



Trustees' Annual Report for the period

Period start date
From 1 Sept 2020 To 31 Aug 2021

Section A Reference and administration details

Charity name Monkscroft Pastoral Care Project

Other names charity is known by None

Registered charity number (if any) 1070022

Charity's principal address Hesters Way Library

Goldsmith Road

Cheltenham, Gloucestershire

Postcode

GL51 7RT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mrs Susan Gifkins	Chair		
2	Mrs Victoria Stewart	Treasurer		
3	Geoff Moss			
4	Adrian Gifkins	Secretary		
5	Rita Cole			
6				
7				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Jo Cannon – Project Coordinator

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	
Trustee selection methods (eg. appointed by, elected by)	Proposed and elected by other members of Board of Trustees. Reviewed annually at the AGM.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There is a Child Protection Policy in place and DBS checks are carried out every three years for Trustees and Staff.

All Trustees give their time voluntarily and received no remuneration.

Section C Objectives and activities

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

To provide support to children who are experiencing social, emotional and behavioural difficulties To provide support to families, to ensure children of all ages thrive holistically from the basis of a secure attachment with their primary carer(s).

The following activities were carried out having due regard for guidance on Public Benefit.

THIS YEAR INCLUDED PERIODS OF ONGOING RESTRICTIONS DUE TO THE GLOBAL COVID-19 PANDEMIC AND VARIOUS LOCKDOWNS AND SOCIAL DISTANCING RESTRICTIONS WHICH WERE IN PLACE.

1 – Provided core family support services for vulnerable children and families in the Hesters Way and St. Marks area of Cheltenham.

Support services included mainly face to face direct contact with child/parent(s) and also telephone and video contact and included:

- assessment of need and ongoing reviews
- one to one sessions with children, parents and sibling groups, often online, to support parents with modelling positive parenting techniques in their own environment
- support to engage with education and health services as nurseries re-opened and access to primary health care became particularly challenging adding to the pre-existing stress and mental health issues
- Additional one to one support to parents as stress and distress levels were elevated further after the lengthy pandemic conditions and the re-opening issues mentioned above

2 – Provided small group sessions for families to:

- reduce isolation
- enable and support parents to meet other parents in their community
- Infants / children to interact with others and improve social and emotional development
- Model and encourage play and interaction with children
- Enabled additional break-out sessions for review and support of parents as they navigate the extremely difficult circumstances in which they were now living and parents

3 – Monitored and evaluated outputs and outcomes for the service.

This involved the use of:

- 'Ages and Stages – Social and Emotional' questionnaire
- 'Stress on the Caregiving Relationship' questionnaire (to identify risk factors to successful attachment)
- 'UCLA Loneliness Scale' at initial referral stage and at review.
- 'Maternal Attitude Scale'
- 'Parental Stress Scale'
- 'Karitane Parenting Confidence Scale'

4 – During the pandemic, services were continually adapted to the ever-changing needs and circumstances throughout. This involved:

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- Live 'activity' sessions for families over zoom. All resources necessary for the activities were provided and delivered in boxes to doorsteps.
- Phone call / zoom sessions in place of home visits
- When permitted, support groups restarted, with full covid-19 health and safety measures in place. The programme we provided enabled services to continue whether in person or online without disruption.

5 – During the summer of 2021 we secured additional funding from the Covid Outbreak Management Fund (COMF).

- This enabled the Project to convert a hitherto unused outdoor space into a well-equipped, inviting and COVID compliant space for group activity sessions providing the following services:
- family support and mentoring
- safe play area with clean and high quality material supporting fine and gross motor skill development
- ongoing community play space for young children to explore and develop in together with other children, which was of particular importance for this cohort of children as they were either COVID babies or were babies when lock-down started as such they had had little to no explore to meet other people nor explore the world away from their immediate families and homes (often flats without gardens).
-

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Summary of the main achievements of the charity during the year**OUTCOMES FOR CHILDREN AND FAMILIES**

0-4 year olds, improvements were achieved in the following:

- More secure attachment with primary carer and positive relationships with family

- Improved attendance at early years' settings e.g 'Stay and Play' sessions / nursery classes which in turn will promote / improved social development.

Active Involvement in online and face to face group sessions. Children were able to continue social interaction and development with other children via this provision.

- Improved access to health services
During the pandemic this involved ensuring families were supported, particularly when accessing general health (not covid related) was needed. Links with local Health Visiting team was invaluable partnership working during this period, to ensure all our pregnant ladies, babies and young children had prompt access to health issues.

Mental Health of parents supported / maintained. This was critical work during the pandemic. Our parents were already (pre pandemic) experiencing isolation and loneliness, along with anxiety / low mood depression, with a history of childhood trauma in most cases. The pandemic and lockdowns had a significant impact on mental health. Our services were adapted and telephone / messaging / video and doorstep support was increased to support the parents mental health and benefit the children as a result. The Garden Activity sessions have been an invaluable extension and progression of this support, often being the only social interaction the families had outside their own homes.

Families were supported with a range of difficulties acting as barriers to meeting their children's holistic needs. These included:

Housing and issues of poverty / financial hardship
Mental Health difficulties (mainly anxiety and depression)
Isolation (social and economic) and the impact of this on parenting and the rest of the family
Relationships between parent(s) and the children. Play and quality time
Relationships between adults in the home

Siblings were also supported with understanding their emotions, expressing themselves non aggressively and enjoying the family more, thus becoming happier and more secure and stable.

During this year, we have continued to develop and build working partnerships with other local agencies. We were able to build on the links made the previous year (e.g. Health Visitors) to work collaboratively, particularly during lockdowns to monitor, support and protect the most vulnerable children during a time of even higher levels of strain on families.

Mental well-being continued to be a high priority to achieve this. High levels of contact with parents to support them mentally as episodes of anxiety and low mood / depression affected them – and their children.

Also supporting the families to find focus and purpose during a time of such insecurity and lack of stability caused by the pandemic. Although there were some extremely challenging times during this period, there was also periods of great achievement in observing some of the darkest moments in some families lives transform and we can now see the parents setting and achieving their own goals e.g. completing online courses / building confidence / raising aspirations both for themselves and their children.

A number of our children have started school since the pandemic. We placed significant focus during the spring and summer prior to commencement of school ensuring that families were aware of the stepping stones to starting school and we saw good progress and the children have so far settled well into an educational environment. We also make sure, where possible, that children are enrolled and attend nurseries to improve socialisation, speech and reduce separation anxiety.

Data and feedback on the Summer Garden Activity Group:

“It was really good fun. ‘E’ learnt how to ride the trike and also to climb the big climbing frame today.” – Teenage Mother of a 1 year old boy and an unborn.

“Lovely time at group today. It’s great watching ‘A’ interact with the other children and playing with all the toys.” – Mother of a 1 year old boy, recently separated from the father and moved to the area.

“The summer garden group was amazing and has encouraged us to come outside and meet new people. ‘A’ loved playing with all the equipment and all the other children.” – Mother of a 3 year old boy (and 7 year old daughter who lives away).

“I loved the group, lots of fun. ‘L’ has enjoyed it.” Autistic Mother of a 3-4 month old girl.

“All my children love coming. So much for them to play with and do. The staff are great. Will defo be coming again.” – Single mother of 3 girls, aged, 7, 5 and 1.

Record of attendance

WEEK	Date	No. Adults	TOTAL Child spaces taken up	TOTAL attendees	Child age Unborn	Child age 0-1	Child age 1	Child age 2
1	02-08-2021	2	3	5				1
	04-08-2021	6	7	13	1		2	2
	05-08-2021	7	9	16	2		3	2
2	09-08-2021	6	7	13		1	1	2
	11-08-2021	6	8	14			1	2
	12-08-2021	6	10	16	1	1	2	2
3	16-08-2021	4	5	9			1	2
	18-08-2021	9	12	21	1	1	3	2
	19-08-2021	8	11	19	1	1	2	4
4	23-08-2021	4	6	10				4
	24-08-2021	4	6	10	1		2	2



Section E Financial review**Brief statement of the charity's policy on reserves**

The charity does not retain significant reserves. Most revenue comes as restricted funds and is used in accordance with the grant timetable. Any small amounts of funding received that are unrestricted as used from time to time to cover funding gaps from grant givers, be it timing regarding continuity of staff or resources.

Details of any funds materially in deficit**Further financial review details (Optional information)**

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

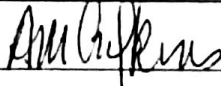
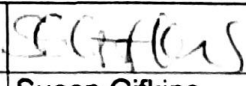
Currently, the charity's principal sources of funds are grant giving organisations. The charity currently enjoys the support of the Peter Lang Foundation. The vast majority of these grants and the associated expenditure is for salaries in order to deliver the services described above.

During the summer of 2021, the Project received one-off funding from the COVID Outbreak Management Fund (COMF).

Section F Other optional information**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Adrian Gifkins	Susan Gifkins
Position (eg Secretary, Chair, etc)	Secretary	Chair
Date	30.6.22	

Monkscroft Pastoral Care Project

Financial Accounts

For the year ending 31 August 2021

Monkscroft Pastoral Care Project
Annual Accounts to August 2021

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Prepared by:

Victoria Stewart
Treasurer to the Trustees

**Monkscroft Pastoral Care Project
Financial Report
For the Year ending 31 August 2021**

During the year the Project continued to enjoy the support of The Peter Lang Children's Trust. Additionally during the summer of 2021 the Project received funding from the Covid Outbreak Management Fund (COMF)
There has been no significant fund raising activity this year.

Due to the focus on service delivery, the main expenses of the Project are salaries for Project Workers. The project has some facilities' running costs (mostly insurance and telephony/communications) and expenditure on professional fees (payroll services, pension fees and DBS bureau).

During 2021, the expenditure profile is impacted by the use of the COMF funds, which is shown separately within the accounts. Included in this expenditure is £3,600 for staffing and the remainder

was used for play equipment and resources and outdoor shelters in order to provide a COVID compatible meeting space for families, children and staff.

There were no movements in the Special Projects Account.

**Monkscroft Pastoral Care Project
Consolidation Account**

Treasurers Report

The Accounts for the year ended 31st August 2021, set out on pages 4 and 5 have been prepared by me, under the historic cost convention from the books, vouchers and from information and explanations supplied to me.



Victoria Stewart
Treasurer to the Trustees

Date 30.6.22

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**Monkscroft Pastoral Care Project
Consolidation Account**

Trustees Declaration

I have examined the enclosed accounts and confirm that they are in accordance with the books, papers and information provided to me.

Signature 

Print name Sue Giffkins

Date 30.6.22

Consolidated Income and Expenditure Account year end August 2021

	2021	2020
	Total £	Total £
INCOME		
Fees	0	0
Private Donation	0	0
Donations - COMF	13335	0
Donations - other	200	
Donations - Peter Lang Foundation	39685	39083
Bank Interest	0	0
Fund raising	0	0
	<u>53220</u>	<u>39083</u>
 DONATIONS - out	 <u>53220</u>	 <u>39083</u>
EXPENSES		
Donations out	200	0
Fund raising	0	0
Salaries, NI, Pension costs	35226	35634
Additional salary	0	0
Rent	0	300
Bank charges	0	0
Staff training & volunteers	0	0
Consultancy & advice	924	990
General running expenses	2382	2349
Information Production	0	0
COMF expenditure	8688	0
Equipment	0	0
Trustee expenses	0	0
	<u>47420</u>	<u>39274</u>
 Profit / Loss for year	 <u><u>5800</u></u>	 <u><u>-191</u></u>

Consolidated Balance Sheet year end August 2021

	2021		2020	
	£	£	£	£
CURRENT ASSETS				
Cash at bank		5987		13522
Income due not received		13335		0
		<u>19322</u>		<u>13522</u>
Uncashed Cheques Issued		0		0
		<u>19322</u>		<u>13522</u>
CURRENT LIABILITIES				
Accountancy				
Inland Revenue		0		0
Training fees				
Rent		<u> </u>		<u> </u>
				0
Net Assets		<u><u>19322</u></u>		<u><u>13522</u></u>
FINANCED BY:				
Balance brought forward		13522		13712
Profit / Loss		5800		-191
		<u>19322</u>		<u>13522</u>

Monkscroft Pastoral Care Project

Treasurers Report

The Accounts for the year ended 31st August 2021, set out on pages 7 and 8 have been prepared by me, under the historic cost convention from the books, vouchers and from information and explanations supplied to me.




Victoria Stewart
Treasurer to the Trustees

Date 30.6.22

Monkscroft Pastoral Care Project

Trustees Declaration

I have examined the enclosed accounts and confirm that they are in accordance with the books, papers and information provided to me.

Signature 
Print name SUE GIFKINS
Date 30.6.22

Pastoral Care Project Income and Expenditure Account year end August 2020

	2021		2020	
	£	£	£	£
INCOME				
Fees		0		0
Donations Other		200		
Donations - Peter Lang Foundation		39685		39083
Transfer from Special Projects				
Donation - COMF		13335		0
Bank Interest		0		0
Fund raising				
		<u>53220</u>		<u>39083</u>
DONATIONS - out				
		<u>53220</u>		<u>39083</u>
EXPENSES				
Donations - out		200		
Fund raising				
Salaries, NI, Pension costs		35226		35634
Additional salary				
Rent		0		300
Bank charges		0		0
Staff training & volunteers				
Consultancy & advice		924		990
General running expenses		2382		2349
COMF expenditure		8688		
Food				
Equipment		0		0
Trustee expenses				
		<u>47420</u>		<u>39274</u>
Profit / Loss for year		<u><u>5800</u></u>		<u><u>-191</u></u>

Pastoral Care Project Balance Sheet year end August 2019

	2021		2020	
	£	£	£	£
CURRENT ASSETS				
Cash at bank		3876	11411	
Income due not received		13335		
		<u>17211</u>		11411
Uncashed Cheques Issued				
Owed to Special Projects		2000	2000	
		<u>15211</u>		<u>9411</u>
CURRENT LIABILITIES				
Accountancy				
Inland Revenue				
Training fees				
Rent				0
		<u> </u>	<u> </u>	
Net Assets		<u><u>15211</u></u>	<u><u>9411</u></u>	
FINANCED BY:				
Balance brought forward		9411	9600	
Profit / Loss		5800	-191	
		<u><u>15211</u></u>	<u><u>9410</u></u>	

Monkscroft Special Projects

Treasurers Report

The Accounts for the year ended 31st August 2021, set out on pages 10 and 11 have been prepared by me, under the historic cost convention from the books, vouchers and from information and explanations supplied to me.



Victoria Stewart
Treasurer to the Trustees

Date 30.6.22

Monkscroft Special Projects

Trustees Declaration

I have examined the enclosed accounts and confirm that they are in accordance with the books, papers and information provided to me.

Signature JCC TFKLAS

Print name SUE GIFKIN

Date 30.6.22

Special Projects Income and Expenditure Account year end August 2021

	2021		2020	
	£	£	£	£
INCOME				
Fees		0		0
Donations - Family Holiday Assoc		0		0
Private Donation		0		0
Bank Interest		0		0
Fund raising		0		0
		<u>0</u>		<u>0</u>
DONATIONS - out		0		0
		<u>0</u>		<u>0</u>
EXPENSES				
Donations				
Fund raising		0		0
Salaries, NI, Pension costs				
Additional salary				
Recruitment costs				
Information production				
Staff training & volunteers		0		0
Consultancy & advice				
General running expenses		0		0
Rent				
Food				
Equipment				
Trustee expenses				
		<u>0</u>		<u>0</u>
Profit / Loss for year		<u><u>0</u></u>		<u><u>0</u></u>

Special Projects Balance Sheet year end August 2021

	2021		2020	
	£	£	£	£
CURRENT ASSETS				
Cash at bank		2,111		2111
Loan - PCP		2,000		2000
		0		0
		0		0
		<u>4,111</u>		<u>4111</u>
CURRENT LIABILITIES				
Accountancy		0		0
Inland Revenue		0		0
Rent		0		0
		<u>0</u>		<u>0</u>
Net Assets		<u><u>4,111</u></u>		<u><u>4111</u></u>
FINANCED BY:				
Balance brought forward		4,111		4111
Profit / Loss		0		0
		<u>4,111</u>		<u>4111</u>
		<u><u>4,111</u></u>		<u><u>4111</u></u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Monkscroft Pastoral Care Project

**On accounts for the year
ended**

31 August 2021

**Charity no
(if any)**

1070022

Set out on pages

1-11

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2021.

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011, and that an independent examination is needed.

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

29 June 2022

Name:

Sue Thompson (Book-Rite Ltd)

**Relevant professional
qualification(s) or body
(if any):**

MIAB

Address:	2 Princess Elizabeth Way
	Cheltenham, Gloucestershire
	GL51 7PJ

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.