



London Environmental Educators' Forum (LEEF)

Charity Number: 1168740

Trustees' Annual Report

1 January 2020 to 31 December 2020

Reference & Administration Details

Charity name: London Environmental Educators Forum (LEEF)

Charity number: 1168740

Charity's operating address: % Horniman Museum and Gardens, 100 London Road, London

Postcode: SE23 3PQ

Names of the Charity Trustees who Manage the Charity

	<i>Trustee Name</i>	<i>Office</i>	<i>Appointed</i>	<i>Retired</i>
1:	Dr Iain Boulton	chair	11 August 2016	
2.	Trevor Bowyer		11 August 2016	September 20
3.	Catherine Miller		11 August 2016	February 2020
4.	Anna Portch		11 August 2016	March 2020
5.	Helen Robertson		11 August 2016	
6.	Neil Herrington		November 2019	November 2020
7.	Richard Pering		11 November 2019	
8.	Stuart Walker		May 2020	
9:	Shaira Begum		October 2020	

Names & Addresses of Advisors

	<i>Name</i>	<i>Address & Postcode</i>
Bank:	The Co-operative Bank	P.O. Box 101, 1 Balloon Street, Manchester, M60 4EP
Independent Examiner:	None, as income in 2020 did not reach the required threshold for external examination	

Names of Senior Staff with Delegated Responsibilities

<i>Name</i>	<i>Role</i>
Zaria Greenhill	Project Manager

Structure, Governance & Management

Description of the Charity's Trusts

Type of Governing Document: Constitution

How the Charity is Constituted: Charitable Incorporated Organisation (CIO)

Management structure

LEEF is managed by a Board of Trustees drawn from the LEEF network. Our trustees bring a wealth of skills and sector knowledge to their role at LEEF as detailed below and they receive no financial remuneration from the charity in return. The members of our Board of Trustees are as follows.

Dr Iain Boulton (Chair) has 19 years' experience of working in local government within London. He has been an active LEEF member for many years and has been Chair of the LEEF Management Committee since 2010, and now the Chair of its Board of Trustees since 2018.

Trevor Bowyer is an experienced environmental educator who has worked in the sector for over 10 years. Currently working at Holland Park Ecology Centre and leading the development and teaching of the Environmental Education programme. Trevor stepped down in September 2020

Catherine Miller has over 20 years' experience of working with London's community gardens and their various funding and policy environments. She co-ordinated a London network for 12 years and organised training, advice and events including a large annual community festival. Catherine stood down early in 2020.

Anna Portch is a long-term environmental educator with a passion for urban sustainability education and primates. She was LEEF Co-ordinator for seven successful years from 2008-15 and is currently Eco-Schools Co-ordinator at Keep Britain Tidy. Anna stepped down in March 2020

Helen Robertson is an experienced environmental educator, having worked in the sector for over 18 years, currently as manager of FSC London and FSC Epping Forest.

Neil Herrington Neil is a lecturer in the Cass School of Education and Communities at the University of East London, where he tutors on teacher development programmes. He has an interest in place based and sustainability education and integrates these into his work at UEL.

Richard Pering is education manager for the Royal Parks: His background is in geography and informal STEM education, notably with the Science Museum and he's also managed a nation-wide robotics-based learning programme for children.

Stuart Walker is former chair and current trustee of the Woodcraft Folk, director of Natterjack outdoors, and forest school, forest bathing and nature-awareness leader and educator. He was appointed in May 2020.

Shaira Begum is a long-term LEEF member and freelance educators and social justice organiser, working with protest, civil society, empowering youth projects and supporting justice campaigners. She was among a list of outstanding individuals identified as part of the Climate Reframe project. She was appointed in autumn 2020.

Objectives & Activities

LEEF aims to promote excellence in environmental education and education for sustainable development across London, supporting the development and training of staff, volunteers and others delivering such education. We work for the benefit of the inhabitants of Greater London by bringing together statutory authorities, voluntary groups, other organisations and the public at large, in order to:

'...advance the education of the public in subjects relating to the protection, enhancement and rehabilitation of the environment and sustainable development and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large.' (see governing document)

Sustainable development means "development which meets the needs of the present without compromising the ability of future generations to meet their own needs".

Summary of Main Activities

What we do:

- Deliver an annual programme of low-cost training events which enable LEEF members, other environmental educators and interested members of the public to learn and share experiences about a range of environmental and sustainability topics in order to improve access to urban green space and the natural world for all, particularly those living in significantly deprived areas.
- Provide networking opportunities for professionals and interested parties to swap experiences and best practice, and to make connections/develop partnerships with other groups across London.
- Operate a Fellowship scheme designed to recognise the skills and experience of senior practitioners, provide opportunities to share their wisdom, and create a mentoring network for less experienced professionals.
- Circulate and conduct research into topics of interest to our members and the wider community with a view to utilising our sector experience to improve policy guidelines in London and other urban areas of the UK.
- Provide a forum for our members to share questions and advice.
- Answer questions and provide advice for a range of related professionals and the wider public on environmental and sustainability matters.

Achievements & Performance

Statutory Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Main Achievements of the Charity for the Year

The delivery of the highly successful National Urban Environmental Education Conference at the Natural History Museum, 7 February 2020

This conference, with a capacity of 190 delegates, sold out and feedback was very enthusiastic. We provided an interesting range of keynote speakers and panel discussions and LEEF members offered a variety of workshops for delegates across the Natural History Museum grounds. We were offered exclusive use of the Flett theatre for the event. Contributors were paid for their work, and LEEF benefitted from a Natural England grant of £4500, and a specific Esme Fairbairn grant of £6500 to support the event. LEEF's overall financial profit from the event was in the region of £5000.

Trustees

Anna Portch, previous LEEF Coordinator and long-term trustee, stood down in the spring. Trevor Bowyer also stood down in the autumn and Catherine Miller stood down in February. All were long-standing and appreciated trustees. Stuart Walker was appointed, bringing a helpful perspective from the management of the Woodcraft Folk. Shaira Begum was also appointed, and brings useful perspectives from the world of environmental campaigning and social justice campaigning. The trustee body ended the year slightly depleted but with fresh energy and a more diverse composition.

Training and networking events

The pandemic obviously put huge restrictions on how LEEF events were to work throughout 2020. A strong element of LEEF events is about the face-to-face relationships that members develop, and how they feel supported by others similar to them in comparable circumstances. The pandemic imposed on all us unfamiliar circumstances and LEEF responded by developing free online events to suit the times.

We **delivered 11 training and networking days** between January and December 2020, **3 face-to-face and 8 online**. These included:

- **'Reuse- -Recycle-Repeat-Resolve?'** on 3 March 2020, hosted by Western Riverside Waste Authority and attended by 11 LEEFers. The last face-to-face event before the pandemic struck.
- An initial **zoom-based informal 'check in'**, in April 2020. "How's your pandemic going?" attended by over 20 LEEF members
- **Monthly LEEF zoom chats**, facilitated, usually with a focus member contributor who offered their perspective on how they were adapting professionally, or other relevant aspects of our work. They were held on 25/06, 23/07, 03/09 and 24/09. They all attracted between 19 and 38 members. All these events were free and membership of LEEF was not followed up over this time as so many members were furloughed and/or had all their income curtailed.

- The first face-to-face event we held was **Level 2 Food Safety training with Outdoor Emphasis**, held on 14/09 in Holland Park Ecology Centre. 13 participants came and gained certificates.
- We resumed **online meetings in October**, with zoom meetings on 29 October and November 26. This last was focussed around using online platforms to deliver education and how to negotiate the intricacies of zoom. This attracted 35 participants, and was free. Many thanks to Stuart Walker who offered valuable support with using online means to communicate with LEEF members.
- Our last online event of 2020 was **2 December**, to discuss the content of an education-related conference '**Conversations at a Time of Emergency**'.

Communications

Emails to members have continued to go out on a regular basis, usually to alert members to the events going on. As online events were free and membership updates were in abeyance, there was a good open rate. The open rate varied between at lowest 29.6% and at highest 61.5%, but averaged at just over 40%, notwithstanding the growth in numbers receiving the emails. This is good news, meaning that the content was relevant to a growing number of contacts. 2020 was obviously an abnormal year, but the mailing list grew by about 90 people, while the open rate slowed to around 39% (lowest 31%, highest 47%). This probably reflects members being on furlough, with unmonitored inboxes, and the covid-related slide in membership renewals.

LEEF gained about 200 new Twitter followers in 2020, and ended the year with 1451 followers. Our Instagram presence is less profuse with 236 followers.

Volunteer numbers:

The February 2020 conference was supported by 12 volunteers drawn from LEEF members, and in some cases their staff, colleagues and contacts. Since the pandemic, there have been no LEEF volunteers to assist the coordinator.

Fellowship programme

One fellowship event was planned for March 2020 but was postponed indefinitely as the situation was so uncertain.

Funding and finances

We are grateful to The Esmée Fairbairn Foundation for funding LEEF's core work and overheads until June 2020.

Financial Review

Reserves policy

The trustees have established a reserves policy commensurate with the activities of a small charity that needs to be flexible to maintain its operations. LEEF aims generally to be solvent and for its expenditure not to exceed income. However, reserves are needed to avoid financial difficulties with

the time-limited nature of grant funding, and in recognition that there may be unexpected expenditure or unforeseen operational costs.

There should be adequate funds to meet all current and known future liabilities, and the trustees have established a policy whereby the free reserves held by the charity should be sufficient to cover three months activity of the charity and at minimum one month.

LEEF is currently able to meet the three months' recommended level of reserves as of "date" and the policy will be reviewed annually.

Related party transactions:

Anna Portch was paid £200 to deliver at the LEEF conference in 2020. No other remuneration was paid to any trustees or other related parties. There were no Trustee expenses. Trustees are also members of LEEF, many as part of the organisation they are employed by. The income from Trustee membership is under £200.

Impact of Covid-19 on 2020 and 2021


Covid-19 significantly impacted on activities in 2020 and continues to impact into 2021. The Trustees considered the impact of covid during our meetings and are confident that the plans in place are sufficiently robust to safeguard LEEF through 2021 and beyond.

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): Ian Boulton

Helen Robertson

Position(s): Chair of Trustees

Trustee

Date: 27/10/2021

27/10/2021



Receipts and payments accounts

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For the period
from

1/1/2020



To

31/12/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Memberships	3,515	-	-	3,515	3,232
Training Events	11,437	-	-	11,437	3,635
Esmée Fairbairn Foundation Grant	-	-	-	-	20,000
Natural England Grant	-	-	-	-	4,500
Donations	45	-	-	45	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	14,997	-	-	14,997	31,367
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,997	-	-	14,997	31,367
A3 Payments					
Salary Inc NI and Pensions	15,868	-	-	15,868	11,505
Other staff costs (training & payroll)	230	-	-	230	140
Additional Staff	-	-	-	-	2,516
Rent & Admin (incl. insurance & ICT)	4,000	-	-	4,000	4,111
Legal / Professional Fees	300	-	-	300	137
Volunteer Expenses	-	-	-	-	141
Events & Training Workshops	1,233	-	-	1,233	2,669
LEEF Conference	14,597	-	-	14,597	-
	-	-	-	-	-
Sub total	36,228	-	-	36,228	21,219
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	36,228	-	-	36,228	21,219
Net of receipts/(payments)	- 21,231	-	-	- 21,231	10,148
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	39,174	-	-	39,174	29,026
Cash funds this year end	17,944	-	-	17,944	39,174

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	Co-op Bank	17,944		-
		-	-	-
		-	-	-
	Total cash funds	17,944	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Membership Income Dec 2019 (paypal)	224	-	-
	Co-ordinator	16	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Membership Income Dec 2019 (paypal)	11		
	Horniman	164.5		
	HMRC	1105.85		
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Ian Bolton	27/10/2021	
		Helen Robertson	27/10/2021	