



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)

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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)

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 Freeman'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

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
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Lesley Patricia Penniket FCCA	08.12.21	
		Anne Thorley (Chair)	08.12.21	