

WESTNELL NURSERY SOCIETY



working with
children in
Peru

Developing education in poor communities



A Class at Work in Boca Negra Nursery

ANNUAL REPORT APRIL-DECEMBER 2002

ANNUAL REPORT FOR WESTNELL NURSERY SOCIETY APRIL-DEC 2002

Welcome to the Westnell Annual Report for April - Dec 2002

Please note that we have switched to a January to December year for reporting to coincide with the academic year in Peru and thus simplify budgeting and accounting for our overseas partners. Since the first few months of 2002 were covered in our previous Annual Report, we cover a reduced, but nevertheless active period in this report.

Message from Westnell in Peru

Margarita Cautin del Real, the Coordinator of the Westnell project in Peru wrote the following inspiring message to UK supporters at the end of the academic year 2001-2002:

We



with

finish this year full of new challenges. The Commission of Sustainability, its functions and actions are a great and different challenge that we have taken on. The Institution (Westnell) has grown and it has grown its responsibilities and demands. We would like to make

advances in the educational and instructive work with the children, in our work with the parents and in the development of the institution. We know we will make it.

So far we have done a job that has given us great personal satisfaction and have accomplished it because we have learnt what it really is to work in a team. We have grown but always remembered our origin respecting and caring for each other and every member of the Committee in the UK and remembering through the years the founders Ms Debby Westlake and Ms. Sally Pinnell. They are two special people for the institution. We would like to thank them because from the start of Westnell the members of the Committee in the UK have shown respect for our job and us. This has always made the difference. It strengthens us to feel the support you give us not only financially but also as teams working in parallel...

Start of the new school year

The school year in Peru begins in April after the long summer holidays that commence in December. The summer months are fruitfully used by the staff of Westnell to plan the curriculum for the upcoming year, and undertake various projects including decoration of classrooms, preparation of beautiful displays and materials for the year and staff training for the enthusiastic team of teaching staff. They also undertake the house to house surveys that have been developed in recent years by the team to verify the socio economic circumstances of families and thereby ensure that families granted places for their pre-school children are truly those in most need. During her trip to Lima in November 2001, Debby Westlake visited families and heard their accounts of the vital service that is provided by Westnell. Those who gain a place are children who could genuinely not otherwise afford the luxury of pre-school education. As we have reported before, even state education implies unaffordable expenses for our families - uniforms, materials, and top-up fees for underpaid state teachers

Children and staff

The school year began with 303 pupils; 118 at the original nursery in Doscientas Millas (DM) and 185 in the Boca Negra (BN) nursery that was opened in 1998. There were 4 classes at DM (funded by Westnell UK) and 5 at BN (two funded by the Methodist Relief and Development Fund, two by the Community Fund - previously known as the National Lottery - and the fifth funded by Westnell UK). There were 17 members of teaching staff - 8 qualified teachers and 9 assistants who are all studying for teaching qualifications. There were two caretakers - one at each site - funded by Westnell funds. The General Director of the *Sociedad Infantil Westnell* (Westnell Society Peru), Oscar Santillan, and the General Coordinator of the Society, Margarita Cautin del Real, are the husband and wife whose drive and enthusiasm pulls the team together in a unique way. Not only are they the official representatives of the organisation, but they manage the day to day activities and programmes as well as staff training and curriculum development. They also perform community work that includes home visiting, parents groups and community liaison.

Margarita's account of the new school year

In her first report of the year Margarita described in a very vivid way the settling process for the new intake :

The first week is always hard especially with the 3 year olds crying most of the time because they want to go home to their mums, but this year we were able to have colourful work books that make a real impact on the children; they really love to work with their books and listening to stories and songs related to the book.

Mothers' groups

The groups for women formed in the early 1990s continue as a strong activity for Westnell. The women's project coordinator, Roxana Rodriguez, teaches a group of 20 women in each nursery twice a week. The classes mainly focus on crafts, some of which are produced for sale, thus providing a small amount of income to the woman's family.

Classroom committees and Activities

Extra curricular activities and the all-important 'fiestas', so characteristic of the Westnell programme, continue to bring together families and the community around a celebration of children and their role within the community. Four or five highly enthusiastic mothers from each classroom form the classroom committees that plan and drum up support for the activities. They are Margarita's main support and are a very active group. This year there was a welcome party for new children, celebrations of the national mothers', fathers', teachers' and environment days, as well as school trips, sports day and a parade for Independence Day. The highlight of the year is always the 'Local Delicacies' Festival when mothers from the different provinces of Peru prepare the typical dish from their area and set up a colourful stall with decorations and folklore from their province. They dress in the local costume for their region, be it jungle, coast or Andes. This is an important reminder that the families using the nurseries are migrants from all over the country, now established in the capital city, trying to eke out a living but often with a strong sense of their provincial language, identity and values. The aim of this day is to recognise and celebrate ethnic and cultural difference within Peru.

Building

The new BN building was used to potential in three classrooms. The spare fourth classroom was used for mothers' group activities and meetings. The auditorium was used for a wide variety of nursery activities and was made available to community and local education groups as a neighbourhood resource. The auditorium continued to have an important role in promoting the place of Westnell as a centre for the whole community, not just young children.



Playground built

It has long been the dream of the Westnell team to have an outdoor play area where the large groups of small children can let off steam and fully develop their climbing, swinging and balancing skills. This year they were delighted to realize this dream by building outdoor equipment and a green area. Funds for this project were donated by the family and friends of Alwyn Shackleton, a long term supporter of Westnell who sadly

died last year. Margarita had met the Shackletons on a number of occasions and was very moved by the donation. A plaque names the area as the Alwyn Shackleton memorial garden.

Visits

There were a number of visits to Westnell from the UK this year, including that of another long time supporter, Yolanda Williams of the Anglo Peruvian Society. She was accompanied by the current treasurer of the organisation. As a result of a need expressed by the staff during this visit a photocopier was donated to the nurseries by contacts of Yolanda in Lima - Ursula Ricketts and Jose Antonio Ferreyros. The nursery staff was very grateful and now has much needed scope for preparation of materials. Margarita wrote '*thanks (to the fact that) we have now a photocopier, we have been able to prepare a special writing book for our 5 year olds.*' Many thanks go to Yolanda, her contacts in Lima and the Anglo Peruvian Society for their continued support.

Sustainability commission

The message to UK supporters from Margarita, quoted at the beginning of this report, refers specifically to the new challenges presented by an organisation that has grown so significantly over its 16 years of existence - having a humble beginning in a rented room for 25 children to attend a session staffed by 1 teacher (Margarita) and an auxiliary (Doris Rodriguez) in 1985 to our current situation with two nurseries and a staff of 17 providing preschool education for 303 children. Inevitably the question has arisen of how best to ensure the future of this tremendously worthwhile and successful project as the demands for funding increase, while income from our two major co-funders (MRDF and Community Fund) taper off in the next 2 years. A Sustainability Commission was set up by the organisation in Peru as a result of the visit to the project and consultation with the staff and families of Debby Westlake and Vanessa Saenz Prytz in 2001. The Commission, comprising management, staff and parents has as its broad remit the goal of planning for the future and looking for replacement funding in an international market that increasingly looks for funding applications

direct from the local organisation rather than an intermediary (such as Westnell UK). This work obviously presents a great leap for the team in Peru who are primarily, and most importantly, educators and community builders.

The Sustainability Commission continued to meet this year and began to work with Ana Urrunaga of Save the Children Fund in Lima who knows the project well and has expressed enthusiasm for its continued work. She offered to undertake two pieces of work that we hope to fund in the coming financial year using Community Fund moneys: a training programme to build skills in the current team and direct engagement in fund-raising work to replace current donors' commitments.

UK Committee

Margarita's visit and sustainability

Much of the discussion in UK Committee meetings this year centred around how we can best work with Peru to ensure that the nurseries have a future that goes beyond current funders and the individuals that currently make up our teams in the UK and in Peru. Having collected baseline data and some recommendations about action in the 2001 consultation, the UK Committee faced the challenge of how to implement these suggestions. A cornerstone of this process was to be Margarita's visit to the UK in September 2002, since this was to provide much needed opportunity to discuss the changes in our ways of working with our partner and to hear about the progress of the Sustainability Commission in Peru, as well as fulfilling the usual aims of visits to our supporters around the UK combined with some fund-raising activities.

An extended meeting and social with Margarita was hosted by Rachel Shackleton and Gareth Jenkins at the beginning of Margarita's visit, when the UK Committee also had time to spend more informal time with Margarita. This meeting was then followed up with a smaller meeting at the end of the visit in London. These meetings, combined with the time Margarita spent in the homes of both Committee members and supporters, allowed for extensive discussion of the issues facing both the UK and Peruvian organisations and enabled Margarita to see something of the way that we work here.

Margarita's visits to London, Yorkshire, Edinburgh and Newcastle were also combined with some fund-raising and dissemination events that successfully raised enough funds to cover the cost of her trip to the UK and expenses with some net income (see Treasurer's report). As always, there is an intangible value in contact with the key figure from the Peruvian organisation who is always an inspiring and enthusiastic speaker and ambassador for the work in Peru. Many spin-offs tend to result from her visits.

The UK Committee also committed itself to a review of its own status in sustainability. We undertook interviews with all committee members and a small sample of key non-committee supporters to evaluate views on the current and future status of the UK organisation and its relationship with Peru. We also examined a number of issues about individual commitment levels and satisfaction with role. The findings vindicated the need for the UK to empower our partners in Peru and to provide them with the necessary training and support to look for alternative funding sources over the medium to long term firstly because we believe that this constitutes a more 'healthy' and less dependent relationship between organisations and, secondly, because the capacity of the current support base in the UK is limited. The findings identified that the organisations both in the UK and Peru are in a critical transition period that needs careful management on both sides.

Cards

For the first time in many years, we paid for the printing costs of the very popular Christmas greetings cards, so that our profits were not as high as in previous years. Nevertheless the designs were superb and sold very well. Our thanks go to the designers Sarah Scott and Helen Wallis. As always many people contributed to the success of the venture - dedicated packers like Brian Shackleton and family, distributors and myriad vendors around the country too numerous to mention. They all did an excellent job. Special thanks go to Vernon and Sally Pinnell who continue to provide a personal touch to the demanding work of mail order sales.

Website

The website has been redesigned and maintained this year by Geoff Sheradon of www.premonition.co.uk. We are very grateful for the valuable work he has done on making the website both attractive and accessible. The website now contains reference materials and information about the nursery, plus current newsletters, annual reports and a useful section on card designs and how to purchase them. The standing order and Gift Aid forms are also available to download. The site allows instant access to information and has attracted interest and support from a number of people who would otherwise not have known about Westnell. Card sales have also been boosted

Message to our supporters

We extend a warm thank you to all our supporters in the UK and overseas who have helped to make this another successful year for the Westnell Nursery Society. We recognise that there are new challenges ahead for the

UK and Peru and hope we can count on your understanding and support so that we can choose the best route forward for both organisations. As always, we are happy to hear your suggestions and comments about our work and welcome offers of time, expertise or other donations to help us with this transition into a new way of working.

Treasurer's Report for the year ended 31 December

Summary

2002 has not been as good a financial year for Westnell as usual because income was less than expenditure by £2,015. This is despite Margarita's visit which normally boosts fundraising. Total income was £23,627 and expenditure was £25,624.

Unlike previous years, this is a 9 month financial year running from 1st April to 31st December. The trustees decided to adjust the year end to December to coincide with that of the Westnell nurseries in Peru, and the needs of some of our external funders. Comparison with previous years is therefore difficult. In this report, the income figures are in most cases compared to the 9 month budget set for the year (based on previous experience) whereas the expenses are compared to the previous full year.

The detail - Westnell

Income

Income from standing orders under new Gift Aid or covenants was £10,746, £246 higher than budgeted, and on track to be slightly higher than the previous full year. This was mostly due to the effect of commitments made in the previous year. In addition, regular donations via CAF standing orders, Give as You Earn Schemes etc. totalled £998, £98 higher than the budget. This figure was also on track to be slightly higher than the previous full year. These two figures are grouped together in the accounts as they represent the regular income of the society, amounting to on average over £1,300 per month, which is £50 per month higher than in the last annual report.

The reclaimed tax for the year totalled £4,293, £566 (11.6%) lower than the previous year. This was mostly because there were no major (personal) donations that we could claim gift aid tax on this year. Although many Westnell supporters have signed Gift Aid forms in favour of Westnell, the reclaimed tax could be increased more if all of our tax paying supporters filled in the new Gift Aid forms that are available from our website, or the Secretary.

The total of income from individual donations was £2,505; £1,495 lower than the budget. Westnell supporters raised £365 this year via fund-raising events. This total was £135 lower than the budget. Events such as the Happy Jar at Brunswick School in Penrith, Cumbria continue to raise regular funds. Thanks to Terry Carruthers and the children. Donations from Charitable Trusts were £300, as expected with the change in our yearend. Newsletter subscriptions were zero since we did not collect subs. The donations in kind figure was a generous £800 thanks to the free services of our Westnell website designer, Geoff Sheradon.

Of particular note are donations from the Anglo-Peruvian Society, Catholic Care in Leeds, Mildenhall Charitable Trust, Liverpool Spanish Circle, the Leeds Latin American Womens Support Group, and Bishop Goodwin School as well as some generous gifts from individuals. Thanks to all those who have made donations.

Sales of our Xmas cards this year hit a record high of £4,475. However, this was eroded by the fact that we had to pay for the cards printing for the first time, as well as envelopes and postage expenses. The final profit was £2,958 which is just £679 less than the previous year. Card sales were probably boosted by them being distributed and sold around the time of Margarita's visit. Fundraising events and sales of artesanía during Margarita's visit netted £345 in income, after travel expenses were deducted. This is lower than in previous years, but the committee used the visit for communication purposes more than fundraising this time. Margarita did see a lot of the UK and meet with many Westnell supporters, friends old and new.

Interest received in the year was £318, £132 lower than the budget, due to lower average balances being held than the previous year and lower interest rates applying.

Expenditure

The monthly payments to the nursery in Peru were maintained at the same level as the previous year, in line with teachers' local pay scales as the economic situation in Peru has been stable. Payments to Peru in the year totalled £25,160, which was £660 higher than budgeted. These payments included a donation of £1,000 in memory of Alwyn Shackleton, to develop the garden and play are at Boca Negra. A loan of \$1000 made to Peru in March 2000 was repaid in August 2002.

At £1,056, UK expenses increased from last year by £708 (203%). Our usual expenses were less than in previous years but the figure is largely made up of a free donation of time to develop the Westnell website. UK expenses are those incurred directly in running the charity; card sales and event expenses are netted

off against the respective income. Expenses for communication with Peru were £155 which is £732 (83%) lower than the previous year. This year's figures are only for bank telex charges (no telephone call costs) whereas the previous year's figure included travel expenses for a visit to Peru.

Overall running expenses (which excludes card and visit expenses) are 4.72% of Westnell's income or expenditure for the year, higher (by 1%) than the previous year.

Closing balances

The closing balances at the year end show an overspend of £2,015. The UK reserves were £9,658 at the year end, just below our usual level of £10,000. Average Westnell balances for the year were £9,122, which is less than the average of £11,000 in the previous year.

It should be stated that the reserves are held and used in case of month on month fluctuations and annual shortfalls in fundraising efforts. With the current level of guaranteed monthly/annual income and no further fundraising, the reserves would fund the Westnell Peruvian project for almost 1 year.

The detailed figures are presented overleaf, with a comparison to previous years.

Westnell administered two grants in this financial year:

MRDF Grant for Boca Negra

A grant of £12,504 (decreased from £13,487 the previous year) was received from the Methodist Relief and Development Fund (MRDF) to fund two of the classes at Boca Negra. This was the second year of another 3 year grant. When the grant began in 2001, MRDF wanted to see a tapered budget as part of Westnell Peru's long term progress towards sustainability - that is they hoped to see Westnell gradually replacing the funds from MRDF over the period of the grant. The administration involves sending the funds to Peru on a monthly basis and monitoring the related project work in Peru. We then draw up a report on the activities and expenditure in Peru for annual submission to the MRDF. £2,640 of this grant shows as held at the end of the year, because of the change in accounting year end date. The funds were sent to Peru to cover expenditure in the first 3 months of 2003.

Community Fund Grant

The UK Community Fund (formerly National Lottery) International Grants programme provided a grant of £11,190, which is the second year of a 4 year grant programme. This money was for revenue funding to run two classes at Boca Negra. The administration involves sending the funds to Peru on a monthly basis and monitoring the related project work in Peru. We will be making regular reports to the Community Fund.

The detailed figures for both grants are presented overleaf.

Declaration

The accounts for the Westnell Nursery Society for the financial year ended 31 December 2002 set out on the next two pages and described in the treasurer's report above, are as approved by the trustees.

Chair - Mark Patchett	Date
Treasurer - Ede Fehrenbach	Date
Secretary - Debby Westlake in lieu of Chris Bond (deceased)	Date

WESTNELL NURSERY FUND

<u>Annual Totals</u>	97/98 £	98/99 £	1999/2000 £	2000/01 £	2001/02 £	(9 mth yr) 2002 £	Change from previous year £	%age
INCOME								
Standing Orders (GA/Covs)	12,568	12,463	12,694	13,555	14,107	10,746	-3,361	-24.80%
Regular donations ***		768	1,132	1,253	1,302	998	-304	-24.27%
Tax Reclaimed	3,550	3,361	4,481	4,751	4,859	4,293	-566	-11.91%
<u>Donations</u>								
Donations	2,015	935	6,502	3,119	4,915	2,505	-2,410	-77.27%
Supporter events ***		2,957	4,077	4,332	3,324	365	-2,959	-68.30%
Special donations - trusts	2,495	1,100	800	500	500	300	-200	-40.00%
Newsletter subscriptions *	51	204	24	0	0	0	0	
Donations in kind	105	341	244	200	200	800	600	300.00%
<u>Special Projects</u>								
Cards **	4,077	4,410	3,660	3,243	3,637	2,958	-679	-20.94%
Events/artesia Three Peaks Walk	3,107	3,629	95	100	0	345	345	345.00%
Interest	500	600	559	640	575	318	-257	-40.14%
Total Income	28,468	30,768	34,267	31,694	33,419	23,627	-9,791	-30.89%
EXPENDITURE								
	97/98 £	98/99 £	1999/20 00 £	2000/01 £	2001/02 £	2002 £	previous year £	
Peru Remittances	27,860	31,542	30,947	30,059	32,000	25,160	-6,840	-22.76%
Loans to Peru	1,547	-1,514	0	1,392	-696	-696	0	0.00%
UK Administration	280	507	475	488	447	956	509	104.26%
Peru Communication	757	292	293	402	887	155	-732	-182.23%
Total Expenditure	30,443	30,828	31,714	32,341	32,638	25,575	-7,063	-21.84%
NET CASH FLOW	-1,975	-59	2,553	-647	781	-1,948	-2,728	421.69%
CLOSING BALANCES								
Current Account	1,235	318	1,978	514	61	1,129		
B/Soc Deposit Account	7,550	5,000	5,000	5,000	5,000	5,000		
B/Soc Chq Account		1,000	1,000	2,500	2,500	1,500		
Bank High Interest Account	84	2,491	3,384	2,700	4,045	2,030		
NET WORTH	8,869	8,809	11,362	10,715	11,606	9,658		
FIXED ASSETS								
Fax held by Sally Pinnell	131	131	131	131	131	0		
	131	131	131	131	131	0		

* new income source in 96/97

** card sales expenses are netted off against card sales income from 95/96 onwards.

*** new categories in 98/99

MRDF Grant for Boca Negra
Summary Cash Flow

	Total 00/01	Total 01/02	Total 2002
	£	£	£
<u>Income</u>			
Grant received	14,336	13,487	12,504
Loans		0	0
Interest	250	149	105
Total Income	14,586	13,636	12,609
<u>Expenditure</u>			
Payments to Peru	14,336	13,487	9,864
Xfer to main Westnell fund	250	149	105
Total Expenditure	14,586	13,636	9,969
Net Cash Flow	0	0	2,640
Net Worth	0	0	2,640
CLOSING BALANCES			
Current Acct	0	0	0
B/Soc BN Fund Acct	0	0	2,640
NET WORTH	0	0	2,640

Community Fund (Lottery) Grant for Boca Negra
Summary Cash Flow

	Total 00/01	Total 01/02	Total 2002
	£	£	£
<u>Income</u>			
Grant received	21,864	14,592	11,190
Interest		17	3
Total Income	21,864	14,609	11,193
<u>Expenditure</u>			
Payments to Peru	21,864	14,326	11,456
Xfer to main Westnell fund		17	1
Total Expenditure	21,864	14,343	11,457
Net Cash Flow	0	266	-265
Net Worth	0	266	1
CLOSING BALANCES			
Current Acct	0	0	1
Lottery bank Acct	0	266	0
NET WORTH	0	266	1



A Recent View of the Exterior of the Boca Negra Nursery

The **Westnell Nursery Society** was set up in 1986 and registered as a charity to 'advance the education of children below school age in Lima, Peru, by providing safe and stimulating group play and other learning activities.' Westnell comprises two partner organisations: **Westnell UK**, which is registered as a charity in the UK, and the **Sociedad Infantil Westnell**, a registered charity in Peru run by nursery staff and community members. The Peruvian charity runs the nursery, organises events and seminars for parents and manages the team of staff. The UK organisation, through its committee of Trustees, exists to further the objectives of the Peruvian society by providing funds and support. It monitors the use of funds raised in the UK through regular reporting by the Peruvian partners and ensures that such funds are used effectively in achieving the objectives of the charity. It communicates with UK members through regular newsletters and other mailings.

w e s t n e l l
nursery society

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Registered Charity No. 295307

Patron: Nick Hancock

**working with
children in
Peru**



Developing education in poor communities