



Full Circle

**Trustees' Report and Accounts
For the Year Ended 31 March 2016**

Registered Charity Number: 1099533

Full Circle

Contents

	Page
Reference and Administrative Details	2
Trustees' Report	3
Independent Examiner's Report to the Members	9
Receipts and Payments Account	10
Statement of Assets and Liabilities	11
Notes to the Financial Statements	12

Full Circle

Reference and Administrative Details

Trustees

Margaret Melling	Chair
Peter Cansell	
Marian Pocock	Secretary
Nuala Heffernan	Treasurer
Tony Newman	
Alyson Duckmanton	
Louise Kunzemann	

Principal Address

Donnington Community Centre
Townsend Square
Oxford
OX4 4BB

Registered Charity Number

1099533

Independent Examiners

Whitley Stimpson Limited
Penrose House
67 Hightown Road
Banbury
Oxfordshire
OX16 9BE

Bankers

National Westminster Bank Plc
121 High Street
Oxford
OX1 4DD

Full Circle

Trustees' Report

The Trustees present their report together with the accounts of Full Circle ('the Charity') for the year ended 31 March 2016.

Structure, Governance and Management

Constitution

The Charity is an unincorporated association, registered with the Charity Commission for England and Wales. The primary governing document of the Charity is its Constitution, dated 9 July 2003.

Details of the Trustees who served throughout the period are included in the Reference and Administrative Details on page 2.

Method of Recruitment and Appointment or Election of Trustees

The Charity's Constitution specifies that the number of Trustees shall be not less than three and not more than ten. Trustees are elected at the Annual General Meeting.

Although the Charity has a diverse group of committed and long term Trustees, including two who also work as volunteers for the Charity, the Board of Trustees continue to seek new members and will consider nominations for new Trustees who can make a valuable contribution to the strategy and management of the Charity.

Policies and Procedures Adopted for the Induction and Training of Trustees.

Any newly appointed Trustees receive a general introduction to the Charity, its organisation, structures and employees. The Trustees also attended a Trustee training day which outlined their roles, responsibilities and obligations under charity law and applicable guidance issued by the Charity Commission. A full induction is available for new Trustees.

Organisational Structure

The Board of Trustees are responsible for the overall governance of the Charity. They set the general strategy and business plans for the Charity, approve an annual budget, monitor performance against the plans and budgets and make major decisions about strategy and senior staff appointments.

The Trustees policy is to meet approximately every 6 weeks throughout the year, and for the year ended 31 March 2016, they met 5 times.

During the majority of the financial year, the Board of Trustees delegated responsibility for the day-to-day management of the organisation to a part-time Manager who oversaw the daily operation. The Manager reported to the Chair of Trustees and met with the Board approximately every 6 weeks. Following a review of operations, from January 2016 the management of the staff become the responsibility of a delegated representative of the Board of Trustees.

There is a separate Remuneration Committee and at various times, further subcommittees are convened to focus on specific areas of the charity, for example recruitment.

Objectives and Activities

Objects and Aims

The objects of the Charity, as set out in its Constitution, are:

- To advance the education of school age children in Oxford and Oxfordshire; and
- The relief of elderly people in Oxford and Oxfordshire in any manner which is, or later becomes, charitable.

Full Circle

Trustees' Report (continued)

Our Aim

Full Circle is an intergenerational charity which has been working with schools in Oxfordshire for 15 years. Our aim is to promote and increase the opportunities for positive contact between the older and younger generations, and our projects focus on providing a nurturing and fun environment to build friendship, respect and understanding between the two groups.

Our Activities

We work with primary and secondary schools and local communities to set up intergenerational groups bringing together children and older volunteers. Full Circle groups share a range of activities which are fun and creative, in a safe and supportive environment.

Full Circle staff make the links with the schools putting in place a formal partnership agreement which identifies the roles and responsibilities of Full Circle and of the school. We recruit older volunteers, train a Facilitator for each group and provide ongoing support for the groups and participants where necessary.

Currently there are 21 active Full Circle intergenerational groups, based mainly in schools in Oxfordshire. The groups meet weekly for an hour during term-time. The members of the group get to know each other, find out about each other's lives and personal histories, while talking, playing games and learning new skills together. The groups often eat lunch together and the emphasis is on enjoying each other's company in a sociable environment.

We have around 90 committed volunteers, ranging in age from 58 to 95. Some may, through retirement or bereavement, have become isolated and lonely. Others are living in a care home or sheltered housing and don't have opportunities to meet children.

The children, selected by the school, *'get support in a way that is not normally offered. The focus is on warmth and their social and emotional needs'* (quote from a Head Teacher). They may come from fractured families or families where English is not their first language; or they find it hard to concentrate or make friends.

Several of our volunteers have been participating in a group for 10 years or more. They agree that 'Full Circle is about having a structure, getting more from life'. It gives a sense of belonging and they feel valued and connected to their local community. Mary who had very low self-esteem says that FC has made a 'huge difference to her feeling of self-worth and her emotional wellbeing'.

School staff have shared many examples of children who have blossomed in Full Circle groups, developing essential social skills and confidence, including children who had stopped speaking in the classroom starting to speak again in Full Circle, and children with autism able to speak in public at our events.

We are continually looking for ways to improve and extend the impact of our work and are identifying new ways of partnering with organisations, including Care Homes and Sheltered Housing, to further our work and also support schools in different ways.

Public Benefit

The Trustees confirm that they have complied with the requirement in the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit in exercising their powers and duties. They have referred to this guidance when reviewing the Charity's objects and aims and in planning its future activities and are satisfied that the Charity's activities comply with this guidance and are of public benefit.

Achievements and Performance

The Charity now has 21 Full Circle group based in 21 schools across Oxfordshire. Across these groups, the 90 volunteers supported 250 children during the year.

2015-16 was a year of change for Full Circle. We carried out a strategic review of our operations and have been developing new ways of working in partnership with other voluntary and public sector organisations.

Full Circle

Trustees' Report (continued)

In addition, we started three new Full Circle groups at:

- Deddington Primary School, Cherwell
- Wood Farm Primary School, Headington, Oxford,
- Windmill Primary School, Headington, Oxford

Full Circle at Deddington Primary School

The new Full Circle group at Deddington primary school started in April 2015 and includes 5 older volunteers and 6 children.

The group is warm, welcoming and lively and proudly displays a collection of photographs and an activity list on a special Full Circle noticeboard in the school.

Several of the volunteers are musical, one brought his guitar and entertained the Full Circle group (and many other children) in a quiet corner of the playground. The group has also set up a popular film night which involves the whole school and raises funds to help towards the Full Circle sessions.

The volunteers have noticed shy children becoming more engaged and others with more chaotic behaviour learning how to interact sociably. The member of staff who facilitates the group commented that Full Circle *"is a unique initiative which builds self-esteem, confidence, a sense of belonging, nurturing, consistency and continuity. Whether gardening, making a scarecrow, using artistic skills to produce dream catchers, wax candles, colouring or icing cakes, playing cards, bingo or board games every child and adult has a mutual understanding and respect and feels a sense of belonging."*

Full Circle at Wood Farm Primary School

The new Full Circle group at Wood Farm primary school started in November 2015. The group began with 8 children and 5 older volunteers and very quickly the facilitator noticed changes in the children and the volunteers. One volunteer was very anxious and unconfident and concerned that she would not be able to make friends but now feels part of the group. As she explained, *"We all support each other. There is a lot of help if anybody needs it and we're definitely a group."*

Close relationships have formed across the group. A shy and emotionally vulnerable child now happily joins in with the activities each week. One of the girls, whose first language is not English, has made friends and, according to the facilitator *"feels she is part of the group"*. The volunteers were very amused by one of the girls saying *"we love seeing the elders"*. A mother said to one of the volunteers, who lives in the same street, *"he loves coming to you"* (i.e. Full Circle). There is a lot of affection towards Full Circle and when one of the volunteers bumped into two of the children from the previous year's group, there were lots of hugs and they said *"I wish I was in Full Circle right now"*.

The school is very pleased with this progress and is talking about setting up a second group.

Full Circle at Windmill Primary School

Windmill Primary School's Full Circle group started in February 2016, with 3 older volunteers and 6 children from years 1 to 6. The group is supported by two facilitators, a teacher and a teaching assistant. The oldest volunteer lives in sheltered housing and his wife is in a nursing home. When the group started, the Activities Manager from a nearby care home visited the group with one of their residents, but the logistical arrangements of doing this on a regular basis turned out to be too difficult for them to arrange. The group has now expanded to have 5 older volunteers, ranging in age between 64 and 87, and between 8 and 10 children. The group has visited the sheltered housing scheme where most of the volunteers live and plan further visits.

The teacher who facilitates the group says *"Thank you so much for offering this opportunity to us. The children really benefit from coming and participate well in the activities. Full Circle really gives them the space in a busy day that they need and they look forward to it. We have many more children in school who would benefit and indeed would like to come, but the lower numbers are critical to keeping the atmosphere right."*

Full Circle

Trustees' Report (continued)

The activities have included “getting to know you” games, seeing mysterious objects from around the world collected by one of the volunteers, another volunteer’s amazing knitting skills, board games and games like hangman, arts and crafts, and planting seeds. The group sits all together around a large table with a tablecloth, handmade placemats and fresh flowers, to encourage a positive social experience of eating together and catching up on each other’s weeks and experiences. The volunteers benefit both from meeting the other adults, and from interacting with the children, and see themselves as a good team. One volunteer says *“I particularly find playing games and relating directly with the children, eye to eye, the most fun and meaningful. I also find that I’m often beaten!”*

Feedback from participants and schools

Full Circle’s 2016 research and qualitative feedback (all names changed) gathered through face to face meetings and telephone interviews, including with facilitators of Full Circle groups, has found:

Full Circle older volunteers forming and maintaining new social connections and increasing in confidence

Mary who had very low mood, poor self-esteem and no self-confidence because of her weight has felt “totally welcomed and valued” by all the children and adults in Full Circle. Her knitting, baking skills and caring nature have been appreciated by all. She says that Full Circle has made a “huge difference” to her feeling of self-worth and her emotional well-being.

Jack who lives in sheltered housing and whose wife lives in a care home enjoys his Full Circle group immensely and the group facilitator says that the whole group benefits from his sense of fun and “wonderful stories”. His group recently paid a very successful visit to the sheltered housing to meet other residents which everyone benefited from and enjoyed.

When her husband died, Susan found that going to Full Circle helped her during her bereavement.

Some Full Circle volunteers suffer from some degree of dementia and, importantly, this does not either prevent them from benefiting from participating in Full Circle or from contributing to the group. Edna who lives in a care home says that the group makes her “feel happier and included in something interesting and enjoyable” as the children talk to them and they “all get on well with each other.”

Children and young people with improved attitudes to learning and behaviour

Lily was disruptive at lunchtime and fell out with other children. As a result of attending Full Circle, Lily has become a lot calmer in the sessions and no longer resorts to hyperactive behaviour to get attention.

Jacob found it difficult to speak out in a group and was slightly passive, often relying on others to cut up his food or help with his craft activities. As the Full Circle sessions progressed he has started to do things more independently and is now much more forthcoming and sharing his ideas with the volunteers.

Nimrah found it difficult to take turns in conversation and frequently talked over other people. She is now much better at listening when the group shares their news at the start of the Full Circle session. She is also starting to get better at focusing on her tasks.

Tabo has recently lost a grandparent and found that very difficult. He has benefited from the positive attention in the Full Circle group and the contact with older adults.

Helping to build stronger communities

Full Circle links people who, otherwise, may not have met. Our values - that people are welcomed irrespective of age, nationality or background – have an influence outside the group itself, breaking down barriers and building stronger communities.

Full Circle

Trustees' Report (continued)

Headteachers from schools with Full Circle groups have noticed the impact of Full Circle:

- *“One child didn't speak for a long long time.” Then, while in Full Circle, started speaking and communicating.*
- *Full Circle provides “an opportunity to bring the younger and older generations together, narrowing the gap. Gives children opportunities to grow and the older generation are given a renewed enthusiasm. It gives children the opportunity to share a meal in a way that most of them don't nowadays. This reinforces the model of healthy discussion around mealtimes. In the longer term, this may affect the children's own parenting. Also, allows children to make friends with each other in a gentle, non-threatening environment.”*

Although feedback is sought from the individual schools and the volunteers, we are also exploring how best to encourage regular direct feedback from children involved in Full Circle groups and also from those children, now young adults, who were involved with a Full Circle group in the past.

Financial Review

The Charity generated a deficit of receipts and payments in the year of £2,955, which mainly arose from payments of restricted funds brought forward from the prior year of £3,000. The overall balance of cash funds at year end were £21,324, of which £1,793 related to restricted funds.

During the financial year, the Charity's primary source of funding continued to be in the form of grants and donations from charitable Trusts and Foundations.

Following the review of the Charity's operations during the year, the costs of operating the Charity each year going forward have reduced and are now around £31,000, of which approximately £18,000 relate to the salaries and the associated costs of the two part-time staff employed by the Charity, with the remainder being spent on maintaining an office, IT and support and administration of the Charity.

Reserves Policy

The Trustees policy is to review the reserve levels of the Charity on an annual basis. This review will encompass the nature of the income and expenditure streams, the need to match income with commitments and the nature of the Charity's reserves. The Trustees also take into consideration the future plans of the Charity, the uncertainty over some elements of future income streams and other key risks identified during the risk review process.

The Trustees have determined that the Charity should hold free cash reserves of £5,000. This provides sufficient working capital to cover delays between the spending and receipts of grants and a cushion to deal with reductions in grant funding in future periods, any unexpected emergencies such as long term staff absences etc and to cover the fixed costs of winding up the Charity in the event of a major loss of funding.

The Charity's free cash reserves at 31 March 2016 were £19,531.

Risk Management

The Trustees have assessed the major risks to which the Charity is exposed, in particular those relating to its finances, working with children and other operational areas. The Trustees have implemented a number of systems to assess, minimise and monitor those risks, including internal financial controls.

The Trustees examine the financial health of the Charity formally every quarter, reviewing performance against budget and overall level of expenditure.

Full Circle

Trustees' Report (continued)

Plans for Future Periods

The way that Full Circle activities are designed and funded is changing. Our new approach is to develop:

- (1) a **'community-based' approach to setting up Full Circle groups** – with the aim of establishing several groups within a single town/area with supportive links between those local groups;
- (2) a **mix of sources of community-level funding**, including local public sector agencies, charitable Trusts and Foundations and direct local fundraising;

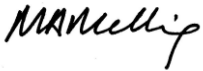
The first examples of this are in Bicester where Full Circle has been commissioned by the Bicester Healthy New Town Partnership to set up a new intergenerational group in a primary school, and in Banbury where Full Circle is delivering new groups on behalf of Cherwell District Council as part of the Banbury Brighter Futures programme.

This approach is an exciting new direction for Full Circle. We look forward to continuing our work in close partnership with local communities, public sector agencies and other voluntary groups, delivering and evaluating our activities.

With thanks to our volunteers and supporters

The Trustees wish to thank all those who have supported our work over the year including our volunteers and donors.

Approved by order of the Board of Trustees and signed on their behalf on 30 January 2017 by:



Margaret Melling
Chair

Full Circle

Independent Examiner's Report to the Trustees of Full Circle

I report on the accounts of Full Circle for the year end 31 March 2016, which are set out on pages 10 to 12.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Andrew C Jones CA (Aus) ACA

Member of the Institute of Chartered Accountants in England and Wales

Whitley Stimpson Limited
Penrose House
67 Hightown Road
Banbury
Oxfordshire
OX16 9BE

30 January, 2017

Full Circle

Receipts and Payments Account for the Year Ended 31 March 2016

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Receipts				
Grants and donations	28,829	12,000	40,820	47,449
Other receipts	194	-	194	-
Total receipts	29,023	12,000	41,023	47,449
Payments				
Freelance fees and fund raising	3,232	-	3,232	2,463
Training and development	-	-	-	69
Travel	359	-	359	656
Salaries and staff related payments	18,149	13,179	31,328	34,740
Publicity materials	260	-	260	1,498
Postage	24	-	24	333
Telephone and internet	838	-	838	923
Equipment for schools	15	100	115	120
Equipment	2,016	-	2,016	592
Stationery	195	-	195	205
Subscriptions	60	-	60	25
Insurance	627	-	627	365
Independent Examiners fees	480	-	480	450
Rent	3,900	-	3,900	3,900
Accounting support	508	-	508	-
Sundry payments	36	-	36	172
Total payments	30,699	13,279	43,978	46,511
Net receipts (payments) for the year	(1,676)	(1,279)	(2,955)	938
Cash funds brought forward from 1 April 2015	21,207	3,072	24,279	23,341
Cash funds carried forward at 31 March 2016	19,531	1,793	21,324	24,279

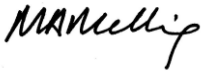
The notes on page 12 form part of these accounts.

Full Circle

Statement of Assets and Liabilities as at 31 March 2016

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Cash funds				
Cash at bank	19,531	1,793	21,324	24,279
Liabilities				
PAYE tax and social security	24	-	24	770
Independent Examiners fee	480	-	480	450
Other liabilities	1,810	-	1,810	180
	2,314	-	2,314	1,400

The Receipts and Payments account and the Statement of Assets and Liabilities were approved by the Trustees and signed on 30 January 2017 on their behalf by:



Margaret Melling
Chair

The notes on page 12 form part of these accounts.

Full Circle

Notes to the Accounts for the Year Ended 31 March 2016

1 Trustees' Remuneration and Expenses

No Trustees received any remuneration, reimbursed expenses or other benefits during the year ended 31 March 2016 (2015: £nil).

2 Related Party Transactions

Owing to the nature of the Charity's operations and the composition of the Board of Trustees being drawn from local public and private sector organisations, transactions may take place with organisations in which the Trustee has an interest. All transactions involving such organisations are conducted at arm's length and in accordance with the provisions of the Charity's Constitution, the requirements of the Charities Act 2011 and the Charity's normal procurement procedures, and none of the Trustees benefit personally from any such transactions.

There were no related party transactions during the year ended 31 March 2016 (2015: £nil).