



Trustees' Annual Report

For the period

1 January 2023

to

31 December 2023

**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

Membership

LEEF has four membership categories, reflecting the breadth of individuals and organisations working across London. In 2023:

- 9 Freelance / volunteer / Students / Retired members
- 5 Individual members
- 17 small organisations, with up to 4 staff members
- 7 large organisations, with up to 10 staff members

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.

Example events

- Natural History GCSE Update and discussion online – March 2023
- Sensory Accessibility workshop at the Natural History Museum – July 23
- Bat and Moth Leader Training – September 2023

Networking

Networking events have a more social focus. We ran the following events in this reporting period:

- Winter Social – December 2023

Fellowship Scheme

The Fellowship scheme recognises members and their contribution to environmental and sustainable education. No event was run in this reporting period.

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. Additional volunteer support was provided by:

- Georgia Prasad – compiling and sending newsletters using Mailchimp

Financial Review

Financial Position

The Charity ended the year with a reasonable balance in the bank. This is enough to cover 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.

Funding

There has been no external funding in this reporting period.

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: c/o International House, 30 Romford Road, London, E15 4BZ

Names of the Charity Trustees who Manage the Charity

	<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
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	Jan 2023
5:	Shaira Begum		20 Oct. 2020	Jan 2023
6.	Dr Jaya Gajparia		26 May 2021	July 2023

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 2020 did not reach the required threshold for external examination

Names of Senior Staff with Delegated Responsibilities

There were no employees in this reporting period.

Declarations

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

Signed on behalf of the charity's trustees

Full name(s): Iain Bolton
Position (eg Secretary, Chair, etc):Chair.....
Date:19/10/2024.....

Full name(s): ...Helen Robertson.....
Position (eg Secretary, Chair, etc):Trustee.....
Date:19/10/2024.....



Receipts and payments accounts

CC16a

For the period
from

1/1/2023



To

31/12/2023

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	3,023	-	-	3,023	3,535
Training Events	203	-	-	203	1,127
Donations/ Other	-	-	-	-	328
Grants	-	-	-	-	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,226	-	-	3,226	5,990
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,226	-	-	3,226	5,990
A3 Payments					
Salary Inc NI and Pensions	-	-	-	-	1,068
Other staff costs (training & payroll)	-	-	-	-	-
Additional Staff	-	-	-	-	-
Rent & Admin (incl. insurance & ICT)	375	-	-	375	855
Legal / Professional Fees	-	-	-	-	-
Volunteer Expenses	-	-	-	-	-
Events & Training Workshops	173	-	-	173	1,260
	-	-	-	-	-
	-	-	-	-	-
Sub total	548	-	-	548	3,183
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	548	-	-	548	3,183
Net of receipts/(payments)	2,678	-	-	2,678	2,807
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	11,122	-	-	11,122	11,122
Cash funds this year end	13,800	-	-	13,800	13,929

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	13,800		-
		-	-	-
		-	-	-
	Total cash funds	13,800	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Ian Bolton	19/10/2024	
		Helen Robertson	19/10/2024	