



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	<p>A Conflict of Interest Policy is in place</p> <p>Trustees have to declare any conflicts of interest when they are recruited and these are recorded.</p> <p>Trustees are asked to declare at every Board meeting any conflict of interest in relation to the agenda and these are recorded.</p> <p>Any Trustee who recognises a conflict of interest when a grant application is received, withdraws from the assessment process and this is recorded.</p>
Increased demand for grants	<p>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.</p> <p>Trustees are planning to continue raising awareness of the charity and its need for funds in the coming year</p>
Competition for funds with the Parent Teacher Association for the School (PTA)	<p>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.</p>

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* *MRS J.M. COLLINS* Role: *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	16/3/23
	<i>J.S. Milne</i>	MR. JOHN MILNE	16/3/23