



Full Circle

Trustees' Report and Accounts For the Year Ended 31 March 2017

Full Circle

Contents

	Page
Reference and Administrative Details	2
Trustees' Report	3
Independent Examiner's Report to the Members	10
Receipts and Payments Account	11
Statement of Assets and Liabilities	12
Notes to the Financial Statements	13

Full Circle

Reference and Administrative Details

Trustees

Margaret Melling	Chair
Peter Cansell	
Marian Pocock	(resigned 21 October 2016)
Nuala Heffernan	Treasurer
Tony Newman	
Alyson Duckmanton	
Louise Kunzemann	Vice-Chair
Paul Cann	(appointed 18 January 2017)
Gillian Standing	(appointed 18 January 2017)
Clive Evans	(appointed 24 March 2017)

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 2017.

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 is 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 six weeks throughout the year, and for the year ended 31 March 2017, they met eight times.

During the financial year, the management of the two part time members of staff was 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.

Objects 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)

Full Circle's Vision

Full Circle believes that young and older people have huge amounts to offer one another, and can help each other cope better with some of the challenges of youth or older age.

Our vision is that within five years there will in every school in Oxfordshire be a thriving activity or project in which older people and students come together, value one another and get fun and stimulation from each other's company and personality. This might be an arranged Full Circle project, or other initiative bringing the generations together.

We want to be an active player in a movement to bring old and young closer together

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 20 active Full Circle intergenerational groups 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.

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.

We have around 80 committed volunteers, ranging in age from 59 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. Through Full Circle they develop essential social skills and confidence.

During the academic year, most schools select two different groups of children to attend their Full Circle group. In total we estimate our groups supported around 250 children in 2016-17 and together they participated in a total of 750 Full Circle intergenerational sessions.

We are continually looking for ways to improve and extend the impact of our work and are identifying new ways of partnering with organisations to further our work.

Full Circle in numbers

20 Full Circle groups met weekly at schools in Oxfordshire (18 primary, 1 special school, 1 secondary).

Our older volunteers are aged from 59 to 95.

Our longest serving volunteer started with her group in 2000 and has been attending Full Circle for an amazing 17 years.

250 children and 80 older volunteers had fun together in over 750 intergenerational sessions this year.

Being with these youngsters brings light into my life

I liked helping out with the old people! I felt special.

Full Circle

Trustees' Report (continued)

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

In 2016 we carried out a strategic review of our operations, reduced our costs and have been developing new ways of working in partnership with other voluntary and with public sector organisations. We have been delighted to have been joined by three new trustees.

In September 2016 we set up a new Full Circle group at St Francis Church of England Primary School in Oxford and, in the year to the end of March 2017, we have been actively developing new Full Circle groups in partnership with other local organisations including:

- two new Full Circle groups as part of the Banbury Brighter Futures programme
- one new Full Circle group (initially) as part of the Bicester Healthy New Town programme.

Our longer term ambition for Banbury and Bicester is to roll out to other schools in each town and create local "clusters" of intergenerational groups that can share resources and support each other.

In addition to these projects, we have a waiting list of schools elsewhere in Oxfordshire who have contacted us for support to set up their own Full Circle intergenerational group. We have also identified schools in areas of relative deprivation in Oxfordshire or areas where indicators show a relatively higher risk of isolation and loneliness.

Full Circle Group linking Shotover View Extra Care Housing and St Francis Primary School, Horspath

The Shotover View and St Francis Primary School Full Circle group started in September 2016 with 4 regular older volunteers and 6 children supported by a teaching assistant. Age UK Oxfordshire had asked Full Circle to see if starting an intergenerational activity with the residents at Shotover View would be possible, as some of them had identified themselves as lonely to the Community Networker volunteer. Full Circle approached St Francis School, who were very keen to start an intergenerational group.

For the first six months the children were walked to Shotover View and the group took part there, which was very exciting for the children and was a great way of showing more people (other residents, care workers and visiting activity leaders) that intergenerational work can take place in older people's settings. Practicalities of the time it took to bring the children to and from Shotover View in their lunch hour however meant that there was insufficient time for the group to be together, so the venue for the group has now moved to the school.

The residents either walk or travel there and back by taxi, and the school provides lunch for the volunteers, who now have the added benefit of seeing the children in their school environment. Because of the health and mobility issues that the residents have, Full Circle decided to pay for a helper to ensure that people are able to get to school safely and happily, and to cover the cost of the taxi fares.

The children and older residents have lunch together and then do some simple activities as a group. The residents have brought things along like bird identification posters, scrapbooks of dance shows they were in when young, and the children have made birthday cards for one of the older volunteer's 80th birthday, and posters to put up to let other residents know about the group. The volunteers are going to show the children how to knit and embroider, and there will be future return visits of the children to Shotover View.

Full Circle

Trustees' Report (continued)

Preparations for pilot project with Cherwell District Council and Sanctuary Housing in Banbury

Following discussions with Age UK Oxfordshire, Sanctuary Housing and Cherwell District Council, Full Circle agreed a pilot project for two new groups in Banbury, in two schools (one secondary, one primary) in the wards covered by the Banbury Brighter Futures programme.

Brighter Futures is a long-term partnership programme delivering new opportunities, projects and services in order to improve people's quality of life in parts of the town identified as having areas of deprivation and inequality. Full Circle fits the Brighter Futures themes of improving young people's attainment and engagement with education and their communities, of improving people's health and well-being, and of building stronger and safer, and more connected, communities. The pilot project was supported by the Cherwell Community Safety Partnership and the District Council Community Services team, and by Sanctuary Housing acting as another stakeholder as part of their Community Investment strategy.

The aims of the pilot were to create and support regular intergenerational group activities in a fun, friendly and nurturing way to empower and mutually benefit disadvantaged older and younger people. The focus is on younger people with social, emotional or behavioural needs, building confidence, esteem, trust, empathy and social skills, and providing positive adult relationships, and on older people who are at risk of social isolation, by providing volunteering opportunities which engage them more with their local community, creating a connection and bringing friendships and support to their lives. Sanctuary Housing Association residents will be invited to take part in the groups, and North Oxfordshire Academy, the first school in the project, will make their minibus transport available to facilitate participation. The pilot will be evaluated in terms of the number of people developing a new skill, reporting feelings of improved mental well-being, reduced isolation, and an increased sense of belonging to a neighbourhood.

Preparations for pilot with Bicester Healthy New Town

The Bicester Healthy New Town programme is the result of a collaboration of over 20 local organisations led by Cherwell District Council and housing developer A2Dominion, Oxfordshire Clinical Commissioning Group, the Oxford Academic Health Science Network, the University of Oxford and Oxford Brookes University, as well as healthcare providers and researchers. One part of the programme is to encourage the use of community resources to reduce the number of people who feel socially isolated or lonely in order to improve their mental wellbeing (17% of older people are in contact with family friends and neighbours less than once a week).

Objectives for this project were to set up and support sustainable Full Circle groups at one school in the pilot phase and, subject to funding, a further eight schools in a three year roll out, and to show measurable improvements in improved attitudes to learning and behaviour in young people, and improved confidence, self-esteem and social connections in older people. Bicester Healthy New Town funded the first year of this pilot, and will also involve some research expertise to inform the evaluation of the pilot to get some quantitative measures as to its impact. Three primary schools were identified to target, and one, Longfields Primary School, responded positively immediately.

An initial idea of working with the Fire Service's Community Safety volunteers to see if vulnerable people identified as being socially isolated could be engaged in the programme was explored, but many of those visited were deemed not suitable as they are housebound or have serious health issues. Full Circle has recruited older volunteers via Age UK Oxfordshire, the Community Information Network, local older people's groups, sheltered housing residents, and service users at Bicester Health and Wellbeing Centre.

Feedback from participants and schools

Trustees and staff have visited eight Full Circle groups in the year and gathered feedback from participants of Full Circle groups and from schools. A Headteacher at an Oxford primary school told us:

“We think Full Circle is brilliant and an amazing opportunity for our children.”

Full Circle

Trustees' Report (continued)

Full Circle at Faringdon Infant School

The Full Circle group at Faringdon Infant School is one of the longest running in Oxfordshire having started in 2004, and is attended by six older volunteers from the local community, the volunteer coordinator and six children from Year 1 (aged five to six) selected by the school.

The group is unusual in being run by a facilitator who is a local volunteer rather than a member of staff. The facilitator is supported by a member of staff and the school values the work of the group very highly.

The Full Circle session starts each week with the children having lunch and then the older volunteers and children enjoy craft and other activities together. There is a Full Circle pin board in the classroom with a cheerful display of pictures, photos and cards.

The facilitator said *"The volunteers enjoy each other's company and have a good catch up once a week and then they really like making a contribution to their little person's life. Children often greet them in the street and they have a chat. We've had a few really lovely bonds and relationships. In some cases the mums telling us that we make their children's day and that they wait for Tuesday to come to Full Circle. The longevity of our volunteers is a testament of how great this group is, we only ever lose a volunteer if health or major family commitments stop them coming. It's a fantastic project, one which I have always been proud to be a part of, hence I suppose, I've been with it for 13 years!"*

The school's Special Educational Needs Coordinator believes the group fulfils an important nurturing role and is a particular help to children with speech and language or social needs. *"Full Circle is perceived to be a fun thing. The main benefit is nurture time and developing social skills and we have seen a real improvement in the way the children communicate and interact."*

Feedback from Windmill Primary School, Headington Oxford

The Full Circle group at Windmill Primary School started in February 2016. The Facilitator said:

"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 would like to come, but the lower numbers are critical to keeping the atmosphere right. Maybe we will have to start another group sometime!"

Feedback from Full Circle at Pegasus School, Blackbird Leys Oxford (started in February 2014)

Full Circle volunteers at the Pegasus Primary School said:

"It brightens up my Friday. I love seeing the children progress and teaching them new skills".

"I love to see the children gaining confidence each week and beginning to join in and make friends with each other. It's a fun time".

"It's like being part of an extended family – young and old together. We all care about each other".

"I think it's amazing. We teach the children things but we also learn from them".

"It's had an astounding effect on me. Because of the problems my own grandchildren have had, being with these youngsters brings light into my life".

"I was so bored when I retired. Here we get the young's view on things, and it makes an amazing difference to them, I've seen it, it's a win-win".

"Since my husband died I've needed to get out and be with people. This stops you staying shut in and set in your ways, it gets you out and mixing".

Full Circle

Trustees' Report (continued)

The children at the Pegasus School Full Circle group said:

"I thought it was good. I enjoyed eating together – it's like being part of a big family".

"I liked making new friends. Now I'm not in the group any more I sometimes go back on a Friday to say hello".

"I felt everyone made me feel welcome, happy and safe".

"I liked helping out with the old people! I felt special. I helped serve out the meals and practised being a waiter".

Welcome to our new Trustees

We are delighted to welcome to our Trustee Board, three outstanding new trustees, Paul, Gillian and Clive.

Paul Cann was a teacher for five years in his early career and joined the charity world in 1992 as Director of the British Dyslexia Association and subsequently of the National Autistic Society. He was a Trustee of the disability charity Contact a Family for five years, a charity which supports carers and people with special needs or disabilities. Paul has been particularly involved in work on pensioner poverty, social exclusion and care issues and, whilst Chief Executive of Age UK Oxfordshire, he was a founding member of the national Campaign to End Loneliness.

Gillian Standing has worked as Headteacher at St Francis, a multi-cultural primary school in East Oxford for 9 years. When Full Circle got in touch, the school jumped at the chance to set up a Full Circle group. Gillian is now a co-headteacher, working three days a week which enables her to spend time with her two young children whilst still doing the job she enjoys. She is looking forward to getting more involved with Full Circle over the coming year. Gillian believes that *Full Circle groups have real potential to support both vulnerable young people and provide a valuable social opportunity for volunteers whilst promoting inter-generational relationships and understanding.*

Clive Evans is Headteacher at Deddington Primary School in North Oxfordshire and has previously worked at schools in Banbury and Headington. Clive's youngest son attended Full Circle sessions in previous years and, as a parent, Clive saw the impact of the group as a significant part of supporting his son's development. Clive was able to set up a successful Full Circle group at Deddington Primary School that has been running for three years. *Seeing the younger and older members of the community together has been a delight. Our Full Circle team support each other and bring the local and school communities closer together.* Clive's decision to become a trustee was based on personal experience of Full Circle as both parent and Headteacher and said *"this opportunity was one not to be missed".*

Financial Review

The costs of operating the Charity each year reduced in the current financial year and are now around £32,000, 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.

The Charity generated a surplus of receipts over payments in the year of £19,636, although this includes various grants and donations provided for the ongoing set-up of Full Circle groups over the next 12 months. This enabled the Charity to maintain the overall balance of cash funds at year end of £40,959.

During the financial year, the Charity diversified its funding and supported its work with a mix of funding from a Local Authority, a Housing Association and various grants from charitable Trusts and Foundations.

Full Circle

Trustees' Report (continued)

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 2017 were £24,197.

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 and minimise 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.

Plans for Future Periods

With effect from 1 April 2017, the unincorporated association that is Full Circle will cease operations, with all charitable activities and funds being transferred to a new Charitable Incorporated Organisation (CIO) structure from that date under which Full Circle will operate going forward. The funds of the unincorporated association will be transferred to the new CIO, Full Circle (charity registration number 1167274), at their book value as at 1 April 2017.

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 26 June 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 2017, which are set out on pages 11 to 13.

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

26 June, 2017

Full Circle

Receipts and Payments Account for the Year Ended 31 March 2017

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Receipts				
Grants and donations	29,341	22,190	51,531	40,829
Other receipts	-	-	-	194
Total receipts	29,341	22,190	51,531	41,023
Payments				
Freelance fees and fund raising	5,592	643	6,235	3,232
Training and development	-	-	-	-
Travel	-	-	-	359
Salaries and staff related payments	11,877	6,420	18,297	31,328
Publicity materials	-	-	-	260
Postage	84	-	84	24
Telephone and internet	896	-	896	838
Equipment for schools	-	158	158	115
Equipment	801	-	801	2,016
Stationery	188	-	188	195
Subscriptions	60	-	60	60
Insurance	640	-	640	627
Independent Examiners fees	540	-	540	480
Rent	3,900	-	3,900	3,900
Accounting support	-	-	-	508
Sundry payments	97	-	97	36
Total payments	24,675	7,221	31,896	43,978
Net receipts (payments) for the year	4,666	14,969	19,635	(2,955)
Cash funds brought forward from 1 April 2016	19,531	1,793	21,324	24,279
Cash funds carried forward at 31 March 2017	24,197	16,762	40,959	21,324

The notes on page 12 form part of these accounts.

Full Circle

Statement of Assets and Liabilities as at 31 March 2017

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Cash funds				
Cash at bank	24,197	16,762	40,959	21,324
Liabilities				
PAYE tax and social security	144	-	144	24
Independent Examiners fee	560	-	560	480
Other liabilities	-	-	-	1,810
	704	-	704	2,314

The Receipts and Payments account and the Statement of Assets and Liabilities were approved by the Trustees and signed on 26 June 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 2017

1 Trustees' Remuneration and Expenses

No Trustees received any remuneration, reimbursed expenses or other benefits during the year ended 31 March 2017 (2016: £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 2017 (2016: £nil).

3 Transfer of Charitable Activities and Funds

With effect from 1 April 2017, the unincorporated association that is Full Circle will cease operations, with all charitable activities and funds being transferred to a new Charitable Incorporated Organisation (CIO) structure from that date under which Full Circle will operate going forward. The funds of the unincorporated association will be transferred to the new CIO, Full Circle (charity registration number 1167274) at their book value as at 1 April 2017.