



CHARITY COMMISSION
FOR ENGLAND AND WALES

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	<p>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.</p> <p>We aim to provide this voluntary support in communities and schools where it is needed most.</p> <p>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.</p> <p>Via the New Literacy Project, TNRP continued working in collaboration with NCF and the National Literacy Trust, focussing on employer supported volunteering in Thetford.</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>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	
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 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>

		<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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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>
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		<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:

Achievements against objectives set	Para 1.41	<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	<p>TNRP is a member of Voluntary Norfolk which is a charitable support organisation specifically for community groups and charities in the county.</p> <p>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.</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			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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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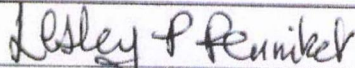
Other optional information

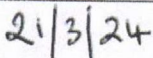
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Declarations

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

CC16a

Receipts and payments accounts

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

B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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))			

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
	ANNE THORLEY, CHAIR	21/3/24
	LESLEY PENNIKET, TREASURER	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:

Date:

03/04/2024

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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Norfolk Reading Project

No (if any)
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CC16a

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	-	-	-	-	-
	-	-	-	-	-
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
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	-	-	-
Total cash funds	76,013	3,700	-
(agree balances with receipts and payments account(s))			

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
	ANNE THORLEY, CHAIR	21/3/24
	LESLEY PENNIKET, TREASURER	21/3/24



Section A

Independent Examiner's Report

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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)

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Signed:

Date:

03/04/2024

Name:

Nicholas Knight

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

ICAEW

Address:

27 Harwood Road, Norwich. NR1 2NG

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