

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

**DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2024**

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

Company Information

TRUSTEES

Director and Chair	Say Phu Sam
Director and Deputy Chair	Binh Tuyet Lam
Secretary and Member	Moi Song Ho
Director and Treasurer	Yu Chun Lin (Resigned 15/03/24)
Member	Mai Quan
Member	Duc Phong Luu
Member	Oi Khan Hoang
Member	Tu Chan Tran
Member	Pansy Chaw
Member	Cindy Kwek
Member	Ke Chuong Tran
Member	Benjamin Len-Nard Lim (appointed 03/03/24)

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
Registered Office & Trading Address	33 Clyde Street 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	Wensen Archer Corporate Services Limited 167-169 Great Portland Street London W1W 5PF

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THE CHAIR'S REPORT 2023/2024

The year 2023/2024 has been a difficult and challenging year, with high inflation rates, energy prices, and cost of living which 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 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.

Despite the financial constraint and the shortage of manpower, with all staff's dedication and co-operation, the centre has been managed 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 2023/2024 the following services have been provided for 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 full-time driver/caretaker, and 1 part-time kitchen assistant. It currently operates 2 days a week (Tuesdays and Thursdays), along with luncheon club providing catering services during weekdays (Monday to Friday) for day nursery children, staff, contracted members from the boroughs of Lewisham, Greenwich, and Southwark. The day centre has also developed food ordering and delivery services, helping staff, elderly members, and community members to purchase vegetables, fruits, seafood, southeast Asia products, etc. at discounted prices. In order to provide better services for all services users, a brand-new electric mini-bus has been ordered during this financial year and will be built for full operation by

summer 2024. The central kitchen will also be refurbished and upgraded with brand-new cupboards and appliances (eg. cooker, steamer, oven, dishwasher, etc.) in the coming financial year.

- **The Chinese Community School:** is operated by 1 headteacher, other 6 teachers, and 1 teaching assistant. It has provided Chinese Mandarin teaching and Chinese GCSE exam courses, cultural studies, etc. It has 92 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 ceased its operations after Covid Pandemic due to lower number of pupils registered.
- **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 Registered Manager, one Operations Manager, one Deputy Manager, and another 5 full/part-time nursery workers. Under the same Ofsted registration, the after-school club also operates from Monday to Friday between 3pm and 6pm, term-times only, providing childcare for primary school children. In order for the innovation and modernisation of the nursery services, newly-designed outdoor facilities with a new climbing frame, a tunnel, and artificial grass were installed in January 2024 at a total cost of £36,744.26 including VAT.

Grants received for the year 2023/2024

A grant of **£501.00** was received from Taipei Representative Office in the UK in September 2023 for Chinese School's various competition activities.

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 would not be able to provide such significant services during the financial year 2023/2024.

Self-Help Project:

Mr. Van Cuong Truong MBE

P/T Centre Manager

Day Centre Services Project

Mrs Lan Huynh

P/T Deputy Centre Manager

Mr Thuan Tien Nguyen

F/T Driver/Care-taker

Ms Jian Lan Chen

P/T Kitchen Assistant / Cleaner (started from 02.01.24)

Ms Ngoc Anh Tran

Voluntary Kitchen Assistant

Chinese Community School Project

Head Teacher: Mr Van Cuong Truong MBE
Teachers: Mrs Lan Thi Huynh
Mr Wei Fenby
Mrs Yieng Kiong Wong
Ms Ms Yu Ping Tan
Ms Qiu Hua Liu (Teaching Assistant)
Ms Kejian Liu (Left on 15.07.23)
Miss Yu Han He (Left on 16.12.23)
Miss Nga Ki Yu (Started from 04.11.23)
Miss Yun Shu Zhang (Started from 24.02.24)
Miss Ru Yin Chang (Started from 07.10.23; Left on 21.10.23)
Miss Jilin Sun (Started from 13.01.24 ; Left on 24.02.24)

Indo-Chinese Little Rainbow Day Nursery Service

Ms Jacqueline Wong	FT Nursery Manager		
Mr Wei Fenby	FT Trainee Centre 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 Deli He	PT Nursery worker		
Ms Yu Ping Tan	PT Nursery worker		Left 20.12.23
Ms Ishwari Bhatt	PT Nursery worker		Left 14.06.23
Miss Yu Han He	PT Nursery worker		Left 01.12.23
Ms Sam Mui Loc	PT Nursery worker		Left 25.05.23
Ms Yan Tung Ng	PT Nursery worker		Left 17.08.23
Miss Ji Lin Sun	PT Nursery worker		Left 29.02.24
Ms Lee Huan Kee	PT Nursery worker		Left 28.12.23
Miss Xin Ying Zhang	PT Nursery worker	Started 01.06.23	Left 30.08.23
Ms Phoebe Wang Corrigan	PT Nursery worker	Started 04.07.23	Left 20.10.23
Miss Leyan Zhang	PT Nursery worker	Started 27.11.23	Left 22.02.24
Mrs Weihong Jeffery	PT Nursery worker	Started 27.02.24	
Ms Jing Wang	PT Nursery worker	Started 12.03.24	

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 2024

The directors and trustees present their report and accounts for the year ended 31st March 2024.

Structure, governance and management

The charity is constituted as a company limited by guarantee, and is therefore governed by a 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 daily 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. The day centre also provides food ordering and delivery services, helping staff, elderly members and committee members to purchase vegetables, fruits, seafood, southeast Asian products, etc. at discounted prices.

In order to provide better services for all services users, a brand new electric mini-bus has been ordered during this financial year and will be built for full operation by summer 2024. The central kitchen will also be refurbished and upgraded with brand new cupboards and appliances (eg cooker, steamer, oven, dishwasher, etc) in the coming financial year.

The Chinese Community School – provides Chinese Mandarin teaching to GCSE level, culture studies, traditional dancing and folk songs. It has 92 pupils registered in 7 classes. The youth leisure service which ran for 36 weeks each year, has ceased its operations due to lower number of pupils registered since Covid.

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, 3pm to 6pm, term-time, only, providing childcare for primary school aged children (5 to 12 year olds). In order for the innovation and modernisation of the nursery services, newly designed outdoor facilities with a new climbing frame, a tunnel and artificial grass were installed in January 2024 at a total cost of £36,744, including VAT.

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 2023/2024 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.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2024

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.

Directors and trustees

The directors who served during the year were:

Tuyet Binh Lam

Yu-Chun Lin (resigned 15/03/24)

Say-Phu Sam

All directors of the company are also trustees of the charity. The trustees named on page 1 served 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 with 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 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 make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

Following the audit of the previous year's accounts, the former auditors, Levicks, Chartered Accountants, resigned; Wensen Archer Corporate Services Limited were appointed in their place. The auditors, Wensen Archer Corporate Services Limited 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.


.....
SAY PHU SAM Director and Trustee

Dated 23rd June 2024

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
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 2024 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 2024 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.

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.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees/Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees/Directors has been prepared in accordance with applicable legal requirements.

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

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. 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.


Siang Lin CHIO FCCA (Senior Statutory Auditor)
for and on behalf of:
Wensen Archer Corporate Services Limited
Statutory Auditors
167 - 169 Great Portland Street
London W1W 5PF

Date: 23rd June 2024

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2024

		Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
	<u>Notes</u>				
INCOME FROM:					
<u>Donations and legacies</u>					
Building Maintenance Fund		-	-	-	-
Community Centre		-	-	-	212
Day Nursery Centre		-	136,135	136,135	114,783
Elderly People Service Project		-	-	-	-
Chinese Community School		-	4,771	4,771	10,286
Youth Association		-	-	-	-
		<u>-</u>	<u>140,906</u>	<u>140,906</u>	<u>125,281</u>
Investments		<u>11</u>	<u>99,865</u>	<u>99,876</u>	<u>30,907</u>
<u>Charitable activities</u>					
Building Maintenance Fund		-	-	-	-
Community Centre		3,680	-	3,680	2,760
Day Nursery Centre		-	394,715	394,715	399,818
Elderly People Service Project		-	34,243	34,243	31,512
Chinese Community School		-	16,852	16,852	16,916
Youth Association		-	-	-	-
		<u>3,680</u>	<u>445,810</u>	<u>449,490</u>	<u>451,006</u>
TOTAL INCOME		<u>3,691</u>	<u>686,581</u>	<u>690,272</u>	<u>607,194</u>
EXPENDITURE ON					
<u>Charitable activities</u>		-	358,100	358,100	343,665
<u>Other</u>		<u>41,963</u>	<u>23,006</u>	<u>64,969</u>	<u>56,257</u>
TOTAL EXPENDITURE		<u>41,963</u>	<u>381,106</u>	<u>423,069</u>	<u>399,922</u>
NET INCOME/(EXPENDITURE)	2	(38,272)	305,475	267,203	207,272
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET MOVEMENT IN FUNDS BEFORE TRANSFERS		(38,272)	305,475	267,203	207,272
TRANSFERS	4	<u>96,000</u>	<u>(96,000)</u>	<u>-</u>	<u>-</u>
		57,728	209,475	267,203	207,272
TOTAL FUNDS BROUGHT FORWARD		<u>220,698</u>	<u>4,437,192</u>	<u>4,657,890</u>	<u>4,450,618</u>
TOTAL FUNDS CARRIED FORWARD		<u>278,426</u>	<u>4,646,667</u>	<u>4,925,093</u>	<u>4,657,890</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
STATEMENT OF FINANCIAL POSITION
AS AT 31ST MARCH 2024

		Unrestricted Funds	Restricted Funds	Total Funds 2024	2023
	Note	£	£	£	£
FIXED ASSETS					
Tangible	5	<u>39,832</u>	<u>1,548,352</u>	<u>1,588,184</u>	<u>1,562,394</u>
CURRENT ASSETS					
Debtors	6	4,294	94,849	99,143	43,088
Cash at Bank and in Hand	7	<u>243,963</u>	<u>3,027,308</u>	<u>3,271,271</u>	<u>3,092,890</u>
		248,257	3,122,157	3,370,414	3,135,978
LESS: CURRENT LIABILITIES					
Liabilities: Amounts falling due within one year	8	<u>9,663</u>	<u>23,842</u>	<u>33,505</u>	<u>40,482</u>
NET CURRENT ASSETS		<u>238,594</u>	<u>3,098,315</u>	<u>3,336,909</u>	<u>3,095,496</u>
NET ASSETS		<u>278,426</u>	<u>4,646,667</u>	<u>4,925,093</u>	<u>4,657,890</u>
Represented by :					
ACCUMULATED FUNDS					
Unrestricted Funds:					
Community Centre	12	278,426	-	278,426	220,698
Restricted Funds:	12				
Building Maintenance Fund		-	1,708,845	1,708,845	1,702,307
Day Nursery Centre		-	1,796,400	1,796,400	1,525,115
Elderly People Service Project		-	873,534	873,534	949,655
Chinese Community School		-	237,328	237,328	229,721
Youth Association		-	30,560	30,560	30,394
		<u>278,426</u>	<u>4,646,667</u>	<u>4,925,093</u>	<u>4,659,890</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Trustees on 23 June 2024 and were signed on its behalf by:


SAY PHU SAM
Director

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST MARCH 2024

	2024 £	2023 £
Net cash provided by (used in) operating activities	<u>216,123</u>	<u>194,196</u>
Cash flows from investing activities:		
Purchase of property, plant and equipment	<u>(37,742)</u>	<u>-</u>
Net cash provided by (used in) investing activities	<u>(37,742)</u>	<u>-</u>
Cash flows from financing activities:		
Change in cash and cash equivalents in the reporting period	178,381	194,196
Cash and cash equivalents at the beginning of the reporting period	<u>3,092,890</u>	<u>2,898,694</u>
Cash and cash equivalents at the end of the reporting period	<u>3,271,271</u>	<u>3,092,890</u>

NOTES TO THE STATEMENT OF CASH FLOWS

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

	2024 £	2023 £
Net income /(expenditure) for the reporting period (as per the statement of financial activities)	267,203	207,272
Adjustments for:		
Depreciation charges	11,952	6,101
(Increase)/decrease in debtors	(56,055)	(14,619)
Increase/(decrease) in creditors	<u>(6,977)</u>	<u>(4,558)</u>
Net cash (used in)/ provided by operating activities	<u>216,123</u>	<u>194,196</u>

Analysis of cash and cash equivalents

	2024 £	2023 £
Cash at bank and in hand	<u>3,271,271</u>	<u>3,092,890</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

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-three 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.

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

	2024	2023
	£	£
Net income is stated after charging:		
Depreciation of tangible fixed assets	11,952	6,101
Auditors remuneration including VAT (for audit services)	<u>4,320</u>	<u>4,920</u>

3. SUMMARY OF FUND MOVEMENTS

	Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Income:							
Donations							
London Borough of Lewisham	-	136,135	-	-	-	-	136,135
Others	-	-	-	4,771	-	-	4,771
Investments:							
Bank deposit interest	6,633	54,758	31,993	6,235	246	11	99,876
Charitable activities:							
Fees from pupils	-	394,715	-	16,852	-	-	411,567
Home care income:							
London Borough of Lewisham	-	-	7,786	-	-	-	7,786
Royal Borough of Greenwich	-	-	4,694	-	-	-	4,694
London Borough of Southwark	-	-	4,694	-	-	-	4,694
Other charitable activities	-	-	17,069	-	-	3,680	20,749
Total Income	6,633	585,608	66,236	27,858	246	3,691	690,272
Expenditure							
Charitable activities:							
Staff costs and tutor fees	-	217,475	91,874	17,415	-	-	326,764
Other charitable expenditure	-	15,214	14,945	1,177	-	-	31,336
Other							
Auditors remuneration	-	-	-	-	-	4,320	4,320
Accountancy fees	80	1,180	550	340	80	1,220	3,450
Depreciation	-	8,083	231	812	-	2,826	11,952
Administration costs	15	6,371	4,757	507	-	33,597	45,247
Total expenditure	90	248,323	112,357	20,251	80	41,963	423,069
Net Income/(Expenditure)	6,538	337,285	(46,121)	7,607	166	(38,272)	267,203

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

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)	6,538	337,285	(46,121)	7,607	166	(38,272)	267,203
Net movement in funds before transfers	6,538	337,285	(46,121)	7,607	166	(38,272)	267,203
Transfers	Note 4 -	(66,000)	(30,000)	-	-	96,000	-
Net movement in funds after transfers	6,538	271,285	(76,121)	7,607	166	57,728	267,203
Total funds brought forward	1,702,307	1,525,115	949,655	229,721	30,394	220,698	4,657,890
Total funds carried forward	1,708,845	1,796,400	873,534	237,328	30,560	278,426	4,925,093

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

4. TRANSFERS BETWEEN FUNDS

	2024 £	2023 £
From the restricted Day Nursery fund to the unrestricted		
Community Centre fund as a contribution towards running costs and upkeep of the centre building	66,000	60,000
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.	30,000	30,000
	<u>£96,000</u>	<u>£90,000</u>

5. TANGIBLE FIXED ASSETS

	Building Project £	Fixtures & Equipment £	Mini Buses £	Total £
<u>COST</u>				
Balance at 1 st April 2023	1,515,454	179,720	39,440	1,734,614
Additions	-	37,742	-	37,742
Disposals	-	-	-	-
Balance at 31 st March 2024	<u>1,515,454</u>	<u>217,462</u>	<u>39,440</u>	<u>1,772,356</u>
<u>DEPRECIATION</u>				
Balance at 1 st April 2023	-	132,781	39,439	172,220
Charge for the year	-	11,952	-	11,952
On Disposals	-	-	-	-
Balance at 31 st March 2024	<u>-</u>	<u>144,733</u>	<u>39,439</u>	<u>184,172</u>
<u>NET BOOK VALUE</u>				
Balance at 31 st March 2024	<u>1,515,454</u>	<u>72,729</u>	<u>1</u>	<u>1,588,184</u>
Balance at 31 st March 2023	<u>1,515,454</u>	<u>46,939</u>	<u>1</u>	<u>1,562,394</u>

6. DEBTORS AND PREPAYMENTS

	2024 £	2023 £
Day Centre Debtor	3,092	1,032
Pupils Fees	-	-
Accrued Interest on Deposits	77,219	28,512
Prepayments	16,612	6,610
Owed between Projects	<u>2,220</u>	<u>6,934</u>
	<u>99,143</u>	<u>43,088</u>

7. CASH AT BANK

The accounts incorporate the cash at bank balance as held by the Community School at Deptford, of £187,956 as a building maintenance fund.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

8. LIABILITIES: AMOUNTS FALLING DUE WITHIN 12 MONTHS	2024	2023
	£	£
Monies Received in Advance	16,829	18,001
Accruals	14,456	15,547
Owed between Projects	<u>2,220</u>	<u>6,934</u>
	<u>33,505</u>	<u>40,482</u>
9. STAFF COSTS	2024	2023
	£	£
Salaries and benefits	298,919	274,367
Employer's national insurance	-	21,214
Pension costs	9,551	9,937
Pension software	936	936
Training	<u>(57)</u>	<u>369</u>
	<u>309,349</u>	<u>306,823</u>

During the year, the average number of employees was 14 (2023 – 14). No employees were paid more than £60,000. Centre Manager and his deputy with 10 as day nursery staff, 2 as day centre manager and 1 as caretaker/driver for the Elderly Project.

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.

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.

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 incorporated in England as a company limited by guarantee therefore having no share capital.

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

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INDO-CHINA REFUGEE SELF-HELP PROJECT

ANNUAL REPORT 2023/2024

Introduction

It has been 40 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 thousands of 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, previously affected by the impact of Covid-19 pandemic, the number of pupils registered still remained significantly lower than pre-pandemic years. Currently there are 92 pupils registered with a total of 7 classes including Lower Nursery, Upper Nursery, 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 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), opening 5 days per week from 8am to 6pm, whole year round except one-week closure during Christmas and New Year holidays. The Day Nursery is staffed by one Registered Manager, one Operations Manager, one Deputy Manager, and another 5 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. During this financial year, the nursery invested a total of £36,744.26 including VAT in upgrading the outdoor facilities featuring a newly-designed climbing frame, a tunnel, and artificial grass in order to continuing provide best possible services for all children and parents.

4. Indo-Chinese Day Centre Services:

This project is staffed with one part-time manager, one full-time driver/caretaker, and one kitchen assistant. The project provides social/festival/cultural activities, lunch, home visits, transport, opening two days per week (on Tuesdays and Thursdays) from 10am to 3.00pm all year round except one-week closure during Christmas and New Year period. The day centre is well-facilitated with sufficient space to enable elderly people to take part in social activities, allowing them to escape from the confines of their homes. There are well-trained and experienced staff to assist the attendees. The project also gives relief to the heavy workload of the home carers. Currently one mini-bus is operating to provide transport for elderly members and those with walking difficulties in the South East London. Due to the implementation of Ultra Low Emission Zone (ULEZ) by Mayor of London, the current minibus would need to be replaced by October 2025 with an electric vehicle in order to avoid the £12 daily charge. Therefore, a brand new electric mini-bus has been ordered in June 2023, and will be fully built and in operation by summer 2024.

5. Youth Club: The club used to run 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, after the Covid pandemic, all youth club activities have been ceased as a result of low number of pupils at Chinese School and high running cost.

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 of Chinese history and culture to let free of charge.

7. Gei Sian Thang (worship room): Based on the first floor of the community centre, it aims to meet the spirit needs of the Indo-Chinese and Vietnamese people who believe in Buddha and Quan Yin (a goddess). Each year, there are various ceremonies being held, giving the elderly and community members hope and peace of mind.

Self-help Project Annual Report April 2023 – March 2024

The table below shows the total caseworks that have been carried out during the period from April 2023 to March 2024.

April 2023 - March 2024	Admin	Education	Banking	Management/ Supervision	Others	Total
1st Quarter Apr-Jun 2023	119	25	13	58	38	253
2nd Quarter Jul-Sep 2023	121	34	10	64	51	280
3rd Quarter Oct-Dec 2023	155	33	14	60	32	294
4th Quarter Jan-Mar 2024	142	71	17	89	38	357
Total	537	163	54	271	159	1184

Admin

Checking Day Centre invoices and income; Double-checking Day Nursery and After-School Club incomes; Dispatching Day Centre invoices; Obtaining 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 record; 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

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 activities; 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; paying in cheques; negotiating best possible interest rates for fixed term deposits

Management/Supervision

Interviewing job applicants for nursery/school 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; Obtaining 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); Dealing with companies for mini-bus purchasing, nursery outdoor facilities upgrade, solar panel installation, and central kitchen refurbishment

Donations received during the financial year 2023/2024

The donations received during the financial year 2023/2024 are as below:

Wei Fenby £700	Pansy Chaw £350	Cindy Kwek £50
Van Cuong Truong £400	Tony Chaw £350	Ngoc Huynh £30
Thi Lan Huynh £400	Thi Ta Hoang £40	Buu Thuy Ngo £30
K. T. Tsang £480	Michelle Lin £250	Sonia Chen £40
Qiu Hua Liu £80	Hui Fang Yuen £50	Shih Chih Chen £100
Moi Song Ho £200	Yieng Kiong Wong £150	Yi Lien Tsai £100
Yu-Ping Tan £90	Oi khan Hoang £60	
Mai Quan £80	Duc Phuong Luu £30	
		<u>Total £4060</u>

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INDO-CHINA REFUGEE GROUP
THE CHINESE COMMUNITY SCHOOL
ANNUAL REPORT 2023/2024

Introduction:

Previously due to Covid pandemic, Chinese school's operations have been severely affected, with the number of registered pupils dropped significantly comparing to pre-pandemic levels. Despite this negative impact, the school has slowly recovered from the aftermath of Covid pandemic during this financial year. With many parents and pupils expressing their willingness to join the Saturday Chinese School for next academic year, we hope the number of pupils would eventually return to pre-pandemic levels in the near future.

During the financial year of 2023/2024, there were 92 pupils registered, with 7 classes staffed by a headmaster, other 6 teaching staff members, and 1 teaching assistant. The Chinese school 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). While this year's Chinese New Year was celebrated internally with pupils' performances combining with the singing competition, other activities such as Children's Chinese Competency Certification Exam (CCCC) and Summer Play Scheme have all been ceased until further notice.

The School curriculum consists of the Chinese primary education (Year 1 to Year 5) and two nursery classes (Lower Nursery and Upper Nursery). Chinese GCSE is also taught for the pupils in Year 5. The following are the contents of the School curriculum: Reading, Tang poetry, Chinese history, Composition, Mandarin Phonetic Symbols, Characters writing, and Sentence-making, as well as singing lessons (for Lower and Upper Nursery and Year 1). The Chinese School is open to children aged 5 to 18 for registration. Most of the pupils are Chinese from Indo-China, mainland China, and Taiwan, living in the Borough of Lewisham and its neighbouring boroughs such as Greenwich and Southwark. Besides, more and more pupils from diverse family backgrounds (eg. British, Vietnamese, African, other Europeans, etc) also join the Chinese School to learn Mandarin.

Number of Pupils in Different Age Ranges:

Age between 5—9 (Lower Nursery Class to Year 1): 60

Age between 10—13 (Year 2 to Year 3): 19

Age between 13+ (Year 4 and 5): 13

TOTAL NUMBER OF PUPILS REGISTERED IN CLASSES: 92

Lower Nursery: 22	Upper Nursery: 20	Year One: 18	Year Two: 12
Year Three: 7	Year Four: 8	Year Five: 5	

LIST OF TEACHING STAFF (Starting from September 2023)

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 2	Miss Yun Shu Zhang	Teacher of Year 1
Mr Wei Fenby	Head of Pupils' Disciplinary section; Teacher of Year 5	Miss Yu Nga Ki	Teacher of Year 3
Ms Yien Kiong Wong	Teacher of Upper Nursery	Ms Qiu Hua Liu	Teaching Assistant of the Lower Nursery Class

Other School Activities**29/04/2023:** Chinese Character Dictation Competition (whole school participating)**13/05/2023:** Chinese Character Writing Competition (whole school participating)**27/05/2023:** Calligraphy Competition (Year 2 to Year 5 participating)**15/07/2023:** The End-of-2022/23-Academic-Year Ceremony**09/09/2023:** The new academic year 2023/24 started, with 92 pupils registered.**30/09/2023:** The first fire drill practice for all pupils and teachers.**09/12/2023:** Speech Competition, with 37 pupils participating.**10/02/2024:** Singing Competition, with 36 pupils participating. Chinese New Year (Year of the Dragon) was celebrated internally at school with pupils' dance performance from Nursery, Reception, and Year 1 classes.**02/03/2024:** Sentence-making and Dictation competition (whole school participating)

09/03/2024: The second fire drill practice for all pupils and teachers.

16/03/2024: Phonetic Symbols and Dictionary-lookup competition (whole school participating)

Gratitude

1. Taipec Ltd. donated 50 boxes of mixed food products and cooking ingredients for the celebration of Chinese New Year.
2. The Overseas Community Affairs Council (OCAC) contributed Chinese textbooks materials for the academic year of 2023/2024.
3. Taipei Representative Office in the UK contributed a grant of **£501.00** for school's academic and cultural competitions.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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Indo Chinese Little Rainbow Day Nursery Centre Annual Report 2023-2024

Registration and Attendance

Up until the end of March 2024, there were 14 babies, 11 toddler & 24 reception children (49 in total) registered at Little Rainbow Day Nursery. Between January and March 2024, 2 new children joined the nursery. However, 1 child left during this quarter due to family relocation. The table below shows the attendants for each room:

Baby Room	April, May, June 2023			July, August, Sept 2023			October, November, December 2023			January, February, March 2024			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	114	0	1	193	14	7	119	0	12	116	1	1	542	15	21
Part Time	358	9.5	22.5	309	10	40.5	403.5	5.5	6	401.5	17.5	31	1472	42.5	100
Total	472	9.5	23.5	502	24	47.5	522.5	5.5	18	517.5	18.5	32	2014	57.5	121

Toddler Room	April, May, June 2023			July, August, Sept 2023			October, November, December 2023			January, February, March 2024			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	74	0	21	34	0	5	52	4	1	52	7	2	212	11	29
Part Time	341	4.5	25	225.5	4.5	13.5	439.5	8	7.5	261.5	10	9	1267.5	27	55
Total	415	4.5	46	259.5	4.5	18.5	491.5	12	8.5	313.5	17	11	1479.5	38	84

Reception Room	April, May, June 2023			July, August, Sept 2023			October, November, December 2023			January, February, March 2024			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	539	2	59	178	1	5	296	0	4	175	12	34	1188	15	102
Part Time	464.5	10	61	685.5	19	37	546	21	44.5	570	24	87	2266	74	229.5
Total	1003.5	12	120	866.5	20	42	842	21	48.5	745	36	121	3454	89	331.5

Staff Structure

Our staff consisted of 2 community centre managers, 1 registered manager, 1 operations manager, and 6 full-time/part-time nursery workers up until the end of March 2024. Among our nursery workers, 5 hold an NVQ Childcare Level 3 qualifications and above; 1 holds Childcare Level 2 qualification. 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 from 5pm by appointment.
- Redecorate the displays for 3 rooms.
- Installed new playground equipment and artificial grass.
- Subscribed Blossom Educational App(from January 2024) to record children's diary

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 2023- March 2024.

Month	Baby Room	Toddle Room	Reception Room	Total
April -June 2023	3	1	1	5
July – September 2023	2	1	-	3
October – December 2023	2	1	-	3
January – March 2024	2	-	-	2
Total	9	3	1	13

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 in multiple cultures such as songs, poem etc.
- 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. Children learned topics such as New year, Healthy eating, Fruits and Vegetables, Chinese New Year, Year of Dragon, All about Me, My family, Mother's Day, Dental health, Sensory play, Farm animals, Zoo animals and Easter. 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 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 and Easter. 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. 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.



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 ,New Year's Resolution ,Chinese New Year , Year of the Dragon, Fruits and Vegetables, My body ,5 senses ,Dental Health ,My Family, African animals, Mother's Day .Zoo animals and Easter.Through story time, children 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.





Easter Egg Hunt 06/04/2023



World Book Day 27/04/2023



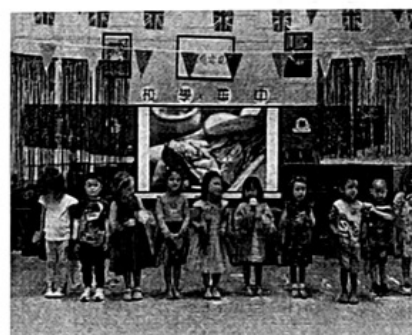
Group photos with 2023 graduates 07/06/2023



Staff Training 09/06/2023 & 27/10/2023



Dragon Boat Festival 22/6/2023



Outing for graduates 30/6/2023



Graduation Ceremony on 5/7/2023



Mid- Autumn Festival (28/09/2023)



Halloween Party (31/10/2023)



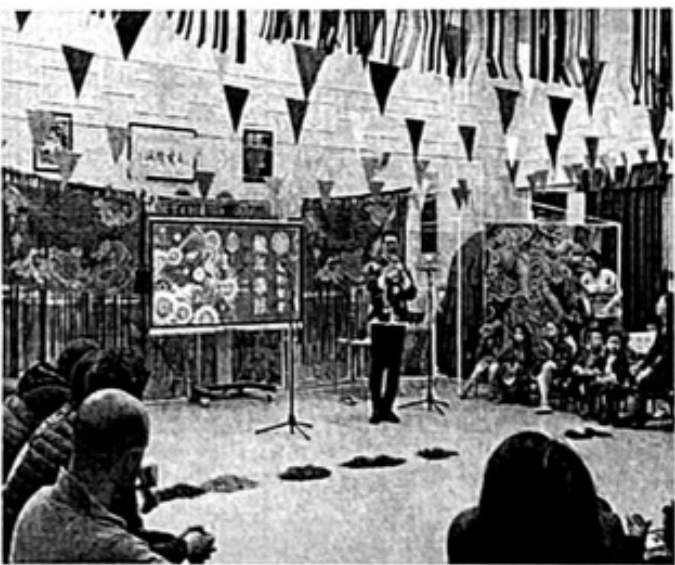
Nursery's 16th Anniversary Party(9/11/2023)



Christmas Party 7/12/2023



Chinese New Year Celebration 08/02/2024



World Book Day 7/3/2024



Online Training Courses & in person during April 2023-March 2024

Date	Courses	Numbers of Staff
08/04/2023	1. Food Hygiene(online)	2
17/04/2023	2. Safeguarding Children Level 2(online)	2
09/06/2023	3. Language & Mathematic Development in Early Years Stage	12
27/10/2023	4. Pediatric First Aid	10
28/03/2024	5. Food Hygiene(online)	2
29/03/2024	6. Safeguarding Children Level 2(online)	2

Survey outcome from April 2023-March 2024

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

Service:

	Excellent	Good	Unsatisfactory	Poor
Friendliness	95%	5%	-	-
Helpfulness	90%	10%	-	-
Level of Responsibility	95%	5%	-	-
Professionalism	95%	5%	-	-

Environment:

	Excellent	Good	Unsatisfactory	Poor
Cleanliness	75%	25%	-	-
Safety	80%	20%	-	-
Setting Decorations	70%	30%	-	-
Welcoming	85%	15%	-	-

Food:

	Excellent	Good	Unsatisfactory	Poor
Nutrition	70%	30%	-	-
Variety	70%	30%	-	-
Portion	90%	10%	-	-

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 2024 graduates
- + Enroll potential staff on NVQ Childcare Level 3
- + Taking group photo with 2024 graduates
- + Graduation Day on 03/07/2024

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 2023/2024)

During this financial year, the number of After-school Club attendance still remains low comparing to pre-pandemic years due to the negative impact on the society causing many parents being unemployed or working part-time only. The attendance figures for year 2023/2024 are as follow:

	1 st Quarter April 2023– June 2023	2 nd Quarter July 2023 – September 2023	3 rd Quarter October 2023 – December 2023	4 th Quarter January 2024 – March 2024	Total
Number of Attendance	145	136	260	271	812

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	20%	80%		
Portion	20%	80%		

Conclusion

Although the time is challenging and difficult for many people including parents, we still hope that in the future 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.

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Indo-Chinese Community Day Centre Project **Annual Report: April 2023 - March 2024**

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 Monday to Friday).

The Day Centre organises activities to celebrate traditional festivals (such as Chinese New year, 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 dramas, 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 the results of our annual service users' survey.

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 2023 - June 2023	78	1036	111	1225
July 2023 - Sept 2023	89	845	81	1015
Oct 2023 - Dec 2023	96	942	103	1141
January 2024-March 2024	104	881	92	1077
Total	367	3704	387	4458

2. Day Centre Services:

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

- 1) **Providing catering services for Day Nursery's children:** The day centre's central kitchen provides nutritious and homemade lunch for nursery children throughout Monday to Friday. In order to reduce nursery staff's workload, the kitchen staff also help the nursery with washing-up and grocery shopping.
- 2) **The Luncheon Club (from Monday to Friday):** The Luncheon Club now operates 5 days a week Mondays to Fridays, providing catering services to the elderly Day Centre members (Tuesdays and Thursdays), staff, committee members, nursery children (Mondays to Fridays), and all festive activities and events held at the centre.
- 3) **Ordering / delivering food:** The Day Centre provides 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. With current situation of 'cost of living' continuing to rise, this service, voluntarily organised by Mrs Lan, has helped 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.
- 4) **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.
- 5) **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.
- 6) **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.
- 7) **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 garden shutter and kitchen pipes). This also includes daily monitoring of the CCTV system and visitor checks.
- 8) **To maintain the cleanliness of the front yard and the back garden:** The daily routine work is carried out to maintain the cleanliness and tidiness of the car park area (the front yard) and the newly-built nursery outdoor facilities (the back garden), especially the artificial grass flooring.

Total Attendance of Contractual Members from Each Borough and Days in 2023/24

Contractual Member		Total Attendance days (On Tuesdays & Thursdays)
Greenwich	1	102
Southwark	1	102
Lewisham	2 *	163
Total	4	367

* Note: For this financial year between 01/04/2023 and 23/08/2023, there was only 1 contractual member from Lewisham; whereas from 24/08/2023 onwards, the number of contractual members from Lewisham has increased to 2. The day centre was closed for one week from 25th December 2023 to 1st January 2024 during Christmas and New Year holiday period.

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:**

Activities held at the Centre	Date Held
Dragon Boat Festival Celebration	22.06.2023
Nursery's Graduation Photography Day	07.06.2023
Nursery's Graduation Ceremony	05.07.2023
Chinese School's start of new academic year 2023/24	09.09.2023
Mid-Autumn Festival Celebration	28.09.2023
Nursery's 16 th Anniversary Party	09.11.2023
Christmas Party	07.12.2023
Chinese New Year Celebration	08.02.2024
Nursery's World Book Day	07.03.2024

3. Annual service Quality Survey Result

In order to improve service quality and review clients' experiences, an annual survey on the service quality as 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, events/parties/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 results of the annual survey results:

Agenda	Survey Outcomes		
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:

Even though the aftermath of the pandemic has previously caused difficulties and challenges in our Day Centre's operations, we still continue to provide a place for those clients and elderly people to socialise and participate in various cultural activities, and develop new services such as food ordering for the elderly, staff, and community members, etc. On the other hand, we hope social services will fund and refer more new service users to our Day Centre, helping those who live alone and need social activities from the same cultural background to combat their feelings of loneliness and isolation. The day centre services **should not be restricted by the local councils** to offer for the severely disabled and elderly **only**; instead, it should be more considerate of **people who actually need it**.