



FOREST SCHOOL
SWANSEA • NEATH • PORT TALBOT

YSGOL GOEDWIG
ABERTAWE • CASTELL-NEDD • PORT TALBOT
www.forestschoolsnpt.org.uk

Trustee Report

2021-2022

Reference and Administration details

Charity Name: Forest School Swansea Neath & Port Talbot (FSSNPT)

Charity Number: 1087964

Address: Bishop's Wood Countryside Centre, Caswell, Swansea, SA3 3BS

Trustees

- Diana Clark (Co-Chair) – to be approved at 2022 AGM
- Tim Orrell (Co-Chair) – to be approved at 2022 AGM
- Natalie Coombs (Deputy Chair)
- Gwen Bezodis (Secretary) to be approved at 2022 AGM
- Ria Banscherus

Treasurer

- Ruth Evans (Treasurer)

Employees

- Sophie Lacey (Forest School Manager)
- Pixie Taylor (Project Lead)
- Karen Jones (Training Lead)
- Sasha North (Assistant)]

Structure

The organisation changed from a limited company (LTD) to a charitable incorporated organisation (CIO) in September 2019.

Trustee Selection Method

A fair and open recruitment process is implemented, whereby prospective trustees meet with members of the Board to discuss the opportunity. New trustees are appointed by existing trustees within a Board meeting and approved at the Annual General Meeting by a majority vote.

Governance

We are undergoing a thorough review of organisational policies, this has been a priority of the Board and Manager's as reflected in our minutes. The FSSNPT Manager is line managed by one of the Co-Chairs, working closely with the Treasurer, staff members and all Board members to ensure there is a clear decision-making process.

Organisational Structure

FSSNPT employs a part-time FS Manager who is responsible for ensuring the charity delivers its services and meets its objectives. The FS Manager is supported by 2 other part-time employees as detailed above. There are a further 16 FS Leaders and Assistants on a sessional basis. During the 21-22 period FSSNPT did not utilise the support from volunteers due to COVID.

FSSNPT: Strategy

Charity Objects

To provide facilities for education and recreation outdoors with the aim of improving lives of our communities. To implement traditional and effective FS techniques, outdoor learning and play across the Swansea, Neath and Port Talbot areas.

Aims

FSSNPT provides opportunities for all ages and abilities to grow in confidence, self-esteem, resilience and independence in woodland settings. All participants are supported with their individual growth and encouraged to explore the environment and connect.

FSSNPT implements 6 key principles in line with the FS community standards:

1. We facilitate a long-term process through regular interaction
2. We provide sessions in natural wooded environments
3. We promote and encourage holistic development
4. We offer learners the opportunity to take supported risks
5. All of our delivery team members are qualified FS practitioners (L3/L2)
6. We use a range of learner-centered processes

Our strategic plan for 22-25 is in development with strong aims, objectives and organisational values.

Quality Assurance

With a high staff:participant ratio we enable individual learning needs and styles, facilitated by our qualified and experienced Leaders, Assistants and Volunteers.

All sites and activities are risk assessed. Sites range from wooded areas across Swansea, Neath and Port Talbot in addition to local beaches for Coastal School services. Activities are adaptable and broad including (but not limited to):

- Tool use (whittling, sawing, pruning)
- Identification of animals and plants
- Fire use (lighting, safety, maintenance, environmental responsibility and awareness etc)
- Foraging
- Cooking
- Shelter and den building
- Mud play, art and imaginative mud kitchen
- Engineering and problem solving
- Scavenger hunting

- Bushcraft skills
- Swings, climbing and physical exploration
- Nature art and crafts (clay, natural paints, print making etc)
- Woodland Conservation and environmental education

FSSNPT is a training provider, offering a training programme ranging from AGORED accredited Level 1, 2 and 3 courses to CPD, taster sessions and team building. Our training covers topics such as FS leading, assisting, outdoor curriculum coordination, outdoor learning and play, first aid, introduction to the FS ethos and wellbeing in nature.

Activities

Our provision is predominately broken down into the following:

1. **Projects** - either delivered directly to or on behalf of the organiser e.g. local school, community group. These sessions are facilitated either on a site of the organisers (risk assessment dependent) or one of the sites FS utilises. As a FS, we encourage regular and consistent access to our services however we do also offer one-off opportunities for activities, e.g. school trips or taster sessions. Grant funding enables FSSNPT to run a series of funded or subsidised opportunities. We strive to create partnerships with local community groups to provide such opportunities to children, youths, families or adults at risk.
2. **Open sessions** – regular FS sessions for the community to participate in. These are paid for by individuals.
3. **Training** – as a certified AGORED Cymru training provider we provide accredited and non-accredited courses throughout the year enabling others to create, deliver and support other FS settings.

Achievement and Performance

Following the last AGM no further trustees have been appointed, however our previous chair resigned. It was agreed by the Board for Diana Clark and Tim Orrell to Co-Chair until formally appointed at the forthcoming AGM. Gwen Bezodis, as agreed by the Board, has taken on secretarial responsibilities until confirmed at the 2022 AGM. Sophie Lacey resigned from their position as Trustee, and through a fair and transparent recruitment process secured employment with FSSNPT as their Manager. The appointment process for the role was approved by the Charities Commission.

After a period of furlough, staff returned to their contracted work hours and pace of delivery and training courses have been restored. The previous FS Project Manager resigned from post and a new Manager was appointed formally in May 2022 having supported the oversight of the Charity in a freelance capacity between February 2022 and May 2022.

During the 21-22 period, we adapted to the COVID restrictions in place and the evident interest in the opportunities to retrain and pursue careers in outdoor learning and play - particularly in line with the new Welsh Curriculum. We continued to run our Level 3 FS Leader and Level 2 FS Assistant courses, however we also provided blended learning opportunities (mix of online and in-person) with Cambium Sustainable:

- Level 3 Forest School Leader (Blended) = 8
- Level 3 Outdoor Curriculum Coordinator = 4

- Level 3 Forest School Leader = 12
 - Level 3 Coastal School = 7
 - Level 2 Forest School Assistant = 8
 - Level 2 Outdoor Play Practitioner = 5
 - Level 2 Outdoor Learning Practitioners = 15
- Total trainees enrolled during 2021 - 2022 = 59 trainees

We received several grants from Swansea and Neath Port Talbot council enabling us to provide playschemes and regular free or subsidised services to our local communities ensuring accessibility for all. These targetted lower income families who would benefit from cost-effective services. The subsidised sessions in particular were popular and well-attended, this is a format we wish to replicate in the future.

We hosted a number of education providers and groups across our various sites, one particular school booked us weekly for the entirety of the 21-22 academic year (returning for the 22-23 year also). Funding received from Cooperative Bank enabled FSSNPT to run a small scheme over the summer to gain valuable feedback to plan a series of further funded afterschool clubs and take-home kits for participants across 4 schools to continue their FS experience.

We received Postcode Lottery funding contributing to our core costs which has given us flexibility for the year during unpredictable times.

FSSNPT: Financial Review

Reserves Policy

The aim of the organisation is to maintain reserves to enable it to continue and expand the services currently provided. In addition to developing new projects and opportunities in the future. Our policy is to strive to maintain a reserve of three working months, in addition to a reserve for statutory redundancy of £8,974 on 31st March 2022.

Further Financial Details

During the 21-22 financial year our primary sources of funds are detailed below:

- £49,768 income generated through various projects (e.g schools, playschemes, seedlings)
- £26,292 from our training portfolio
- £28,178 in grant funding (including HMRC furlough income)

Total income: **£104,586**

Declaration

I declare that the above report is approved by the Board of Trustees.

Print Name	DIANA CLARK
Signature	Diana Clark.
Position	CO-CHAIR OF BOARD OF TRUSTEES
Date	10/11/2022.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Forest School Swansea Neath & Port Talbot

1087964

Receipts and payments accounts

CC16a

For the period
from

01/04/2021

To

31/03/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
	-	-	-	-	-
Grant Income	-	28,178	-	28,178	32,570
Project Fees	49,768		-	49,768	13,887
Training Fees	26,292		-	26,292	11,923
Donations	-		-	-	50
Bank Interest	38		-	38	-
Other Income	310			310	332
	-	-	-	-	-
Sub total (Gross income for AR)	76,408	28,178	-	104,586	58,762
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	76,408	28,178	-	104,586	58,762
A3 Payments					
	-	-	-	-	-
Staff Costs	21,956	14,318	-	36,274	29,632
Self-employed Staff Costs	24,279	-	-	24,279	5,450
Travel	840	-	-	840	306
Volunteer Expenses	-	-	-	-	-
Project & Training Costs	6,664	-	-	6,664	5,543
Equipment	-	3,165	-	3,165	4,251
Maintenance & Improvements	-	3,542	-	3,542	-
Postage, Stationery & Printing	952			952	605
Telephone	519			519	441
Computer Costs	1,441			1,441	1,047
Insurance	1,009			1,009	1,255
Accountancy & payroll	1,528			1,528	2,198
Office Rent	1,037			1,037	1,000
Membership & Subscriptions	251			251	304
Miscellaneous	338			338	601
	-	-	-	-	-
Sub total	60,814	21,025	-	81,839	52,633
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	60,814	21,025	-	81,839	52,633
Net of receipts/(payments)	15,594	7,153	-	22,747	6,129
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	38,364	32,987	-	71,351	65,222
Cash funds this year end	53,958	40,140	-	94,098	71,351

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank	53,758	9,615	-
	CAF Bank	-	30,525	-
	Cash	200	-	-
	Total cash funds		53,958	40,140
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Basis of preparation

During the year the charitable company (04194600) converted to a CIO. This conversion took place on 9th September 2019 and the charity is now only registered with the charity commission as a CIO - charity number 1087964. These financial statements have been prepared under the principles of merger accounting and on a receipts and payments basis. For disclosure to the user, the comparative has been prepared under the accruals basis as the charity was a company for the comparative period.

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

Diana Clark

DIANA CLARK

26/09/22

Bevan Buckland LLP
Langdon Road
Langdon House
SA1 Waterfront
Swansea
SA1 8QY

26th September 2022

Dear Sirs

This representation letter is provided in connection with your audit of the financial statements of the charity for the year ended 31st March 2022, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material aspects, in accordance with section 130 of the Charities Act 2011.

We confirm that the following representations are made on the basis of enquiries of the trustees, management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you:

1. We have fulfilled our responsibilities as trustees under the Charities Act 2011 for preparing financial statements, in accordance with the applicable financial reporting framework.

We confirm that in our opinion the financial statements give a true and fair view and in particular that where any additional information must be disclosed in order to give a true and fair view that information has in fact been disclosed. We confirm that the selection and application of the accounting policies used in the preparation of the financial statements are appropriate, and we approve these accounts for the year ended 31st March 2022.

2. We confirm that all accounting records have been made available to you for the purpose of your audit, in accordance with your terms of engagement, and that all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management, trustees' and members' meetings, have been made available to you. We have given you unrestricted access to persons within the charity in order to obtain audit evidence and have provided any additional information that you have requested for the purposes of your audit.
3. We confirm the charity has satisfactory title to all assets and there are no liens or encumbrances on the assets, except for those disclosed in the financial statements.
4. We confirm that the methods, significant assumptions and data used by us in making accounting estimates, and the related disclosures, are appropriate to achieve recognition, measurement or disclosure that is in accordance with the applicable financial reporting framework.

5. We confirm that we have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.
6. We confirm that the charity has no liabilities or contingent liabilities other than those disclosed in the financial statements.
7. We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the applicable financial reporting framework.
8. We confirm that there have been no events since the balance sheet date which require disclosing or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
9. We confirm that there have been no material transactions with related parties.
10. We confirm that all related party relationships and transactions have been accounted for and disclosed in accordance with the applicable financial reporting framework.
11. We confirm that the charity neither had, at any time during the year, any arrangement, transaction or agreement to provide credit facilities (including advances and credits granted by the charity) for trustees, nor provided guarantees of any kind on behalf of the trustees.
12. We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.
13. We confirm that the charity has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.
14. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its activities and which are central to the charity's ability to conduct its activities.

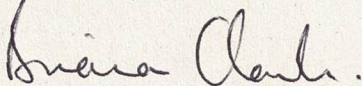
We acknowledge our responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud. There have been no deficiencies in internal control of which we are aware.

15. We have disclosed to you our knowledge of fraud or suspected fraud affecting the charity, and any allegations of fraud or suspected fraud affecting the financial statements communicated to us by employees, former employees, analysts, regulators or others involving management or employees who have a significant role in internal control or others.
16. We confirm that, in our opinion, the charity's financial statements should be prepared on the going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. In reaching

this conclusion, we have taken into account all relevant matters of which we are aware, and have considered a period of at least one year from the date on which the financial statements will be approved.

17. We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no breaches of terms or conditions during the period regarding the application of such income.
18. We confirm that the bank balance as at 31st March 2022 matches the amount included within the receipts and payments accounts for year ended 31st March 2022.
19. We acknowledge our legal responsibilities regarding disclosure of information to you as auditors and confirm that:
 - so far as each trustee is aware, there is no relevant audit information of which you as auditors are unaware;
 - and each trustee has taken all the steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully,



Signed on behalf of the board of trustees

Trustee.....DIANA CLARK.....

Date.....10/11/2022.....