



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	July	2024		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	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**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)

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

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

**Constitution**

**Charitable Incorporated Organisation**

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 1<sup>st</sup> 2024 to June 30<sup>th</sup> 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 10<sup>th</sup> 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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<b>Full name(s)</b>	<b>Anne Thorley</b>	<b>Lesley Patricia Penniket</b>
<b>Position (eg Secretary, Chair, etc)</b>	<b>Chair</b>	<b>Treasurer</b>
<b>Date</b>	<b>5 January 2026</b>	





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 1-Jul-24	To	Period end date 30-Jun-25
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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 £
<b>A1 Receipts</b>					
Donations	12,187	-	-	12,187	3,645
Legacy	-	-	-	-	40,000
Bank interest	4,420	-	-	4,420	1,442
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>16,607</b>	<b>-</b>	<b>-</b>	<b>16,607</b>	<b>45,087</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>16,607</b>	<b>-</b>	<b>-</b>	<b>16,607</b>	<b>45,087</b>
<b>A3 Payments</b>					
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
<b>Sub total</b>	<b>7,484</b>	<b>-</b>	<b>-</b>	<b>7,484</b>	<b>18,433</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Apple MacBook Air	999	-	-	999	-
Event Branding Gazebo	919	-	-	919	-
<b>Sub total</b>	<b>1,918</b>	<b>-</b>	<b>-</b>	<b>1,918</b>	<b>-</b>
<b>Total payments</b>	<b>9,402</b>	<b>-</b>	<b>-</b>	<b>9,402</b>	<b>18,433</b>
<b>Net of receipts/(payments)</b>	<b>7,205</b>	<b>-</b>	<b>-</b>	<b>7,205</b>	<b>26,654</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>106,367</b>	<b>-</b>	<b>-</b>	<b>106,367</b>	<b>79,713</b>
<b>Cash funds this year end</b>	<b>113,572</b>	<b>-</b>	<b>-</b>	<b>113,572</b>	<b>106,367</b>

## 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	-	-
	<b>Total cash funds</b>	<b>113,572</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	4.11.24 Apple MacBook Air	Unrestricted	999	-
	22.4.25 Event Branding Gazebo	Unrestricted	919	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	5 January 2026	
		LESLEY PENNIKET, TREASURER	5 January 2026	