

HAYFIELD FOREST SCHOOL

England & Wales · Charity number 1199065

Details

Status Registered

Legal form CIO

Registered 2022-05-24

Register [View on the Charity Commission register](#)

Contact

Address Hayfield Forest School
Start Point Early Years Centre
Sholing
Southampton
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Activities

Objects: THE ADVANCEMENT OF EDUCATION FOR PUBLIC BENEFIT THROUGH THE PROVISION OF A FOREST SCHOOL. TO ENABLE ALL CHILDREN, YOUNG PEOPLE AND ADULTS TO BENEFIT FROM INCREASED OPPORTUNITIES FOR HIGH QUALITY AND VARIED EDUCATIONAL EXPERIENCES IN THE NATURAL WORLD.

Activities: Offer outdoor education

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Environment/conservation/heritage, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Hampshire
- Southampton City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£1,611	£731	-	-
2024-03-31	£0	£0	-	-
2023-03-31	£0	£0	-	-

Trustees

Name	Role	Appointed
EMMA PARNELL	Chair	2022-05-09
LINDA CALLAWAY		2022-05-25
Stuart Parnell		2023-03-08

Accounts

TRUSTEE REPORT 2024 - 2025

April 2024

Trustee chairperson Emma Parnell spoke to Serena Jessop (OFSTED) - who explained it goes to a different team for the inspection visit and they will be in touch. Trustee Chairperson Emma Parnell tried to ring Ofsted but as of now has been unsuccessful in getting through. OFSTED inspection – Lyndsay Osman – Very impressed with the qualifications, policies, procedures and risk assessments produced by the charity founders Tracy Padfield & Clare Hayles. Also, that the chosen trustees had good credentials too.

However the building proved to be unsuitable, and the application was withdrawn, and the money paid by Tracy and Clare was lost. Advice was given by the inspector to seek a new building and resubmit an application within 8 weeks to avoid any more delays or problems with EY2 forms or DBS checks. As all individuals were now checked and deemed suitable, they would not need rechecking only the building would need to be checked.

May 2024

Clare Hayles, Tracy Padfield and Trustees discuss options for alternative provision setting. Clare and Tracy view 3 other potential indoor options – None are suitable. Finally Clare, Tracy and Emma view The Crafty Bug Café, agree a lease and arrange to clean and prepare the venue for an Ofsted registration inspection.

June 2024

Application resubmitted to OFSTED to register as a provider at The Crafty Bug Café, by the charity founders Tracy Padfield & Clare Hayles. Trustee Chairperson Emma Parnell requested to submit a new EY2 form to OFSTED. Charity founders Tracy Padfield & Clare Hayles begin arranging interviews for apprentice placement. Charity founder Tracy Padfield books the Nominated Individual/Trustee Chairperson Emma Parnell on to Safer recruitment training via her own previously paid training subscription.

July 2024

Potential apprentice interviews carried out by charity founders Tracy Padfield & Clare Hayles. Candidates discussed with Trustee Chairperson and notes reviewed, a chosen candidate is agreed unanimously. Charity founders Tracy Padfield & Clare Hayles invite Apprentice Emma Crease to a second interview. Founders Offer apprenticeship subject to references, suitability checks, DBS etc. Charity Founder Tracy Padfield and Trustee Chairperson Emma Parnell apply to HALIFAX/Royal Bank of Scotland for a charity bank account.

Trustees Lyn Callaway, Stuart Parnell and Emma Parnell are named on Bank as Trustees.

Charity Founder Tracy Padfield & Clare Hayles to be named joint signatories on the Bank Account.

Charity founders Tracy Padfield & Clare Hayles design and pay printers for a vinyl advertising Poster £50.00.

Co-founders Tracy and Clare attend a Teams meeting with development worker Angela Elliott to discuss provision, concerns and to agree a course of appropriate action for opening and safely managing the new provision.

August 2024

All references received and checked for new apprentice by Charity founders Tracy Padfield & Clare Hayles.

OFSTED finally request payment for registration fee.

Founders Tracy Padfield & Clare Hayles pay the fee of £220.

Development worker Angela Elliott sends an email checklist to support successful registration and operation of provision.

September 2024

Charity founders Tracy Padfield & Clare Hayles arrange for Race Ahead Training Assessor to meet the new Apprentice. Charity founder Clare Hayles books and pays for Level 4 Designated Safeguarding Lead Training course for Trustee chairperson Emma Parnell - One stop childcare training £40.00

Charity founder Tracy Padfield pays for apprentice DBS Check - Security Watchdog £49.28

Charity founder Clare Hayles pays for apprentice L3 Safeguarding training – One stop childcare training £30.00.

Charity founder Tracy Padfield pays for apprentice paediatric first Aid training – Tigerlily training £97.95

October 2024

Nominated Individual/Trustee Chairperson Emma Parnell completes Safer recruitment training

OFSTED registration Certificate received. Level 4 Designated Safeguarding Lead Training course for Founder Clare Hayles and Trustee chairperson Emma Parnell completed. Charity founder Tracy Padfield and Trustee Chairperson Emma Parnell register the charity with HMRC as an employer.

November 2024

Forest school sessions are well received by families and the site at Peartree Green is being developed well by Clare and Tracy (trimming ferns, dead wood, clearing litter etc.). Tracy and Clare are visiting The Crafty bug Cafe for brief lengths of time due to other users being present – This venue may not be viable long term.

December 2024

Tracy and Clare attend a meeting with The Crafty bug Café to discuss where they should make lease payments to in preparation to start operating from the site from January and to discuss storage.

January 2025

Apprentice started at Forest School. ONLINE: Bank Account set up, Apprenticeship fund set up and PAYE set up. Apprentice signed up to Race Ahead training. Had induction sessions with race ahead and made plan for future visits and training support. Tracy & Clare paid for public liability at £702.00 half each at £351.10 to cover the year.

New children visit to enrol at Forest school x 2. Issues with Crafty bug lease – They want more money with less storage, decreased access hours, and they want to undertake activities under our registration which we have refused. Tracy and Clare subsidise wage bill this month.

February 2025

Tracy and Clare pay in half each annual trustee indemnity insurance fee £291.20 for the year and set up direct debit for 10 months at £29.12 monthly. New children started and settling well. Turner Simms theatre trip enjoyed by all children. Work experience student attending for week – Very good with children and all went well. Clare and Tracy attend FSA Hants meeting planning skill shares and info sharing events. Tracy and Clare subsidise wage bill this month.

March 2025

1st NEF funding payment received of £617.67. Tracy and Clare subsidise wage bill this month. Clare and Tracy viewing alternative premises for Forest School – rowing club, bridge road vacated cake shop. Tracy and Clare organise storage with Pat Hawkins and committee at Peartree church for £60.00 every six months due June and December provided DBS certificates for both. Talks with early years department re: options for finding a safe setting for Forest school. Apprentice not completing coursework or attending training that has been booked and paid for by Tracy and Clare. Both Managers have talked at length with apprentice, offered 1:1 support and discussed with apprenticeship company.

Finance update from treasurer:

Money In	Money Out
£351.10	£702.00
£351.10	£29.12
£145.60	
£145.60	
£617.67	
TOTAL: £1611.07	TOTAL: £731.12

Balance 2024: £0
Balance 2025: £879.95

Accounts

TRUSTEE REPORT 2023 - 2024

23rd January 2023

Ofsted Registration Application Submitted

The founders Tracy Padfield & Clare Hayles located a potential building to meet the needs of the Forest School and made an application to register the trustees with OFSTED as registered childcare providers on 23 January 2023.

This application cost £220 which the founders of the charity Tracy Padfield & Clare Hayles funded.

17th March 2023

Change of Trustee. Intended to remove Edith Ruwona and replace with Stuart Parnell. An error occurred which meant Stuart Parnell was added but Edith Ruwona was not removed.

22nd May 2023

Emma Parnell receives Email link from Ofsted (Restricted Access)

1st June 2023

Email from Ofsted stating that they have received everything needed

Emma Parnell called Ofsted was told that application was in the queue to be processed.

8th June 2023

Clare Hayles emailed Natasha Jarvis (An Ofsted inspector) asking for help and advice due to the length of time the process was taking.

9th June 2023

Clare Hayles confirmed via email to Natasha Jarvis (An Ofsted inspector) that a Landowner agreement with Southampton City Council had been received.

Natasha Jarvis (An Ofsted inspector) emails to say she has raised it with the OFSTED applications team, and they are going to update her.

15th June 2023

OFSTED ring Emma Parnell and state they are waiting for an EY2 form for one of the trustees- Lyn Callaway

27th June

Lyn Callaway- trustee contacts OFSTED to address issues but receives no response

14th July 2023

New issue with DBS for Emma Parnell - she applies for another one after numerous exhausting conversations with Ofsted

22nd August 2023

Emma Parnell receives new DBS

5th October 2023

Ofsted contact Emma regarding DOB and email address for Lyn Callaway

17th October 2023

Email to Natasha Jarvis (An Ofsted inspector) to ask for any information she can supply us with and to inform her that the DBS/EY2 application has now been submitted 12 times

18th October 23

email from Natasha Jarvis (An Ofsted inspector) saying she will see what she can find out.

19th October 2023

Email from Natasha Jarvis (An Ofsted inspector) saying EYS form attached to EYO was returned in September and had not been resubmitted. Also, all EY2 forms for trustees need resubmitting!!

25 October 2023

Natasha Jarvis (An Ofsted inspector) emailed stating each trustee needs to resubmit via their own gateway account plus Emma Parnell to submit EYS form - provided a contact number for applications.

31st October 2023

Linda Callaway unable to complete new EY2 until new DBS is done.

2nd November 2023

Charity founder Clare Hayles contacted Trustee Linda Callaway re completing EY2. Trustee chairperson Emma Parnell completed and submitted EY2

16 November 2023

We were allocated Trish from OFSTED applications team who we were unable to contact when needed

28th November 2023

Trustee Lyn Callaway resubmitted DBS application

18th December 2023

Ofsted communication with Trustee Chairperson Emma Parnell - still awaiting Trustee Lyn Callaway forms

Ofsted contact Trustee Lyn Callaway to say her Gas bill cannot be used as it's an online account.

19th December 2023

Trustee Lyn Callaway sent bank statement and spoke with OFSTED who stated they are not accepting online accounts as proof of address etc!!

20th December 2023

Trustee Lyn Callaway bank statement rejected by OFSTED –

Trustee Lyn Callaway rang Ofsted and explained all her accounts are online - Ofsted admit this is an issue and they are trying to rectify!!!

Trustee Lyn Callaway had to go to bank and get printed paperwork and submitted to Ofsted

3rd January 2024

Trustee Lyn Callaway submits another Ofsted EY2 application

6th January 2024

Trustee Lyn Callaway finally cleared and certificate on way

22nd January 2024

Trustee Chairperson Emma Parnell receives emails x2 from Ofsted

23rd January 2024

Ofsted have an issue with the email address provided for Trustee Lyn Callaway

12th February 2024

Trustee Lyn Callaway received an email from Ofsted stating they had enough information to carry out assessment of her application.

Ofsted telephone Trustee Stuart Parnell to confirm his middle name

Ofsted telephone Charity founder Clare Hayles to check home address and apologise as they have entered information wrong!!!!

15th February 2024

Payment of £220 made to OFSTED by the charity founders Tracy Padfield & Clare Hayles
Ofsted inform Trustee Chairperson Emma Parnell of intention to carry out registration visit on 2nd April 2024

8th March 2024

Trustee chairperson Emma Parnell also asked to complete and submit Health Declaration form before registration visit.

Trustee Chairperson Emma Parnell called Ofsted left messages and requesting a call back allocated Serena Jessop (OFSTED).

15th March 2024

Trustee Chairperson Emma Parnell waiting for health declaration to be completed by her GP
Trustee Chairperson Emma Parnell requests a call back from Serena Jessop (OFSTED) to explain late request for health declaration.

Trustee Chairperson Emma Parnell emails OFSTED to communicate with Serena Jessop (OFSTED) before her day off.

22nd March 2024

The founders Tracy Padfield and Clare Hayles begin researching staffing options for the charity. Identified a training agency and registered interest in employing apprentice Level 3 childcare practitioner.

26th March 2024

Trustee Chairperson Emma Parnell's health declaration sent to Ofsted by her GP not received BY OFSTED.

Michelle Budgen - Race Ahead training attend an online meeting with charity founders Tracy Padfield & Clare Hayles to discuss requirements of the charity, the processes of employing apprentices and to begin advertising for apprentice.

27th March 2024

Trustee chairperson Emma Parnell requested her GP send health declaration direct to her so that Emma Parnell can send directly to Serena Jessop (OFSTED).

Trustee chairperson Emma Parnell questions Serena Jessop (OFSTED) as to the reason why lateness of health declaration - Serena Jessop (OFSTED) replies “oh the system didn’t notify of a health declaration until the beginning of March!!!! And apologises

28th March 2024

Serena Jessop (OFSTED) confirms she has received the form but states that the planed registration visit on 2nd April is now cancelled, and they will be in touch to reschedule!!

Finance update from treasurer: GB

Money In	Money Out
0	0

Balance 2022: 0
Balance 2023: 0

Accounts

TRUSTEE REPORT 2022 - 2023

24th May 2022

Hayfield Forest School CIO was founded by Clare Hayles & Tracy Padfield acquiring its name from a combination of their names Hay-Field.

It became a registered charity on 24 May 2022 with the intention of offering forest school activities in collaboration with the Sholing Valley Study Centre Association at Millers Pond Local Nature Reserve.

May 2022

During the time at Sholing Valley Study Centre, the founders, Clare Hayles & Tracy Padfield donated their own time and resources to Promote the Forest School including offering activities at The Sholing Valleys Summer Fayre in May 2022. These activities included:

Nature trail

Hapa Zome

Clay Sculpting

Creating environmentally friendly Bird Feeders

Due to clauses in the Sholing Valley Study Centre lease agreement with the local authority the Forest School was unable to establish regular operation from this location.

The Charity remain in name but with no operational space.

17th March 2023

On 17th March 2023 the Charity founders Clare and Tracy secure a Landowner Agreement with the Southampton City Council for the use of Peartree Green Local Nature Reserve in offering Forest School Activities.

The founders continue to seek options for indoor space/a local building for use in the event of increment weather.

Finance update from treasurer: GB

Money In	Money Out
0	0

Balance 2022: 0
Balance 2023: 0

