

DUNTON GREEN EDUCATION IN FULL FOUNDATION

England & Wales · Charity number 1195704

Details

Other names	EDUCATION IN FULL
Status	Registered
Legal form	CIO
Registered	2021-09-03
Register	View on the Charity Commission register

Contact

Address 11 Manton Crescent
Hawkhurst
Cranbrook
Kent
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Activities

Objects: THE OBJECT OF THE CIO IS:TO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT AMONG ECONOMICALLY DISADVANTAGED PUPILS ATTENDING DUNTON GREEN PRIMARY SCHOOL THROUGH THE PROVISION OF GRANTS OF FINANCIAL ASSISTANCE TO FUND SUCH ITEMS AND SERVICES AS THE TRUSTEES SHALL DETERMINE WITH THE AIM OF ENABLING THEIR PARTICIPATION IN THE FULL RANGE OF EDUCATIONAL OPPORTUNITIES OFFERED BY THE SCHOOL.

Activities: We advance education for the public benefit among economically disadvantaged pupils attending Dunton Green Primary School through the provision of grants of financial assistance to fund such items and services as the trustees shall determine with the aim of enabling their participation in the full range of educational opportunities offered by the School.

Classification

- **How:** Makes Grants To Individuals, Other Charitable Activities
- **What:** Education/training, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People

Geography

- **Area of benefit:** LOCAL
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-10-31	£172	£860	-	-
2024-10-31	£1,179	£470	-	-
2023-10-31	£1,889	£715	-	-
2022-10-31	£7,188	£65	-	-

Trustees

Name	Role	Appointed
Judith Margaret Collins	Chair	2020-10-31
James Gordon Copeland		2020-10-31
Pui-Ching Isted		2020-10-31
Rebecca Meaton		2024-03-26
Sarah Brown		2025-05-12

DUNTON GREEN EDUCATION IN FULL FOUNDATION

England & Wales - Charity number 1195704

Accounts



Dunton Green Education in Full Foundation

Registered Charity no: 1195704

ANNUAL REPORT 2025

c/o Dunton Green Primary School, London Road,
Dunton Green, Sevenoaks, Kent, TN13 2UP.

Introduction

This is a report on the charitable and financial activity of the registered charity Dunton Green Education in Full Foundation (EiF) from 1st November 2024 until 31st October 2025.

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1. **Trustee Board**

At the end of this financial year the Trustee Board has 5 members: Judy Collins (Chair), Rebecca Meaton (Secretary), Pui Ching Isted, James Copeland and Sarah Brown.

It was disappointing to have to say farewell to Amar Makhija who was Treasurer for EiF when family commitments meant he had to stand down in May 2025. Our thanks go to Amar for the contributions he made during his time with us.

The same month we were very pleased to welcome Sarah Brown as a new trustee for the charity. Sarah has considerable experience as a trustee, a senior civil servant and was a member and chair of the Board of Governors at Dunton Green Primary School for several years. Her knowledge of Dunton Green School and commitment to the welfare of the children are very welcome to the Board.

The Board has advertised and sought a volunteer to become a trustee and treasurer but has not had any success as yet. Meantime, the Chair continues to manage the accounts.

2. Regular Activities

The Trustee Board has met 5 times this year. They are grateful to Dunton Green School for allowing them free use of the staff room for these meetings.

At their meetings the trustees have checked income and expenditure, discussed plans for fundraising and the promotion of the organisation, and have reviewed and updated policies and procedures.

Of note in the policy reviews are the following:

- A Communications Policy was written for guidance on how those involved with Eif will communicate with each other, the public, other organisations and their response to the media.
- Whistleblowing – In her review of this policy, Sarah Brown proposed several constructive changes. In future there will be a separate, secure email address on the charity's 365 system for reporting a whistleblowing concern and a separate, secure folder in which whistleblowing records will be kept. Sarah has offered and been accepted as the Whistleblowing Officer for Eif.

3. Fulfilling the Charitable Purpose

Eif is a charitable incorporated organisation and its charitable purpose as set out in its constitution is “To advance education for the public benefit among economically disadvantaged pupils attending Dunton Green Primary School through the provision of grants of financial assistance to fund such items and services as the trustees shall determine with the aim of enabling their participation in the full range of educational opportunities offered by the School.”

In the financial year 1st November 2024 until 31st October 2025, Eif has received and approved just 2 applications for grants totalling £450.00. Both these applications were to fund 2 children attending the Year 6 residential trip. Letters of thanks were received from both girls which included: *‘Thanks so much for my experience’*, *‘Thank you for enabling me to go on the Year 6 residential’*, and this comment from a member of staff:

‘As you will see, they had a great time and we are extremely grateful to Education in Full for their kind funding which enabled these students to have this experience and make lifelong memories.’

The trustees have been concerned about the limited use of the Foundation this year and will be discussing this with senior school staff exploring ways in which Eif funds can be used to the best advantage for children whose families are financially challenged.

4. Raising Awareness of EiF

Promotional Materials

Bookmarks were designed and printed in time for distribution at the School Summer Fair and for use at other events. A QR code was included in the design which links directly to the EiF website.

A 'feather' flag and stand was also designed and produced in the EiF colours for use at events to raise awareness of EiF.

Website

Work on the website for EiF (www.eifdg.org.uk) was completed in May 2025 and it was launched with an article in the August edition of the Dunton Green Parish Council Magazine.

As well as a QR code that links directly to the website, there will be the opportunity on the website to make donations to EiF through 'Just Giving' which will also collect Gift Aid on behalf of EiF.

Parish Council Magazine

Articles about EiF, the website and the need for trustees were published in the Dunton Green Parish Council Magazine twice this financial year.

5. Fundraising

A 'Spin the Wheel' game was purchased for EiF to be used at events such as the School Fairs. Small prizes were also bought. Trustees ran stalls with the game at both the School Summer Fair in June, and at the Family Fun Day organised by Sevenoaks District Council on Dunton Green Recreation Ground in July 2025. Small toys were also made available to purchase at the Family Fun Day. These activities proved successful both in promoting EiF locally and in raising approximately £60.00 for the charity.

For the third time, Trustees were invited to help at the Dunton Green Parish Council Fireworks in September 2025 distributing glow sticks and collecting donations which will be donated to EiF.

6. Risks

The Trustee Board has reviewed and assessed potential risks to the organisation in the coming year. Below are the risks the Board considered most likely and how the Board will deal with them:

Risk	Management
Loss of Chair	The Chair will be encouraged to give at least 6 months notice of stepping down and the Board will appoint a 'Chair elect/Chair designate' to work with the existing chair for that period. The current Chair will draw up a summary of the role of Chair.
Loss of trustees	The Board will continue publicity in Dunton Green about its activities and the need for trustees. They will also consider other ways to promote the need for trustees and invite anyone they identify as a likely candidate to apply to be a trustee.
Competition with the School PTA	EiF will maintain good communications with the PTA (DG Team) committee to ensure that publicity and events for the 2 organisations do not clash or, if working together, their different roles are clear to the public.
Lack of demand for grants	The trustees plan to discuss with the relevant School staff how its charitable purpose can best be fulfilled to ensure children at the school in financial need can make use of EiF funds for their education and the Board will review the EiF Grant Making policy in the light of those discussions.

7. Thanks

The EiF trustees would like to thank:

- Dunton Green Primary School staff for their support and encouragement throughout the year
- Team DG (the School Parent Teacher Association) for offering us space at their Summer Fair
- Dunton Green Parish Council for including articles about EiF in their magazine and allowing us to collect donations at the Fireworks Display, and
- Sevenoaks District Council for space at the Family Fun Day in Dunton Green.

8. Finance

Since May 2025 the Chair has overseen the day to day management of finances following guidance from the first Treasurer. While the Chair continues to be an authorised person on the Santander bank account for EiF, 2 other trustees, Rebecca Meaton and James Copeland, were nominated and approved to have access and make payments on behalf of EiF by following the EiF Financial policy.

Gift Aid was not applied for this year and will be an initial task for a new treasurer. There has been just one individual donation this year.

- **Fundraising**

While there were costs for the promotional materials, game and prizes this year, almost £59.00 was raised after costs at the School Summer Fair and Family Fun Day which is more than twice the amount raised in previous years.

The Parish Council have informed us that they will be giving EiF donations made at the Village Firework Display in September 2025 which will be shown in next year's accounts.

An account was set up with SumUp for the EiF card reader which facilitated taking payment at the Family Fun Day and is thought to account for some of the increase in fundraising as the public generally seem to prefer paying by card rather than cash.

- **Reserves**

The reason for a Reserves Policy is to ensure that EiF fulfils its charitable purposes to make grants for children at Dunton Green School and has sufficient funds in the accounts for this and any other unforeseen circumstances. For the coming financial year, 1st November 2025 until 31st October 2026, the Trustees have allocated £2,000.00 to reserves.

- **Accounts**

Income received financial year 1st November 2024 until 31st October 2025:

Fundraising:	£ 122.31
Donations:	£ 50.00

Expenditure

Grants paid:	£ 570.00 (including £120 paid for a grant approved in 23/24)
Fundraising Expenses:	£ 63.36p
PR resources:	£ 226.51

Summary

Starting charitable funds	£9006.71
Income	£ 172.31
Expenditure	£ 859.87
Balance at year end	£ 8319.15

Plans for 2025 to 2026

The Trustee Board for EiF will continue to review its policies and procedures and to develop the

the charity to meet the demand made on it for grants by:

- Discussing with senior School staff how more grants can be made to ensure children attending the School can all benefit from the opportunities that the School provides
- Recruiting more trustees with appropriate skills to manage the charity
- Reviewing the Financial Policy and procedures to conform to the practicalities of managing use of the computer system and bank account
- Consider the cost benefit of putting excess funds such as reserves into a suitable account to raise interest on the funds
- Continuing to identify and use suitable fundraising opportunities, potentially running a specific Eif fundraising activity or event.

Signed: J Collins Role: CHAIR Date: 19/1/26

Name: JUDITH COLLINS

Signed: R Meaton Role: SECRETARY Date: 19/01/2026

Name: REBECCA MEATON

Account Summary - Receipts and Payments

From 1/11/24 - 31/10/25

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Last Year
Receipts					
Fundraising Events	122.31			122.31	25.00
General Donations*	50.00			50.00	100.00
Gift Aid				0.00	276.50
Other Donations				0.00	777.90
Miscellaneous		0.00		0.00	0.00
Sub Total Gross Income	172.31	0.00	0.00	172.31	1179.40
Payments					
Grants	570.00			570.00	436.00
Expenses	0.00	0.00		0.00	0.00
Bank Charges	0.00	0.00		0.00	0.00
Resources	226.51	0.00		226.51	0.00
Raising Funds	63.36	0.00		63.36	0.00
Running Costs (IT etc.)	0.00	0.00		0.00	34.00
Miscellaneous	0.00	0.00		0.00	0.00
Sub Total Payments	859.87	0.00	0.00	859.87	470.00
Net of Payments and Receipts	-687.56	0.00	0.00	-687.56	709.40
Transfers between accounts					
Cash Funds last year end	9006.71	0.00	0.00	9006.71	8297.31
Cash Funds to date	8319.15	0.00	0.00	8319.15	9006.71

*Recorded on 'Individual Donations' Spreadsheet

Statement of Assets and Liabilities

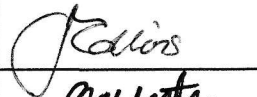

		Unrestricted Funds	Restricted Funds	Endowment Funds
Cash Funds	Santander Business Account	8319.15	0.00	0.00

		Unrestricted Funds	Restricted Funds	Endowment Funds
Other monetary assets				

		Fund to which asset belongs	Cost (optional)	Current Value (Optional)
Assets retained for the charities own use				

		Fund to which liability relates	Amount due (optional)	When due (Optional)
Liabilities:	Grants Agreed & Yet to be Invoiced	Unrestricted	0	
	Grants Invoiced & Yet to be Paid	Unrestricted	£ -	

		Fund to which asset belongs	Cost (optional)	Current Value (Optional)
Liabilities				

		Signature	Print Name	Date
Signed by one or two of the trustees on behalf of all the trustees			JUDITH COLLINS	19/1/26
			REBECCA MEATON	19/01/2026

DUNTON GREEN EDUCATION IN FULL FOUNDATION

England & Wales - Charity number 1195704

Accounts



Dunton Green Education in Full Foundation

Registered Charity no: 1195704

ANNUAL REPORT 2024

c/o Dunton Green Primary School, London Road,
Dunton Green, Sevenoaks, Kent, TN13 2UP.

Introduction

This is a report on the charitable and financial activity of the registered charity Dunton Green Education in Full Foundation (EiF) from 1st November 2023 until 31st October 2024.

EiF is now settling into a routine programme of activities each year. However, as for any organisation, there have been challenges as well as achievements in this financial year. We have said goodbye to one valued trustee and welcomed two new enthusiastic members of the Board. We are grateful for the support of a loyal donor, and from the Parish Council in donating all the money received at their annual Firework Display to EiF. We hope you will enjoy learning how the Foundation is progressing and welcome all your support in future.

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Achievements

1. Regular Activities

The Trustee Board has met 5 times this year. They are grateful to Dunton Green School for allowing them free use of the staff room for these meetings and when this has not been possible, they have met at the Dunton Green Pavilion where the Parish Council allow them the community rate for use of the small meeting room.

At their meetings the trustees have checked income and expenditure and have reviewed and updated policies and procedures for the organisation.

Of note in these reviews are the following:

- Safeguarding – the Safeguarding Lead has drawn up a list of documents and a video which all trustees are required to read and watch.
- Grant Making – there has been discussion about the criteria and assessments of grants raised by applications that have been received. It has been agreed by the trustees that short term financial challenges and health crises will be considered when assessing applications. Also, if any application raises particular issues relevant to the criteria for approval, trustees will discuss this with each other when the application is received.
- The Trustee Recruitment Policy and Procedures were updated before the recruitment of 2 trustees this year.

2. Fulfilling the Charitable Purpose

The charitable purpose for EiF as set out in its constitution is “To advance education for the public benefit among economically disadvantaged pupils attending Dunton Green Primary School through the provision of grants of financial assistance to fund such items and services as the trustees shall determine with the aim of enabling their participation in the full range of educational opportunities offered by the School.”

In the financial year 1st November 2023 until 31st October 2024, EiF has received and approved 14 applications for grants totalling £532.00. Half the applicants have had more than one application made to EiF and many live in difficult family circumstances. The majority of the applications were to fund extra curricula activities organised by the School who have reported the following outcomes:

“Most of these children are either vulnerable, have low self- esteem or lack in confidence. These clubs enabled them to strengthen these emotions and experience things they would otherwise be unable to.

The year 6 trips enabled the student to draw from the experiences to help with their topic on WW1. The swimming lessons enabled the student to become more confident in the water. The drama club enabled the 2 students to become more confident and increased their low self-esteem. The football club enabled the students to work as part of a team and build their footballing skills. One of the boys took part in a football tournament for the school. The drama students performed to their parents at the end of term.”

The trustees have been encouraged by the continued use of the Foundation this year. There have been approximately the same number of applications and funding provided as last year. In practice the applications are often submitted several at a time which can be challenging in assessing and responding promptly.

3. 3-Year Review

It is 3 years since EiF became a registered charity and the Trustee Board committed itself to carry out a review of the charity after this time. A questionnaire was sent to 10 people including

staff of Dunton Green Primary School who have involvement with EiF, the Parent Teacher Association, Parish Council and past Trustees. The questionnaire invited feedback on the value of EiF, its operation, publicity and any other comments people wished to make.

An adapted questionnaire seeking the same information was given to 5 parents whose children had received grants from EiF.

The response was a little disappointing as School staff delegated responding to one person, and no former trustees responded. 2 parents completed the questionnaire. It would have been useful to have had a larger and broader audience response and how to ensure this should be considered in future evaluations.

From the responses that were received, it seems that the funding provided by EiF is greatly valued by staff and parents and makes a real difference to individual children and their families by reducing difference for the children and enabling them to participate in opportunities they cannot afford. This results in a benefit to both the social interaction and learning of the children.

Operation of EiF is viewed as efficient and effective.

There is a general view that the promotion of EiF could be wider both amongst parents of children at the School and the local community to encourage more uptake of grants, volunteers for the charity and financial support.

The School would like EiF to consider providing funding for specific class activities. This will be discussed by the Trustee Board in the context of the charitable purpose of EiF as recorded in section 2 above.

4. Website

A working group of 3 trustees was established this year to plan and set up a website for the charity. The group has agreed:

- what needs to be contained on the website and its structure
- the system on which the website will operate - WordPress
- have written the content and identified images to illustrate the work of EiF.

Further investigations are in process to identify the best way for EiF to take donations on the website before it is actually set up.

5. Raising Awareness

The Trustees were very encouraged by an invitation from the Parish Council to assist at their community Firework Display and to collect donations from the public for Education in Full. We would like to thank the Parish Council very much for their donation of almost £800 from this event.

The Trustees also welcomed the invitation from the DG Team, that is the School Parent Teacher Association, to have a presence at the School Summer Fair where we distributed information, spoke to those attending and ran a small game which raised a small amount of money.

In November 2023 and May 2024 we submitted articles about EiF to the Parish Council magazine that is distributed to all households in the village. In particular we publicised the need for new trustees including a Treasurer following the resignation of John Milne at the end of the last financial year.

6. Trustees

The Trustee Board updated the trustee recruitment procedures and documents in preparation for recruiting the first trustees since the initial board members were appointed for the charity in 2021.

We were delighted to have Rebecca Meaton volunteer as a trustee and she was confirmed as a Board member at the meeting in May 2024. Rebecca is a resident of Dunton Green, has one child still at the Primary School and another now at senior school. Professionally she works in recruitment. We welcome her knowledge, experience and commitment to the EiF Board.

Our Secretary since the organisation was established, Annie Fitchett, has chosen not to stand again since her term of office finished in August 2024. We are sorry to lose Annie's knowledge and enthusiasm. We thank her for all she has done for EiF and wish her well in the future.

We were very pleased that Rebecca Meaton, has offered to replace Annie as Secretary and was appointed by the Board as Secretary in August 2024.



Challenges

1. Trustee Board

For most of this financial year, the Trustee Board has been without an appointed Treasurer and the Chair, Judy Collins has overseen the regular management of finances for grant application payments and donations. Despite speaking to a number of suitable candidates, the trustees

researching, communicating with friends, colleagues in other organisations and family about the need for a new treasurer, finding one has not been easy.

Following the article in the Spring edition of the Parish Council publicising the specific need for a treasurer we were very pleased to hear from Amar Makhija, a local resident, who has considerable experience of working in finance and now teaches mathematics at a local school. Amar has gone through the EiF selection process and was accepted on to the Board at the meeting in August. He has had an induction to the EiF systems and will be fully operational once he is set up on an EiF bank account which he is exploring on behalf of the Board.

2. DBS Checks

It is the policy of the EiF Trustee Board that all trustees should have an enhanced DBS check due to the nature of information about the children and families for whom grant applications are made. When the first trustees had their DBS checks processed this was done through Sevenoaks District Council who were registered to offer this service to local community organisations. Unfortunately, in the Spring of 2024 Sevenoaks Council could no longer offer this service. After discussion on whether there would be a conflict of interest, the EiF Board agreed to ask Dunton Green Primary School whether they would be able to process DBS checks for the trustees and the Headmistress agreed. We are grateful to the School for taking on this extra administration on our behalf and are pleased that both our new trustees, Rebecca and Amar have received acceptable checks through the School.

3. Dunton Green Primary School

Since September 2023 Dunton Green Primary school has become part of a federation of 3 schools, The Compass Federation, with an executive head, Ben Hulme, as well as the local headmistress, Daisy Holliday. During the school year, 23 – 24, Daisy was on maternity leave with Lucy Baker-Clarke covering her role during that time. Throughout this time Justine Hennesey, Family Liaison Officer/Wellbeing and Special Educational Needs Support Officer for the School has been the person that EiF routinely communicates with about grant applications.

While the School have always been excellent in responding to communication to any requests for information and support for EiF, such as dealing with DBS checks, there have been no face to face meetings with School teaching staff. It is hoped this may be possible during the coming school year to learn more about the plans, demographics and challenges for the School.

4. Risks

The Trustee Board has reviewed and assessed potential risks to the organisation in the coming year. Below are the risks the Board considered most likely and how they will deal with them:

Risk	Management
Loss of trustees	The Board will increase publicity in Dunton Green about its activities and the need for trustees. They will invite anyone they

	identify as a likely candidate to apply to be a trustee.
Conflicts of interest for trustees	<p>The Board will continue to invite trustees to declare any conflict of interest at each of their Board meetings.</p> <p>When conflicts of interest arise in assessing grant applications, trustees will not make such an assessment. However, it is necessary to have enough other trustees to make a balanced assessment. The Board will therefore continue to seek more trustees for the Board with an optimum membership of 6 people.</p>
Poor knowledge of laws for fundraising and other activities	<p>Trustees will refer to the latest guidance on fundraising in the 'Code of Fundraising Practice' produced by the Fundraising Regulator for the UK.</p> <p>Trustees will register individually with the Charity Commission and access the latest information and guidance for trustees. Should a trustee need training on a particular issue relevant to their role, a suitable course or programme will be identified by the Board and EiF will fund the trustee to attend.</p>
An increase in demand for grants	<p>In planning the budget and assessing the need for reserves, Trustees have allowed a sum of money within the reserves to cover any unexpected increase in demand for grants this coming year.</p> <p>Trustees are planning to continue raising awareness of the charity and its need for funds in the coming year</p>
Poor publicity or reputation	<p>The Trustee Board will continue to follow good practice and will review its policies, procedures and operation in the light of current legislation.</p> <p>Board members will aim to be as open as possible in responding to any questions or complaints about the way EiF operates always respecting the confidentiality of the children and their families who apply for our grants.</p>

Finance

This year the Chair has overseen the day to day management of finances after guidance from the previous Treasurer. The current accounts have been reviewed and agreed by the new Treasurer.

Following the successful application by the previous Treasurer to the Tax Office (HMRC) for EiF to be registered to receive Gift Aid and Gift Aid on Small Donations (GASD), the first Gift Aid payment was received in this financial year. We are grateful to our existing donors who have

agreed and completed a form for EiF to claim Gift Aid on their donations.

1. Fundraising

Funds were raised this year through individual donations, payment for a game at the School Summer Fair, and public donations at the Parish Council Fireworks display.

A bank card reader was purchased in order to take payments and donations at events.

We would like to express our sincere thanks to our loyal donors, Dunton Green Parish Council for agreeing that donations made at their fireworks event be given to EiF, almost £800.00, and to the DG Team (Parent Teacher Association) for letting us have a stall at their Fair that raised £25.00p.

The Trustees decided there was no need to raise further funds this year as the charity held sufficient funds to manage the level of applications. However, it is likely that, following 2 recent applications for larger grants than usual, it will be necessary to plan a fundraising event in 2025 and the Board will budget and plan accordingly.

2. Reserves

The reason for a Reserves Policy is to ensure that EiF fulfils its charitable purposes to make grants for children at Dunton Green School and has sufficient funds in the accounts for this and any other unforeseen circumstances. For the coming financial year, 1st November 2024 until 31st October 2025, the Trustees have allocated £2,000.00 to reserves.

3. Accounts

Income received financial year 1st November 2023 until 31st October 2024:

Fundraising:	£ 25.00
Donations:	£ 100.00
Gift Aid received for 22-23	£ 276.50
Small gifts:	£ 777.90 (Firework Display)

Expenditure

Grants paid:	£ 436.00
Expenses:	£ 34.00p
Restricted funds:	£ 0.00

Summary

Starting charitable funds	£8297.31
Income	£1179.40
Expenditure	£ 470.00
Balance at year end	£ 9006.71

Plans for 2024 to 2025

The Trustee Board for Dunton Green Education in Full Foundation is aware that as the charity goes into its fourth year operations can become routine it would be easy to let standards slip. Therefore, we will continue to review our policies and procedures and to develop the charity to meet the demand on its grants by:

- Providing more grants to children attending the School so that all can get the benefit of the opportunities that School staff provide
- By discussing the proposal from School staff that EiF funds class activities
- Meeting with senior School staff
- Recruiting more trustees with appropriate skills to manage the charity
- Reviewing the Financial Policy and procedures to conform to the practicalities of managing use of the computer system and bank accounts
- Setting up a deposit account to raise interest on the existing funds and consider changing the current account.
- Continuing to identify and use suitable fundraising opportunities, potentially running a specific EiF fundraising activity or event
- Completing the set up and launch of an EiF website to promote the charity, handle enquiries and take donations
- Once the website is established, revising the EiF information leaflets, have a banner made and produce T-shirts or Hi Vis jackets with details of EiF on them for use at fundraising and publicity events.

Signed: Role: Date:

Name:

Signed: Role: Date:

Name:

Statement of Assets and Liabilities

		Unrestricted Funds	Restricted Funds	Endowment Funds
Cash Funds	Santander Business Account	9006.71	0.00	0.00

		Unrestricted Funds	Restricted Funds	Endowment Funds
Other monetary assets				

		Fund to which asset belongs	Cost (optional)	Current Value (Optional)
Assets retained for the charities own use				

		Fund to which liability relates	Amount due (optional)	When due (Optional)
Liabilities:	Grants Agreed & Yet to be Invoiced	Unrestricted	0	
	Grants Invoiced & Yet to be Paid	Unrestricted	£ 120.00	

		Fund to which asset belongs	Cost (optional)	Current Value (Optional)
Liabilities				

		Signature	Print Name	Date
Signed by one or two of the trustees on behalf of all the trustees		<i>A. M. M. M. M.</i>	AMAR MARKHISA	06/02/25
		<i>J. Collins</i>	JUDITH COLLINS	06/02/25

DUNTON GREEN EDUCATION IN FULL FOUNDATION

England & Wales - Charity number 1195704

Accounts



Dunton Green Education in Full Foundation

Registered Charity no: 1195704

ANNUAL REPORT 2023

29, Donnington Road, Dunton Green, Sevenoaks, Kent, TN13 2TN.

This is a report on the charitable and financial activity of the Dunton Green Education in Full Foundation (EiF) from 1st November 2022 until 31st October 2023, the second year that the charitable incorporated organisation has operated as a registered charity.

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Achievements and challenges

1. Governance

The Trustee Board has met 5 times this year and had an additional meeting with the Head and a Governor from Dunton Green Primary School.

Monthly meetings have continued to check income and expenditure, and to review and update policies and procedures for the organisation. In particular:

- Consideration of the data protection policy led to the introduction of more robust procedures to password, store and delete files after consulting the National Council for Voluntary Organisations (NCVO).
- Discussion of the Grant Making policy considered it helpful in assessing grant applications to have clearer information about the needs of families by requiring details of the welfare benefits that they receive. The application form was revised accordingly. The Board have also decided that supporting children in need with funding for school trips meets its charitable purposes and is an encouragement to children who are bad attenders.
- Finance procedures were updated to reflect the experience of managing donations, grant applications and payments.

The meeting with representatives of Dunton Green Primary School included an update from the

Head Teacher:

- The demographic of families attending the School in the last year has changed with children from more affluent families attending. However, 35% of pupils are still from disadvantaged families.
- There was a full intake for the reception class in September 2022, a change over the last few years when intake was low and not all families had chosen the School for their children to attend.
- The School has developed a reputation for work with children with special education needs, particularly autism. This challenges management with the extra administrative and financial costs of making applications for appropriate support. The resulting funding has not been enough though to employ a teaching assistant.
- Safeguarding is still a huge issue and, as in other areas, attendance is the biggest challenge, requiring more staff time to work with families.
- Otherwise the School is in a good place with a good ethos and excellent, committed teaching staff and a fully engaged Parent Teacher Association.
- Children in receipt of Pupil Premium funding are offered a programme to learn a musical instrument or sing and give a performance twice a year. These children receive financial help when necessary, including from Eif, to attend clubs provided by the School.

The Board discussed a number of issues with the School:

- Last year Eif managed the purchase of Christmas presents for disadvantaged children using funding that was raised previously by a church organisation that no longer exists. This money has now all been spent and Eif will not be involved any further in buying Christmas presents as it does not meet the charity's purposes.
- In producing the Safeguarding policy for Eif it was recognised that the trustees would need some training and asked the School if they could assist. The Head Teacher agreed and would send information to Pui Ching Isted, the Safeguarding lead for Eif.
- In writing the Whistleblowing Policy, Eif considered it good practice to have an independent person nominated should anyone not feel confident to raise concerns about the organisation or individual trustees with the Trustee Board. The Head Teacher agreed to be this person.
- The School agreed to have a link from their website to Eif's once it is set up.

Since the meeting with the School, Tracey Boanas has resigned as Head Teacher and left at the end of the summer term. The School is now one of 3 schools in a federation with Ben Hulme as the Executive Head, and Daisy Holliday, as the Head Teacher at Dunton Green Primary School. Daisy has agreed to be the independent contact for whistleblowing for Eif, and she and Ben have sent Eif information on safeguarding training.

Trustees

The first trustees for Education in Full were appointed in the Spring of 2021 before the charity was registered with the Charity Commission. Officers were appointed for a term of 3 years and other trustees for 2 years. This meant that member trustees could stand down this year or agree to continue. Anne Blakeley chose to stand down while James Copeland and Pui Ching Isted are continuing and have signed a Re-appointment Agreement.

The Trustee Board thanks Anne Blakeley for her time and commitment to the charity, her thoughtful contributions, particularly in writing the Grant Making policy.

John Milne, Treasurer, has also chosen to stand down at the end of this financial year, October 2023, and is happy to assist a new treasurer understand the operation of the finances for the charity. John has been instrumental in setting up all the financial systems in line with charity law, ensuring their accuracy and security, finding and setting up a bank account, and getting Eif tax relief by registering for Gift Aid. His contribution has been essential and invaluable to ensuring the legal status of the charity and we thank him profusely.

The Board have publicised the need for new trustees in organisations working in Dunton Green without success. This will continue including an article in the Parish Council Magazine.

2. Fulfilling Charitable Purpose

The charitable purpose of the Dunton Green Education in Full Foundation as written in its constitution is “To advance education for the public benefit among economically disadvantaged pupils attending Dunton Green Primary School through the provision of grants of financial assistance to fund such items and services as the trustees shall determine with the aim of enabling their participation in the full range of educational opportunities offered by the School.”

Since 1st November 2022, the trustees have agreed the payment of 13 grant applications totalling £519.00p. This is almost £90.00 more allocated to 6 fewer children than last year. The majority of applications were for children on Pupil Premium, that is children whose family are on welfare benefits, to attend after school clubs. The applications were for an almost equal number of boys and girls, with repeat applications being made for 2 boys.

The trustees have noted that the majority of these applications were made at the beginning of 2023 with no more until the start of the new school year in September 2023 despite enquiries to the School. Staff explained that disadvantaged families at the School had benefited from food and clothing donated by another charity during this time and assured Eif that there are children who will still need support from its grants.

The Family Liaison Officer/Wellbeing and SEN support at Dunton Green School has provided a summary of the outcomes from use of the grants in respect of 3 children from Years 2, 4 and 5 who have attended Dance, Art or Drama Clubs. ‘All of these children are either vulnerable, have

low self-esteem or lack in confidence. These clubs (they attend) enable them to strengthen these emotions and experience things they would otherwise be unable to. The clubs give the children the opportunity to socialise with their peers and enjoy the extra-curricular activities. Without the help from the funding they wouldn't be able to attend due to financial difficulties within their families. All of these clubs will enable the children to use their experiences and knowledge learnt to use in their school learning.'

3. *Raising Awareness*

The Trustees have raised awareness of the charity in the village of Dunton Green in different ways this year:

- In May, an article in the Dunton Green Parish Council Magazine that goes to every home in the village explained the purpose for the charity and how it operates, inviting people to make donations and/or request a copy of the first annual report.
- Trustees ran a game at the School Summer Fair in July. The aim was primarily to inform people about EiF and also raised a small amount of money.
- The Parish Council asked for help from EiF trustees at the public fireworks display at the end of September and offered to donate any money collected during the evening to EiF. There was a very good attendance. Collection buckets were labelled for EiF, leaflets were made available and there were opportunities to talk about the charity.

4. *Risks*

The Trustee Board has reviewed and assessed risks to the organisation in the coming year.

Risk	Management
Loss of trustees	The Board will increase publicity in Dunton Green about its activities and need for trustees
Lack of specialist skills, such as a treasurer	The Board could consider appointing someone to fulfil tasks, such as an accounts manager, who is not a trustee, but handles the money coming in and out of the charity while being responsible to the Treasurer
Lack of or an increase in demand for grants	<p>Keep awareness raised with school staff that grants are available from EiF</p> <p>In planning the budget and assessing the need for reserves, Trustees have allowed a sum of money within the reserves to cover any unexpected increase in demand for grants.</p> <p>Trustees are planning to continue raising awareness of the</p>

	charity and its need for funds in the coming year
Loss of confidential information and resulting bad publicity	Explore whether the School have a safe folder that could be shared with EiF so that forms are not sent via email. Include a statement on emails that all applications are only shared with trustees, stored anonymously, and emails are deleted as soon as possible.
Competition for funds with the Parent Teacher Association for the School known as the DG Team	The Trustees maintain communication with the DG Team about plans that each organisation has for publicity and fundraising to ensure that EiF does not organise similar events, seek funding in similar ways or at the same time as the DG Team. EiF will aim to be present with publicity at School events to define the difference between EiF and the DG Team.

Finance

This year the trustees have completed a thorough review of the financial policy in the light of operating the systems that were developed initially for the organisation. Changes have mainly been procedural reflecting how the Treasurer has experienced using the systems.

The Treasurer has successfully applied on behalf of EiF to the Tax Office (HMRC) for registration in order that the charity can apply for tax relief on donations through Gift Aid and Gift Aid on Small Donations (GASD). This will require donors to be invited to complete a Gift Aid form so that EiF can claim the tax back on their donation adding to the charity's income. We are grateful to our existing donors that they have agreed to complete this form.

i. Fundraising

Funds were raised this year through individual donations, payment for a game at the School Summer Fair, and public donations at the Parish Council Fireworks display.

We would like to express our sincere thanks to our loyal donors, Dunton Green Parish Council for agreeing that donations made at their fireworks event be given to EiF, over £700.00, and to the Parent Teacher Association for letting us have a stall at their Fair that raised £25.00.

The Trustees also prepared and discussed a paper on other ways that funds could be raised. It was considered the charity has sufficient funds to manage the level of applications at present but will continue to review this and plan accordingly.

ii. Reserves

The reason for a Reserves Policy is to ensure that EiF fulfils its charitable purposes to make grants for children at Dunton Green School and has sufficient funds in the accounts for this and any other unforeseen circumstances. For the coming financial year, 1st November 2023 until

31st October 2024, the Trustees have allocated £2,000.00 to reserves.

iii. Accounts

This is the first full year of financial reporting that EiF has been able to provide. This is due to the problems getting a bank account during the COVID pandemic when its funds were held in a ring-fenced account of Bessels Green Baptist Church until March 2022, and the church reports separately. EiF started this financial year with a balance of £7123.87 which included restricted funds of £178.23p. As previously explained, this sum was held for the purchase of Christmas presents for children at the School and was spent at Christmas 2022 so will no longer be part of EiF accounts after this year.

Income received financial year 1st November 2022 until 31st October 2023:

Fundraising: £ 25.00

Donations: £1100.00

Small gifts: £ 763.87 (Firework Display)

Expenditure

Grants paid: £512.00

Expenses: £ 25.20p

Restricted funds: £178.23p

Summary

Starting charitable funds £7123.87

Income £1888.87

Expenditure £ 715.43

Balance at year end **£8297.31**

Plans for 2023 to 2024

As Dunton Green Education in Full Foundation goes into its third year it is encouraged by the support for the charity and the increased awareness of its work locally but recognises there is still more to do, as follows:

- Provide more grants to children attending the School so that all can get the benefit of the opportunities that School staff work so hard to provide
- Continue the programme of writing and reviewing policies and procedures for the charity
- Recruit more trustees with appropriate skills to manage the charity
- Continue the development of secure computer systems for handling applications, storing and deleting computer files
- Explore the possibility of a suitable deposit account to increase income on existing funds
- Acquire a bank card reader for the charity to facilitate donations at fundraising events and

ensure the maximum security for this

- Continue to identify and use suitable fundraising opportunities
- Establish a working group to plan and develop a website to promote the charity, handle enquiries and take donations
- Once the website is established, revise the Eif information leaflets and have a banner made for use at fundraising and publicity events.

Signed: J.S. Milne Role: Treasurer Date: 19/1/24

Name: JOHN MILNE

Signed: J Collins Role: CHAIR Date: 19/1/24

Name: JUDITH M COLLINS

Account Summary - Receipts and Payments

From 1/11/22 - 31/10/23

Receipts	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Last Year
Fundraising Events	25.00			25.00	0.00
General Donations*	1100.00			1100.00	200.00
Gift Aid**	0.00			0.00	0.00
Other Donations	763.87			763.87	
Miscellaneous	0.00	0.00		0.00	6988.37
Sub Total Gross Income	1888.87	0.00		1888.87	7188.37
Payments					
Grants	512.00			512.00	50.00
Expenses	25.20	0.00		25.20	14.50
Bank Charges	0.00	0.00		0.00	0.00
Resources	0.00	0.00		0.00	0.00
Raising Funds	0.00	0.00		0.00	0.00
Running Costs (IT etc.)	0.00	0.00		0.00	0.00
Miscellaneous***	0.00	178.23		178.23	0.00
Sub Total Payments	537.20	178.23	0.00	715.43	64.50
Net of Payments and Receipts	1351.67	-178.23	0.00	1173.44	7123.87
Transfers between accounts					
Cash Funds last year end	6945.64	178.23	0.00	7123.87	0.00
Cash Funds to date	8297.31	0.00	0.00	8297.31	7123.87

*Recorded on 'Individual Donations' Spreadsheet

**Gift Aid from 2021-2022 Donations.

***The £178.23 in this line is for Christmas Presents

Statement of Assets and Liabilities

Cash Funds	Unrestricted Funds	Restricted Funds	Endowment Funds
Santander Business Account	8297.31	0.00	0.00

Other monetary assets	Unrestricted Funds	Restricted Funds	Endowment Funds

Investment assets	Fund to which asset belongs	Cost (optional)	Current Value (Optional)

Assets retained for the charities own use	Fund to which asset belongs	Cost (optional)	Current Value (Optional)

Liabilities:	Fund to which liability relates	Amount due (optional)	When due (Optional)
Grants Agreed & Yet to be Invoiced		0	
Grants Invoiced & Yet to be Paid	Unrestricted	£ 24.00	6-Nov

Signature	Print Name	Date
<i>J.S. Milne</i>	JOHN MILNE	19/11/24
<i>J. Collins</i>	JUDITH COLLINS	19/11/24

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

DUNTON GREEN EDUCATION IN FULL FOUNDATION

England & Wales - Charity number 1195704

Accounts

EiF

Dunton Green Education in Full Foundation

Registered Charity no: 1195704

ANNUAL REPORT 2022

29, Donnington Road, Dunton Green, Sevenoaks, Kent, TN13 2TN.

Introduction

Dunton Green Education in Full Foundation, known locally as Education in Full (EiF), was registered with the Charity Commission in August 2021. Since October 2020 the charity has set up a Trustee Board with good working relationships and established an organisation with a sound foundation of policies and procedures in order to assist individual children attending Dunton Green Primary School.

This is the first Annual Report for EiF. It explains the background of the charity, how it functions, its development since the trustees first met, its finances and plans for the coming year.

Purpose and History of the Foundation

EiF is registered with the Charity Commission as a Charitable Incorporated Organisation (CIO). Its purpose is set out in its constitution: "To advance education for the public benefit among economically disadvantaged pupils attending Dunton Green Primary School through the provision of grants of financial assistance to fund such items and services as the trustees shall determine with the aim of enabling their participation in the full range of educational opportunities offered by the School."

The need for EiF was identified by members of Dunton Green Faithworks, a group from Bessels Green Baptist Church working in the community, and their involvement as volunteers at Dunton Green Primary School. They realised that, due to family circumstances, some children at the School were missing out on treats at Christmas. At Christmas 2018 Faithworks, with support of members from Bessels Green Baptist Church, collected gifts and money to buy presents for the children and these were distributed by School staff.

School staff then approached Faithworks and Bessels Green Baptist Church in Spring 2019 to see if they knew of any funding to pay for four Year 6 children to attend a residential trip. The School found trust funding for all but one child and several individuals made donations to pay for that child. However, Faithworks members wanted to prevent this being necessary in future and so facilitated a community barn dance and auction to fundraise in October 2019. It was organised with assistance from local residents, St Mary's Church Riverhead with Dunton Green, parents and staff from the School, the Parish Council, and Bessels Green Baptist Church. Almost £4,000 was raised.

As none of the individual organisations involved in the fundraising were in a position to take on long-term administration of the funds, Dunton Green Education in Full Foundation has been established to ensure that the money is allocated effectively and responsibly. To ensure that the fund continues with support from as many sections of the local community as possible, trustees with suitable knowledge and skills were recruited from the organisations involved in the fundraising. The trustees do not though represent any particular organisation on the Board.

All the Trustees completed an initial selection process and, following a decision by the Trustee Board since, have had enhanced checks by the Disclosure and Barring Service. The Foundation is led and operated by a Board of the Trustees. There are no paid staff or other volunteers involved.

The initial meeting of the Trustee Board was held via Zoom on 31st October 2020. An application was made to register with the Charity Commission at the end of May 2021 and, after some changes to the Constitution, registration was approved in August 2021.

Trustee Board

There are six Trustees all of whom have been in position since the Board started meeting. The Officers were approved at the first Board meeting in October 2020.

Chair

Judy Collins



Formerly a leader of Faithworks and volunteer at Dunton Green Primary School

Secretary

Anna-Marie Fitchett



Local resident and parent of a child at Dunton Green Primary School

Treasurer

John Milne



Local resident, formerly member of Faithworks

Board members

Anne Blakeley



Local resident, former member of St Mary's Riverhead and Dunton Green

James Copeland



Local resident, member of Dunton Green Parish Council

Pui-Ching Isted



Local resident, member of Bessels Green Baptist Church

How Education in Full works

The main function of Education in Full is to make grants to individual children for things such as school uniform, services or to pay for things such as after school activities and travel so

they can participate fully in the education available to them. Applications for a grant are made by a professional who knows a child at Dunton Green School and is countersigned by a senior member of staff at the School, such as the Head Teacher, using a form that requires sufficient information for trustees to assess whether the request meets Eif's criteria. All trustees are invited to assess the application and, unless there is a conflict of interest, an assessment form is completed and scored with reasons for or against the application. If a grant is made, Education in Full requires evidence that the money provided is spent as requested.

First year Achievements and Challenges

Since the initial identification of financial need amongst families of children at Dunton Green Primary School, there has been the COVID pandemic and continued financial pressures on families. The School Headmistress has informed the Trustees that in this last school year approximately one third of the children at the School are in receipt of the Pupil Premium, that is that their families are in receipt of means tested benefits so on a limited income. Many of these families are also experiencing challenging social situations. The need for Eif is therefore still pertinent today.

Governance

At their initial meeting in October 2019, the Trustee Board set out a programme of work to establish the Foundation as an organisation following good practice and with the aim of becoming a registered charity. The Board has met approximately every 2 months to review its activities and forward plan. To date, the following documents, policies and procedures have been put in place:

- the Constitution for the charity
- Confidentiality and Data Protection policy
- Conflict of Interest Policy
- Equal Opportunities Policy
- Financial Policy, including a Reserves Policy
- Fundraising Policy
- Grant Making Policy
- Health and Safety Policy
- Operation of Meetings Policy
- Organisation Risk Register
- Safeguarding Policy and Procedures
- Trustee Recruitment and Selection Policy
- Whistleblowing Policy

The Trustee Board were grateful for advice and support from members of other voluntary organisations, the Charity Commission website and the Small Charities Coalition, now absorbed into the National Council for Voluntary Organisations (NCVO).

Fulfilling the Charitable Purpose

There were only 3 applications for grants in the year before the Foundation became a registered charity, that is from November 2020 until October 2021, thought to be due to the pandemic. In this first full operational year of the charity there was a marked increase in applications with 21 in total following the resumption of school activities. The amount of grants approved from November 2021 until October 2022 was £476.00.

Education in Full also invites feedback on the outcomes for children receiving grants. The Family Liaison Officer for the School provided the following general feedback on the impact of grants made this year:

‘All of these children are either vulnerable, have low self- esteem or lack in confidence. (*Attending*) These clubs enable them to strengthen these emotions. The clubs give the children the opportunity to socialise with their peers and enjoy the extra curricula activities. Without the help from the funding they wouldn’t be able to attend due to financial difficulties within their families. The school trips give the children valuable information from the experiences to use in their learning.’

Examples of feedback on 2 individual children was as follows:

X has a difficult home life so being able to join the Musical Theatre Club has given him the chance to enjoy something after school where he can escape his worries. X is a very sociable boy and being able to join the Musical Theatre Club has given him the chance to express himself and socialise with his peers.

Y was showing signs of self-isolation from her peers and was often sad about this. She began falling out with her peers by causing arguments and making the wrong choices. Since joining the Young Adventurers Club she has become so much happier. She is mixing with her peers and is a kind and helpful friend to others.

Raising Awareness

This year, EiF has begun to raise awareness amongst the public in Dunton Green of the charity and its aims to assist children fulfil their potential at the local Primary School with:

- an article in the Parish Council magazine
- a leaflet explaining the charity, how to apply for grants and how to help with donations
- helping at the School Summer Fair and distributing the leaflets.

Challenges

There have been frustrations and challenges since the Board started work, not least due to the COVID pandemic. It was not until May 2021 that the Board were able to meet in person and are grateful to Dunton Green School for use of a room there for this purpose. The issues

being dealt with by other organisations during the pandemic delayed the charity being able to open a bank account or set up an IT system. These issues were resolved early in 2022:

- After some administrative difficulties, a Treasurer’s account was set up with Santander in March 2022, and the charity’s funds were transferred into this account. For more information see the financial report below.
- In January 2022 a Microsoft 365 business account was set up for EiF and during this year, with some training, the trustees have transferred their files and communication to that system protected by 2 factor authentication.

Risks

The Trustee Board have assessed potential risks for the organisation and considered how it will manage these risks as follows:

Risk	Management
Conflicts of Interest	A Conflict of Interest Policy is in place Trustees have to declare any conflicts of interest when they are recruited and these are recorded. Trustees are asked to declare at every Board meeting any conflict of interest in relation to the agenda and these are recorded. Any Trustee who recognises a conflict of interest when a grant application is received, withdraws from the assessment process and this is recorded.
Increased demand for grants	In planning the budget and assessing the need for reserves, the Trustees have allowed a sum of money within the reserves to cover for any unexpected increase in demand for grants. Trustees are planning to continue raising awareness of the charity and its need for funds in the coming year
Competition for funds with the Parent Teacher Association for the School (PTA)	The Trustees maintain communication with the PTA about the plans that each organisation has for publicity and fundraising to ensure that EiF does not organise similar events or seek funding in similar ways or at the same time as the PTA.

Finance

We are pleased to provide a summary of the financial activity for the Foundation. Firstly though, we must clarify that until the organisation had its own bank account its funds were held in a ringfenced account by Bessels Green Baptist Church and were reported to the Charity Commission in the accounts of that church. However, the Trustees of EiF made all the

decisions on financial policy and use of the funds prior to having the bank account. The only involvement of Bessels Green Baptist Church was to pay money at the request of EiF.

The Trustee Board agreed the following Financial Reserves Policy for the Foundation:

Reserves Policy

The reason for a Reserves Policy is to ensure that EiF fulfils its charitable purposes including to make grants for children at Dunton Green School and has sufficient funds in the accounts for this.

Planning reserves

The reserves policy is to meet the following needs for EiF:

- *The risk of an unexpected need for funds, such as a large grant application*
- *Covering unforeseen day-to-day operational costs, such as a failure in the IT system*
- *Funds needed to give the trustees time to take action if income falls below expectations.*
- *The need to fund short-term deficits in a cash budget, for example if money needs to be spent for or before a fundraising activity.*

Each year when planning the budget, the above needs for reserves will be considered, and the amount to be held in reserve calculated accordingly, in particular in proportion to the demand for grants.

When assessing financial risks for the organisation, the reserves held for that year will be calculated to cover any risks identified.

It should be noted that the amount of money needed for reserves excludes any funds that the charity has been given for restricted purposes.

Spending reserves

When the income and expenditure is monitored at Board meetings, the need to spend reserves will be considered against requirements for the period until the next meeting.

The authority to spend any reserves shall only be given by the Board and details of the amount to be spent and the purposes for which it is to be spent will be recorded in the Board Minutes and Annual Report.

The amount and use of the reserves will be assessed annually as part of the budget and financial risk assessment process. The amount of reserves to be held for the following year will be calculated accordingly.

For the coming financial year, 1st November 2022 until 31st October 2023, the Trustees have allocated £2,000.00 to reserves. This money is assessed as covering any unexpected demand

in applications for grants, failure of the IT system, or unexpected running costs such as room hire for trustee meetings.

Independent review

There is no requirement for the Education in Full Foundation to have its accounts audited as there is nothing in its constitution to this effect and its income is below £25,000 per annum. However, after consideration, the Trustee Board agreed to invite Mr Stuart Wigley, former Treasurer for St Mary the Virgin Church Riverhead with Dunton Green to do this on signature of an agreement to confidentiality prior to publication of this Annual Report.

Accounts

Background

As stated above, Education in Full is unable to provide financial statements of money it has held prior to March 2022 as that money was held in a ring-fenced account within the accounts of Bessels Green Baptist Church (BGBC). Grants had been made from that money since the barn dance and auction in 2019. The total amount of money remaining and passed to Education in Full by BGBC in March 2022 was **£2694.67**.

On handing over money from that account BGBC also made a donation to Education in Full of money it had raised for the work of Dunton Green Faithworks whose activities had finished during 2021. This donation was for **£4,293.70p**.

However, this donation included a restricted amount of £178.23p, which is the remaining money raised to buy Christmas presents for children at Dunton Green School in 2018. The Trustees of EiF agreed to administer this money by buying the Christmas presents until the money is spent. This amount will be spent at Christmas 2022 and then EiF will have no further involvement in such seasonal activity as it does not meet the purposes of the charity.

Without the money for Christmas presents, the total amount donated by Bessels Green Baptist Church to the EiF Foundation for its charitable purposes was of **£4115.47p**. With the remaining money initially raised through fundraising to establish Education in Full, this is a total of **£6810.14p** transferred for the use of Education in Full's charitable purpose.

Income

EiF is particularly grateful to individuals who became aware of the charity and made donations to its work. Gift Aid forms have been completed by those donors who pay Income Tax.

The EiF Treasurer has initiated an application to the Inland Revenue in order for the charity to be able to claim Gift Aid

Income received financial year 1st November 2021 until 31st October 2022:

Donations: £200.00

Expenditure

Expenditure since the bank account was opened in March 2022:

Grants paid: **£50** (2 grants of £32 approved this year will be paid in the next financial year)

Expenses: **£14.50p**

Summary

Starting charitable funds	£6810.14
Restricted funds	£ 178.23
Income	£ 200.00
Expenditure	£ 64.50
Balance at year end	£7123.87

Funds at end of financial year 1st November 2021 to 31st October 2022 are **£7123.87**

Plans for 2022

The Trustees for EiF look forward to its second full year as a registered Charitable Incorporated Organisation. Our plans are to:

- Provide more grants to children attending the School so that all can get the benefit of the opportunities that School staff work so hard to provide
- Complete registration for Gift Aid with the Inland Revenue and make appropriate claims
- Continue the programme of writing and reviewing policies and procedures for the charity
- Initiate training on safeguarding for trustees
- Start a programme of publicity for EiF informing people about the charity and inviting supporters and donors
- Start planning a programme of fundraising activities.

Signed: *J Collins* Role: *MRS J.M. COLLINS* *CHAIR* Date: *16/3/23*

Signed: *J.J. Milne* Role: *TREASURER* Date: *16/3/23*

MR. J. MILNE

DUNTON GREEN EDUCATION IN FULL FOUNDATION

Registered charity no.:1195704

ACCOUNTS FOR YEAR ENDING 31st OCTOBER 2022

Account Summary - Receipts and Payments

From 1/11/21 - 31/10/22

All amounts in Pounds Sterling (£)

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Notes
Receipts					
Fundraising Events	0.00			0.00	
General Donations	200.00			200.00	
Gift Aid on the above	0.00			0.00	
Miscellaneous	6810.14	178.23		6988.37	A1
Sub Total Gross Income	7010.14	178.23	0.00	7188.37	
Payments					
Grants	50.00			50.00	
Expenses	14.50			14.50	
Bank Charges	0.00			0.00	
Resources	0.00			0.00	
Raising Funds	0.00			0.00	
Running Costs (IT etc.)	0.00			0.00	
Miscellaneous	0.00	0.00		0.00	
Sub Total Payments	64.50	0.00	0.00	64.50	
Net of Payments and Receipts	6945.64	178.23	0.00	7123.87	
Transfers between accounts					
Cash Funds last year end	0.00	0.00	0.00	0.00	A2
Cash Funds to date	6945.64	178.23	0.00	7123.87	

Notes

A1 Money Transferred from Bessels Green Baptist Church

Of this:

2694.67 Left from original fundraising in 2019

4115.47 Gifted by BGBC from Faithworks Account

178.23 Restricted Funds for the Purchase of Christmas Presents

A2 This is the first year of EIF Accounts

Statement of Assets and Liabilities

		Unrestricted Funds	Restricted Funds	Endowment Funds
Cash Funds	Santander Business Account	6945.64	178.23	0.00

		Unrestricted Funds	Restricted Funds	Endowment Funds
Other monetary assets				

		Fund to which asset belongs	Cost (optional)	Current Value (Optional)
Investment assets				

		Fund to which liability relates	Amount due (optional)	When due (Optional)
Assets retained for the charities own use				

		Fund to which asset belongs	Cost (optional)	Current Value (Optional)
Liabilities				

		Signature	Print Name	Date
Signed by one or two of the trustees on behalf of all the trustees		<i>J Collins</i>	MRS JUDITH COLLINS	16/3/22
		<i>J.S. Milne</i>	MR. JOHN MILNE	16/3/23