



CHARITY COMMISSION
FOR ENGLAND AND WALES

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	<p>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.</p> <p>We aim to provide this voluntary support in communities and schools where it is needed most.</p> <p>The Norfolk Reading Project (TNRP) benefits schools, teaching staff, parents, volunteers and obviously the children whom we are supporting.</p> <p>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.</p> <p>Our aim and activities are to improve upon these frightening statistics.</p> <p>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.</p>
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	
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.	Para 1.20	<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:

Achievements against objectives set	Para 1.41	<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	<p>TNRP is a member of Voluntary Norfolk which is a charitable support organisation specifically for charities working with children.</p> <p>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.</p>
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	
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11				
12				
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14				
15				
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19				
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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

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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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
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	7.12.22	
		ANNE THORLEY	7.12.22	