



Full Circle

Trustees' Report and Accounts For the Year Ended 31 March 2018

Registered Charity Number: 1099533

Full Circle

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Full Circle

Reference and Administrative Details

Trustees

Mrs M Melling (resigned 31 December 2017)
Mr P Cansell¹
Ms N Heffernan¹
Tony Newman¹
Mrs A Duckmanton (resigned 27 June 2017)
Mrs L Kunzemann (resigned 31 December 2017)
Mr P Cann¹ Chair
Mrs G Standing¹
Mr C Evans¹

¹ These Trustees ceased to be Trustees of the Charity with effect from 2 June 2018 when the Charity was removed from the register of charities following the transfer of the activities and funds to a new Charitable Incorporated Organisation on 1 April 2018.

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 2018. With effect from 1 April 2018, the unincorporated association that is Full Circle ceased operations, with all charitable activities and funds being transferred to a new Charitable Incorporated Organisation (CIO) Full Circle (charity registration number 1167274) under which Full Circle will operate going forward. The funds of the unincorporated association were transferred to the new CIO at their book value at 1 April 2018. The unincorporated association was then removed from the register of charities on 2 June 2018.

Structure, Governance and Management

Constitution

The Charity is an unincorporated association, which was registered with the Charity Commission for England and Wales but was removed from the register of charities on 2 June 2018. The primary governing document of the Charity is its Constitution, dated 9 July 2003.

Details of the Trustees who served throughout the year and to 2 June 2018 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 2018, they met 6 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.

For the year ended 31 March 2018 there were 22 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 90 committed volunteers, ranging in age from 59 to 96. 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 the 2017-18 year and together they participated in a total of 825 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.

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.

Full Circle

Trustees' Report (continued)

Achievements and Performance

During the year Full Circle worked in partnership with Cherwell District Council's Community Services as part of their Brighter Futures programme in Banbury, and with Sanctuary Housing as part of their Neighbourhoods Partnerships and Community Investment strategy. We also worked with the Bicester Healthy New Towns programme. As a result, Full Circle set up new intergenerational groups in targeted areas, one secondary school in Banbury, with a primary school group planned for 2018, and one primary school in Bicester.

Full Circle fits the Brighter Futures themes of improving young people's attainment and engagement with their communities, of improving people's quality of life and well-being, and of building stronger and more connected communities. The area chosen for the groups in Banbury has greater than average levels of socio-economic deprivation, which restricts people's access to activities that reduce social isolation. The day-to-day activities of a high percentage of older people are limited because of a long-term health problem or disability. A high proportion of people live in social rented housing, and nearly a quarter of people live alone. The area has more than double the percentage of lone parent households with dependent children than occurs in Cherwell generally, and schools have a higher than average proportion of students eligible for the Pupil Premium Grant, who as a group have higher levels of school absences and exclusions and lower attainment than other students.

The older members of the Full Circle group involving North Oxfordshire Academy, a Banbury secondary school, are people with significant health and mobility issues. Activities included ice-breaker games, a session looking at a map of Banbury with a discussion about the places people like in the town and neighbourhood, so they learned about the places the other generation went to that they hadn't known existed, and other discussions about being of different generations, being successful and how to cope with failure.

Of the ten regular participants in the group, **all ten reported feelings of improved mental well-being and reduced isolation, with eight saying they had developed a new skill and nine reporting an increased sense of belonging to the neighbourhood.**

One older participant who has very bad mobility says that the younger members of the group come over to help her get into and out of her chair, which she was really touched by, as she didn't think that young people would automatically do such things. Another older participant had been quite worried about starting the group, as she has had recurrent problems with neighbouring teenagers playing football outside her house, and being inconsiderate and abusive. Taking part in the sessions with teenage boys is a positive thing for her, and is rebuilding her confidence and her understanding of young people of that age.

The older volunteers have definitely noticed a difference in the younger members of the group: ***"When they first came, they wouldn't look you in the eye. They didn't know what our reactions to them would be, but now they're relaxed. They're more open now, they talk about things they don't talk about in school. They look forward to coming!"***

From the younger people's perspective, one student said ***"I'm very anti-social, so this has helped me."*** Another also said ***"I'm not very social",*** and ***"I have learnt to be more social and to speak more easily."*** The students said that they have ***"more understanding of older people"*** with one saying ***"I've learnt to communicate better with older people"***.

One student said that they have experienced different things and another said that ***"I've learnt that all ages can take part in everything"*** and that makes them happy. All the students said that everyone enjoys it and is benefitting from it, and one said that the group ***"gives me something to look forward to"***.

All of the participants want the group to continue, with one saying ***"We have a lot more to do!"*** and the group facilitator says that ***"I'm very happy how well both age groups have worked together. It's nice how they've engaged with each other. There's been loads of energy, with a really good buzz and lots of fun."***

Full Circle

Trustees' Report (continued)



The Bicester Healthy New Towns project chose to pilot the Full Circle model of intergenerational befriending in order to address social isolation, as one in seven residents in the town is socially isolated or at high risk of social isolation. This problem is highest among residents with long-term conditions, who are carers, those living alone or who are of black and minority ethnicity, and older age is negatively associated with levels of loneliness.

The Full Circle group at Longfields Primary School initially included some service users from Bicester Health and Wellbeing Centre, who were brought to school by the adapted minibus available and accompanied by a member of the Centre's staff. It was particularly nice to see one of the older members of the group enjoy coming back to the school after many decades, as she had been a teaching assistant there a long time previously. The Centre's involvement has since been affected by the major reorganisation of Oxfordshire County Council's day-time support, so Full Circle recruited new volunteers for the group from people who are no longer eligible for those support services. Some have been recently bereaved, all live alone or in sheltered accommodation, and have significant health issues, and the school and the children have been hugely welcoming and keen to keep Full Circling.

One powerful piece of feedback from one of the volunteers is that she says ***"This the only day of the week when I get up before lunchtime. The other days I stay in bed till then to make the day shorter. This is the only day that I have anyone to talk to, apart from my dogs. I really enjoy being with the children."*** Another volunteer, whose husband has Alzheimer's and is in a nursing home, says of being involved in the group that ***"I usually stand back from new experiences but I made myself step up and now I feel so much better and happier."***

The children were very keen to be involved, and to restart after the summer/autumn hiatus, and all the participants are enjoying the sessions. The group has played games, made cards and done other crafts, talked about one of the volunteer's days as a pilot, and about the past thanks to some model plane and car collections. The volunteers have just been invited by the children to see them in their School Play, which is a lovely outcome.



Full Circle

Trustees' Report (continued)

We also piloted a new variation on the standard Full Circle model this year, with a primary and secondary school in Oxford. This provides intergenerational support to children who would benefit from some stable relationships as they are moving from primary to secondary school, so works with children in Year 6. The schools' catchment areas include some communities which are among the 20% most deprived nationally for both children and older people. Age UK's Loneliness Heat Map also shows older people to be at very high risk of loneliness in these areas. The project built on Full Circle's links with Oxford Academy, where there is an existing programme of intergenerational activity known as 'Old School', which was featured in a series of BBC television programmes. For two terms, Full Circle groups will take place in the primary school, then some of the volunteers will transfer with the children to secondary school and continue to meet during the students' first term in the new environment. As the older volunteers help to support the young people to settle into secondary school, they will gain a deeper understanding of each other's perspectives on dealing with change and challenges, and grow in confidence to do so.

Throughout the year we supported several of our existing groups when they have been subjected to organisational changes within schools, and assisted when necessary to bolster or advise groups that have encountered problems. We participated in an intergenerational 'Then and Now' visual arts competition, with Oxford Academy and Silver Robin, a website connecting young and old, in which two of our Full Circle groups won prizes. We sent a newsletter out to all of our groups with the result that many groups have submitted more artwork to for us to use. Full Circle's longest-serving volunteer received a Certificate of Honour from the Lord Mayor of Oxford, and a medal for her 17 years of service at the Oxfordshire Community and Voluntary Actions Charity and Volunteer Awards.

As well as developing new partnerships and intergenerational groups, Full Circle designed and launched a new website, together with a new look and logo, and designed and produced new publicity and support materials for schools, volunteers, stakeholders and supporters. We made a film about what happens in a Full Circle group, and presented it in three slightly different versions on our website, in order to be able to showcase the benefits to older people, younger people, schools and communities and raise the profile of Full Circle and engage more potential beneficiaries. We also designed evaluation tools for capturing the benefits to younger and older people of participating in Full Circle in more detail, and built these in to recent project implementations.



Financial Review

The costs of operating the Charity in the current financial year increased to around £38,000, of which approximately £22,000 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 deficit of receipts over payments in the year of £10,336, 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 £30,623.

During the financial year, the Charity supported its work with a mix of funding from grants and donations from charitable Trusts and Foundations and through the High Sherriff's Community Integration Award.

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 2018 were £24,286.

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 2018, the unincorporated association that is Full Circle ceased operations, with all charitable activities and funds being transferred to a new Charitable Incorporated Organisation (CIO) Full Circle (charity registration number 1167274) under which Full Circle will operate going forward. The funds of the unincorporated association were transferred to the new CIO at their book value at 1 April 2018. The unincorporated association was then removed from the register of charities on 2 June 2018.

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 at 2 June 2018 and signed on their behalf on 29 January 2019 by:



**P Cann
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 2018, 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) FCA

Member of the Institute of Chartered Accountants in England and Wales

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

31 January, 2019

Full Circle

Receipts and Payments Account for the Year Ended 31 March 2018

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2018 £ | Total Funds 2017 £ |
|--|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Receipts | | | | |
| Grants and donations | 21,550 | 6,464 | 28,014 | 51,531 |
| Other receipts | - | - | - | - |
| Total receipts | 21,550 | 6,464 | 28,014 | 51,531 |
| Payments | | | | |
| Freelance fees and fund raising | 4,715 | 320 | 5,035 | 6,235 |
| Travel | 769 | 420 | 1,189 | - |
| Salaries and staff related payments | 7,571 | 14,717 | 22,288 | 18,297 |
| Publicity materials | 740 | - | 740 | - |
| Telephone and internet | 911 | 130 | 1,041 | 896 |
| Equipment for schools | - | 279 | 279 | 158 |
| Equipment | 1,381 | - | 1,381 | 801 |
| Postage and stationery | 128 | 330 | 458 | 272 |
| Subscriptions | 158 | - | 158 | 60 |
| Insurance | 530 | 71 | 601 | 640 |
| Independent Examiners fees | 600 | - | 600 | 540 |
| Accountancy support | - | 120 | 120 | - |
| Rent | 3,470 | 430 | 3,900 | 3,900 |
| Legal fees | 560 | - | 560 | - |
| Sundry payments | - | - | - | 97 |
| Total payments | 21,533 | 16,817 | 38,350 | 31,896 |
| Net receipts (payments) for the year | 17 | (10,353) | (10,336) | 19,635 |
| Transfers between funds | 72 | (72) | - | - |
| Net movement in funds for the year | 89 | (10,425) | (10,336) | 19,635 |
| Cash funds brought forward from 1 April 2017 | 24,197 | 16,762 | 40,959 | 21,324 |
| Cash funds carried forward at 31 March 2018 | 24,286 | 6,337 | 30,623 | 40,959 |

The notes on page 12 form part of these accounts.

Full Circle

Statement of Assets and Liabilities as at 31 March 2018

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2018 £ | Total Funds 2017 £ |
|------------------------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Cash funds | | | | |
| Cash at bank | 24,286 | 6,337 | 30,623 | 40,959 |
| Liabilities | | | | |
| PAYE tax and social security | 180 | - | 180 | 144 |
| Independent Examiners fee | 600 | - | 600 | 560 |
| | 780 | - | 780 | 704 |

The Receipts and Payments account and the Statement of Assets and Liabilities were approved by the Board Trustees at 2 June 2018 and signed on 29 January 2019 on their behalf by:



P Cann
Chair

The notes on page 12 form part of these accounts.

Full Circle

Notes to the Accounts for the Year Ended 31 March 2018

1 Trustees' Remuneration and Expenses

No Trustees received any remuneration, reimbursed expenses or other benefits during the year ended 31 March 2018 (2017: £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 2018 (2017: £nil).

3 Transfer of Charitable Activities and Funds

With effect from 1 April 2018, the unincorporated association that is Full Circle ceased operations, with all charitable activities and funds being transferred to a new Charitable Incorporated Organisation (CIO) Full Circle (charity registration number 1167274) under which Full Circle will operate going forward. The funds of the unincorporated association were transferred to the new CIO at their book value at 1 April 2018. The unincorporated association was then removed from the register of charities on 2 June 2018.