



# **Trustees' Annual Report**

**For the period**

**1 January 2021**

**to**

**31 December 2021**

**London Environmental Educators'  
Forum (LEEF)**

**Charity number: 1168740**

## Objectives and Activities

### Purpose:

LEEF promotes excellence in environmental education and education for sustainable development across London, supporting the development and training of staff, volunteers and others delivering such education by bringing together a range of individuals and organisations that work in this area.

LEEF aims 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.*'

### Summary of main activities:

To deliver its charitable objects LEEF:

- Delivers 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.
- Provides networking opportunities for professionals and interested parties to swap experiences and best practice, and to make connections/develop partnerships with other groups across London.
- Operates 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.
- Provides a forum for our members to share questions and advice.
- Circulates 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.

### Trustee 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.

## **Achievements and Performance**

### **Impact on operations**

2021 continued to be disrupted by the pandemic. Lockdown from Jan – March 2021 closed many of our members workplaces. As things reopened, many of our members who work with schools were unable to fully operate until Autumn 2021.

### **Membership**

We introduced a change to our membership with members paying a pro rata rate to end 31 December 2021. From 2022, all members will move to a calendar year membership (1 Jan – 31 Dec), which will significantly improve administration.

### **Annual Training Programme**

Many of our members are one of a small team or the only environmental education in their organisation, LEEF events are an opportunity for face-to-face interaction with others in similar circumstances and enable mutually supportive relationships to develop. Despite this we held the following very successful events:

#### Online events

- Self Care for Environmental Educators (February)
- Roots and Rebellion: tricks and tips for Rewilding teens (March)
- A Climate of Change (March)
- Climate Film Festival: The Need to Grow (April)
- Marketing to Schools (June)

#### In Person Events

- Outdoor First Aid (June)
- Trees for Life (July)
- Learning and Growing Forest school skills (September)

### **Networking**

Networking events have a more social focus> We ran the following events in 2021:

- Summer Social (July)
- Winter Social (December)

### **Fellowship Scheme**

The Fellowship scheme recognises members and their contribution to environmental and sustainable education.

- Fellowship Evening (November)

### **Member forum and Communications**

The main member forum is through an email group. This provides an open forum for members to communicate with the rest of the membership, about topics and themes that are of interest. Through this members are able to share jobs and opportunities directly with others.

A Mailing list is used to communicate with members and a wider group of people who are interested in LEEF events, but may not have joined.

Wider engagement is through social media channels: Facebook, Twitter and Instagram.

### **Contribution made by volunteers:**

LEEF is supported by the Trustees who undertake their duties in a voluntary capacity. There was no additional volunteer support in this reporting period.

## **Financial Review**

### **Financial Position**

Due to the pandemic, income from membership and training events was reduced from a 'normal' operating year. Expenditure was carefully monitored.

To support the work of the charity in 2021, it was agreed to use some of the charity reserves to extend the project managers contract on reduced hours to end 2021. This extension was to continue the administration of the charity, run some events and focus on funding applications.

The Charity ended the year with a balance of £8k in the bank. This comfortably covers running expenses and ensures the charity is able to operate as we apply for new core funding.

### **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 and the policy will be reviewed annually.

### **Related Party Transactions**

No remuneration was paid to any trustees or other related parties. There were minimal 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 2021**

The Trustees consider the charity finances as part of their regular meetings and are confident that the plans in place are sufficiently robust to safeguard LEEF through 2022 and beyond.

### **Funding**

There has been no external funding in 2021.

## **Structure Governance and Management**

**Type of Governing Document:** Constitution

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

### **Trustee Selection**

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.

Trustees shall be appointed on the basis of their knowledge and experience of environmental education in London. Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Details of the current trustees is available on the LEEF website.

Further information about LEEF trustees is set out in section 9 of the LEFEF constitution.

## Reference & Administration Details

Charity name: London Environmental Educators Forum

Other names the charity uses: LEEF

Charity number: 1168740

Charity's operating address: % Horniman Museum and Gardens, 100 London Road,  
London. SE23 3PQ

### Names of the Charity Trustees who Manage the Charity

	<b><i>Trustee Name</i></b>	<b><i>Office (if any)</i></b>	<b><i>Appointed</i></b>	<b><i>Retired</i></b>
1:	Dr Iain Boulton	Chair	11 Aug 2016	
2.	Helen Robertson		11 Aug. 2016	
3.	Richard Pering		1 Oct. 2019	
4.	Stuart Walker		4 May 2020	
5:	Shaira Begum		20 Oct. 2020	
6.	Dr Jaya Gajparia		26 May 2021	

### Names & Addresses of Advisors

Bank: The Co-operative Bank. P.O. Box 101, 1 Balloon Street,  
Manchester, M60 4EP

Independent Examiner: None, as income in 2021 did not reach the required  
threshold for external examination

### Names of Senior Staff with Delegated Responsibilities


Name, Role: Zaria Greenhill, Project Manager

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s):

...  .....

Full name(s):


...Iain Bolton.....

Position (eg Secretary, Chair, etc): ...Chair.....

Date:

.....22/10/22.....

Signature(s):

.....  .....

Full name(s):

...Helen Robertson.....

Position (eg Secretary, Chair, etc): .....Trustee.....

Date:

.....22/10/22.....





## Receipts and payments accounts

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For the period  
from

1/1/2021



To

31/12/2021

### 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 £
<b>A1 Receipts</b>					
Memberships	3,569	-	-	3,569	3,515
Training Events	2,425	-	-	2,425	11,437
Donations	29	-	-	29	-
	-	-	-	-	-
	-	-	-	-	45
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>6,023</b>	<b>-</b>	<b>-</b>	<b>6,023</b>	<b>14,997</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,023</b>	<b>-</b>	<b>-</b>	<b>6,023</b>	<b>14,997</b>
<b>A3 Payments</b>					
Salary Inc NI and Pensions	10,657	-	-	10,657	15,868
Other staff costs (training & payroll)	330	-	-	330	230
Additional Staff	-	-	-	-	-
Rent & Admin (incl. insurance & ICT)	2,695	-	-	2,695	4,000
Legal / Professional Fees	350	-	-	350	300
Volunteer Expenses	-	-	-	-	-
Events & Training Workshops	1,419	-	-	1,419	1,233
LEEF Conference	200	-	-	200	14,597
	-	-	-	-	-
<b>Sub total</b>	<b>15,651</b>	<b>-</b>	<b>-</b>	<b>15,651</b>	<b>36,228</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>15,651</b>	<b>-</b>	<b>-</b>	<b>15,651</b>	<b>36,228</b>
<b>Net of receipts/(payments)</b>	<b>- 9,628</b>	<b>-</b>	<b>-</b>	<b>- 9,628</b>	<b>- 21,231</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>17,944</b>	<b>-</b>	<b>-</b>	<b>17,944</b>	<b>29,026</b>
<b>Cash funds this year end</b>	<b>8,316</b>	<b>-</b>	<b>-</b>	<b>8,316</b>	<b>7,795</b>

## 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 £
<b>B1 Cash funds</b>	Co-op Bank	8,316		-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>8,316</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
	Project Manager salary		1,068	06 January 2022
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Ian Bolton	22/10/2022	
		Helen Robertson	22/10/2022	