

**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 level of support received since 2014/15 has been £20,000, a reduction of £3,000 reflecting the pressures on the Council’s financial position.

The Group has applied for funding of £25,600 during 2019/20 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. The request reflects the true cost of providing the service free at point of delivery, the initiative adopted by the Council in order to ensure that all schools have the opportunity to participate. The Council has not been able to fully fund the service in recent years and the Charity has, as a result, introduced a contribution of £100 per day from each school to help address the shortfall in funding.

Approximately 6,500-7,000 children are expected to benefit in, on average, 26 schools from the service. The Group undertakes online evaluation with children and teachers, with the most recent data highlighting that teachers continue to believe that the sessions meet children’s needs and that the Group supports the delivery of Personal, Social, Health and Economic education. During the first quarter of the 2018/19 financial year the Group worked with 2,224 children from six schools in the Borough and is therefore on track to achieve its annual target of assisting a total of 7,000 children.

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 continues to support the Charity, though due to the ongoing budgetary constraints faced by the Council, it is recommended that support of £20,000 be awarded for the 2019/20 financial year, the same as the level awarded for the current year.

**Recommendations**

The Executive is requested to:	<b>RESOLVE That</b> a grant of £20,000 be awarded towards the services for schools in the Borough of Woking.
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
Conditions	<b>Accounts.</b> The Organisation must submit audited 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. <b>Monitoring Information.</b> The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to

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	<p>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 all literature and leaflets produced.</p> <p><b>Payments.</b> Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p><b>Payment Period.</b> Final quarter claims must be made by the second week in March. 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>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>Venue Hire.</b> Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</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>The financial pressure on the Council's budgets is expected to continue in the coming years and 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 2019/20 does not imply that a similar application in 2020/21 would be supported. In particular, it is emphasised that the Council is unlikely to be in a</p>

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position to award any sums above the 2019/20 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2020/21 have been drawn up in the event that the Council is unable to continue its support beyond April 2020. 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.

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

### **Background Papers:**

2019/20 Application Form.

### **Reporting Person:**

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### **Contact Person:**

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### **Portfolio Holder:**

Cllr Ayesha Azad  
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Cllr Ian Eastwood  
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### **Date Published:**

4 December 2018

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<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>12, comprising the Managing Director (35 hours per week), Education &amp; Wellbeing Manager (35 hours per week), Head of Education (24 hours during term-time only), Training Manager (14 hours during term-time only), SCARF Development Manager (14 hours), Education Sales and Marketing Manager (28 hours during term-time only), Educator Manager (28 hours during term-time only), Educators (98 hours during term-time only, includes the Educator for Surrey) and Administrators (51 hours).</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	4,284, comprising:

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	<p>2,142 male                  2,142 female                  154 disabled                  1,018 ethnic minority                  4,284 resident in Woking                  133 aged 0-5                  3,744 aged 5-10                  407 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 £100 per day (from the £420 normally charged). This would continue should the current grant application be successful.</p>
1.5 Members	N/A
1.6 Sum Requested	£25,600 (Revenue)
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 2019/20, including the implementation of existing and new education programmes and the launch of the new 'LifeSpace' 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. During the past year, the Group successfully fundraised for a LifeSpace for Surrey schools.</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>
1.8 Cost breakdown:	<p>Educator and Manager salaries for Woking + all on-costs - £17,590                  Travel Expenses - £758                  Insurance - £575                  Mobile classroom maintenance - £1,515                  Licence Fee for education programmes and SCARF - £1,928                  Towing Costs - £6,844                  Sundry Expenses - £51                  Central service charge for admin, HR, finance - £2,926</p>

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	<p>Total Expenditure - £32,186</p> <p>Less Woking school contribution @ £100 per day - £25,675</p>
<p>1.9 Community Benefit</p>	<p>Approximately 6,500-7,000 children will benefit in, on average, 26 schools from the service. 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>This 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>With a newly appointed part-time educator from (approximately) January 2019, the Group intends to increase its participating schools in the Woking community and continue to offer its subsidised programme to all Woking primary schools.</p>

<h3>2.0 Financial Background</h3>	
<p>2.1 Budget</p>	<p>At the time of the application, the Group held £149,454 in the bank. The Group is obliged to allocate a budget sum each year to pay for educator and educator management costs, mobile classroom and towing costs, equipment, resources (including marketing flyers), a licence fee to the central office and overhead contribution for payroll, IT, administration and accountancy. As the area of Surrey will now be run by Coram Life Education, all funding received for that area (in this case Woking) will be restricted for that purpose.</p> <p>The funds that the Group holds in its bank accounts reflect the overall charity and its trading company, operating the central office and licensor functions, and four delivery areas of which Surrey is one. Coram Life Education 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.</p> <p>The Group has submitted a break-even budget for 2019/20 which shows an anticipated income and expenditure of £127,470.</p> <p>Anticipated income includes School Fees (£87,095) and Grants and Donations (£40,375). Items of expenditure include Salaries and all on-costs (£69,663), Towing Costs (£27,105), Central Service Charge (£11,588) and Licence Fee to Coram (£7,636).</p>

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2.2 Accounts	<p>The Group has submitted draft accounts for 2017/18 which show an income of £308,723 (£334,193 in 2016/17) against expenditure of £407,583 (£482,163 in 2016/17), resulting in a deficit of £98,860 (a deficit of £147,970 in 2016/17). A deficit of £344,405 was carried forward at the end of the 2017/18 year.</p> <p>Commenting on the deficit, the Group notes that the amounts are owed internally to Coram, CLE Trading, and Coram Trading Limited. Whilst the deficit is noted to be a large number, the charitable activities of Coram Life Education are supported by the Coram Group and so the intra-group balances are not going to be subject to repayment demands within the 2017/18 year.</p> <p>The Charity states that Coram will continue to support the valuable work done by Coram Life Education and a letter of support will be issued by Coram as part of its audit.</p>
2.3 Support over the past five years	<p>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.                  2015/16 – £20,000 towards the costs of the Woking initiative.                  2014/15 – £20,000 towards the costs of the Woking initiative.</p>

<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>No</p> <p>Yes</p> <p>Yes*</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>
3.2 Consultee Comments	<p><u>Camilla Edmiston, Community Safety Manager</u></p> <p>Both the Safer Woking Partnership and Woking Borough Council have supported Coram Life Education for many years with their ongoing early intervention work offered to all our primary schools in Woking. They deliver age appropriate interactive lessons with their educational programme to all year groups using a mobile classroom taken to each of the schools. 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. This enables the organisation to build on</p>	

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progressive learning because they have been in to all the schools 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. 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. In 2016 Coram Life Education 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 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.

All of the work of Coram Life Education is evaluated and they provide regular feed back to us on their work. Their termly reports include positive comments from the teachers at our primary schools, who also comment that the pupils are excited when they are expecting a visit.

Health and well-being is a core priority for Woking Borough Council and this work supports that. In addition, substance misuse 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. The misuse of drugs and alcohol can so badly affect individuals and communities and this programme is working to reduce this by early intervention, so I consider it very important that we continue to support this organisation.

Sylvie Marshall, Community Development Manager

The organisation delivers learning experiences for children and young people, the aim of which is to prepare children for the modern world by developing their skills, knowledge and capabilities using trained educators who deliver well being and personal social health and economic (PSHE) education to primary school children.

In the last financial year 4,070 children from participating schools in Woking benefitted from the teaching offered by the organisation. Grant funding will enable the organisation to continue offering these services to schools within the borough at a significantly reduced rate (£100 per day – usually £420 per day).

Based upon the community benefit I would recommend a grant of £20,000 be awarded in line with last year.

### 3.3 Assessment

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 £100 from Woking schools participating in the programme to assist with the annual deficits.

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 year

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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.

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.

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 72% of teachers believe that they have become more confident in delivering PHSE lessons after a session; and 80% of senior staff agree that the sessions contribute towards the school's strategies for raising achievement. 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 2019/20, Coram Life Education will set the following targets:

1. Offer all primary schools the agreed service

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2. Reach approximately 7,000 children via the programmes
3. Offer tailored sessions in discussion with the school, based on their identification of need
4. Give a SCARF subscription to participating schools at no extra cost to classroom delivery, enabling teachers to embed wellbeing education throughout the year
5. 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.
6. Submit written reports as required.

During the first quarter of the 2018/19 financial year the Group worked with 2,224 children from six Schools and is therefore on track to achieve its annual target of assisting a total of 7,000 children.

Taking into account the consultee comments which note the importance of the intervention work undertaken by Coram to both community safety and health and wellbeing priorities of the Council, it is proposed that the Council continues to support the Charity, though due to the ongoing budgetary constraints faced by the Council, it is recommended that support of £20,000 be awarded for the 2018/19 financial year, the same as the level awarded for the current year.

REPORT ENDS