

THE NORFOLK READING PROJECT

England & Wales · Charity number 1176987

Details

Status Registered

Legal form CIO

Registered 2018-02-05

Register [View on the Charity Commission register](#)

Contact

Address College Barn
Cake Street
Old Buckenham
Attleborough
NR17 1PS

Phone 01953860260

Website www.thenorfolkreadingproject.co.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF CHILDREN IN NORFOLK BY THE PROVISION OF TRAINED READING SUPPORT VOLUNTEERS IN SCHOOLS

Activities: We aim to support the teaching of reading in schools in Norfolk by providing extra opportunities for the children to practise and consolidate skills learnt in the classroom. We will train and finance DBS checks for Reading Support Volunteers who will regularly listen to children read on a one-to-one basis in schools. In addition, we can provide training for existing volunteers in local schools.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training
- **Who:** Children/young People

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£16,607	£9,402	-	-
2024-06-30	£45,087	£18,433	-	-
2023-06-30	£75,523	£6,330	-	-
2022-06-30	£3,648	£3,840	-	-
2021-06-30	£6,060	£4,165	-	-

Trustees

Name	Role	Appointed
ANNE THORLEY	Chair	2018-02-05
ALISON MARGARET GILMOUR		2018-02-05
Anne Williams		2020-11-25
Antony John Arthur		2026-01-05
Elaine Julie Simpson		2020-07-29
Joseph Martin Hedinger		2025-06-16
LESLEY PATRICIA PENNIKET		2018-02-05
Lorraine Hall		2020-07-29
Margot Paterson		2021-10-05

THE NORFOLK READING PROJECT

England & Wales - Charity number 1176987

Accounts



Trustees' Annual Report for the period

	Period start date				Period end date		
From	1	July	2024	To	30	June	2025

Section A Reference and administration details

Charity name The Norfolk Reading Project

Other names charity is known by TNRP

Registered charity number (if any) 1176987

Charity's principal address

College Barn, Cake Street,	
Old Buckenham, Attleborough	
Norfolk	
Postcode	NR17 1PS

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	Anne Thorley	Joint Founder and Chair		
2	Alison Margaret Gilmour	Vice Chair and Secretary		
3	Sarah Jayne Anthony		1 July 2024 – 5 January 2025	
4	Sally Nicola Watson		1 – 31 July 2024	
5	Lesley Patricia Penniket	Treasurer		
6	Lorraine Hall			
7	Elaine Julie Simpson			
8	Anne Williams			
9	Margot Christine Paterson			
10	Joseph Hedinger		16 – 30 June 2025	
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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)

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Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees appointed by a resolution passed at a properly convened meeting of the Trustees

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.

Our Trustees all have valuable abilities which contribute to the effective running of our charity. All Trustees have read the guidance in The Essential Trustee, are notified when important guidance is received from the Charity Commission and are aware of their important responsibility as a Trustee.

TNRP and networks:
We are a member of Voluntary Norfolk which is a charitable support organisation specifically for community groups and charities in the county.

We also benefit from guidance, funding and training opportunities offered by the Norfolk Community Foundation who offer support to voluntary groups and charities across Norfolk.

We continue to build our relationship with the National Centre for Writing.

Major risks and management of:
Succession planning regarding key roles, including our trainers, present a risk for TNRP. We communicate regularly with our Reading Support Volunteers (RSVs) and also with various supporters to see if they would like more involvement.

The volume of administration, with, in the region of 200 active volunteers

and trainees and more than 150 schools in which the volunteers are placed, falls on a small number of the committee. More than 600 volunteers have been trained over the past 10 years. A Volunteer and School portal has been developed and commences running in July 2025. This will enable real-time information on our charity to be more easily accessible.

Our RSVs are trained and introduced to schools, subject to successful DBS checking and references. RSVs are all in receipt of a comprehensive training manual and equipped with useful phonics charts.

In our aim to help improve literacy in schools, and to keep RSVs enthusiastic and informed we hold regular workshops. These are popular and also allow for the exchange of RSVs experiences and knowledge. In addition, we aim to regularly communicate with our RSVs via email and our newsletter 'In the Loop'.

Section C Objectives and activities

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

To advance the education of children in Norfolk by the provision of trained RSVs in schools.

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)

The Norfolk Reading Project was set up in response to increasing concern across Norfolk on illiteracy levels and its impact on communities.

We recruit and train RSVs across a wide range of ages and walks of life. We arrange and fund DBS checks and place volunteers with local schools where there is an identified need. There is no cost to the volunteers or schools.

We train the volunteers in phonics and they listen to children reading on a one-to-one basis. The focus on phonics is welcomed by teachers. Our volunteers work mainly with 4 – 7 year-olds and increasingly with 7 – 11 year-olds, who are struggling with reading and literacy.

Our charity offers inter-generational benefits with a number of our volunteers being retired. We also train some senior school children in phonics, who undertake charity placements in schools.

Our Trustees are fully aware of the public benefit offered by our charity in assisting children improve their reading prowess and hence their life skills and opportunities in the community. Our Trustees are forwarded relevant Charity Commission news and guidance on matters affecting our charity and the roles they undertake.

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.

Investment:

The Norfolk Reading Project does not currently have an investment policy, but great care is taken to ensure that sufficient monies are held in a current account, with the rest invested in both accessible accounts receiving interest and short-term fixed interest accounts receiving higher rates of interest. Working with a financial advisor has been considered but not undertaken at present.

Contribution made by volunteers:

TNRP's RSVs directly benefit the children they are supporting via the provision of one-to-one assistance with reading, and indirectly the schools, teaching staff, parents and the community.

Good literacy skills underpin all learning and success in later life. In Norfolk as many as 1 in 4 children leave Primary school unable to read and write adequately.

Working via our volunteers, our aims and objectives are to improve upon these disturbing statistics.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

This year, the Norfolk Reading Project has celebrated ten years of working with children and their teachers to support struggling readers in schools across Norfolk.

TNRP was established in 2015 to help address the low levels of literacy in the county and in the last decade we have trained over 600 Reading Support Volunteers to listen to children read in over 100 primary schools in some of the most disadvantaged areas of Norwich and Norfolk. This support is as vital in 2025 as it was in 2015 and the requests from schools for volunteers continue to grow.

Feedback from the schools has been very positive as they appreciate that not only are TNRP volunteers fully DBS checked but they have been trained in phonics so that they can help to support the reading methods used in school. Our trained volunteers work alongside teachers to provide opportunities for children to read with an adult outside of a busy classroom, building confidence, self-esteem and reading comprehension.

Across the year July 1st 2024 to June 30th 2025 we held eight training sessions for new Reading Support Volunteers – seven in Town Close School in Norwich and a further session in Thetford Job Centre. We trained a total of 85 new volunteers during these sessions to support children in schools in their local communities. We also continue to offer training for young adults in the Sixth Form of both Norwich School and Thetford Grammar who will mentor primary age children in local schools. We have also offered training for two local businesses – Smith and Pinching and Hansells Solicitors so that they can provide Employer Supported Volunteers to their local schools.

We continue to work with Norwich Community Foundation to promote Employer Supported Volunteering in local businesses and to provide support for local food hubs. We were involved in a presentation to the Nourishing Norfolk Network to establish connections with the food hubs for future training sessions. We have continued to develop a training webinar for both ESV and the staff in the food hubs - this should be available later in the year.

The National Centre for Writing is developing a new strategy to be launched later in the year and TNRP (along with many other creative educational partners) has been involved in conversations to help shape this bold new vision to make Norwich a city where reading, writing and their lifelong benefits are championed and accessible to all.

In addition to the training sessions for new volunteers, we have continued to offer a programme of workshops for our volunteers to support the work that they do in school. During the year we held three workshops which were all attended by over 50 of our volunteers.

1. SEND – Special Educational Needs and Disability workshop – Miriam Jones
2. Have Your Say! – A problem-solving workshop – Gillian Holland.
3. How to Get the Most Out of Your Volunteering workshop – Panel of Education Experts.

These events are fantastic opportunities for our volunteers to exchange ideas and to feel more confident and effective.

We are very fortunate to have received generous donations throughout the year from both individuals and organisations including Aylsham

Agricultural Show £250, Chelsea Square Trust £2,500 , Kumon £195, The Norwich Businesswomen's Network £7,200 and The Order of Women's Freemasons – Wroxham Branch £580. We would also like to thank the family and friends of Jenny Hawker, one of our much-loved volunteers who sadly passed away this year , for their generous donations.

We have again attended multiple events with small teams of willing volunteers manning our stand and newly acquired gazebo to promote our work and recruit more volunteers to join our growing team across the county. These events included – Norwich Book Festival, Aylsham Agricultural Show, Kumon Awards, Thetford Volunteers Fair, Voluntary Norfolk Event.

The Volunteer / Schools portal has been developed and will be launched in July 25. This has been a long process but should enable the charity to become more effective and to have improved communication with both the schools and volunteers. We would like to thank Colin Richardson and his team at BigFork for all their work on this project.

We have welcomed a new Trustee to our team – Joe Hedinger. Joe is a book seller at The Book Hive in Norwich – a local independent bookshop and brings both experience and enthusiasm. The Book Hive has offered to help TNRP to promote the work we do and to help us to secure a speaker for our 10th Anniversary event. We would like to offer our thanks for this support.

Future readers stem from a culture where reading environments for young children are nurtured. This is where children develop not only vital reading skills but the joy of being lost in a story where characters and adventures come to life. TNRP provides a crucial role in building these environments for children at a time when schools face increased financial pressures.

Section E

Financial review

Brief statement of the charity's policy on reserves

Restricted reserves are held until the appropriate purchases allocated to that grant or award are made. Unrestricted reserves are available to cover other charity expenditure and are invested as appropriate.

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.

The Norfolk Reading Project's current principal source of funds are monies and interest received from a legacy along with generous donations. In the past (and the future) we have / will undertake fundraising and have successfully applied for awards and grants.

Expenditure supporting our key objectives:

All our expenditure works towards achieving our key objectives of providing trained RSVs to advance the literacy of children in school.

Expenditure in the previous year focussed on the development of the volunteer and school portal. During this current year considerable time input was required by the committee and Trustees to ensure the implementation in July 2025 was as successful as possible. This portal will be very important to our effective management of volunteers and schools.

Our current investment policy is to maintain sufficient funds in our current account and to split the rest of our fund into easily accessible interest earning and higher interest earning fixed term accounts. We have considered working with a financial advisor, but currently we are not pursuing this route.

Section F

Other optional information

This is an intergenerational project, with a number of our RSVs being retired. Our RSVs use their time to benefit young children struggling to read.

Lack of literacy skill has such a continuing knock-on effect in later life. It excludes people not only from learning and skills' development, but also from better roles in the jobs market and ultimately from supporting their own children with reading.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)	Anne Thorley	Lesley Patricia Penniket
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	5 January 2026	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name The Norfolk Reading Project	No (if any) 1176987
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Receipts and payments accounts				
For the period from	Period start date	To	Period end date	
	1-Jul-24		30-Jun-25	

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					
Donations	12,187	-	-	12,187	3,645
Legacy	-	-	-	-	40,000
Bank interest	4,420	-	-	4,420	1,442
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	16,607	-	-	16,607	45,087
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	16,607	-	-	16,607	45,087
A3 Payments					
DBS Checks	1,124	-	-	1,124	1,310
Books and reading aids	2,335	-	-	2,335	658
Venue costs	1,266	-	-	1,266	567
Printing, postage and stationery	777	-	-	777	704
IT	334	-	-	334	13,632
Advertising	1,076	-	-	1,076	1,061
Professional costs	-	-	-	-	440
Insurance	454	-	-	454	-
Bank charges and Sundry	118	-	-	118	61
Sub total	7,484	-	-	7,484	18,433
A4 Asset and investment purchases, (see table)					
Apple MacBook Air	999	-	-	999	-
Event Branding Gazebo	919	-	-	919	-
Sub total	1,918	-	-	1,918	-
Total payments	9,402	-	-	9,402	18,433
Net of receipts/(payments)	7,205	-	-	7,205	26,654
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	106,367	-	-	106,367	79,713
Cash funds this year end	113,572	-	-	113,572	106,367

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 £
	HSBC A/C 41315102	3,210	-	-
	Saffron B Soc A/C 105505612	30,362	-	-
	Nationwide B Soc A/C 90232187 £30,000 Redwood Bank A/C 80198617 £50,000	80,000	-	-
	Total cash funds	113,572	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	4.11.24 Apple MacBook Air	Unrestricted	999	-
	22.4.25 Event Branding Gazebo	Unrestricted	919	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	ANNE THORLEY, CHAIR	5 January 2026
	LESLEY PENNIKET, TREASURER	5 January 2026

THE NORFOLK READING PROJECT

England & Wales - Charity number 1176987

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	July	2023		30	June	2024

Section A Reference and administration details

Charity name

The Norfolk Reading Project

Other names charity is known by

TNRP

Registered charity number (if any)

1176987

Charity's principal address

College Barn, Cake Street,
Old Buckenham, Attleborough
Norfolk
Postcode NR17 1PS

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	Anne Thorley	Joint Founder and Chair		
2	Alison Margaret Gilmour	Secretary		
3	Sarah Jayne Anthony			
4	Sally Nicola Watson			
5	Lesley Patricia Penniket	Treasurer		
6	Lorraine Hall	Vice Chair		
7	Elaine Julie Simpson			
8	Anne Williams			
9	Margot Christine Paterson			
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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)

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Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

CIO

Trustee selection methods
(eg. appointed by, elected by)

Trustees appointed by a resolution passed at a properly convened meeting of charity Trustees.

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.

TNRP and networks:

TNRP is a member of Voluntary Norfolk which is a charitable support organisation specifically for community groups and charities in the county.

TNRP also benefits from guidance, funding and training opportunities offered by the Norfolk Community Foundation, who offer support to voluntary groups and charities across Norfolk.

Major risks and management of:

Succession planning regarding key roles, including those on the committee and trainers, present a risk for TNRP. There is regular communication with Reading Support Volunteers (RSVs) to see if they would like more involvement.

The volume of administration falls on a very small number of the committee. A Volunteer Portal has been developed which will soon greatly assist with communicating with both RSVs and schools and will enable real-time information on our charity.

RSVs are trained and introduced to schools, subject to successful DBS checking. To keep these RSVs enthusiastic and relevant in our

aim to help improve literacy in schools, we undertake to hold regular workshops and coffee mornings to allow for continuing exchange of experiences and RSV knowledge. We also aim to regularly communicate with our RSVs via emails and our newsletter 'In the Loop'.

Section C Objectives and activities

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

To advance the education of children in Norfolk by the provision of trained Reading Support Volunteers (RSVs) in schools.

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)

Our charity was set up in response to increasing concern across Norfolk on illiteracy levels and its impact on communities.

We recruit and train RSVs across a wide range of ages and walks of life. We arrange and fund DBS checks and place volunteers with local schools where there is an identified need. There is no cost to the volunteers or schools.

We train the volunteers in phonics and they listen to children reading on a one-to-one basis. The focus on phonics is welcomed by teachers. Our volunteers work mainly with 4 – 7 year olds and increasingly also with 7 – 11 year olds, struggling with reading and literacy.

Our charity offers inter-generational benefits with many of our volunteers being retired. We also train some senior school children in phonics, who undertake charity placements in schools.

Our Trustees, who form our committee, are fully aware of the public benefit offered by our charity. Trustees are regularly forwarded Charity Commission news and guidance on matters.

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.

Contribution made by volunteers:
TNRP Reading Support Volunteers (RSVs) directly benefit the children they are supporting, and indirectly the schools, teaching staff and parents.

Good literacy skills underpin all learning and success in later life. In Norfolk as many as 1 in 4 children leave Primary School unable to read and write adequately. Our aims and objectives are to improve upon these frightening statistics.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Norfolk Reading Project continues to grow with more enthusiastic Reading Support Volunteers joining our team as we endeavour to support an increasing number of children in schools across the county.

It is important to recognise that good literacy skills are the foundations of opportunity across society, and that without additional support many children are unable to achieve their potential. Over the years our schools have become even more stretched in terms of staff numbers and it has become very difficult to hear children read one-to-one on a regular basis. Without the support of our Reading Support Volunteers many children would fall further behind their peers.

Schools have said to us, "Children's reading skills improve greatly from reading with the volunteers. Lots of them don't read at home so it means they have the opportunity to be heard reading." From feedback, individual teachers have said, "Opportunities to be heard in every sense, reading out loud to an interested invested adult. The children treasure this time." And, "The children get 1:1 time sharing not only their phonics knowledge but discussing the books and growing in confidence it supports their love of books. Phonics and reading support impacts all areas of the curriculum."

Across the year July 2023 to June 30th 2024 we held eight full training sessions in Norwich - training 96 new Reading Support Volunteers for schools across the county. We have also continued our partnership with both East Norfolk Sixth Form College and Norwich School Sixth Form to encourage and train over 40 young adults to mentor primary age children in local primary schools.

We have taken the decision to reduce the number of full training sessions that we offer throughout the year as it had become increasingly difficult to place volunteers in schools during the last term of the school year. Increasingly stringent Safeguarding policies and protocols have also impacted on the timetable for starting volunteers in school following the training session and we have reviewed our processes accordingly to ensure that we comply with KCSIE (Keeping Children Safe In Education) All our volunteers must now register their Enhanced DBS check with the online update service in line with school requirements.

With the reduced number of full training sessions we have been able to offer more workshop opportunities for our team of Reading Support Volunteers. We have been fortunate to secure three fantastic speakers for our volunteers over this year :

Zoe Brown – Mancroft Learning , Dyslexia Specialist

Nigel Lungenmuss-Ward – That Book Guy , Children's motivational author

Emma Kane – Speech Therapist

All three events were very well attended and received positive feedback from our volunteers. These events provide opportunities to meet up with other volunteers and exchange experiences, offering support and advice on good practice.

The Norfolk Reading Project has been chosen as the charity of the year for two local organisations:

Norwich Businesswomen's Network

Order of Women's Freemasons – Wroxham branch.

We are hugely grateful for their financial support (to be received next year)and the additional local exposure their endorsement gives us.

TNRP have also been selected as a charity partner for the local Kumon centre in Norwich.

We continued to work with The Norfolk Community Foundation to increase awareness around problems associated with low literacy levels and remain focused on recruiting further volunteers for some of the most disadvantaged areas in Norfolk including both Thetford and Gt Yarmouth. We are working together with local businesses to increase opportunities for Employer Supported Volunteers(ESV) in schools. This work has been supported by The National Literacy Trust.

During the year we have also received generous grants and donations from a number of organisations and trusts including Chelsea Square Trust, Thetford Town Council and Aylsham Agricultural Show. We have also had additional monies from the Leona Levine estate. Small teams of trustees and volunteers have manned a stand at several local events during the year to promote our organisation and the work we do in schools to support children, for example at the Old Buckenham Airshow, the Aylsham Agricultural Show, the Kumon Awards Day and Thetford Council Marketplace . These events have successfully introduced TNRP to a wider audience and will hopefully generate further Reading Support Volunteers in the future.

Having recognised the need to upgrade our IT systems we have taken the step this year of engaging the services of BigFork a local website specialist. We will have a new volunteer / schools portal as well as an updated management reporting system. This will enable us to have accurate information about both our volunteers and the schools so that we can operate more efficiently and effectively. The owner of the business, Colin Richardson, has been extremely generous in offering his personal work on the project free of charge. We are very grateful for this contribution

Town Close School in Norwich have continued to support TNRP by providing us with a fantastic training venue in the library of the school. We are able to offer a convenient central Norwich location for new volunteers with free parking for those travelling from other areas of the county. We would like to thank the school for their support and particularly those members of staff who facilitate this each session.

We would like to thank everyone who has helped to ensure that we continue to grow and enable us to offer additional support for children with reading. Most importantly we would again like to thank all the wonderful volunteers who support these children. In the words of our volunteers, " I have been stunned by the progress that some of the little ones have made; with a couple of boys it was as if someone had switched on the lights ." and, " I am so glad that I volunteered , it is the highlight of my week."

A couple of hours a week really does make a difference to all involved!

Anne Thorley
Chairperson and Co-founder
The Norfolk Reading Project

Section E

Financial review

Brief statement of the charity's policy on reserves

Restricted reserves are held until the appropriate purchases allocated to that grant or award are made. Unrestricted reserves are available to cover other expenditure and investment regarding the charity.

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.

TNRP's principal sources of funds are Awards, Grants, Donations and Fundraising Events. In 2022 TNRP was very privileged to become a residuary beneficiary of an estate and more funds were received during the year.

During this year restricted reserves were used to complete the terms of a restricted award.

All our expenditure works towards achieving our key objectives of providing trained RSVs to advance the literacy of children in schools. During the year essential expenditure was undertaken on a project to set up a Volunteer Portal to assist communication with volunteers and schools and also the administration of the charity. The expectation is that this software will be fully functional in 2025.

Our current investment policy is to split our funds into easily accessible, but interest earning and higher interest earning fixed term accounts. An initial consultation was made with a financial advisor in the previous year and consideration will once again be given to placing some funds into equities and bonds.

Section F

Other optional information

This is an intergenerational project, with a high percentage of our RSVs being retired and using their time to benefit young children struggling to read.

Lack of literacy skills has such a continuing knock-on effect in later life, excluding people not only from learning and skills development but also from the job market and ultimately from supporting their own children with reading.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)	Anne Thorley	Lesley Patricia Penniket
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date		

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Norfolk Reading Project

On accounts for the year ended

30 June 2024

**Charity no
(if any)**

1176987

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2023.

Responsibilities and basis of report

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").

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

Name:

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

Address:

Section B**Disclosure**

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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Norfolk Reading Project

Charity Number
1176987

CC16a

Receipts and payments accounts

For the period from **01-Jul-23** To **30-Jun-24**

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					
Awards	-	-	-	-	4,000
Donations	3,645	-	-	3,645	1,523
Legacy	40,000	-	-	40,000	70,000
Bank interest	1,442	-	-	1,442	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	45,087	-	-	45,087	75,523
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	45,087	-	-	45,087	75,523
A3 Payments					
DBS checks	461	849	-	1,310	1,613
Books and reading aids	231	427	-	658	2,053
Venue costs	200	367	-	567	130
Printing, postage and stationery	132	572	-	704	1,617
IT	13,160	472	-	13,632	-
Advertising	373	688	-	1,061	845
Professional costs	155	285	-	440	-
Bank charges	21	40	-	61	61
Sundry	-	-	-	-	11
	-	-	-	-	-
Sub total	14,733	3,700	-	18,433	6,330
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	14,733	3,700	-	18,433	6,330
Net of receipts/(payments)	30,354	- 3,700	-	26,654	69,193
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	76,013	3,700	-	79,713	10,520
Cash funds this year end	106,367	-	-	106,367	79,713

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	Cash at HSBC (The Norfolk Reading Project A/C 41315102)	1,925	-	-
	Cash at Saffron B Society (The Norfolk Reading Project A/C 105505612)	44,442	-	-
	Cash at Nationwide B Society (The Norfolk Reading Project A/C 90232187)	60,000	-	-
	Total cash funds	106,367	-	-
(agree balances with receipts and payments account(s))				

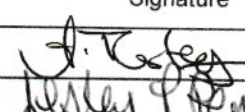
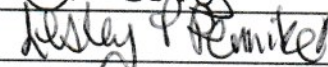
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature  	Print Name ANNE THORLEY, CHAIR LESLEY PENNIKET, TREASURER	Date of approval 5/1/2025 5/1/2025
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Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Norfolk Reading Project

On accounts for the year ended

30 June 2024

Charity no
(if any)

1176987

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2023.

Responsibilities and basis of report

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").

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

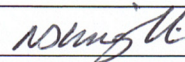
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- 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.

* Please delete the words in the brackets if they do not apply.

Signed:



Date:

11/03/2025

Name:

Nicholas Knight

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

ICAEW

Address:

27 Harwood Road, Norwich. NR1 2NG

Section B**Disclosure**

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.

THE NORFOLK READING PROJECT

England & Wales - Charity number 1176987

Accounts



Trustees' Annual Report for the period

From 1 July 2022
Period end date

Period start date To 30 June 2023

Charity name: The Norfolk Reading Project (TNRP)

Charity registration number: 1176987

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of children in Norfolk by the provision of trained Reading Support Volunteers (RSVs) in schools.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We provide trained and DBS checked RSVs who regularly listen to children read (predominantly 4–7 yr olds but increasingly also 7–11 yr olds). This support is on a one-to-one basis, in schools. We aim to provide this voluntary support in communities and schools where it is needed most. We continue to work in some of the more disadvantaged areas in Norwich and surrounds. Using a grant obtained via the Norfolk Community Foundation (NCF) in the previous period we undertook a campaign to attract and train additional volunteers from the Great Yarmouth and Gorleston area. Via the New Literacy Project, TNRP continued working in collaboration with NCF and the National Literacy Trust, focussing on employer supported volunteering in Thetford.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Our Trustees are fully aware of the public benefit offered by our charity. All Trustees are regularly forwarded Charity Commission News and guidance on matters.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<p>TNRP Reading Support Volunteers (RSVs) benefit schools, teaching staff, parents and naturally the children they are supporting.</p> <p>Good literacy skills underpin all learning and success in later life. In Norfolk as many as 1 in 4 children leave Primary School unable to read and write adequately. Our aims and objectives are to improve upon these frightening statistics.</p> <p>This is an intergenerational project, with a high percentage of our RSVs retired and using their time to benefit young children. Lack of literacy skills has such a continuing knock-on effect in later life, excluding people not only from learning and skills development but also from the job market and ultimately from supporting their own children with reading.</p>
Other		

Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>It has been another very productive year for The Norfolk Reading Project both in terms of increasing the number of Reading Support Volunteer in schools and further developing our collaboration with other organisations to support schools in some of the most disadvantaged areas.</p> <p>During the period July 1st 2022 and June 30th 2023 we held 11 training sessions including 2 in Gt Yarmouth and 2 in Thetford. We also held 2 training sessions for sixth form students in both The Norwich School and East Norfolk Sixth Form College in Gt Yarmouth. These training sessions resulted in a total of 112 community Reading Support Volunteers and 42 sixth form students supporting primary school children across Norfolk to improve their literacy skills.</p> <p>We have been extremely fortunate this year to receive a very generous bequest from the estate of Leona Levine with £70,000 received from the estate in July 2022. We want to ensure that these funds are used in the best possible way to enhance and support the work that we already do in schools and to improve the opportunities for children to be engaged with reading outside of school. We would like to provide more educational and inspirational speakers for our volunteer community to improve communication, retention and motivation.</p> <p>We had received a grant of £2000 from the New Endeavours Rangers Fund via The Norfolk Community Foundation in the previous year and in the year to 30 June 2023 we used this to recruit and train over 20 volunteers in the Gt Yarmouth area of the county. Members of our Trustees management committee spent time in the town engaging with potential volunteers, distributing leaflets and promoting the need for literacy support via local publications. We were able to run 2 volunteer training sessions in Gt Yarmouth Library as a result of this initiative.</p>

The collaborative Literacy Project with The Norfolk Community Foundation and The National Literacy Trust has been ongoing throughout the year with focuses on Thetford and Norwich. We have set up a successful partnership between Smith and Pinching (local financial services company) and Mile Cross Primary School which should provide sustainable support for Key Stage 2 children in the school. Other local businesses are also providing reading support to a number of schools across both target areas.

Funds have also been received in the form of grants and donations from other sources including;

**POET – The Promotion of English Trust
£4000**

**Aylsham Agricultural Show Association
£500**

We are very grateful for the support from charitable trusts and individuals who continue to support the important work that our volunteers are doing in schools to improve lifetime opportunities for many children across the county.

We have identified the need to further develop our administrative systems with an upgrade to our IT. This will include a new Management Information System and Volunteer Portal, this project will be ongoing and will benefit both volunteers and the communities that we support.

In April 2023 our Chairperson and co-founder, Anne Thorley was awarded a Coronation Champion Award in recognition of her charitable work with The Norfolk Reading Project – this is a reflection of the work that all our wonderful Reading Support Volunteers provide in over 100 schools each week.

We have continued to provide opportunities for our volunteers to share their experiences and to develop their skills with the provision of educational workshops and social events such as coffee mornings. Leanne Fridd – award winning children's bookshop owner and Suzanne Robertson – Deputy Headteacher have provided inspiration for our volunteers at recent events.

		<p>Requests from local schools for reading support have continued to increase with the effects of the Covid -19 pandemic still having an impact on learning across the board. This is particularly apparent in schools in disadvantaged communities with the East of England one of the lowest performing regions in KS2 national attainment tests for 2022/23. Before the pandemic the majority of our volunteers were supporting KS1 children (age 4-7yrs) this has changed post pandemic with many volunteers assigned to KS2 children (age 7-11yrs) to help them catch up with their peers.</p> <p>The majority of our training sessions have taken place in Town Close School in Norwich and we would like to thank them for their generous support for our charity both with the provision of the training venue and for our inclusion in other promotional events.</p> <p>Finally, and most importantly we would like to thank all of our Reading Support Volunteers who continue to inspire, cajole and support young readers – ‘Today a reader, tomorrow a leader’ W. Fusselman.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>An objective of attracting and training more volunteers than in the previous year was met. Volunteers trained to 30 June 2023 were 112 community volunteers and 40 sixth form students (30 June 2022 62 community volunteers and 10 sixth form students).</p> <p>Regarding the New Endeavour Rangers Fund grant: 16 new volunteers and 27 sixth form volunteers were trained from Great Yarmouth and Gorleston area with an objective of training 25 total.</p> <p>Following the disruption caused in previous years by Covid, we achieved an important objective of showing our gratitude to volunteers by giving them the opportunity to network and meet the committee at a Summer Coffee morning in a Trustee’s garden 17 September 2022. On 13 May 2023 we also held an indoor Coffee morning with speakers Suzanne Robertson – Assistant Head Teacher Mile Cross Primary School and</p>
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		<p>Leanne Fridd – Children’s Bookshop owner Bookbugs and Dragon Tales. which also proved very popular and inspirational. Both events attracted around 40 volunteers.</p> <p>The Volunteer handbook was updated and redesigned as planned.</p> <p>We increased our number of trainers by one.</p> <p>Concerning communication on TNRP and initiatives, during the year we had considerable success in placing press releases in various local newspapers and magazines, mainly due to a very proactive volunteer.</p> <p>TNRP gave a presentation at a Business Networking event, further communicating the work we undertake to the business community.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>TNRP was privileged to be a residuary beneficiary of an estate, first amount banked 28.7.22.</p> <p>Expenditure with regard to a restricted grant received via NCF in the period to 30 June 2022 was completed by the end of October 2022.</p> <p>A restricted award from The Promotion of English Trust (POET) was applied for in January 2023 and received in May 2023.</p> <p>Several donations were received including one from the Aylsham Agricultural Show Association.</p>
Investment performance against objectives	Para 1.41	<p>An initial meeting was held with an investment advisor during the year and whilst investment decisions are still being considered, the legacy has been invested in an easy access building society account offering an interest rate comparable to / or exceeding a level of return which might be obtained, currently, from equities and bonds.</p>
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the year-end the TNRP bank balance of £79,713.10 was held as £6,713.10 in the HSBC current account and £73,000 held in an easy access Saffron Building Society account earning interest.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Restricted reserves are held until the appropriate purchases allocated to that grant or award are made. Unrestricted reserves are available to cover other expenditure and investment.
Amount of reserves held	Para 1.22	£79,713.10
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<p>Succession planning regarding key roles, including those on the committee, present a risk for TNRP.</p> <p>In particular, despite TNRP now having three trainers, there is still a need for additional trainers.</p> <p>The volume of administration requires the implementation of a database system to further improve knowledge on volunteers and schools, to enable improved communication and to free up time for those involved.</p> <p>Volunteers are trained subject to successful DBS checking. To keep these volunteers enthusiastic and relevant in our aim to help improve literacy levels in schools, we need to</p>

		hold regular coffee mornings and workshops to allow for continuing exchange of experiences and volunteer knowledge. We also aim to regularly communicate with our volunteers via emails and our newsletter 'In the Loop'.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees appointed by a resolution passed at a properly convened meeting of charity Trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	TNRP is a member of Voluntary Norfolk which is a charitable support organisation specifically for community groups and charities in the county. TNRP also benefits from guidance, funding opportunities and webinars offered by the Norfolk Community Foundation, who offer support to voluntary groups and charities across Norfolk.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Norfolk Reading Project
Other name the charity uses	TNRP
Registered charity number	1176987
Charity's principal address	College Barn, Cake Street Old Buckenham, Attleborough Norfolk NR17 1PS

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	Anne Thorley	Joint Founder and Chair		
2	Alison Margaret Gilmour	Secretary		
3	Sarah Jayne Anthony			
4	Sally Nicola Watson			
5	Lesley Patricia Penniket	Treasurer		
6	Lorraine Hall	Vice Chair		
7	Elaine Julie Simpson			
8	Anne Williams			
9	Margot Christine Paterson			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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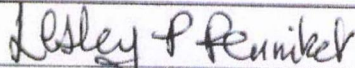
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Anne Thorley	Lesley Patricia Penniket
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name The Norfolk Reading Project	No (if any) 1176987
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CC16a

Receipts and payments accounts

For the period from	Period start date 01-Jul-22	To	Period end date 30-Jun-23
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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					
Awards	-	4,000	-	4,000	2,000
Donations	1,523	-	-	1,523	1,648
Legacy	70,000	-	-	70,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	71,523	4,000	-	75,523	3,648
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	71,523	4,000	-	75,523	3,648
A3 Payments					
DBS checks	965	648	-	1,613	922
Books and reading aids	2,038	15	-	2,053	1,142
Venue costs	60	70	-	130	200
Printing, Stationery & IT	1,408	209	-	1,617	468
Advertising	845	-	-	845	1,028
Bank charges	50	11	-	61	30
Sundry	11	-	-	11	50
	-	-	-	-	-
	-	-	-	-	-
Sub total	5,377	953	-	6,330	3,840
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,377	953	-	6,330	3,840
Net of receipts/(payments)	66,146	3,047	-	69,193	192
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,867	653	-	10,520	10,712
Cash funds this year end	76,013	3,700	-	79,713	10,520

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

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds			
Cash at bank HSBC (The Norfolk Reading Project A/C 41315102)	3,013	3,700	-
Cash at Safron Building Society (The Norfolk Reading Project A/C 1594458986)	73,000	-	-
	-	-	-
Total cash funds	76,013	3,700	-
(agree balances with receipts and payments account(s))			

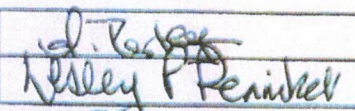
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			
		-	
		-	
		-	
		-	
		-	

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

Signature 	Print Name ANNE THORLEY, CHAIR LESLEY PENNIKET, TREASURER	Date of approval 21/3/24 21/3/24
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Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Norfolk Reading Project

On accounts for the year ended

30 June 2023	Charity no (if any)	1176987
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Set out on pages

1-2
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2023.

Responsibilities and basis of report

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").

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

N Knight

Date:

03/04/2024

Name:

Nicholas Knight

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

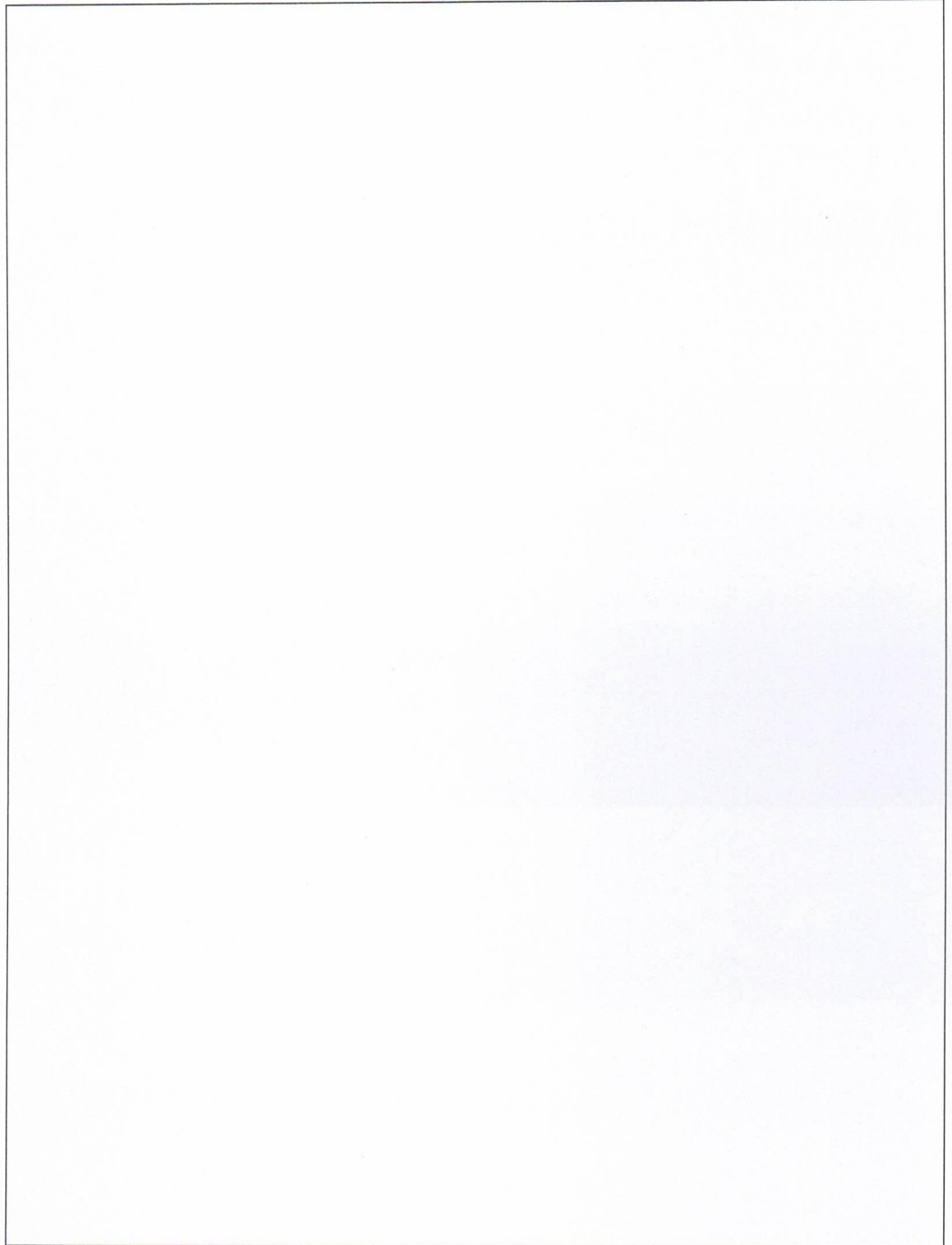
ICAEW

Address:

27 Harwood Road, Norwich. NR1 2NG

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.





CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name The Norfolk Reading Project	No (if any) 1176987
---	------------------------

CC16a

Receipts and payments accounts

For the period from	Period start date 01-Jul-22	To	Period end date 30-Jun-23
------------------------	--------------------------------	----	------------------------------

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					
Awards	-	4,000	-	4,000	2,000
Donations	1,523	-	-	1,523	1,648
Legacy	70,000	-	-	70,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	71,523	4,000	-	75,523	3,648
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	71,523	4,000	-	75,523	3,648
A3 Payments					
DBS checks	965	648	-	1,613	922
Books and reading aids	2,038	15	-	2,053	1,142
Venue costs	60	70	-	130	200
Printing, Stationery & IT	1,408	209	-	1,617	468
Advertising	845	-	-	845	1,028
Bank charges	50	11	-	61	30
Sundry	11	-	-	11	50
	-	-	-	-	-
	-	-	-	-	-
Sub total	5,377	953	-	6,330	3,840
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,377	953	-	6,330	3,840
Net of receipts/(payments)	66,146	3,047	-	69,193	192
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,867	653	-	10,520	10,712
Cash funds this year end	76,013	3,700	-	79,713	10,520

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

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds			
Cash at bank HSBC (The Norfolk Reading Project A/C 41315102)	3,013	3,700	-
Cash at Safron Building Society (The Norfolk Reading Project A/C 1594458986)	73,000	-	-
Total cash funds	76,013	3,700	-
(agree balances with receipts and payments account(s))			

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	ANNE THORLEY, CHAIR LESLEY PENNIKET, TREASURER	21/3/24 21/3/24



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Norfolk Reading Project

On accounts for the year ended

30 June 2023

**Charity no
(if any)**

1176987

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2023.

Responsibilities and basis of report

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").

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.

* Please delete the words in the brackets if they do not apply.

Signed:

N Knight

Date:

03/04/2024

Name:

Nicholas Knight

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

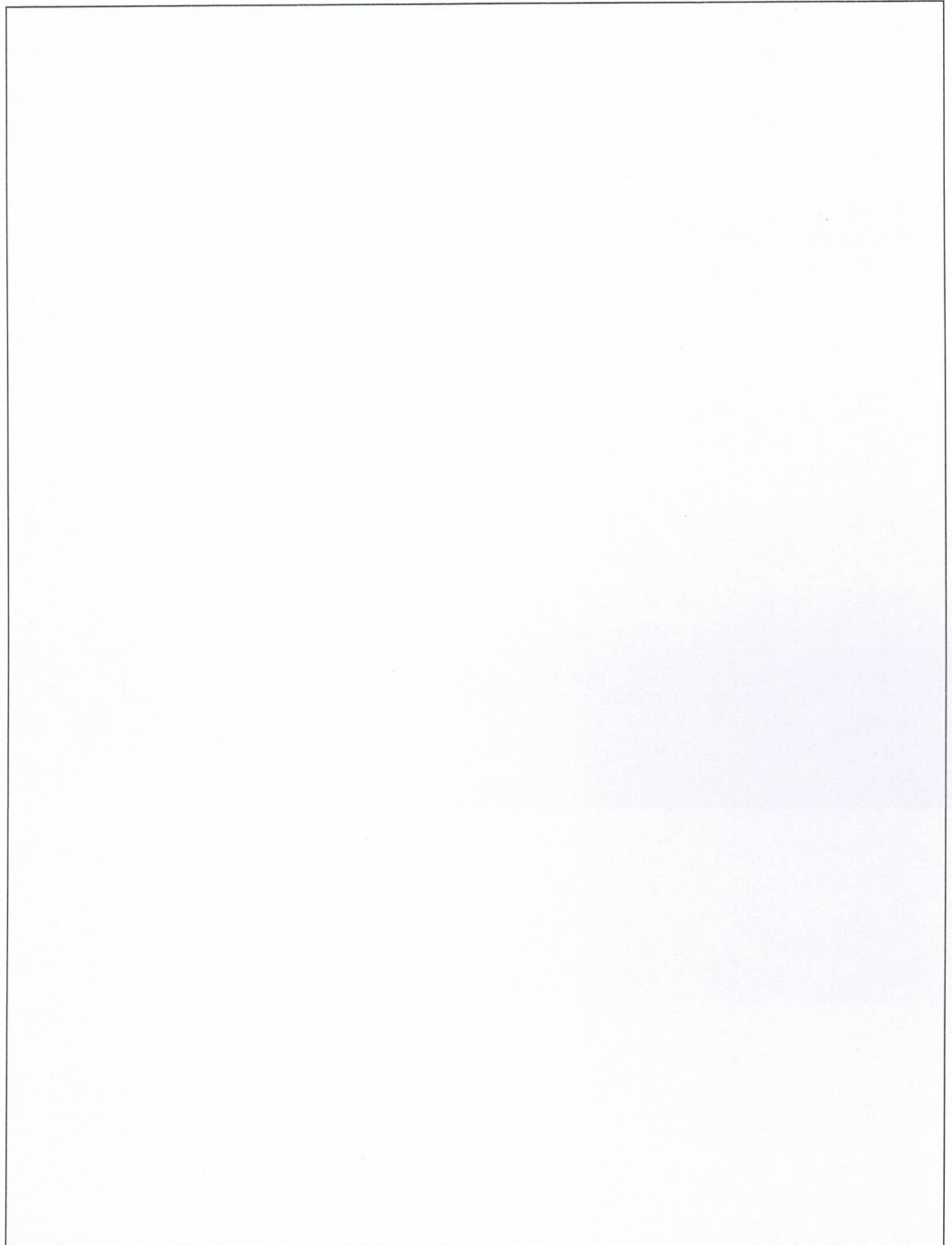
ICAEW

Address:

27 Harwood Road, Norwich. NR1 2NG

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.



THE NORFOLK READING PROJECT

England & Wales - Charity number 1176987

Accounts



Trustees' Annual Report for the period

From 01 July 2021 Period start date To 30 June 2022 Period end date

Charity name: The Norfolk Reading Project

Charity registration number: 1176987

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of children in Norfolk by the provision of trained Reading Support Volunteers in schools.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	We provide trained and DBS checked Reading Support Volunteers, who regularly listen to children read (normally aged 4 – 7 yrs old), on a one-to-one basis, in schools. We aim to provide this voluntary support in communities and schools where it is needed most. The Norfolk Reading Project (TNRP) benefits schools, teaching staff, parents, volunteers and obviously the children whom we are supporting. Good literacy skills underpin all learning and success in later life but in Norfolk as many as 1 in 4 children leave school unable to read and write. Our aim and activities are to improve upon these frightening statistics. It is a truly intergenerational project, as lack of literacy skills has such a knock-on effect in later life. Illiteracy excludes people not only from accessing the school curriculum but also from the job market and ultimately from supporting their own children with reading.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Our Trustees are fully aware of the public benefit offered by our charity. All Trustees are regularly forwarded Charity Commission News and guidance on matters.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<p>Our volunteering in the year to 30 June 2022 also experienced some disruption due to Covid, however by September 2021, only a small minority of Norfolk schools were not accepting volunteers.</p> <p>There was still some hesitancy from older Reading Support Volunteers to return to schools early on, but with more than 70 new volunteers having been trained during the year to 30 June 2022 (66 were DBS checked by TNRP and others had these undertaken by either schools or other organisations.</p> <p>Following a questionnaire sent out to teachers all confirmed that the volunteers helped improve the children's reading ability. A quote "<i>Opportunities to be heard in every sense, reading out loud to an interested and invested adultchildren treasure this time.</i>"</p>
Other		

Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>It has been wonderful to see the return of our Reading Support Volunteers to most of the primary schools this academic year as the need for reading support has become more vital following the disruption to education as a result of the Covid-19 Pandemic.</p> <p>The percentage of KS2 children meeting expected standards across reading, writing and maths has fallen when compared to its pre-pandemic levels in 2019. Consequently, the disadvantage gap index has risen to its highest level since 2012 – this indicates that the gap in attainment between disadvantaged and other pupils has widened.</p> <p>TNRP has focused on providing trained Reading Support Volunteers to schools in more disadvantaged communities to try to address this issue. We have trained over 70 new volunteers this year across the county including 9 sixth form students from Norwich School. This new joint venture saw students choosing to volunteer with TNRP as part of their weekly Community Service and they provided support to 3 local primary schools. Feedback from the schools was very positive regarding the help that the young people were able to offer the children and this will be an ongoing collaboration.</p> <p>We have also joined forces with The Norfolk Community Foundation and The National Literacy Trust on a new Literacy Project in Norfolk. This project is again focusing on increasing the number of trained reading volunteers to schools in some of the most disadvantaged areas of Norfolk. Local businesses were approached to provide employer supported volunteers to sign up to the Reading Buddies scheme, these volunteers were trained by The National Literacy Trust, DBS checked and placed with local schools for 1 hour every week . The schools would identify students for one-to-one reading support with the Reading Buddies – this is in addition to our TNRP Reading Support Volunteers, providing a two-pronged approach. The project will start in Thetford which has 10 primary schools,</p>

		<p>all looking for additional reading support and we hope that this will then be rolled out to Norwich and Gt Yarmouth later in the year.</p> <p>In support of this project the new Mayor of Thetford Jane James selected TNRP as her charity of the year and has been promoting both our charity and the importance of literacy skills in her independent bookshop in the town. She has offered the use of her events room for future local training sessions.</p> <p>TNRP has been very fortunate to receive grants and donations to enable us to continue to offer help to Norfolk primary schools. We received £2000 from the New Endeavour Rangers Fund via The Norfolk Community Foundation to help us to recruit and train volunteers for the Gorleston and Gt Yarmouth area. We have already placed new volunteers in to schools across the town and have our first local training session planned for later in the year.</p> <p>Zoe Brown from Mancroft Learning again shared her Dyslexia expertise with 40 of our volunteers at a workshop in January which was the first opportunity for everyone to share their experiences since the start of the pandemic.</p> <p>We would also like to thank Town Close House School and the staff for their continuing support for TNRP, providing a safe and accessible training venue throughout this difficult period when many other buildings were closed.</p> <p>Most importantly we would like to thank all the wonderful Reading Support Volunteers who give up their time to help children to master the most important of skills. “To learn to read is to light a fire, every syllable that is spelled out is a spark “ – Victor Hugo</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>Main objectives of attracting and training more volunteers than in the previous year were achieved (DBS checks year to 30.6.22 – 64 vs year to 30.6.21 – 44).</p> <p>In addition, a project in the more challenged town of Gt Yarmouth began</p>
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		<p>taking shape. Plus, talks on The New Literacy Project in Thetford with The Norfolk Community Foundation, The National Literacy Trust, TNRP and Thetford's Mayor commenced.</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>A grant from the New Endeavour Rangers Fund of £2,000, via the Norfolk Community Foundation, was applied for and awarded during the year to attract and train new volunteers in the Gt Yarmouth and Gorleston areas.</p> <p>No further grants were applied for as grant monies from a previous grant (which was delayed due to the pandemic) were still being spent on training volunteers. Work on the Gt Yarmouth and Gorleston campaign only commenced late February 2022.</p> <p>In March 2022, planning on a new joint project in Thetford with the Norfolk Community Foundation and The National Literacy Trust commenced and TNRP became the Mayor of Thetford's chosen charity.</p> <p>During the year to 30 June 2022 our donations exceeded those of the previous year.</p> <p>Once again, no event fundraising was carried out due to continuing uncertainty with Covid issues.</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	
<p>Other</p>		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the year-end our bank balance of £10,520.79, which is made up of mostly unrestricted funds, more than covered one year's 'normal expenditure'.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our income is derived totally from grants and awards, donations and fundraising events. We aim to hold unrestricted reserves to cover one year's 'normal' expenditure. Restricted reserves are held until the appropriate purchases allocated to that grant or award are made.
Amount of reserves held	Para 1.22	£10,520.79
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	<p>Currently, with only two trainers we have identified a need for additional trainers to mitigate against loss of trainers. We have an additional trainer due to start in 2023 to assist in this area.</p> <p>Regarding our selection of volunteers to train we ask for references and in line with our safeguarding policy all volunteers have to be DBS checked. To keep our volunteers enthusiastic and relevant in our aim to improve literacy levels in schools, we regularly hold coffee mornings and workshops to allow for continued exchange of experiences and volunteer knowledge.</p>

		We also communicate with our volunteers via email and our regular newsletter 'In The Loop'.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by a resolution passed at a properly convened meeting of charity trustees

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	TNRP is a member of Voluntary Norfolk which is a charitable support organisation specifically for charities working with children. We also benefit from guidance, funding opportunities and webinars offered by the Norfolk Community Foundation who offer support to voluntary groups and charities across the county.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Norfolk Reading Project
Other name the charity uses	TNRP
Registered charity number	1176987
Charity's principal address	College Barn Cake Street Old Buckenham, Attleborough Norfolk NR17 1PS

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	Anne Thorley	Joint Founder and Chair		
2	Alison Margaret Gilmour	Secretary		
3	Sarah Jayne Anthony			
4	Sally Nicola Watson			
5	Lesley Patricia Penniket	Treasurer		
6	Lorraine Hall	Vice-Chair		
7	Elaine Julie Simpson			
8	Anne Williams			
9	Margot Christine Paterson		5.10.2021 – 30.6.2022	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Anne Thorley	Lesley Patricia Penniket, Treasurer
Position (eg Secretary, Chair, etc)	Chair	
Date	7.12.2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name The Norfolk Reading Project	No (if any) 1176987
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CC16a

Receipts and payments accounts

For the period from	Period start date 01-Jul-21	To	Period end date 30-Jun-22
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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					
Fundraising Events	-	-	-	-	4,500
Awards	-	2,000	-	2,000	1,560
Donations	1,648	-	-	1,648	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,648	2,000	-	3,648	6,060
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,648	2,000	-	3,648	6,060
A3 Payments					
DBS Checks	-	922	-	922	634
Books and reading aids	-	1,142	-	1,142	1,268
Venue costs	-	200	-	200	-
Printing, Stationery & IT	-	468	-	468	1,482
Advertising	-	1,028	-	1,028	781
Sundry	50	-	-	50	-
Bank charges	-	30	-	30	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	50	3,790	-	3,840	4,165
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	50	3,790	-	3,840	4,165
Net of receipts/(payments)	1,598	- 1,790	-	- 192	1,895
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,269	2,443	-	10,712	8,817
Cash funds this year end	9,867	653	-	10,520	10,712

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	Cash at bank HSBC (Trustees of the Norfolk Reading Project A/C 41315102)	9,867	653	-
		-	-	-
		-	-	-
	Total cash funds	9,867	653	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	LESLEY PATRICIA PENNIKET FCCA	7.12.22
	ANNE THORLEY	7.12.22

THE NORFOLK READING PROJECT

England & Wales - Charity number 1176987

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	July	2020		30	June	2021

Section A Reference and administration details

Charity name The Norfolk Reading Project

Other names charity is known by TNRP

Registered charity number (if any) 1176987

Charity's principal address College Barn

Cake Street

Old Buckenham

Norfolk

Postcode NR17 1PS

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	Anne Thorley	Joint Founder and Chair		
2	Alison Margaret Gilmour	Secretary		
3	Sarah Jayne Anthony			
4	Sally Nicola Watson			
5	Lesley Patricia Penniket	Treasurer		
6	Lorraine Hall	Vice-Chair	29.07.2020 – 30.06.2021	
7	Elaine Julie Simpson		29.07.2020 – 30.06.2021	
8	Anne Williams		25.11.2020 – 30.06.2021	
9				
10				
11				
12				
13				

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)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Appointed by a resolution passed at properly convened meeting of charity trustees

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.

Our trustees have considered the Safeguarding and Child Protection implications for both schools and volunteers.

We ensure that all our Reading Support Volunteers have an enhanced DBS check suitable for one to one contact with children. We also require 2 personal references from the volunteers prior to going in to school. We also request that once the volunteers are in school that they are included in any Safeguarding and Child Protection policies and training.

The Norfolk Reading Project is a member of Voluntary Norfolk which is a charitable support organisation specifically for charities working with children. We also benefit from guidance, funding opportunities and webinars offered by the Norfolk Community Foundation who offer support to voluntary groups and charities across the county.

With the Covid-19 pandemic we have maintained contact with both our volunteers and schools. We have put in place guidance for safe working practices, complying with those implemented by different schools.

Section C Objectives and activities

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

To advance the education of children in Norfolk by the provision of trained Reading Support Volunteers in schools.

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)

We provide trained and DBS checked Reading Support Volunteers, who regularly listen to children read on a one-to-one basis in schools.

We aim to provide this voluntary practical support in communities and schools where it is needed most.

Good literacy skills underpin all learning and success in later life but in Norfolk as many as 1 in 5 children leave school unable to read and write properly.

Our aim is to improve upon these frightening statistics.

The Norfolk Reading Project benefits schools, teaching staff, parents, volunteers and obviously the children whom we are supporting.

It is a truly intergenerational project as lack of literacy skills has such a knock on effect in later life. Illiteracy excludes people not only from accessing the school curriculum but also from the job market and ultimately from supporting their own children with reading.

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.

Contribution made by volunteers:

During the difficult year to 30 June 2021, 44 new Reading Support Volunteers were trained and DBS checked, many being placed in schools and warmly welcomed.

There was still hesitancy from some older Reading Support Volunteers and some schools during this period, meaning that demand for our services will increase once the situation eases.

The impact of our Reading Support Volunteers giving additional opportunities for children to practice reading is summed up by this quote from a teacher :

“Without our volunteers we really could not achieve half as much as we do”. We regularly receive similar quotes.

Summary of the main achievements of the charity during the year

The ongoing Covid-19 pandemic has continued to have a detrimental effect on the literacy levels of our children during 2020/2021. With many months of disrupted education the effects of this learning loss is more evident in disadvantaged communities and our Reading Support Volunteers are providing vital help to aid with the literacy recovery of our youngest children in primary schools across the county. In Norfolk at least 1 in 4 children are leaving primary school below expected levels, the pandemic will undoubtedly have made this situation worse.

As a charity providing face to face support in school we have obviously been impacted by the school closures with our volunteers unable to access those children who needed the most help. Once the schools were able to re-open fully The Norfolk Reading Project volunteers were able to provide essential one to one support in the classroom to try to help the children catch up with their lost education. However, due to the restrictions many of the schools still felt unable to welcome volunteers back in to school this academic year preferring to wait until the start of the new term in September 2021.

Many of our training sessions had to be cancelled due to Covid -19 restrictions but between September 2020 and June 2021, with the aid of ZOOM and social distancing, we were able to provide training for 44 new Reading Support Volunteers. We would like to thank Town Close House School in Norwich for providing, free of charge, a wonderful venue for our training sessions where we were able to operate in a safe environment. These volunteers are now in schools where they have been an invaluable aid to the teaching staff – “ We have been fortunate to have The Norfolk Reading Project working with our Academy for many years. The help and expertise they provide is invaluable; all the volunteers work tirelessly to support our children, they quickly get to know them and dedicate quality time enabling them to make progress in their reading. We really couldn't do without their support!”- English Lead Tuckswood Academy.

We have been fortunate during this time to have been successful in applying for funding from various sources as it has been very difficult to run fundraising events during the pandemic. We would like to thank the following organisations for their generous support:

The Goodman's Trust – £500 (to purchase of a projector and screen for training purposes)

The Norwich Freemen's Trust £4000 (funding to facilitate recruitment, training and resources for 90 new Reading Support Volunteers)

Earle and Stuart Charitable Trust a donation of £1000

The Asda Foundation £300

East of England Co-op £200

These grants and donation have been essential to The Norfolk Reading Project so that we can continue to provide the schools with one to one reading support for their children during these most extraordinary times.

We anticipate that the need for reading support in our classrooms will continue to increase as we have been experiencing much higher levels of contact from local schools looking for trained volunteers as soon as we can provide them. Some of our older and most experienced volunteers have started to return to school and we hope that this trend continues as confidence returns. We are also hopeful that we can restart our workshops and social events shortly to promote social wellbeing for our volunteers as well as enriching their reading support abilities, these events have been impossible due to Covid-19 restrictions around social

gatherings.

Some areas of Norfolk are among the worst in England for social mobility related to low literacy levels and poverty, and unfortunately we have seen that it is these communities that have been impacted most by the pandemic. We will continue to try to address these issues of inequality through provision of more support to schools in these areas.

As always we would be unable to provide any support to the children without the wonderful Reading Support Volunteers and we must thank each and every one for continuing to give up their time to sit on small chairs in draughty corridors across Norfolk Primary Schools to improve children's reading ability and open up opportunities for them. Reading is a vital skill which once mastered will last a lifetime!

Section E

Financial review

Brief statement of the charity's policy on reserves

Our income is derived totally from grants and awards, donations and fundraising events. We aim to hold unrestricted reserves to cover one year's 'normal' expenditure. Restricted reserves are held until the appropriate purchases allocated to that grant, award are made.

Details of any funds materially in deficit

None

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.

Principal sources of funds are grants and awards, donations and fundraising activities.

An award of £500 was received from The Goodman Trust and a grant of £4,000 from the Norwich Freeman's Trust was drawn down during the year.

Once again, a generous donation of £1,000 was received from the Earle & Stuart Charitable Trust, along with other smaller awards including £300 from The Asda Foundation and £200 from the East of England Co-Op.

No fundraising events were held due to the Covid-19 pandemic.

Expenditure during the year included planning and implementing a social media campaign on Facebook along with updating our website. All expenditure supported bringing in new Reading Support Volunteers and also included training and DBS checking them and purchasing phonics books and other documentation.

Section F

Other optional information

These continue to be extraordinary times and as a charity working in schools with mainly 4 – 7 yr olds who are struggling with reading and literacy, we are increasingly being asked to work with older year groups - as a significant part of their education has been missed due to the Covid-19 pandemic.

We foresee that the need for our support to teachers will be even more important when conditions allow all our volunteers to return to schools. We also foresee the need to concentrate on attracting, recruiting and training more volunteers.

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)	Anne Thorley	Lesley Patricia Penniket FCCA
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 8.12.21



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name The Norfolk Reading Project	No (if any) 1176987
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CC16a

Receipts and payments accounts

For the period from	Period start date 01-Jul-20	To	Period end date 30-Jun-21
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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					
Fundraising Events	-	-	-	-	195
Awards	-	4,500	-	4,500	3,002
Donations	1,560	-	-	1,560	1,291
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,560	4,500	-	6,060	4,488
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,560	4,500	-	6,060	4,488
A3 Payments					
DBS Checks	-	634	-	634	435
Books and reading aids	-	1,268	-	1,268	281
Venue costs	-	-	-	-	254
Printing, Stationery & IT	-	1,482	-	1,482	787
Advertising	108	673	-	781	729
Sundry	-	-	-	-	46
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	108	4,057	-	4,165	2,532
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	108	4,057	-	4,165	2,532
Net of receipts/(payments)	1,452	443	-	1,895	1,956
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	6,817	2,000	-	8,817	6,861
Cash funds this year end	8,269	2,443	-	10,712	8,817

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	Cash at Bank HSBC (Trustees of the Norfolk Reading Project 41315102)	8,269	2,443	-
		-	-	-
		-	-	-
	Total cash funds	8,269	2,443	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Lesley Patricia Penniket FCCA	08.12.21
	Anne Thorley (Chair)	08.12.21