



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	SEPT	2015		31	AUG	2016

## Section A Reference and administration details

Charity name **THE HOWBURY TUMBLERS**

Other names charity is known by

Registered charity number (if any) **1087716**

Charity's principal address **Slade Green and Howbury Community Centre**

**Chrome Road**

**Slade Green Erith Kent**

Postcode **DA8 2EL**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Natalie Shaw	Chair		
2	Jenny Faulkener	Vice Chair		
3	Emma Stuart	Treasurer		
4	Sam Rawlins	Secretary		
5	Bev Mills			
6	Laura Hulott (was Stocker)			
7	Lisa Francis		Resigned June 2016	
8	Lucy Plaskasovitis			
9	Sam Nicklin (Formerly Owen)			
10	Nicky Bates			
11	Chloe Phillips			
12	Kerry Masoura			
13	Emma Dempster		Joined June 2016	
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Grants & Funding	Vikki Wilkinson	BVSC, Crayford Manor House Mayplace Road East, Crayford Kent DA1 4HB

## Name of chief executive or names of senior staff members (Optional information)

Carole Read – Manager Clare Tyrrell – Deputy Manager Tina Ludlow - Senior Playleader

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

**CONSTITUTION**

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

A Registered Charity

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

Vacant posts are advertised in a newsletter, on our website and via social media. We try to encourage new members onto the Committee, and ask them to express interest in a letter. Interested parties are invited to attend a meeting prior to commitment. Potential members are then nominated and selection based upon a show of hands at a Committee meeting.

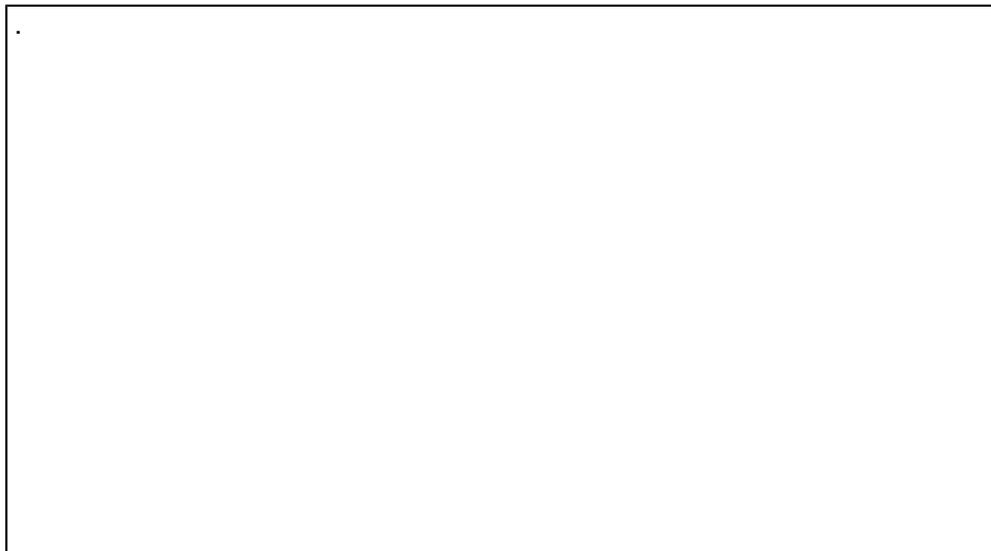
### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

There is a procedure for the induction of new trustees which includes: giving them a copy of the organization structure, constitution, policies, minutes of meetings and rules regarding quorums. Trustees are encouraged to attend training courses and given access to the local Voluntary services newsletters and publications.

Howbury Tumblers continue to work closely with Eco Communities, who manage the Centre, to ensure the best services & outcomes for families in Slade Green and to ensure the Group can continue to deliver services. Eco Communities recognise Howbury Tumblers is a service much supported by the local community, and we have a written arrangement to occupy the premises rent free, so we can maintain low cost services for our families from this deprived area. We decided after consultation and advice with Bexley Council not to proceed with plans to start a new 2year offer Nursery within the Centre in partnership with Eco- Communities - this decision was nothing to do with that partnership. Another Group has since recently opened a 2 year nursery on site. We had considered running the nursery, with profits going to Eco in lieu of rent payments for our Toddler Group. However I am confident that our future in the centre has not been compromised by our decision not to proceed. We have a good working relationship with Eco Communities and as long as they are running the Centre I am sure our rent agreement will be honoured. This year we have had another rise in user numbers and we have managed again to secure the funding for the salaries of one of the Groups staff members, until March 2017. This grant has greatly helped us to maintain our commitment to try not to raise attendance costs for families, whilst still maintaining the highest standards of service provision possible.



## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The Objects of Howbury Tumblers are :

1. To enhance the welfare, development and education of pre-school age children ( 0-5 yrs) by providing a safe and stimulating play/ learning environment
2. To encourage Parents & Carers to be involved in the development of their child through participation in group activities, and those offered by other agencies and community groups
3. To ensure the group offers opportunities for all children regardless of race, culture, religion , ability or means
4. To encourage the study of the needs of such children and their families and carers and promote public interest in and recognition of such needs in the local area

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Howbury Tumblers gives parents, carers and children drop – in access to its provision from 9.15 to 2.45 Monday to Friday, term time only, for a small daily charge. Holiday family sessions are run in periods of group closure, and include provision for older siblings.

The Charity also provides crèche services for Northend Wellbeing Centre & Slade Green Big Local Partnership who run training courses for parents at the Centre.

The Group provides sessional staffing for outreach work, for Northend Wellbeing Centre, West Street Children's Centre and St Augustin's and The Greenmead Centre in Erith supplying our staff – (former and current Parents at Tumblers, who have volunteered in the past and have gained training through us, and qualifications by themselves) - to support Crèche and nursery provision for families in need so they can attend training courses these providers run in and around Slade Green. We have also provided a 1:1 support worker during this year at Greenmead, which is continuing into the new term September 2016. Through this means this year we have helped 6 Parents and one Work experience student into part time and sessional ( self) employment.

The group provides volunteers for local events and activities run by Slade Green Big Local, Howbury Friends and other Community Groups

The Group sells refreshments to users to help finances.

Children's birthday parties are held and charged for as a means to raise funds for the group.

A learning support program provides work experience placements for school children, and placements for childcare students at all levels.

We work to support Parents in their parenting role, providing a listening ear when needed, and signposting to relevant agencies and services when appropriate, and encouraging their involvement in the Group and its activities, and their child's development, building confidences and skills.

Arranging Social events for parents.

Signposting to other community groups and services, with which we work closely, and with whom we collaborate to provide community events and better outcomes for our families.

Fundraising to extend our services and provide better for the children and families in our community

Working with other Groups and agencies to achieve the best possible outcomes in terms of service delivery for our families. This year this has included our involvement in the Slade Green Forum, Northend Ward Community Panel, neighbourhood Policing, and in the BIG Local Partnership, planning and implementing local events.

**Additional details of objectives and activities (Optional information)**

As well as the management committee members, 8 Parent volunteers have been involved in helping to run the day to day activities at Howbury Tumblers. Another volunteer helps out with the website management and administration.

Also we had 4 students on work experience placements, EYCD level 1 & 2 students. These include 2 students through Skills For Growth.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Staff have, this year, contributed much voluntary time, around 900 hours .Carole Read has contributed in excess of 500 hours in administration duties and also for Big Local, having the role of Chair of the SGBL Partnership. Tina Ludlow, as part of her Grant, does around 12 hours of voluntary work a week, in addition to 15 paid hours. Parental Volunteer time is in excess of 300 hours in total, within Howbury Tumblers and for SGBL, where voluntary work has included helping with events such as Christmas parties, leaflet delivery and helping set up and manage local events such as our Market days, Community Celebration day, Community Farm day, Sports events and boot sales. This includes 2 young volunteers, aged 17 years.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

During the year 1st September 2015 to 31st August 2016, Howbury Tumblers has:

- provided a term time, daily drop-in provision, giving children access to a wide range of activities and experiences, led by experienced staff from 9.15 am – 2.45 pm
- Maintained to a high standard of cleanliness and safety the play & learn environment
- Provided crèche support for Northend Children's Centre and SGBL training courses at the Centre
- Provided sessional staff for outreach work in Northend Children's Centre, Crayford Children's Centre, West Street Children's Centre, The Greenmead Centre 2 year nursery, Orchard House & Christchurch Toddler Group, and also family engagement by door knocking.
- Provided a 1:1 support worker for 2 vulnerable children at Greenmead Children's Centre every morning & afternoon for the whole year
- Provided volunteers for local events and activities
- Sold refreshments to raise funds for the group
- Held birthday parties for under fives
- Delivered a learning support program for 2 Childcare students on school work experience placements.
- Provided work placements for 2 young people through Skills for Growth
- Supported staff, students and volunteers in accessing training and qualifications which included Certificated First Aid refresher courses, and Health & safety in the Workplace, food hygiene, and safeguarding children, Childcare level 1, ASD awareness, and Attachment certificated courses
- Run social events for parents and carers to attend without their children
- Maintained the Bexley Safe Network Kite mark for our policies and practices which promote the safety and welfare of children – our kite mark was renewed in November 2014 following scrutiny of our fully updates policies and procedures in line with Safe Network UK
- Introduced two new policies – a Communications Policy and Photography policy and new consent form
- Continued to seek funding from external funders in the aim of improving our services to children & families
- Fundraised internally for the group, with cake bake weeks and raffles, and by selling gift crackers, hosting photography sessions and by our Christmas card project with APFS

- Provided a wide range of arts & crafts materials and resources for Creative activities and cooking through our successful grant award from The Ironmongers Foundation.
- Secured a year of funding from Children In Need for the wage of our Assistant Play leader for the next year – (commenced March 2016) for 15 hours a week, matched by 12 hours voluntary time
- Hosted a visit from Children In Need
- Provided four summer events, including a Maths & Science day, one Autumn festival, two Christmas parties, 2 Easter events- recycling and First Aid - and a half term gardening event for under-fives and their siblings, up to age 8 with funding from Awards For All, in our Tumblers Tiny Citizen's Awards Grant, promoting community and good citizenship engaging over 120 children and families and with a small carry over to October 2016 – ready to present 80 awards to children for participation!
- Purchased an outdoor trampoline, a small indoor trampoline, a dark Den and sensory resources through our successful Slade Green Big Local Community Grant application
- Purchased a Tuff Spot tray and a wide range of sensory and small world play resources through a William Kendall Foundation Grant.
- Fundraised for other charitable good causes – e.g. Greenwich and Bexley Community hospice, The Royal Marsden Hospital & Children in need
- Set up a new website for the Group – much more up to date and in line with current websites – and maintained it with relevant up to date information about ours and other community groups activities and events
- Promoted the Group through social media - a page and Group on Facebook, and on websites such as Netmums
- Continued to celebrate a range of cultural and social events such as Diwali, Hanukah and Chinese new year
- Continued to engage children in library activities and engage them in our own book lending / early reading scheme
- Promoted an active lifestyle and healthy eating to our families through many cooking activities and provided fresh fruit snacks on a daily basis, in partnership with Northend Children's Centre and through our Ironmongers Foundation Grant.
- Supported Erith Christchurch Festival of lights and had a Howbury Tumblers Christmas tree at the church festival, contributing to charity, encouraging people into church for the event, and promoted our own services to the Community
- Extended involvement in the Slade Green Big Local Partnership, assisting to steer our Community in this 10 year pathway and encourage local people to be involved in decision making. Carole Read has sustained the role of the Chair of Slade Green Big Local Partnership, and in this role has chaired local meetings, helped to

host Big Local events in Slade Green, including Strategic partnership meetings and welcoming people from other Big Local areas for joined up working and partnership development, and attended Big local regional events to improve links and learn from others

- Planned and implemented a Slade Green BIG LOCAL Annual Celebration day for our Community, 4 SGBL Market Days and a Boot Sale, a Farm Day family event, and providing Crèche support for parental training Courses run by SGBL. Contributing over 250 hours of voluntary time, through Tumblers Staff and Parents, aimed at engaging our Community in the Big Local pathway and raising awareness of this
- Continued to support Parents in their parenting role, including those experiencing difficulties with older children – arranging meetings with other agencies we felt could help through our links and work with others and signposting to other support and guidance
- Continued to Support a local families , individual Parents and children in difficult circumstances
- Provided a link between Parents seeking childcare and our contact with local Childminders, successfully leading to the day care of around 4 children.
- Supported a local Mum to continue a sewing project with local mums, providing crèche for the courses and holding the grant funding money for the tutor as a local trusted organization, and administering the funds for this on a voluntary basis.
- Assisted 6 (female) Parents and one work experience student into local part time employment through our links in the Community, including work in our own Crèche provision and within the new Community Centre, and at our Tiny Citizens events.
- Continued to raise the profile of our group and other agencies and community groups in the local area, enabling more families to access family services
- Worked with other community groups and services, such as library, Health visitors, Police, Housing Associations, Slade Green Infant School, Howbury Friends , Northend Children’s Centre , and Eco Communities for a joined up approach to providing the best possible services with the best possible outcomes for Families and Children in our Community.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees try to maintain general reserves of at least £10,000 in order to have sufficient funds to maintain the Charity's cash flow, to cover unforeseen costs and to meet its commitments should the charity need to wind up.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of income is daily fees paid by parents and carers for their children's attendance. We are committed to keeping this as low as possible in order that we remain accessible to families in our identified area of need - Slade Green- the most deprived area in Bexley. We also have some income from the sale of refreshments, but again, we must remain cost effective to our clients. Our other source of income is through birthday parties and we hope to continue to increase the number of these through the next year. We have some income from the provision of crèche at The Howbury Centre for Northend Children's Centre, and through the provision of sessional staffing for outreach work for NCC and other Children's Centre's , both of which bring in a little money to the Group and help secure our finances.

We will continue to apply for grant funding for projects and equipment, and fundraise internally to help finances.

Our expenditure in its entirety supports the key objectives of our Group.

## Section F

## Other optional information

--

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)	Chair	
Date		