Trustees' Annual Report

For the period

1 January 2025

to

31 December 2025

London Environmental Educators' Forum (LEEF)

Charity number: 1168740

Objectives and Activities

Purpose:

LEEF promotes excellence in environmental education and education for sustainable development across London, supporting the development and training of staff, volunteers and others delivering such education by bringing together a range of individuals and organisations that work in this area.

LEEF aims to *'advance the education of the public in subjects relating to the protection, enhancement and rehabilitation of the environment and sustainable development and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large.'*

Summary of main activities:

To deliver its charitable objects, LEEF:

- Delivers an annual programme of low-cost training events which enable LEEF members, other environmental educators and interested members of the public to learn and share experiences about a range of environmental and sustainability topics in order to improve access to urban green space and the natural world for all, particularly those living in significantly deprived areas.
- Provides networking opportunities for professionals and interested parties to swap experiences and best practice, and to make connections/develop partnerships with other groups across London.
- Operates a Fellowship scheme designed to recognise the skills and experience of senior practitioners, provide opportunities to share their wisdom, and create a mentoring network for less experienced professionals.
- Provides a forum for our members to share questions and advice.
- Circulates and conduct research into topics of interest to our members and the wider community with a view to utilising our sector experience to improve policy guidelines in London and other urban areas of the UK.

Trustee Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

Achievements and Performance

Membership

LEEF membership is open to individuals and organisations. Membership for the year was:

- Large Organisations: 7, with approx. 65 members
- Small Organisations: 12 with approx. 51 members
- Individuals / Freelancers / Volunteers: 26 members.

Annual Training Programme

Many of our members are one of a small team or the only environmental educator in their organisation, LEEF events are an opportunity for face-to-face interaction with others in similar circumstances and enable mutually supportive relationships to develop.

Networking

Networking events have a more social focus and include the annual winter social.

Fellowship Scheme

The Fellowship scheme recognises members and their contribution to environmental and sustainable education. No event was run in this reporting period.

Member forum and Communications

The main member forum is through an email group which provides an open forum for members to communicate with the rest of the membership, about topics and themes that are of interest. Through it, members share jobs and opportunities directly with others.

A mailing list is used to communicate with members and a wider group of people who are interested in LEEF events but may not have joined.

Wider engagement is through social media channels such as Facebook, LinkedIn,, X and Instagram.

Contribution made by volunteers:

LEEF is supported by the Trustees who undertake their duties in a voluntary capacity. Additional volunteer support was provided for the following activities:

- Newsletter production, Social media support
- Events

Financial Review

Financial Position

The Charity ended the year with a reasonable balance in the bank. This is enough to cover running expenses and ensures the charity can operate as we apply for new core funding.

Reserves Policy

The trustees have established a reserves policy commensurate with the activities of a small charity that needs to be flexible to maintain its operations. LEEF aims generally to be solvent and for its expenditure not to exceed income. However, reserves are needed to avoid financial difficulties with the time-limited nature of grant funding, and in recognition that there may be unexpected expenditure or unforeseen operational costs.

There should be adequate funds to meet all current and known future liabilities, and the trustees have established a policy whereby the free reserves held by the charity should be sufficient to cover three months' activity of the charity and at a minimum, one month.

LEEF is currently able to meet the three months' recommended level of reserves, and the policy will be reviewed annually.

Related Party Transactions

No remuneration was paid to any trustees or other related parties. There were minimal Trustee expenses. Trustees are also members of LEEF, many as part of the organisation they are employed by. The income from Trustee membership is under £200.

Funding

There has been no external funding in this reporting period.

Structure Governance and Management

Type of Governing Document: Constitution

How the Charity is Constituted: Charitable Incorporated Organisation (CIO)

Trustee Selection

LEEF is managed by a Board of Trustees drawn from the LEEF network. Our trustees bring a wealth of skills and sector knowledge to their role at LEEF as detailed below and they receive no financial remuneration from the charity in return.

Trustees shall be appointed based on their knowledge and experience of environmental education in London. Every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Details of the current trustees is available on the LEEF website.

Further information about LEEF trustees is set out in section 9 of the LEEF constitution.

Reference & Administration Details

Charity name:	London Environmental Educators' Forum
Other names the charity uses:	LEEF
Charity number:	1168740
Charity's operating address:	Office 5651, 58 Peregrine Road, Hainault, Ilford, Essex IG6 3SZ

Names of the Charity Trustees who Manage the Charity

	Trustee Name	***Office (if any)***	***Appointed***	***Retired***
1:	Dr Iain Boulton	Chair	11 August 2016	
2.	Helen Robertson		11 August 2016	
3.	Richard Pering		1 October 2019	26 March 2025
6.	Prof. Justin Dillon		26 March 2025	
5.	Padraig Hayes		26 March 2025	
4.	Victor Heng		26 March 2025	

Names & Addresses of Advisors

Bank:	The Co-operative Bank. P. O. Box 101, 1 Balloon Street, Manchester, M60 4EP
Independent Examiner:	None, as income did not reach the required threshold for external examination

Names of Senior Staff with Delegated Responsibilities

There were no employees in this reporting period.

Declarations

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

Signed on behalf of the charity's trustees

Signature(s): .....  .....

Full name(s): ..... Iain Boulton .....

Position (e.g., Secretary, Chair, etc): .....Trustee.....

Date: .....29 October 2026.....

Signature(s): .....  .....

Full name(s): .....Helen Robertson.....

Position (e.g., Secretary, Chair, etc): .....Trustee.....

Date: .....29 October 2026.....

CHARITY COMMISSION FOR ENGLAND AND WALES

LONDON ENVIRONMETNAL EDUCATORS FORUM	1168740

Receipts and payments accounts

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For the period from	1/1/2025	To	31/12/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Memberships	3,130	-	-	3,130	2,755
Training Events	149	-	-	149	130
Donations/ Other	250	-	-	250	-
Grants	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
***Sub total** (Gross income for AR)*	3,529	-	-	3,529	2,885
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,529	-	-	3,529	2,885
A3 Payments					
Salary Inc NI and Pensions	-	-	-	-	-
Other staff costs (training & payroll)	-	-	-	-	-
Additional Staff	-	-	-	-	-
Rent & Admin (incl. insurance & ICT)	2,325	-	-	2,325	819
Legal / Professional Fees	-	-	-	-	-
Volunteer Expenses	-	-	-	-	-
Events & Training Workshops	88	-	-	88	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	2,413	-	-	2,413	819
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	2,413	-	-	2,413	819
Net of receipts/(payments)	1,116	-	-	1,116	2,066
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,866	-	-	15,866	13,800
Cash funds this year end	16,982	-	-	16,982	15,866

Section B Statement of assets and liabilities at the end of the period

B1 Cash funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Co-op Bank	16,982		-
		-	-	-
		-	-	-
	Total cash funds	16,982	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Bolton	29/10/2026
	Helen Robertson	29/10/2026