



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	SEPT	2016	To	31	AUG	2017

Section A Reference and administration details

Charity name **THE HOWBURY TUMBLERS**

Other names charity is known by Tumblers

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	Sam Nicklin (Formerly Owen)			
6	Laura Hulott			
7	Emma Dempster			
8	Chloe Phillips			
9	Abigail Pennial		Joined February 2017	
10	Vikki Russell		Joined February 2017	
11	Bev Mills		Resigned October 2016	
12	Lucy Plaskasovitis		Resigned October 2016	
13	Kerry Masoura		Resigned June 2017	
14	Nicky Bates		Resigned June 2017	
15				
16				
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18				
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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.

The Howbury Tumblers Constitution was reviewed and amended this year, after a unanimous trustee vote (March 2017) and the amendments were approved by The Charity Commission in June 2017. The trustees will now meet at least four times a year as a result of the amendment.

All Howbury Tumblers Policies and procedures were revised and updated, in August 2017, with the addition of new policies reflecting the latest NSPCC guidelines on Safeguarding Children.

Howbury Tumblers continue to work closely with Eco Communities, who manage the Centre, to ensure the best services & outcomes for families in Slade Green. Eco Communities recognise Howbury Tumblers is a service much needed and supported by the local community, and we have a written agreement to occupy the premises rent free, so we can maintain low cost services for our families from this deprived area. We have a good working relationship with Eco Communities and as long as they are running the Centre I am confident our rent agreement will be honoured. We had Children In Need funding for the salaries of one of the Groups staff members, until March 2017, the second Play leader role. From April 2017 this wage was met from the general budget as decided by the Trustees(20th March 2017) , but it was also decided that we needed to increase attendance fees for the first time since 2005, by 50 pence per child/ family, to cover rising costs of resources, including cleaning.

Families were given a month's notice before the rise took place and we had no negative feedback about this – user numbers have continued to rise throughout this year.

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 and learn environment
2. To encourage Parents & Carers to be involved in the development and welfare 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 their children under five 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 Bexley Women's Aid & 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 Normandy Children's Centre (SEN group) supplying our staff – (former and current Parents at Tumblers, who have volunteered in the past and have gained training and qualifications) - to support a Crèche facility for families in need so they can attend training courses these providers run in and around Erith & Slade Green. We have also provided a 1:1 support worker during this year at Lime Row Nursery which is continuing into the new term September 2017. Through this means this year we have helped 3 Parents and one Work experience student into part time and sessional (self) employment.

Howbury 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 short and long term work experience placements for school children and placements for childcare students at all levels, including Skills for Growth.

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 confidence 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 – in the aim of achieving better outcomes for our families, promoting Community participation and cohesion and contributing to wellbeing and health of the family unit and community as a whole.

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 Neighbourhood Policing, Slade Green Action Group, and in the BIG Local Partnership, planning and implementing local events. We have also completed Impact In Action workshops and training, working with Bexley Voluntary Services Council to achieve this.

Additional details of objectives and activities (Optional information)

As well as the management committee members, 9 Parent volunteers have been involved in helping to run the day to day activities and holiday events at Howbury Tumblers. Another volunteer helps out with the website management and administration.

Also we had 4 students on work experience placements, a GCSE student, an EYCD level 2 student, and 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 1000 hours .Carole Read has contributed in excess of 600 hours in Tumblers administration duties and also over 100 hours for Slade Green Big Local Partnership, having the role of Chair, at meeting, events & community engagement. Tina Ludlow, as part of her Grant, does around 10 hours of voluntary work a week, in addition to 15 paid hours. Parental Volunteer time is around 250 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 Christmas & Community Celebration day, Community Farm day, Sports event, and Community Safety days. 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 2016 to 31st August 2017, 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/ Bexley Women's Aid courses at the Centre
- Provided sessional staff for outreach work in Northend Children's Centre, West Street Children's Centre, and Normandy School SEN group and also family engagement by door knocking.
- Provided a 1:1 support worker for a vulnerable child at Lime row 2 year nursery, every afternoon for the whole year
- Provided volunteers for local events and activities
- Sold refreshments to raise funds for the group
- Purchased a Coffee machine to help raise funds from refreshments sales and be competitive with the product range offered by other local outlets
- Invested in a new CD player and lawnmower to maintain a safe environment with appropriate equipment to achieve that
- Held birthday parties for under fives
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- Delivered a learning support program for 1 Childcare student on school work experience placement.
- Delivered a long term (1 year) learning support program for 1 Childcare student (level 2) at North West Kent College
- Provided work placements for 2 young people through Skills for Growth
- Supported staff , trustees, and volunteers in accessing training and qualifications which included Certificated First Aid refresher courses, safeguarding children , and Prevent
- 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 (expired August 2017) – our Policies and procedures were reviewed and updated in August 2017 and BVSC will scrutinise all our policies and procedures in line with NSPCC current guidelines in September 2017 with the aim of achieving a renewed Safe Bexley accreditation
- Introduced new policies – a Whistleblowing policy, Identifying Children in Need of Early Help, Dealing with allegations against a

member of staff/ volunteer / other adult, Dealing with allegations against another child.

- 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 at a Community Christmas event and sweets at the farm event held by SGBL, 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 Thomas Wall Foundation.
- Provided a second play leader three days a week through funding from Children In Need for the wage of our Assistant Play leader (Finished March 2017) , matched by 10-12 hours voluntary time
- Hosted a visit from Children In Need , where they filmed our children with a view to using footage on TV for the main Children In need live fundraiser program
- Provided an Autumn event for children up to 8 through our Awards for All Tiny Citizens grant – the final event of ten through this grant
- Provided two Christmas parties through a successful grant application to Slade Green Big Local Community fund – a Community Christmas – for under-fives, and provided through these events each child with a soft toy from the InKind Direct / Disney Christmas giving campaign, which we were lucky enough to receive after applying to be a benefactor.
- Provided two Easter events, one Spring event, and four summer events, including a green fingers day, Jungle, Sea life, Pirate Superhero day for children up to age 8 in School holidays with funding from Awards For All, in our Family Stars – making, baking , Moving & shaking Grant – aimed at increasing parental participation with their children and promoting family friendships and community cohesion , engaging over 140 children and families with a carry over to Autumn 2017 – with three more events planned.
- Acted as Grant holders for one of our volunteers who applied to SGBL for money to make a singing bag and sensory exploration box for use in Tumblers & crèche, and for other sensory resources
- Fundraised for other charitable good causes – e.g. Greenwich and Bexley Community hospice, MacMillan, & Children in need
- Maintained the website for the Group Promoted the Group through social media - a page and Group on Facebook, and on websites such as Netmums, Bexley Borough Mummies and Hoop
- Produced a monthly newsletter and activity plan, and posted these on our website, on social media, and in hard copy at Tumblers and In the Centre to promote the existence , substance and availability of our services and those of other local Community groups and

Centre's

- Continued to celebrate a range of cultural events such as Eid, Hanukah and Chinese new year
- Continued to engage children in our book lending / early reading scheme
- Provided sensory play every week with a wide range of sensory experiences & resources linked to the weeks learning theme
- Provided singing, dancing, instrument & circle time, and opportunity for indoor and outdoor physical play, to enhance children's confidence and self-esteem, and mental and physical wellbeing
- Promoted an active lifestyle and healthy eating to our families through many cooking activities
- Distributed free bakery products regularly to our families through the Tesco Community scheme & Howbury Friends – where Tesco donate excess bread products to local charities.
- 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, a Farm Day family event, with market & Boot sale, four Community safety days, and Christmas event with stalls, ice skating, reindeer and grotto. 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 by providing a listening ear and practical help & advice
- Provided a link between Parents seeking childcare and our contact with local Childminders, successfully leading to the day

care of several children.

- Assisted 3 Parents/volunteers 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.
- 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, Howbury Friends , Northend Wellbeing Centre , BVSC 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 Slade Green & Howbury Centre for Bexley Women's Aid, and through the provision of sessional staffing for outreach work for Northend Wellbeing Centre 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)	NShaw	S Rawlins
Full name(s)	Natalie Shaw	Samantha Rawlins
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	11 September 2017	