



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	Sept	2023		31	Aug	2024

### 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	Mr Adrian Gifkins	Chair		
2	Mrs Victoria Stewart	Treasurer		
3	Mr Geoff Moss			
4	Mrs Susan Gifkins	Secretary		
5	Mrs 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.

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

**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)**

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.

## **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 contact and included:

- assessment of need and ongoing reviews
  - one to one sessions with children, parents and sibling groups, to support & guide parents with modelling positive parenting techniques in their own environment. This is alongside implementing plans to overcome parents / carers own challenges that cause barriers to meeting their children's holistic needs.
  - support to engage with education and health services.
- Access to primary health care and waiting lists for health care services post pandemic still remain challenging adding to the pre-existing stress and mental health issues

## **2 – Provided our Family Wellbeing Hub (incorporating our group sessions) for families to:**

- reduce isolation
- Improve mental wellbeing
- 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
- Provide healthy snack at each session.
- Provide weekly warm meal, shared and enjoyed by families and staff together
- Themed support for parents on areas such as finance and budgeting, physical and mental wellbeing, child development and so on.
- Support through cost of living challenges

## **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'
- Feedback questionnaire

4 – We have continued to have sole use of the 'Garden' providing a

well-equipped outdoor space for group activity sessions providing the following services:

- family support and mentoring
- safe play area with clean and high quality play resources and equipment, supporting fine and gross motor skill development, along with opportunity to develop speech, social interaction skills and confidence, cognition and imagination.
- Safe community play space for young children to explore and develop in together with other children.

5 – Fund raising activities – to enable continuation and expansion of services

**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.
- **Mental Health of parents supported / maintained.** This has continued to be a focus. Our parents experience isolation and loneliness, along with anxiety / low mood depression, with a history of childhood trauma in most cases. The cost of living crisis is having a significant impact on mental health. Much time and increased support levels were needed to support the parents mental health and benefit the children as a result. The Garden Activity sessions and our Family Wellbeing Hub have been an invaluable extension and progression of this support, often still being the main 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.

### MENTAL WELLBEING

Mental well-being of parents continued to be a high priority to achieve positive outcomes for the children. 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 manage life during a time of such insecurity and lack of stability exacerbated by the cost of living crisis. Links with local food banks and food pantries, as well as securing funds to keep open our Family Wellbeing Hub has enabled families to keep warm, prevent worsening / improving mental wellbeing and the children to develop.

Our links with Hesters Way Knit & Knatter group continued to enable families to make individual requests for donated knitted / crocheted items to help through winter. These included blankets, along with clothing items such as hats, scarves, cardigans and jumpers. They also donate 'baby packs' for when a new arrival comes into our services.

During spring and summer we ran 'Prep for School' sessions, for those starting school in September. We used info from local schools around what and how to prepare for reception. This was a small group, enabling a focus on each child. The programme included:

- Learning to wipe my nose
- Dressing / undressing (for P.E) and coats / shoes
- Listening skills development for stories
- Staying on an adult led task
- Pencil grip
- Early matching / shapes / colours exercises
- Building resilience and confidence

The children in this group presented with different strengths and challenges. They were all very ready to not try or give up on tasks incredibly quickly. It became clear, their lack of confidence and resilience were major barriers to achievement. We implemented a 'can do' strategy in everything we did and in all possible interactions with the children. We introduced the 'can do' mantra and asked all staff and parents to focus on every opportunity to celebrate and highlight where a child achieves anything. Lots of high fives, saying 'you can do it!' and asking them to repeat 'I can do it', 'I did it'....

We also used 'now & next' and introduced egg timers (reflecting strategies used in schools). We were astounded by the difference in just 8-10 sessions. Three quarters of the way in, it appeared that no progress was being made, and we were really questioning the programme and thinking about changes. However, we stuck with it and all of a sudden BAM! It has been an absolute delight to see these changes, not only in following adult led tasks, but also in ability to follow on paper. We had refusals, running off, scribbling and pushing aside to protest etc for a long time. In the last couple of weeks, we were amazed when the children sat, knew what was expected and completed the 'sheets', showing understanding of the task and ability to complete them... In fact they were keen to get through their full folders! They have gone in to school more confident, more resilient and more able. They are familiar with tasks and expectations and have a 'can do' mindset.

We plan now, to begin all of this in subtle ways at a much earlier age. Therefore, we intend to keep our FWBH sessions smaller again in future, providing quality over quantity. Parents report they prefer this also.



## 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 Children's Trust.

Additional support was received during the year towards our Family Wellbeing Hub from The Summerfield Trust (£9000) & Gloucestershire Community Foundation - Main Grant (£5000) and additional support towards Family Support Project Worker from The National Benevolent Charity (£10,000)

The vast majority of these grants and the associated expenditure is for salaries in order to deliver the services described above.

## 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)

Victoria Stewart

Position (eg Secretary, Chair, etc)

Treasurer

Date

30.6.25



Monkscroft Pastoral Care Project  
Financial Accounts  
For the year ending 31 August 2024

**Monkscroft Pastoral Care Project**  
**Annual Accounts to August 2024**

Item	Report	Page
1	Contents	1
2	Financial Report	2
3	Treasurer's Report	3
4	Consolidation Report	4
5	Consolidation Balance Sheet	5
6	Treasurer's Report	6
7	Pastoral Care Project Report	7
8	Pastoral Care Project Balance Sheet	8
9	Treasurer's Report	9
10	Special Projects Report	10
11	Special Projects Balance Sheet	11

Prepared by:

Victoria Stewart  
Treasurer to the Trustees

Monkscroft Pastoral Care Project  
Financial Report  
For the Year ending 31 August 2024

During the year the Project continued to enjoy the support of The Peter Lang Children's Trust. Additionally we were delighted to receive funding from The Summerfield Charitable Trust, Gloucestershire Community Foundation and The National Benevolent Charity. There has been no other 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 (including payroll services and pension fees). There are other operating expenses for consumables involved in the running of the Family Wellbeing Hub.

This year there was some small expenditure on office equipment.

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 2024, 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 explanation supplied to me.

*V. Stewart*

Victoria Stewart  
Treasurer to the Trustees

Date

*29.6.25*

**Monkscroft Pastoral Care Project**  
**Consolidation Account**

**Trustees Declaration**

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

Signature

*AM Gifkins*

Print name

*Adrian Gifkins*

Date

*28/6/25*

## Consolidated Income and Expenditure Account year end August 2024

	2024	2023
	Total £	Total £
<b>INCOME</b>		
Fees	0	0
Donations:		
The Summerfield Charitable Trust	9000	
Peter Lang Children's Trust	39652	42393
The National Benevolent Charity	10000	
Gloucestershire Community Foundation	5000	2470
Cheltenham Borough Council Health and Wellbeing Fund		9640
NHS Integrated Care Board (via The Barnwood Trust)		10000
	<u>63652</u>	<u>64503</u>
 DONATIONS - out	 <u>63652</u>	 <u>64503</u>
<b>EXPENSES</b>		
Donations	0	0
Fund raising	0	0
Salaries, NI, Pension costs	46582	53774
Additional salary	0	0
Rent	300	600
Bank charges	0	0
Staff training & volunteers	0	0
Consultancy & advice	744	1060
General running expenses	6090	5167
Information Production	0	0
Community Chest	0	0
Equipment	2264	0
Trustee expenses	<u>0</u>	<u>0</u>
	55980	60601
 <b>Profit / Loss for year</b>	 <u><u>7672</u></u>	 <u><u>3902</u></u>

## Consolidated Balance Sheet year end August 2024

	2024		2023	
	£	£	£	£
CURRENT ASSETS				
Cash at bank		35078		27407
Income due not received		0		0
		<u>35078</u>		<u>27407</u>
		0		0
		<u>35078</u>		<u>27407</u>
CURRENT LIABILITIES				
Accountancy				
Inland Revenue		0		0
Training fees				
Rent				
		<u>0</u>		<u>0</u>
<b>Net Assets</b>		<u><u>35078</u></u>		<u><u>27407</u></u>
FINANCED BY:				
Balance brought fprward		27406		23505
Profit / Loss		7672		3902
		<u><u>35078</u></u>		<u><u>27407</u></u>

## Monkscroft Pastoral Care Project

### Treasurers Report

The Accounts for the year ended 31st August 2024, 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

29.6.25

## 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 Adrian Gifkins

Date 28/6/25

## Pastoral Care Project Income and Expenditure Account year end August 2024

	2024		2023	
	£	£	£	£
<b>INCOME</b>				
Fees				
Donations:				
The Summerfield Charitable Trust		9000		
Peter Lang Children's Trust		39652		42393
The National Benevolent Charity		10000		
Gloucestershire Community Foundation		5000		2470
Cheltenham Borough Council Health and Wellbeing Fund				9640
NHS Integrated Care Board (via The Barnwood Trust)				10000
		<u>63652</u>		<u>64503</u>
 DONATIONS - out		<u>63652</u>		<u>64503</u>
 <b>EXPENSES</b>				
Donations - out		0		0
Fund raising				
Salaries, NI, Pension costs		46582		53774
Additional salary				
Rent		300		600
Bank charges		0		0
Staff training & volunteers				
Consultancy & advice		744		1060
General running expenses		5090		5167
Food				
Equipment		2264		0
Trustee expenses				
		<u>55980</u>		<u>60601</u>
 <b>Profit / Loss for year</b>		<u><u>7672</u></u>		<u><u>3902</u></u>



# Pastoral Care Project Balance Sheet year end August 2024

	2024		2023	
	£	£	£	£
CURRENT ASSETS				
Cash at bank		30968		23296
Income due not received		<u>30968</u>		<u>23296</u>
Owed to Special Projects		<u>0</u>		<u>0</u>
		30968		23296
CURRENT LIABILITIES				
Accountancy				
Inland Revenue				
Training fees				
Rent				
		<u>0</u>		<u>0</u>
<b>Net Assets</b>		<u><u>30968</u></u>		<u><u>23296</u></u>
FINANCED BY:				
Balance brought fprward		23296		19394
Profit / Loss		<u>7672</u>		<u>3902</u>
		<u><u>30968</u></u>		<u><u>23296</u></u>

## Monkscroft Special Projects

### Treasurers Report

The Accounts for the year ended 31st August 2024, 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

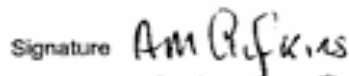
29.6.25

## 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



Print name

Adrian Griffiths

Date

28/6/25

## Special Projects Income and Expenditure Account year end August 2024

	2024		2023	
	£	£	£	£
<b>INCOME</b>				
Fees		0		0
Donation		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>
<b>EXPENSES</b>				
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>
<b>Profit / Loss for year</b>		<u><u>0</u></u>		<u><u>0</u></u>

**Special Projects Balance Sheet year end August 2024**

	<b>2024</b>		<b>2023</b>	
	£	£	£	£
<b>CURRENT ASSETS</b>				
Cash at bank		4,111		4111
Loan - PCP		0		0
		0		0
		<u>4,111</u>		<u>4111</u>
<b>CURRENT LIABILITIES</b>				
Accountancy		0		0
Inland Revenue		0		0
Rent		<u>0</u>		<u>0</u>
<b>Net Assets</b>		<u><u>4,111</u></u>		<u><u>4111</u></u>
<b>FINANCED BY:</b>				
Balance brought forward		4,111		4111
Profit / Loss		<u>0</u>		<u>0</u>
		<u><u>4,111</u></u>		<u><u>4111</u></u>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Monkscroft Pastoral Care Project

On accounts for the year  
ended

31 August 2024

Charity no  
(if any)

1070022

Set out on pages

1-11

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2024.

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:

28 June 2025

Name:

Sue Thompson (Book-Rite Ltd)

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

MIAB

<b>Address:</b>	2 Princess Elizabeth Way
	Cheltenham, Gloucestershire
	GL51 7PJ

<b>Section B</b>	<b>Disclosure</b>
------------------	-------------------

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.

--