staff to evaluate their performance and share their views with management. We also review staff performance once a year through annual appraisals.

Improvements throughout the year

- Management to provide (annual topics) guidance and support to staff on preparing the weekly plans
- Encourage staff to recommend potential workers to work in the setting.
- All buggies and scooters will have to be left outside the premises or taken away by parents.
- Provide actual viewing on Fridays evening around 5:40pm by appointment.
- Purchased a wagon & 2 rocking chairs for baby room.
- Redecorate the displays for 3 rooms.
- Miss Sow Yin Lee had been promoted to be Nursery Deputy Manager from January 2023

Nursery viewing

We provided new parents a tour round our setting on Fridays evening by appointment. The table below shows the total of the viewing from April 2022- March 2023.

Month	Baby Room	Toddle Room	Reception Room	Total
April -June 2022	5	3	1	9
July – September 2022	2	1	-	3
October – December 2022	2	1	-	3
January – March 2023	4	3	2	9
Total	13	8	3	24

Further Improvements

- Ensure 2 managers and all staff to follow all the policies and procedures including the OFSTED safeguarding guidelines and to conduct their work to the standards set by the centre.
- To continue to recruit more qualified staff.
- To continue developing existing staff members' knowledge and skills.
- To implement more Chinese teaching.

- To create more interesting and mentally stimulating activities in play time.
- To prepare for the OFSTED inspection.

Summary from each room

1. Baby Room

Apart from English, Mandarin Chinese is also used as a main language throughout daily activities and interaction with children. We provide props that are related to the stories and rhymes to attract children's interest. Younger children communicate needs and feelings in a variety of ways which include attention seeking and babbling. Some can make own sounds in response when they are interacting with a familiar staff. We also encouraged children to look at books and other printed materials whenever possible. They are supported to handle books with interest. New songs are taught to the children both in English and Chinese; old songs will be repeated regularly. During the 4th quarter, children learned topics such as New year, Healthy eating, Fruits and Vegetables, All about Me, My family, Mother's day, Dental health, Sensory play and Spring. Weekly plannings were planned by all room staff according to the topics.



2. Toddler Room

In Toddler room, we use English and Chinese Mandarin throughout all activities and daily communications. Flash cards & props are used to motivate their learning. Each staff takes turn to do the weekly planning and it is done in advance to fit the children's needs and interests. The topics covered on the 4th quarter included New year, Healthy eating, Fruits & Vegetables, Chinese New Year, All about Me, My family, Mother's day, Dental health, Sensory play, Farm & Zoo animals, Spring. We follow the EYFS which covers 7 areas to support and promote children's development. Children are encouraged to share their interests and explore

different skills and understand the world. Children participated in varieties of indoor and outdoor activities as to help them to practice their fine motor and gross motor skills. Children's artworks are displayed regularly. We teach children healthy eating, good table manners and good behaviour. Children singing nursery rhymes and listening to the stories in Chinese and English; to learn the names of objects, numbers, colours, shapes & Alphabets. We rearranged the toddler room setting using cupboards & furniture to set up the boundaries.



3. Reception Room

We evaluate our practice regularly to identify anything that can be improved in the Reception Room. Teachers support children to learn to recognise , identify numbers through counting, singing number rhymes or songs. We set target for children who are graduate in July to learn alphabets and how to write their names. This quarter, we implemented topics in our weekly learning such as New Year (Year of 2023), New Year's Resolution (a decision to do something or to behave in a certain manner), Chinese New Year (receiving red packet from elderly, wearing new/red clothes), Chinese Food and culture (noodles/rice, Chinese Lucky Coin/ cherry blossom tree, Dragon/Lion Dance, costume, lantern), Year of the Rabbit (and also the 12 animals Chinese Zodiac's story), Fruits and Vegetables, about my body (Anatomy of the Human Body), 5 senses (sight, sound, smell, taste and touch), Dental Health (how to look after your teeth, who to see/check your teeth), My Family, World Book Day (Teachers performing for parents, children and Guests), African animals, Mother's/ Grandmother's Day and Spring (comparing with other seasons summer, autumn and winter). Through story time, they learn to respond to what they hear with relevant comments. They are encouraged to give attention to what others say and respond appropriately while engaged in another activity.



Events & Trainings
Easter Egg Hunt 06/04/2022



World Book Day 27/04/2022



Taking group photos 01/6/2022



Graduation Ceremony on 7/7/2022



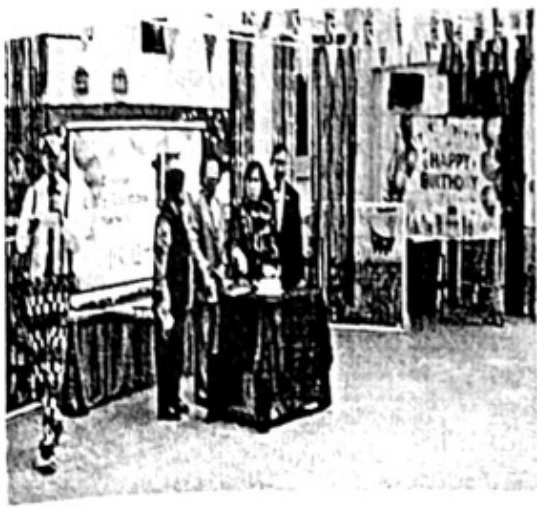
Mid- Autumn Festival (08/09/2022)



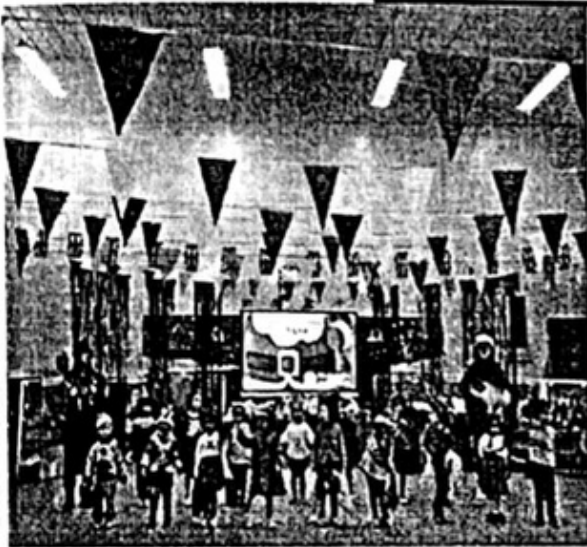
Halloween Party (31/10/2022)



Nursery's 15th Anniversary Party(10/11/2022)



Christmas Party 1/12/2022



Birthday Celebration for Nursery Staff



Outing 31/03/2023



World Book Day 4/3/2023



Training courses staff have attended online & in person during 2022

Date	Training Course	Number of Staff
25/03/2023	1. Pediatric First Aid	2

Survey outcome from April 2022-March 2023

The questionnaires were carried out to evaluate the standard of services provided and to be used as benchmark for future improvements.

Service:

	Excellent	Good	Satisfactory	Poor
Friendliness	95%	5%	-	-
Helpfulness	90%	10%	-	-
Responsible	95%	5%	-	-
Professional	90%	10%	-	-

Environment:

	Excellent	Good	Satisfactory	Poor
Cleanliness	90%	10%	-	-
Safety	90%	10%	-	-
Comfortable	95%	5%	-	-
Welcoming	95%	5%	-	-

Meals:

	Excellent	Good	Satisfactory	Poor
Nutrition	90%	10%	-	-
Variety	85%	15%	-	-
Meets the needs	95%	5%	-	-
Portion	95%	5%	-	-

Future/ Long Term planning

- + The continuous implementation of the Statutory Practice of Early Years Foundation Stage
- + Extend opportunities for children to develop their independence skills.
- + Support settling in for new children
- + Outing for Reception & Toddler

- + Enroll potential staff on NVQ Childcare Level 3
- + Taking group photo with graduates of 2023
- + Graduation Day on 06/07/2023

Special thanks to:

1. Mr Truong & Mrs Huynh who have constantly supported and supervised the nursery project ,especially Mrs Huynh who has contributed a great deal of information over the improvement of the operation as a whole.
2. Mr Dan Chang, the IT consultant.
3. Constant support form MC members: Mrs Ho, Ms Cindy & Mrs Quan Mai

After-School Club

The After-School Club Attendance (Period: Financial Year 2022/2023)

During this financial year, the number of After-school Club attendance still remains low comparing to pre-pandemic level as Covid-19 pandemic has severely caused some parents being unemployed or working part-time only. The attendance figures for year 2022/2023 are as follow:

	1 st Quarter April 2022– June 2022	2 nd Quarter July 2022 – September 2022	3 rd Quarter October 2022 – December 2022	4 th Quarter January 2023 – March 2023	Total
Number of Attendance	93	78	162	179	512

The Operation of After-School Club

After-School Club operates Monday to Friday from 3.30pm to 6pm during term times, and it shares workforce from the nursery, formed of one manager and one nursery staff member involving in collecting children from schools and supervising children's activities during the club hours.

The Services of After-School Club

The after-school club services have helped many working parents to ease their pressure. The club also provides light snack, a spacious place, and leisure activities for different aged children to play with and experience. In particular, our staff pay attention to children's behaviour issues and have strengthened the communication with parents and school teachers. The club's teachers encourage children to complete their worksheets in subjects such as English and Mathematics. The club's setting also provides some art and crafts to keep children busy and extend their interests in creativity.

After-School Club's Annual Survey and Parents' feedback

Environment

	Excellent	Good	Satisfactory	Poor
Cleanliness	100%			
Safety	100%			
Comfortable	100%			
Welcoming	100%			
Decorations	100%			

Service

	Excellent	Good	Satisfactory	Poor
Friendliness	100%			
Helpfulness	100%			
Responsibility	100%			
Professionalism	100%			

Snack

	Excellent	Good	Satisfactory	Poor
Nutrition		100%		
Variety	60%	40%		
Portion	60%	40%		

Conclusion

Although the time is challenging and difficult for many people including parents, we still hope that in the future as the society is returning to normal, more parents would need our after-school club services. However, there are still more challenges in the future for After-School Club to overcome in terms of its development, such as the competition from other previously-established After-School Clubs in the area, and the clubs run by the local schools. In the future, our club will continue to provide good services for our parents and children, and to develop more potential opportunities from other local schools, such as Tidemill Academy, Invicta Primary, and St Joseph's.

印支華裔社區中心

Address: 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

Email: Employment@indochinese.co.uk
Web: www.indochinese.co.uk

Indo-Chinese Community Day Centre Project Annual Report: April 2022 - March 2023

1. Day Centre Introduction:

The Day Centre, operating on Tuesdays and Thursdays, provides a safe and friendly space for its users to enjoy socialising, with healthy and freshly home-made luncheon and the care services in the Centre. It also provides catering services for Nursery during weekdays (from Monday to Friday), and Luncheon Club (from Tuesday to Friday).

The Day Centre organises activities to celebrate traditional festivals (such as Dragon Boat Festival, Mid-Autumn Festival, Christmas, etc.) and special events (eg. Nursery's Graduation, Anniversary party, etc.). Also, it provides facilities and space when a staff training or event space is needed, such as First Aid training, nursery's parties, and the after-school club.

The daily activities organised at the Day Centre include: Ma Jong Games, Chinese TV drama, Chinese/Cantonese TV news, social talks, Luncheon Club, food ordering/delivery services, etc. This report will present a general profile of the Day Centre activities and visits and the results of our annual service user satisfaction questionnaire.

The table below shows the usage of the Day Centre services in this financial year:

Annual	Contractual Members	Day Centre Activities	Food Ordering/Delivery	Total
April 2022 - June 2022	75	597	90	762
July 2022 - Sept 2022	78	713	90	881
Oct 2022 - Dec 2022	72	942	61	1075
January 2023 - March 2023	75	906	114	1095
Total	300	3158	355	3813

2. Day Centre Services:

Throughout this financial year, the Day Centre's managers and staff including the mini-bus driver and voluntary kitchen assistant, continued to provide the following services to our elderly clients:

- 1) **The Luncheon Club (from Tuesday to Friday):** The Day Centre provides catering services to the elderly Day Centre members, staff, committee members, nursery children, and all festive activities and events held at the centre.
- 2) **Ordering and delivering food:** The Day Centre has developed food ordering and delivery services to assist elderly service users, staff, and committee members with purchasing Chinese vegetables, fruits, seafoods/meat, dim sum, the imported products of Southeast Asia, etc. Although current cost of living continues to rise, this service, voluntarily organised by Mrs Lan, is still able to help community members find the discounted prices for daily essentials, especially thanks to the local Chinese supermarket Fu-Qing, Chan Brothers (run by former school-parent often offering best quality and price for seafoods and meat, and Taipec Ltd. When necessary, managers and day centre staff also deliver essential food and items to members' residence.
- 3) **Celebrating elderly members' and staff's birthdays each month:** This has created cheerful, warm, and caring atmospheres within the centre, much appreciated by the elderly members and staffs. Positive feedbacks have also been received from the elderly members' family.
- 4) **Collaborating with other projects:** The centre staff also collaborate with the nursery, after school club, and Chinese school when a training or event space is needed, in order to strengthen the support network for our community.
- 5) **Social communications with elderly members:** Managers/staff socialise with centre clients, making them feel more welcomed and supported and giving us better understanding of their needs.
- 6) **Checking environment & arranging repairs/cleaning:** Managers/staff regularly check the centre environment to ensure everything is in good working order, with repairs/cleaning arranged if required (eg. the cleaning of kitchen extraction system). This also includes daily monitoring of the CCTV system and visitor checks.

Total Attendance of Contractual Members from Each Borough and Days in 2022/23

Contractual Member		Total Attendance days (On Tuesdays & Thursdays)
Greenwich	1	100
Southwark	1	100
Lewisham	1	100
Total	3	300

Day Centre collaborates with Chinese School and Nursery to organise many events and celebrations, and to provide catering services for the event when needed. **The table below shows the actual date of the events held at the centre during this financial year:**

<u>Activities held at the Centre</u>	<u>Date Held</u>
Dragon Boat Festival Celebration (held internally)	02.06.2022
Nursery's Graduation Photography Day	08.06.2022
Nursery's Graduation Ceremony	06.07.2022
Mid-Autumn Festival Celebration (held internally)	08.09.2022
Chinese School's start of new academic year 2022/23	10.09.2022
Nursery's 15 th Anniversary Party	10.11.2022
Christmas Party (held internally)	01.12.2022
Nursery's World Book Day	02.03.2023

3. Annual service Quality Survey Result

Summary – In order to improve service quality and review client experience, the annual service quality survey was conducted with all our current service users. Our questionnaire covered topics over a variety of subjects related to the day Centre services, including care service, luncheon club, day centre hygiene, Emergency Procedure, mini bus service, Event/Party/ Activities and Complaints Procedure. The latest result shows that clients are very satisfied with the day centre's overall service quality.

The chart below shows the survey result in more details:

Agenda	Result		
Attitude of staff	Good: 100%	Average: nil	Poor: nil
Luncheon club	Good: 100%	Average: nil	Poor: nil
Day centre Hygiene	Good: 100%	Average: nil	Poor: nil
Emergency procedure	Good: 100%	Average: nil	Poor: nil
Mini-bus service	Good: 100%	Average: nil	Poor: nil
Event/party/activities	Good: 100%	Average: nil	Poor: nil
Complaints Procedure	Good: 100%	Average: nil	Poor: nil

4. Conclusion

Although the aftermath of Covid-19 pandemic has caused difficulty and challenges in the Day Centre operations, we still continue to provide and develop new services such as food ordering for the elderly staff, and community members where possible. On the other hand, we hope social services will fund and refer more service users to our Day Centre services, which provides opportunities for elderly members to socialise and to participate in various cultural activities, helping them to combat feelings of loneliness and isolation during these difficult times of Covid-19 pandemic. Our centre is also a popular venue as a location for training courses, thanks to convenient transport links, low costs of hire, spacious rooms and well-equipped facilities, and our distinctive building environment.