



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	Keep awareness raised with school staff that grants are available from EiF 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. Trustees are planning to continue raising awareness of the

	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

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Last Year
Receipts					
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	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

Signed by one or two of the trustees	Signature	Print Name	Date
on behalf of all the trustees	J.S. Milne	JOHN MILNE	19/11/24
	J. Collins	JUDITH COLLINS	19/11/24