

# **COLERAINE SURE START PARTNERSHIP**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2024**

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The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The principal activity of the company is to work with parents and children to promote the physical, intellectual and social development of pre-school children - particularly those who are disadvantaged - to ensure they are ready to flourish when they get to school.

Coleraine Sure Start Partnership is one of thirty eight Sure Starts operating in Northern Ireland, funded by the Department of Education, to meet the needs of children and families in their early years. All Sure Starts have a number of core aims, however each works in an autonomous way to respond to the local needs of the community in which they are based. These overarching aims are:

- Improve the ability to learn by encouraging stimulating play, improving language skills and the early identification and support of children with learning difficulties.
- Improve health by supporting parents in caring for children and promoting children's health and development.
- Improve social development by supporting the development of early relationships between parents and children, good parenting skills, family functioning and early identification and support of children with emotional, learning or behavioural difficulties.

Sure Start supports families living in the top 25% designated areas of deprivation. Coleraine Sure Start supports families antenatally and with children up to the age of four, in the wards of Ballysally, Cross Glebe, Central, Churchland and Royal Portrush as well as the housing estates of Windy Hall and Millburn.

The main services delivered by Sure Start are:

- Good quality play, learning and childcare experiences for children (both group and home based)
- Speech language and communication support
- Primary and community health care and advice
- Support for all children in the community recognising their different needs
- Family support including befriending, social support and parenting information, both group and home based
- Outreach and home visiting services, to make contact as early as possible in a child's life and draw families into using other services.

At the core of Coleraine Sure Start Partnership is a collaborative approach and a number of organisations work together to ensure that needs are met in the local community. These include Causeway and Mid-Ulster Women's Aid, Focus on Family, Harpur's Hill Children and Family Centre, Libraries NI, Northern Health and Social Care Trust, West Bann Development and local early years settings such as Ballysally Nursery, Culraith Corner Nursery and Kylemore Nursery.

# **COLERAINE SURE START PARTNERSHIP**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2024**

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#### **Achievements and performance**

There were no concerns regarding the 2023-24 business plan targets and achievements, with most targets being met and if not, this was due to legitimate reasons e.g. staff vacancies or sickness.

We continue to deliver a range of services across the age range that meet the needs of families within our catchment area and within our three Sure Start aims. This includes a focus on antenatal and postnatal services such as Baby Massage, Baby Yoga, and Incredible Babies. We deliver a wide range of play sessions across Coleraine, Portrush and Portstewart, both in community venues and in families' homes. Groups to support parents include the Breastfeeding Support Group and the Women's Group. We also offer a range of family support services to parents and those affected by domestic violence.

We also offer a number of parenting programmes such as the Family Links Parenting Programme, Solihull and Incredible Years School Readiness. For all our services we carry out a number of evaluation methods which help us measure the impact of our work on parents and children, and this includes verbal feedback, case studies and pre and post scoring.

#### **Financial review**

The results for the year are set out on page 10. The company returned net income for the year of £3,008 (2023 £700). At 31st March 2024 the total funds of the charity amounted to £47,899 (2023 £44,890) comprising restricted income funds of £47,899 (2023 £42,127) and unrestricted designated funds of £0 (2023 £2,763).

#### **Taxation**

The company is a charity (Charity No. NIC100572) and is recognised as such by HM Revenue and Customs for taxation purposes. As a result there is no liability to taxation on any of its income.

#### **Reserves policy**

Each year the Department of Education which provides our funding expects the organisation to spend our full allocation of the budget. Any cash held at the end of the reporting period is factored in to future funding calculations.

#### **Risks**

The trustees are aware of their responsibilities and have systems and procedures in place in order to manage risks to the organisation. This includes regular Board meetings at which Achievements, Finance and Staffing are discussed and reviewed, Team and Management meetings across the staff teams and ongoing liaison with our funder. The organisation has policies and procedures in place to ensure that Governance, Operational, Finance, External and Legislative risks are managed. For our sector this includes areas such as Fraud, Data Protection, Confidentiality, Safeguarding and HR are delivered in line with good practice, legislation and competency. Furthermore, regular reports both operational and strategic are completed and submitted to our funders for monitoring purposes in relation to good Governance and accountability of public funds.

#### **Plans for the future**

Coleraine Sure Start Partnership will continue to carry out services as detailed in our Business Plan. In the forthcoming year we plan to continue to review our governance arrangements to ensure best practice and accountability.

# COLERAINE SURE START PARTNERSHIP

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **Structure, governance and management**

The charity is a company limited by guarantee. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed by its Articles of Association. The liability of its members is limited in that every member of the company undertakes to contribute an amount not exceeding £1 in the event of the company being wound up.

The makeup of the Board of Directors follows the Department of Education Guidelines with representatives from Education, Health, Community/Voluntary and Statutory organisations on our Board. Because of the partnership approach and knowledge of the local community, new Board members and trustees are approached by existing Board members to join, usually because they have experience/skills needs on the management group, or because the organisation they represent falls within one of the above organisations.

The trustees leave the day to day running of Coleraine Sure Start to Elaine Donnelly who forms part of the senior management team. Any strategic decisions are made by the board of trustees

The remuneration of key management personnel is benchmarked against NJC scales appropriate to occupational standards.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mathilda Taulbutt

Eugene McFeely

(Resigned 31 January 2024)

Brendan Patterson

Sharon Lyons

Ann McNickle

Geraldine Emerson

Linzie King

Sharon Lamont

Jade Thorne

Richard Brown

(Appointed 6 February 2024)

### **Auditor**

In accordance with the company's articles, a resolution proposing that Moore (N.I.) LLP be reappointed as auditor of the company will be put at a General Meeting.

### **Disclosure of information to auditor**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.



**Brendan Patterson**

Trustee

Dated: 13 December 2024

# **COLERAINE SURE START PARTNERSHIP**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2024***

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The trustees, who are also the directors of Coleraine Sure Start Partnership for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.