

**CORAM LIFE EDUCATION – APPLICATION FOR FINANCIAL ASSISTANCE**

**Executive Summary**

Coram Life Education is a nationwide charity providing advice to children aged 3 to 11 years on drugs and lifestyles. Woking Borough Council has supported Coram Life Education since it first established itself in the County.

The Group has applied for funding of £21,204.02 (revenue) and £1,500 (capital) during 2021/22 towards running costs to ensure the service can continue to be provided year on year, offering Life Education lessons to the primary schools in Woking.

Approximately 6,500-7,000 children are expected to benefit in 33 schools from the service. During the first quarter of the 2019/20 financial year the Group worked with 2,618 children from nine schools in the Borough and is therefore on track to achieve its annual target of assisting a total of 7,000 children.

Following the closure of schools from 23 March, the Group encouraged pupils and teachers to use the SCARF “Here For You” virtual support tools and home-learning packs and in June a free “Back to School with SCARF” toolkit was introduced alongside the partnership sister charity, Coram Beanstalk, which was used as part of the schools recovery curriculum.

For over 10 years CLE had received £10,000 funding from the Safer Woking Partnership however it was no longer in a position to be able to provide the financial contribution. Taking into account the consultee comments which note the importance of the intervention work undertaken by Coram Life Education to both community safety and health and wellbeing priorities of the Council, it is proposed that the Council supports the Charity with a revenue grant of £21,204 and a capital grant of £1,500 for equipment be awarded for the 2021/22 financial year. This represents a small increase in revenue funding from £20,000 awarded in the current year.

**Recommendations**

The Executive is requested to:

**RESOLVE That**, subject to the outcome of the Council’s budgetary process,

- (i) a grant of £21,204 be awarded from the Community Grants Budget towards the revenue costs of the education programme in Woking; and
- (ii) a capital grant of £1,500 be awarded from the Community Fund towards the costs of purchasing equipment for the education programmes.

Reason for Decision

To continue the support for Coram Life Education towards the delivery of its programmes to schoolchildren in the Borough.

Legal Authority

S142 Local Government Act 1972  
S111 Local Government Act 1972

Confirmation of Funding

This award is provisionally made on the expectation that the Council’s

## Coram Life Education – Application For Financial Assistance

	<p>budgets for revenue and capital projects remain at the same level allocated for the current financial year. The Council’s overall budget, including the sums allocated for community grants, will be determined by Council at its meeting on 11 February 2021. In the event the grant budgets are set at the anticipated levels, confirmation of the Council’s support will be sent to successful applicants. Groups should not plan for the 2021/22 funding until this confirmation has been received.</p> <p>Should the budgets be reduced as part of the Council’s efforts to achieve savings to offset the impact of Covid on the Council’s financial position, a special meeting of the Executive will be held to review the provisional awards and allocate the funds available on a priority basis.</p>
<p>Conditions</p>	<p><b>Accounts.</b> The Organisation must submit accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p><b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on websites and literature / leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in April. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p><b>Quote for Capital Funding.</b> The applicant to submit a second quote prior to any capital funding being released.</p> <p><b>Invoices / Receipts.</b> In order to claim the capital element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</p> <p><b>Joint Working.</b> WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p><b>Homelessness Reduction Act 2017.</b> Following the introduction of new legislation from April 2018, the Council expects the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations are expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new ‘duty to refer’. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p>
<p>Performance Indicators</p>	<p><b>Users.</b> The Organisation to provide a breakdown of the users.</p>

## Coram Life Education – Application For Financial Assistance

	<p><b>Activities.</b> The Organisation to provide details of activities and events held.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised.</p> <p><b>Statement of Use.</b> The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>Due to the impact of Covid-19, the financial pressure on the Council's budgets is higher than ever and is expected to continue in the coming years. Accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2021/22 does not imply that a similar application in 2022/23 would be supported. In particular, it is emphasised that the Council is extremely unlikely to be in a position to award any sums above the 2021/22 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2022/23 have been drawn up in the event that the Council is unable to continue its support beyond April 2022. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

**The Executive has authority to determine the above recommendations.**

### Background Papers:

2021/22 Application Form.

### Reporting Person:

Ray Morgan, Chief Executive  
Extn: 3333, Email: ray.morgan@woking.gov.uk

### Contact Person:

Frank Jeffrey, Democratic Services Manager  
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer  
Extn: 3018, Email: doug.davern@woking.gov.uk

### Portfolio Holder:

Cllr Simon Ashall  
Email: Cllrsimon.ashall@woking.gov.uk

### Shadow Portfolio Holder:

Cllr Will Forster  
Email: cllrwill.forster@woking.gov.uk

### Date Published:

2 December 2020

## **Coram Life Education – Application For Financial Assistance**

## Coram Life Education – Application For Financial Assistance

<b>1.0 Summary of Application</b>	
1.1 Status and Aims	<p>Formed in 1986, Life Education merged with Coram children's charity in 2009 to become 'Coram Life Education'. The Group is a charity whose objectives are to deliver memorable and engaging learning experiences for children and young people, and to enable schools to meet their statutory requirements with online teaching resources.</p> <p>Coram Life Education aims to prepare children for the modern world by developing and nurturing their skills, knowledge and capabilities via trained educators who deliver the Personal Social Health &amp; Economic education to primary school children. Its education programmes are aligned with the national curriculum and usually take place in a specially designed mobile classroom driven into schools across Woking and beyond.</p> <p>The charity has a trading company to enable it to run life education programmes in the community. Organisational changes have resulted in Coram Life Education's recent acquisition of services offered across Woking and beyond. With a history of running similar services across London, Essex, Gloucestershire, and licencing the same to franchised partners across the UK, the Charity considers its offer to remain unique and invaluable to Woking Borough Council and its community of children and schools. It delivers memorable education sessions as well as offering schools who engage with Coram Life Education an annual subscription to SCARF online teaching resources.</p>
1.2 Employees	<p>11, comprising the Managing Director Education and Wellbeing (31.5 hours per week), Head of Education (24 hours), Training Manager (14 hours during term-time only), SCARF Development and RSE Manager (14 hours), Administration (49 hours) and Branch Educator staff (121 hours – term time only).</p> <p>Two staff represent the London &amp; Surrey region, managing the area, delivering in schools and maintaining relationships with teachers, parents, local decision-makers (e.g. councillors). They are supported in this by the London-based administration and management team, so that the education programmes and online resources are current, relevant and updated to support children's wellbeing.</p>
1.3 Volunteers	<p>22. Approximately half of the volunteers are members of local 'support groups' whose function is to represent and promote local delivery for the branches of Coram. Volunteers network, fundraise, speak at events, problem solve, provide practical support such as mobile classroom repairs, and are 'go to' people for educators delivering Life Education.</p> <p>The other half of the volunteer base act as trustees. As a registered charity, Coram Life Education has a formal and accountable governance structure, in which trustees of the charity delegate day to day operations to the paid staff as outlined, to deliver the charity's objects and mission.</p>
1.4 Clients/Users	<p>3612, comprising:</p> <p>1806 male</p> <p>1806 female</p>

## Coram Life Education – Application For Financial Assistance

	<p>40 disabled  578 ethnic minority  3612 resident in Woking  108 aged 0-5  3287 aged 6-10  217 aged 11-18</p> <p>There is no charge for service users but previous Woking grants have enabled the Group to offer schools the service at a greatly subsidised rate of £117 per day (from the £420 normally charged). This would continue should the current grant application be successful.</p>
1.5 Members	None.
1.6 Sum Requested	<p>£21,204.02 (Revenue)  £1,500 (Capital)</p>
1.7 Project	<p>With funding from Woking Borough Council for the past 6 years, Coram Life Education has provided year-on-year wellbeing and life skills education to all primary Year groups from 1-6. The work has enabled children’s knowledge, skills and attitudes to be developed and embedded throughout their primary years, whilst also enabling the Group to continuously improve their programmes and the way in which they are delivered.</p> <p>The Group has applied to continue its subsidised offer to schools across Woking during 2021/22, including the implementation of existing and new education programmes and one safe to do so, deliver 'LifeSpace' the portable alternative to the mobile classroom, when either requested by a School or if the mobile classroom cannot be easily accommodated within the School grounds.</p> <p>Coram Life Education’s reception to Year 6 programmes support healthier eating, drug and alcohol awareness, staying safe (including online safety), emotional wellbeing, and relationships education. The funding has a wider impact on participating schools as they all receive online teaching resources called ‘SCARF’, which continue to be very popular.</p> <p>The Group has sought to reduce its costs and, for the foreseeable future, no longer offers the mobile classroom as part of its education programmes. However, the level of income through donations has fallen and the Group has accordingly requested a small increase in the level of support provided by the Council.</p>
1.8 Cost breakdown:	<p>Educator and Manager salaries for Woking + all on-costs - £19,398  Travel Expenses - £1,055  Insurance - £765  Licence Fee for education programmes and SCARF - £2,218  Equipment to offer virtual programmes online – £1,500  Central service charge for admin, HR, finance - £5,372  Total Expenditure - £30,308</p>

## Coram Life Education – Application For Financial Assistance

	<p>Less Woking school contribution @ £117 per day for 65 days - £7,605</p> <p>Total funds requested from WBC - £22,703</p> <p>Equipment Breakdown</p> <p>The Group has for the first time approached the Council for a capital contribution (£1,500). A breakdown of the anticipated costs is given below:</p> <table data-bbox="497 436 917 817"> <tr> <td>Laptop</td> <td style="text-align: right;">£950</td> </tr> <tr> <td>Software</td> <td style="text-align: right;">£70</td> </tr> <tr> <td>Green screen</td> <td style="text-align: right;">£120</td> </tr> <tr> <td>Webcam</td> <td style="text-align: right;">£30</td> </tr> <tr> <td>Microphone</td> <td style="text-align: right;">£50</td> </tr> <tr> <td>Cables</td> <td style="text-align: right;">£30</td> </tr> <tr> <td>Zoom account</td> <td style="text-align: right;">£120</td> </tr> <tr> <td>Broadband upgrade</td> <td style="text-align: right;">£120</td> </tr> </table>	Laptop	£950	Software	£70	Green screen	£120	Webcam	£30	Microphone	£50	Cables	£30	Zoom account	£120	Broadband upgrade	£120
Laptop	£950																
Software	£70																
Green screen	£120																
Webcam	£30																
Microphone	£50																
Cables	£30																
Zoom account	£120																
Broadband upgrade	£120																
<p>1.9 Community Benefit</p>	<p>In the 2019/20 financial year 3,612 children from 14 schools, have benefitted from the service, which was lower than previous years due to the closure of schools as a result of Covid-19.. With Woking's support, Coram Life Education has been able to embed and sustain its education approach over recent years, and in doing so believes this has supported both children, teaching staff, parents and therefore the local community to consider the ways in which improved wellbeing for children can be achieved, for the whole community's benefit.</p> <p>For instance, its programmes are designed to make a direct impact on children's safety, welfare and behaviour, their improved relationships and their attitude towards and respect for others. Children will benefit from lesson plans which include community-themed lessons, including Year 3 'My Community' and 'Our Friends and Neighbours', and Year 2 'How can we look after our Environment'. These lessons encourage children to discuss issues with their local networks, and offer parents and carers the opportunity to visit the mobile classroom and provide views on the issues and experiences of their specific communities.</p> <p>Last year Coram Life Education launched its free, downloadable 'Belonging Toolkit' to raise awareness of the experiences of young migrant children in UK schools, and to build empathy, friendship and a sense of belonging.</p>																
<p>1.10 Covid-19 Impact</p>	<p>Due to the closure of schools from 23 March, the Group encouraged pupils and teachers to use the SCARF "Here For You" virtual support tools and home-learning packs. (<i>SCARF is the Group's online teacher resources which represents its values for children of Safety, Caring, Achievement, Resilience and Friendship.</i>)</p> <p>In June a free "Back to School with SCARF" toolkit was introduced alongside the partnership sister charity, Coram Beanstalk, which was used as part of the schools recovery curriculum. Cost saving was achieved by replacing non-essential works on the Job Retention Scheme, one role becoming redundant and temporarily suspending the use of mobile classrooms.</p> <p>SCARF Live Online would replace the LifeBus and LifeSpace projects</p>																

## Coram Life Education – Application For Financial Assistance

as it was anticipated neither would be able to take place during the Autumn term, SCARF Live Online would consist of short online sessions for Key Stages 1 & 2.

Since Covid-19 the Group supported the charitable activities of CLE and therefore intra-group balances were not subject to repayment demands within the 2020/21 financial year, resulting in the Coram Board approving a zero deficit budget for 2021/21 to achieve a sustainable financial position.

### 2.0 Financial Background

#### 2.1 Budget

At the time of the application, the Group held £254,753.78 in the bank.

Any income for particular schools, areas, or regions are restricted, and this includes grants from Woking Borough Council. These funds pay for educator and educator management costs, equipment, resources and promotional material, a licence fee for the use of specially designed programmes and online teacher resources, and a central office and overhead contribution for payroll, IT, administration and accountancy.

The money that CLE has in its bank accounts reflect the overall CLE charity and its trading company, operating the central office and licensor functions, online resources and education programmes, and four delivery areas of which Surrey is one. CLE is part of the Coram Group of charities and therefore benefits from significant economies of scale, including office space, HR, IT, finance support and overall fundraising support.

The Group has submitted a budget for 2021/22 which shows an anticipated income of £116,953 against an anticipated expenditure of £120,014, resulting in an anticipated surplus of £3,061.

Anticipated income includes Licensing Fee (£60,393) and Grants and Donations (£56,560). Items of expenditure include salaries and all on-costs (£67,826), running costs (£37,355), equipment costs (£4,538) and central service charge (£11,735).

#### 2.2 Accounts

The Group has submitted accounts for 2019/20 which show an income of £314,853 (£284,953 in 2018/19) against expenditure of £338,564 (£308,564 in 2018/19), resulting in a deficit of £23,611 (a deficit of £23,611 in 2018/19). The sum of £368,016 was carried forward at the end of the 2019/20 year.

#### 2.3 Support over the past five years

2020/21 – £20,000 towards the costs of the Woking initiative.  
 2019/20 – £20,000 towards the costs of the Woking initiative.  
 2018/19 – £20,000 towards the costs of the Woking initiative.  
 2017/18 – £20,000 towards the costs of the Woking initiative.  
 2016/17 – £20,000 towards the costs of the Woking initiative.



## Coram Life Education – Application For Financial Assistance

<b>3.0 Assessment of Application</b>		
3.1 Key Information	<ul style="list-style-type: none"> <li>○ Constitution</li> <li>○ Registered Charity</li> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council*</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul> <p>*Mobile classrooms stored on Council property.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
3.2 Consultee Comments	<p><u>Camilla Edmiston, Community Safety Manager</u></p> <p>For many years both Woking Borough Council and the Safer Woking Partnership have supported Coram Life Education (CLE) who work in our primary schools to deliver essential life skills, including forming healthy friendships and relationships, assessing risks (such as those that relate to drugs and alcohol), and navigating peer influences. As part of this work, they also build the capacity and confidence of the teachers so that their work is sustained over time, impacting more and more children. They deliver age appropriate interactive lessons with their educational programme to all year groups.</p> <p>The ongoing support that WBC has provided means that some pupils have now been fortunate to receive input every year of their primary school time, so this enables the CLE to build on progressive learning because they have been into the school over so many years. The objectives of the sessions are to enable the young people to make positive and informed choices about their health and wellbeing and to decrease the likelihood of unhealthy lifestyles.</p> <p>There is a focus on providing a clear knowledge and understanding of the effects of substances on the body, from prescribed medicines to smoking and illegal substances, but it also helps the young people to develop tactics to resist peer pressure, enabling them to make informed choices in all aspects of their lives. More recently they have introduced a puberty programme, internet safety programme and an on line resource for teachers to help embed healthy living through the school year. The aim is to help young people form healthy relationships, make informed choices and prevent them in the future from taking illegal drugs or getting involved in anti-social behaviour or more serious criminal activities.</p> <p>All of the work of Coram Life Education is evaluated and they provide regular feedback to us on their work. Their termly reports include positive comments from the teachers at our primary schools, who always comment that the pupils are excited when they are expecting a</p>	

## Coram Life Education – Application For Financial Assistance

	<p>visit. Health and well-being is a core priority for Woking Borough Council and this work supports that. In addition, substance misuse, domestic abuse and anti-social behaviour continue to be some of the key priorities for the Safer Woking Partnership so this programme helps support our partnership work.</p> <p>The misuse of drugs and alcohol and the terrible experience of domestic abuse can so badly affect individuals and communities and this programme is working to reduce this by early intervention. The work they have developed with their online resources called SCARF, which represents their values for children – Safety, Caring, Achievement, Resilience and Friendship, has proved invaluable in supporting teachers to deliver the new Relationships and Health Education requirements and has been really useful in lockdown and subsequent restrictions of Covid-19-19.</p> <p>Unfortunately, due to a reduction in their funding streams, the Safer Woking Partnership is no longer able to provide the financial contribution of £10,000 per year that they used to make to CLE.</p> <p>In their application form, CLE has been very clear in the adapted offer they are able to make to all the local primary schools in Woking in light of the Covid-19-19 restrictions, as well as carefully managing their costs to provide best value for money. With the expected rise in mental health issues due to the pandemic, as well as the risks around substance misuse and domestic abuse and the cessation of funding from the Safer Woking Partnership, I would recommend funding CLE for the full amount they have requested for both capital and revenue costs.</p>
3.3 Assessment	<p>The Council has been an enthusiastic supporter of the Charity for many years, recognising the long term benefits of early intervention, and through its funding has enabled schools within the Borough to benefit at little or no cost. The Council has not been in a position to fully fund the deficit of the Woking services and in recent years the Charity has asked for a contribution of £117 from Woking schools participating in the programme to assist with the annual deficits.</p> <p>The work of the Group has expanded to combine the tangible delivery via the mobile classroom with digital online resources to support teachers throughout the school year. The Group pays close attention to the changing needs of teachers and schools, and understands that remaining relevant to them is key to its future sustainability. A few years ago, the Group widened its portfolio of programmes and services to launch 'SCARF', an online framework of teaching resources to support improvement across the whole school, which is proving popular with schools across the country.</p> <p>The Coram Life Education programmes in Woking deliver life skills lessons designed to help children develop the knowledge, skills and confidence to make healthy life choices. The programmes develop a year-on-year education experience so that children are equipped with appropriate life skills such as understanding how they can keep their bodies healthy, staying safe, navigating changes such as puberty, understanding the risks of alcohol, tobacco and drug use. These interventions take a preventative approach and support Woking Borough Council's health and wellbeing priorities, namely: tobacco and alcohol control, physical activity, exercise and healthy diet.</p>

## Coram Life Education – Application For Financial Assistance

The programmes also contribute to Crime Reduction and Community Safety initiatives by exploring alcohol related behaviours that can lead to violence, injuries, physical and verbal abuse and fear in communities.

The Group undertakes online evaluation with children and teachers and this data is analysed to ensure the programme meets their needs. The most recent data highlights that 97% would recommend CLE services to another school and 77% felt that CLE and SCARF provides children with knowledge to keep themselves healthy. It also assesses children's baseline knowledge and understanding which consistently shows children's progress after a Group session. For instance research is used that shows challenging misperceptions of social norms can help to reduce negative risk taking such as smoking: if children know that it is uncommon to smoke, they are less likely to take up smoking themselves.

The most recent research was undertaken with headteachers to understand schools readiness to implement Relationships Education when this becomes statutory from 2020. It was established that two-thirds of teachers wished to build their confidence in delivering this module, and therefore the Group has designed its new Relationships Programme to include lesson plans and resources. A teacher training workshop was also piloted to build teachers' skills and confidence in this area.

In its general induction and ongoing training of educator staff, the Group uses evidence of effective education methods cited by professional bodies such as the PSHE Association, and best practice evidence gathered across the national network of educators (who, combined, reach half a million children). Earlier this year the Parliamentary Health & Education Committees published evidence submitted by Coram Life Education supporting the role of education in children's wellbeing.

The Group undertakes fundraising to develop evidence based programmes and resources for schools and for educators. Over the past year the fundraising has included raising money for LifeSpace and raising the local profile of the Charity's work.

During 2021/22, Coram Life Education will set the following targets:

1. Visit all primary schools with Life Education and SCARF online resources (33 in Woking)
2. Give a SCARF subscription to participating schools at no extra cost to classroom delivery, enabling teachers to embed wellbeing education throughout the year
3. Promote "SCARF Live Online" that equips schools and educators with sufficient technology focused on children's mental health, resilience, healthy friendship etc
4. Invite parents to attend information sessions so that they are aware of the education themes' methods used by CLG, and gain ideas for promoting their children's wellbeing.
5. Submit written reports as required.

During the second quarter of the 2019/20 financial year the Group worked with 981 children from four Schools and is therefore on track

## Coram Life Education – Application For Financial Assistance

to achieve its annual target.

Taking into account the consultee comments which note the importance of the intervention work undertaken by Coram Life Education to both community safety and health and wellbeing priorities of the Council, it is proposed that the Council supports the Charity with a revenue grant of £21,204 and a capital grant of £1,500 be awarded for the 2021/22 financial year.

REPORT ENDS