

**London Environmental Educators' Forum  
(LEEF)**

Charity Number: 1168740

**Trustees' Annual Report**

**1 January 2018 to 31 December 2018**

## Reference & Administration Details

**Charity name: London Environmental Educators Forum (LEEF)**

Charity number: 1168740

Charity's operating address: 323 Norwood Road, London

Postcode: SE24 9AQ

## Names of the Charity Trustees who Manage the Charity

	<i>Trustee Name</i>	<i>Office</i>	<i>Appointed</i>	<i>Retired</i>
1	Katy Barton		11 Aug 2016	
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2	Dr Iain Boulton		11 Aug 2016	
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3	Trevor Bowyer		11 Aug 2016	
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4	Emily Harris		11 Aug 2016	
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5	Michael Holland		11 Aug 2016	
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6	Catherine Miller		11 Aug 2016	
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7	Anna Portch		11 Aug 2016	
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8	Helen Robertson		11 Aug 2016	
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9	Sarayu Shah		11 Aug 2016	11 Aug 2018
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## Names & Addresses of Advisors

	<i>Name</i>	<i>Address &amp; Postcode</i>
Bank:	The Co-operative Bank	P.O. Box 101, 1 Balloon Street, Manchester, M60 4EP
Independent Examiner:	Simon Erskine FCA FCIE DChA	61 Mortimer Road, London, NW10 5QR

## Names of Senior Staff with Delegated Responsibilities

<i>Name</i>	<i>Role</i>
Julia Minnear	Project Manager

## Structure, Governance & Management

### Description of the Charity's Trusts

**Type of Governing Document:** Constitution

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

### Management structure

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. The members of our Board of Trustees are as follows.

#### a) Appointed for a four year term

**Trevor Bowyer** is an experienced environmental educator who has worked in the sector for over 10 years. He has responsibility for the smooth running of the Holland Park Ecology Centre and the development and teaching of the Environmental Education programme. He also established a successful Forest School programme at the centre. He is experienced in organising events, managing volunteer and intern programmes and has a good working knowledge of H&S issues.

**Emily Harris** Originally a science teacher, Emily has worked for the last decade in outdoor learning and heritage education. She spent two years as Education Officer at the Houses of Parliament and five years at the Horniman Museum and Gardens where she set up new learning programmes aimed at connecting the museum's collections with its outdoor spaces. As a consultant, Emily has delivered education projects for several large heritage organisations including Royal Botanic Gardens Kew. At Cambridge University Emily is currently employed as Research Assistant on an EU funded project exploring 'Tinkering' as a pedagogical approach for STEM learning. She is also Family Learning Manager at the Horniman Museum.

**Anna Portch** is a long-term environmental educator with a passion for urban sustainability education and primates. She was LEEF Co-ordinator for seven successful years from 2008-15 and is currently Eco-Schools Co-ordinator at Keep Britain Tidy. Among her many achievements at LEEF, Anna devised the annual Empty Classroom Day event which is now a national campaign in its fourth year. She currently manages Sunnyside Community Gardens in Archway, North London.

#### b) Appointed for a three year term

**Katy Barton** BSc, MSc, PGCE, QTS has over a decade of experience working in informal education alongside traditional classroom and lecturing. She has used zoos, parks and the natural world to

## London Environmental Educators' Forum

Trustees' Annual Report for the Period Ended 31 December 2018

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teach topics ranging from technology, through science, to mathematics. Outside of the learning outside the classroom (LOTC) arena she has taught adults topics as diverse as animal behaviour, learning in the Early Years and British Sign Language as well as lecturing science at undergraduate level. Currently Katy is a National Assessor for zookeepers in addition to working for the education team at Kew Gardens and managing Iver environment centre.

**Dr Iain Boulton (Chair)** has 19 years' experience of working in local government within London, with particular specialisations in ecology, greenspace management, planning and development, environmental education and promoting volunteering by local residents, businesses and third sector stakeholders. Iain is active in a range of environmental and conservation charities; he is Vice-Chair for the Association of Local Government Ecologists (ALGE) and an active judge for London in Bloom and Green Flag Award. He has been an active LEEF member for many years and has been Chair of the LEEF Management Committee since 2010, and now the Chair of its Board of Trustees since 2018.

**Catherine Miller** has over 20 years' experience of working with London's community gardens and their various funding and policy environments. She co-ordinated a London network for 12 years and organised training, advice and events including a large annual community festival. She wrote policy responses on behalf of the network to consultations such as the Mayor's Biodiversity Strategy, and the complex National Planning Policy Framework, where she had particular insight gained from conducting two successful campaigns against housing development on a community garden.

### c) Re-appointed for a two year term

**Michael Holland** has been Head of Education at Chelsea Physic Garden ('London's oldest outdoor classroom') since 2003. He has been an environmental educator for 20 years, having previously worked at Royal Botanic Gardens Kew and Holland Park Ecology Centre. Michael's main mission is to connect people to nature in creative, fun and memorable ways. He was one of our first LEEF fellows with his fellowship being awarded on 25 March 2014 and he served as Director of Botanic Gardens Education Network from 2005-13.

**Helen Robertson** is an experienced environmental educator, having worked in the sector for over 18 years at sites across the UK. Helen has worked for FSC since 2001, and currently manages FSC London and FSC Epping Forest, leading a team of Tutors that deliver courses to schools and community engagement activities at sites across London. Helen is experienced in: teaching courses to all age groups, course development, event management, business planning and budgeting, staff training and development, fundraising, grant applications, project management and delivery, administration. Helen is also FSC Health and Safety Officer, working nationally to develop and support Health and Safety systems and deliver training in FSC systems.

### d) Retired

**Sarayu Shah** is a Community Projects Officer at Groundwork London with many years' experience project managing and delivering a variety of community and education projects. Sarayu is skilled in high quality community engagement, facilitation and consultation methods as well as developing and maintaining sustainable partnerships. For many years Sarayu ran the School Travel Plan programme in Greenwich and an extensive Eco School programme across several south London boroughs. Recent

projects include developing interactive and dynamic resources and materials on solar energy and plant classification for Groundwork's Energy Gardens schools programme.

## Objectives & Activities

LEEF aims to promote excellence in environmental education and education for sustainable development across London, supporting the development and training of staff, volunteers and others delivering such education. We work for the benefit of the inhabitants of Greater London by bringing together statutory authorities, voluntary groups, other organisations and the public at large, in order 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.'  
(see governing document)

Sustainable development means "development which meets the needs of the present without compromising the ability of future generations to meet their own needs".

## Summary of Main Activities

What we do:

- Deliver 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.
- Provide networking opportunities for professionals and interested parties to swap experiences and best practice, and to make connections/develop partnerships with other groups across London.
- Operate 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.
- Circulate 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.
- Provide a forum for our members to share questions and advice.
- Answer questions and provide advice for a range of related professionals and the wider public on environmental and sustainability matters.

## Achievements & Performance

### Statutory 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.

### Main Achievements of the Charity for the Year

#### First full year as a charity

2018 marked LEEF's first full year as a Charitable Incorporated Organisation (CIO), during which time we completed an independent examination and filed our accounts with the Charity Commission for the first time. We also successfully transitioned our accounting year from April-March to January-December.

In October 2018, we moved from our hosting arrangement at Trees for Cities in Kennington, to our new home at the South London Botanical Institute in Tulse Hill. We would like to thank Trees for Cities for hosting LEEF between 2017 and 2018, and for all their support and generosity during this time.

#### Training and networking events

The LEEF training programme enables 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 of the capital city. Topics for training events are suggested by members and members contribute their time, skills and places of work to train their peers so ensuring that the LEEF training programme has real-world relevance to those working in the field.

We delivered 18 training and networking days between January and December 2018. These included:

- Our fifth annual joint networking day with bgen and BGCI, hosted by WWT London Wetland Centre in Barnes
- Outdoor First Aid training (16 hours) tailored for outdoor educators, hosted by Holland Park Ecology Centre.
- Sewage works tour & waste-water education training day, hosted by Thames Water education team at Hogsmill Sewage Treatment Works in Kingston
- Storytelling for Environmental Education training day, hosted by the Geffrye Museum in Hoxton

Due to increasing demand we continued our LEEF reading group on the topic of urban environmental education & sustainability.

We also co-organised a successful event with Dr Melissa Glackin & Dr Heather King at King's College London to celebrate the launch of two new reports by the KCL Environmental Education Research group entitled "Understanding Environmental Education in Secondary Schools". The event was

attended by LEEF members, academics and policy-makers.

We would like to thank all of the hosts and workshops facilitators who contributed their time, energy and venues to furthering the quality and quantity of environmental education in London.

### **Fellowship programme**

We held one fellowship event in 2018 hosted by the South London Botanical Institute in Tulse Hill. We would like to welcome our newest cohort of LEEF fellows:

- Maggie Kanska, WWT London Wetland Centre
- Alona Sheridan, Friends of Mayow Park
- Poppy Flint, Freelance educator
- Alison Dent, The Royal Parks

### **Communications**

Communication is the life-blood of a membership network such as LEEF and in addition to regular communications to members from the LEEF co-ordinator via email newsletters and various social media channels, members are active in sharing queries and information for example details of forthcoming workshops and seminars or job opportunities via the LEEF Yahoo group.

### **Funding and finances**

We are grateful to The Esmée Fairbairn Foundation for funding LEEF's core work and overheads until June 2020.

## **Financial Review**

### **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 minimum one month.

LEE F is currently able to meet the three months' recommended level of reserves as of "date" and the policy will be reviewed annually.

Related party transactions: There were no related party transactions in the year other than £16 in expenses paid to a trustee. In particular no remuneration or expenses (other than the £16) were paid to any trustees or other related parties."

**Declaration**

**The Trustees declare that they have approved the Trustees' Report above.**

Signed on behalf of the Charity's Trustees

**Signature(s):**

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**Full Name(s):**

**Position(s):**

**Date:**