



Support and friendship
for families

Home-Start
East Fife

Annual Report

Home-Start East Fife Annual Report 2012-2013

Support and friendship for parents
and children across East Fife



Home-Start: The UK's Leading Family Support Charity

Home-Start East Fife provides a unique service for families - recruiting and training volunteers to support parents with young children in their own homes. .

Home-Start East Fife

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Scottish Charity No. SC010242

Patron: HRH Princess Alexandra, the Hon. Lady Ogilvy, GCVO

Joanne Roddam, Manager

Lynn England, Co-ordinator

Aileen Pruden, Family Support Group Co-ordinator

Lauren Sykes, Administrative Assistant

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DIRECTING SCOTLAND...

I am delighted to have the opportunity to contribute to your Annual Report once again. It allows me the chance to say thank you to the volunteers, including home visiting, trustees and others, who contribute so much to Home-Start. Home-Start is all about volunteering. The rest of us just help to make this happen! So, a huge thank you to all of our 1500 volunteers in Scotland.



Home-Start remains a key provider of services in Scotland. Our government's agenda is very different to those in some of the other parts of the UK. Here, the focus is much more on preventative work. This is, of course, exactly what we do and means we are well placed to deliver services which are greatly valued. This applies both locally and nationally.

This is the year when Home-Start celebrates our 40th birthday, the first ever scheme having started in Leicester in 1973. I am delighted to note the continuing success of Home-Start East Fife and am confident that this will continue.

Dave Milliken
Director for Scotland
June 2013



FROM THE CHAIR...

"25 years and still going strong"



As I write this report I am aware that Home-Start East Fife is about to complete 25 years in operation. Over the years we have had many changes to the makeup of the Board of Trustees however until this year one member has been with us since the beginning. Bill Campbell was a member of the steering committee which set up the scheme in 1987 and he remained a valuable member of the Board until his death in April. He is sadly missed by us all at Home-Start East Fife.

As last year we continue to work hard to provide the same level of support to families across East Fife. We remain grateful to Fife Council for their contribution to our core funding and we will continue to work hard to raise the remaining 35% in order to keep the work of the scheme to the same high standard. I am extremely grateful to all those who help with fundraising, with a special mention for Lynn England who trawls Trusts and other grant making bodies on our behalf. We work hard to keep a high profile locally and thanks go to all the local organisations and individuals who support the scheme.

This year Lauren Sykes, Administrative Assistant resigned and she has been replaced by Michelle Bazeley-Gray who joined us in May and is settling in well.

We were recently reviewed on Home-Start Quality Assurance Standards and I am pleased to say that we achieved 94% compliance with the Standards. Well done and thank you to everyone who contributed to the review.

Home-Start East Fife does not function without the wonderful work done by our volunteers who provide help and support for local families. My thanks and appreciation and those of all the Board of Trustees go to all of them.

To our Fife Council Link Officer, Lynn Slater, our sincere thanks for all the support and advice, and also to Maureen Trumper and Dave Milliken Home-Start Scotland.

To our valuable staff - Joanne, Manager; Lynn, Co-ordinator; Aileen, Family Support Group Co-ordinator; Lauren, Administrative Assistant and Michelle, Receptionist/Administrative Assistant - my sincere thanks for all your hard work for Home-Start East Fife, you are an excellent team.

I have now come to the end of this period of Chairmanship and I would like to say many thanks to all my fellow trustees for all your support throughout the year and throughout my Chairmanship.

Fiona Sutherland
Chairperson.

HOW WE PAY FOR WHAT WE DO...

Home-Start East Fife showed a surplus at the year end, for both non restricted and restricted funds. As the total costs required to run the charity exceed its secured funding it was decided to carry over an amount into the next financial year which leaves the 2012/2013 final accounts in a breakeven situation. This financial position has been achieved by incredible efforts in fundraising by the staff of Home-Start East Fife and careful financial management with support and help from all the staff, volunteers and trustees.

PRINCIPAL FUNDING SOURCES

The principal funding sources for the charity are currently by way of Service Level Agreement grant from Fife Council. The charity receives 67% of its funding from Fife Council. We have also secured funding from Children in Need for a further 3 years and the rest has to be secured through funding applications and fundraising activities. The current 3 year Service Level Agreement with Fife Council comes to an end in 2014. The charity will be required to submit a funding application for the next 3 years.

INVESTMENT POLICY

The *Memorandum and Articles of Association* of the Charity authorise the Board of Trustees to make and hold investments using the general funds of the charity, but no such investments are currently held at present.

RESERVES POLICY

The Board of Trustees has examined the charity's requirements for reserves in light of the main risks to the organisation. The Board has established a policy whereby the funds not committed or invested in tangible fixed assets held by the charity should cover, in the long term, approximately three months running costs.

AND THE FUTURE...

With the carry over of funds from 2012/2013, the budget for the current year ending in March 2014 is very manageable. The Service Level Agreement with Fife Council will be renewed in 2014 as the current one finishes on 31st March 2014. For the year 2013-2014 there is already in place secured funding from Children in Need and St Andrews Welfare Trust.

Home-Start East Fife is very hopeful that for 2013/2014 there will not be any need to use any reserves.



Joan R Prentice
Treasurer
August 2013

Twenty Five Years Young and Still Going Strong

2012 - 2013 marks Home-Start East Fife's 25th Anniversary, no mean feat for any organisation to not only survive but flourish for 25 years! As can be seen elsewhere in the report from very small roots we have grown steadily and become a solid support for many families across North East Fife.

As always we've had a very busy year continuing to support families in their own homes and through Family Support Groups. As can be seen elsewhere in the report our Family Support Groups go from strength to strength!

As I highlighted in last year's report volunteers continue to be the mainstay of our organisation, offering their time freely to help families who need a little extra support. 34 generous individuals have offered their time over the last twelve months spending an astounding 1053 hours supporting families and playing with children aged 0-5 years. A heartfelt Thank You goes to each and every one of you!!

Some of the highlights this year;

Volunteer's day at Museum of University of St Andrews (MUSA) where volunteers were able to make their own medals in recognition of their fantastic contribution to Home-Start East Fife. Pictured are the volunteers and staff.



Our Summer Outing in June 2012 was to Falkland Estate, 34 parents, 32 children and 6 volunteers along with 4 staff enjoyed a lovely walk through the woods making journey sticks and natural colour palettes before enjoying a picnic on the playing fields.



Our Christmas Party was held at the Cosmos Centre and as we again had some additional funding we were able to assist families from outwith St Andrews to come along. Waste of Paint Productions again provided the entertainment and the Sleigh brought Santa to present gifts to all the children, a big thank you to Santa (aka Mike Roddam). With thanks also to the congregation of Anstruther Parish Church and St Athernase, Leuchars every child went home with a gift and a selection box.

And thanks to donations from Storehouse every parent also received a gift. Many thanks to Cherries for again providing a fantastic buffet which was enjoyed by all.



On 13th February 2013 we celebrated 25 years of Home-Start East Fife with a very special outing to Cambo Estate for Snowdrops by Starlight. Some of you may remember 13th February was a very snowy day and many roads were impassable throughout the day but Home-Start East Fife supported families are a hardy bunch and those who weren't snow bound ventured out! An incredible, magical experience awaited us with a fantastic sound and light trail through the snowdrops - covering under a layer of snow. After our walk we all headed into the tea room to enjoy a warming cup of hot chocolate before heading to Storyworld where Lizzie Mc Dougall delighted us all with a lovely story before we all boarded the buses to head home to bed!



To all our wonderful volunteers including members of the Board of Trustees and to Aileen, Lauren and Lynn,

T Time
H Helping
A Always there
N Neighbours and friends
K Knowledgeable

Y YOU
O Outstanding
U Understanding

For all your hard work this year

Joanne Roddam
Manager

Celebrating 25 years of Home-Start East Fife

St Andrews Home-Start was formed from a Steering Committee which first met in March 1987. Martha Simpson was appointed Co-ordinator working 10 hours per week from home. St Andrews Home-Start received £2500 from Unemployed Volunteer Action Fund (UVAF) and £2200 from Fife Region Social Work Department.

In 1988 St Andrews Home-Start began recruiting volunteers and matching them up with families looking for additional support. The organisation moved from the home of the Co-ordinator to St David's Centre in St Andrews. Additional funding was sourced from Children in Need, other national and local trusts and charities. The total number of families supported was 5

In 1989 St Andrews Home-Start generated its first Annual Report and doubled the staff team with the appointment of an Administrative Assistant. A Family Group began in St Andrews. The annual expenditure was £4270 and the total number of families supported was 20.

1990-1991 St Andrews Home-Start changed its name to North East Fife Home-Start. The staff team is again boosted with the appointment of Debbie Salter (later to become Debbie Jones) as Assistant Co-ordinator. Fife Council Social Work funding increased to £7288 and additional funding was also received from UVAF. The total number of families supported was 62

1991-1992, Martha Simpson moved on to pastures new and Debbie Salter took on the role of Co-ordinator and a new Assistant Co-ordinator is appointed. Annual expenditure was £31000, the total number of families supported was 29.

1993-1994, the total number of families supported by North East Fife Home-Start was 57 with 103 children.

1994- 1995 North East Fife Home-Start faced their first financial crisis, a grant of £10000 from Fife Health Board is secured and extensive trust trawling by the Management Committee helps to alleviate the crisis. The total number of families supported was 34.

1995-1996 The Auchtermuchty Project has started to allow expansion into some of the parts North East Fife Home-Start has not yet reached. North East Fife Home-Start supported 54 families with 119 children, and expenditure tops £42000. Over £13000 was raised from trusts and local donations.

1996-1997 the organisation changed its name again to Home-Start North East Fife. Home-Start North East Fife celebrated its 10th Birthday and the Home-Start founder Margaret Harrison visited to help with the celebrations. Total number of families supported was 48

1997-1998 The total income was £39568 and the total number of families supported was 54

1998-1999, marked the signing of the agreement with Home-Start UK, allowing us to be called "Home-Start" providing that we adhere to the Home-Start Standards and Methods of Practice. Total income was £53176, with Fife Council Social Work Department funding of £39309 and the rest made up from other funds and trusts. Number of families supported was 53

2000-2001, in celebration of the new millennium Home-Start East Fife registered as a Company Limited by Guarantee in August 2000 and in September 2000 we moved to our current premises at 158 South Street, St Andrews. Deborah Jones (previously Debbie Salter) changed her title to Senior Co-ordinator, having been with Home-Start for 10 years, and a Project Worker was appointed to be responsible for running the Family Groups bringing the staff team to four. We celebrated our 14th Birthday with a party for all the families and volunteers. Total income was £54223, with Fife Council funding £44309 and the rest made up from funds and trusts. Total number of families supported was 52

2001-2004, a second Family Group was established in Cupar. A database specifically designed for Home-Start North East Fife by a St Andrews University student was developed further by Home-Start UK and issued for use to all Home-Starts nationally. Funding was secured for Home-Start North East Fife with Fife Council through a 3-year service level agreement. A total of 37 volunteers were supporting families across North East Fife and the total number of families supported was 52.

2005-2006 Home-Start Scotland celebrated its 21st Birthday! Home-Start North East Fife supported a total of 75 families with a total income of £89903.

2006 Home-Start UK introduced a Quality Assurance System covering all of the work of Home-Start schemes. In May 2006 Home-Start East Fife was one of the first Home-Starts to be reviewed on four of these standards. Total number of families supported was 82

2007-2008 Home-Start East Fife celebrated its 20th Birthday in November and the total number of families supported was 82

2008 - 2009 was a year of many changes, Deborah Jones moved on to pastures new after almost 17 years with Home-Start East Fife, there were also changes of Co-ordinator and Project Worker but the staff complement remained at four. Following a review of all Home-Starts across Fife, we signed a revised Service Level Agreement with Fife Council, agreeing that we will now support families with more complex needs; this may result in us being able to offer support to fewer families but more intensive support to more complex families. In November 2008 Home-Start East Fife celebrated its 21st Birthday with a Ceilidh for all families, volunteers, staff and Trustees. Total number of families supported was 70

2009-2010, Home-Start East Fife began working in partnership with the newly opened Museum of the University of St Andrews (MUSA). The total number of families supported was 72 families with 155 children

2010-2011 Home-Start East Fife's core funding from Fife Council continued but at a reduced level, leaving around 25% to be made up with donations from local and national charitable trusts and grant making bodies. The total number of families supported was 75 families with 162 children.

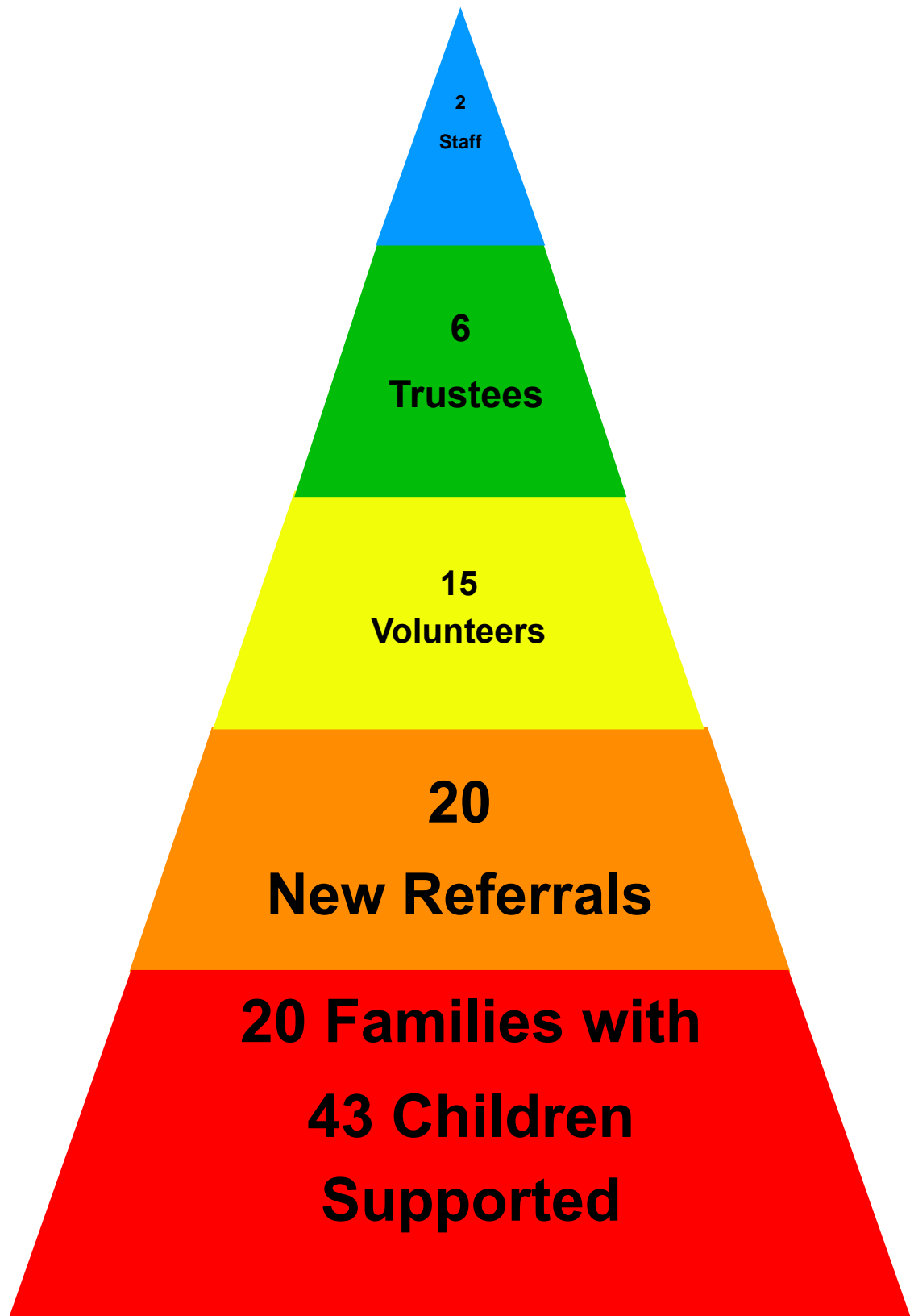
2011-2012 Fife Council continued to support us financially through providing approximately 65% of our funding leaving staff and Trustees to raise the remaining 35%. The Board of Trustees change staff titles from Senior Co-ordinator to Manager and from Project Worker to Family Support Group Co-ordinator the roles remain the same. The total number of families supported was 60

2012- 2013 November 2012 marks 25 years of Home-Start East Fife supporting families. The total number of families supported was 61.

Since we were established in 1987 we have supported more than 1000 families with more than 2000 children.

We hope to be able to continue to offer support for families across East Fife over the next 25 years.

1988-1989



The First 25 Years

1987

St Andrews Home-Start is formed from a Steering Committee which first met in March 1987

1988

Volunteers recruited and matched
Office moves to St Davids Centre, St Andrews.
Trusts, Children in Need and local charities help with funding

1989

1990

First Family Group begins in St Andrews

1991

Name change to North East Fife Homestart

1992

Total Families supported 29

1993

57 families with 103 children are supported

1994

Margaret Harrison founder of Home-Start visits Home-Start North East Fife

1995

Auchtermuchty Project Started to allow expansion into some of the parts Home-Start has not yet reached

1996

54 families with 119 children were supported by 32 volunteers

1997

Name change to Home-Start East Fife
48 families are offered support

10th Birthday Party Attended By Margaret Harrison

1998 - 2001

2002 - 2004

2005 - 2008

2009 - 2011

2011 - 2013

August 2000, Home-Start East Fife
Registered as Company limited by guarantee.

September 2000 moved from St Davids to
158 South Street, St Andrews

2001 Home-Start East Fife celebrates its
14th year

2003 Family Group established in Cupar,
Castlehill Community Centre.

2006
Home-Start UK introduces new
Quality Standards

2007
Home-Start East Fife turned 20!
Home-Start East Fife offered support to
over 500 families and more than 1,600
children over the past two decades.

2008
Home-Start East Fife
Celebrates its 21st Birthday!
Ceilidh in Strathkinness Village Hall

2009
Home-Start East Fife develops partnership
with Museum of University of St Andrews
(MUSA).

2010
Home-Start East Fife undertakes Quality
Assurance Review.

2010-2011
Home-Start East Fife develops partnership
with St Andrews Botanic Gardens

November 2012
Marks 25 years of Home-Start East Fife
supporting families with young children across East Fife.

Family Support Groups

have been busy as usual, here are some of the highlights.....

Spooky fun

Home-Start East Fife families had loads of fun at the end October with a pumpkin festival and some spooky goings on for Halloween. Children, parents and staff dressed up as pumpkins, bats, witches and wizards and enjoyed making spooky pictures and dooking for apples. Aileen Pruden, Family Support Group Co-ordinator, demonstrated carving a pumpkin and all the boys and girls got a pumpkin to take home and carve for themselves.

So that nothing went to waste staff made pumpkin soup from the carved pumpkin and it was enjoyed by children, parents, volunteers and even staff! Mum's and Dad's got recipe cards to take home so they can use the flesh from their carved pumpkins.

The group also enjoyed a spooky story session based around the children's story, *Room on the Broom*, and joined in appropriately themed rhymes such as *Three Little Witches* and *The Pumpkin Song*.



Home-Start Families Planting Elmwood

Parents and children supported by local charity Home-Start East Fife enjoyed a visit to Elmwood College in Cupar recently to help transplant some spring cuttings.

Families spent time with Lecturer in Horticulture, Bruce Robertson, who provided tips on taking cuttings and the families worked with Elmwood gardeners in the potting shed. A trip to the cold frames formed part of the visit, where families selected plants and made up their own planters. "Our Cupar Family Support Group visit to Elmwood formed part of our health and well-being project aimed at informing families about healthy eating choices and the benefits of energetic pastimes like gardening," said Family Support Group Co-ordinator, Aileen Pruden. "The children really enjoyed getting back to nature, happily mucking in and getting their hands dirty."

The families also enjoyed a Bookbug storytime session on the lawn led by Aileen Pruden, which included books *Caterpillar Spring* by Susan Hood and *Bugs and Slugs* by Judy Tatchell and nursery rhymes on a gardening theme, such as *Dingle Dangle Scarecrow*.



Play On Wheels Bus made a series of visits to Cupar Family Support Group in November 2012 and St Andrews Family Support Group in February 2013. Families had fun playing on the bus with the light boards and hand puppets. At Cupar Sharon Smith the Development Worker with POW then told the story of Diwali and in St Andrews the story was focussed on recycling.

How did that garden grow?

Parents and children supported by local charity Home-Start East Fife are extremely proud of their new garden at the Cosmos Community Centre in St Andrews. The Cosmos gave Home-Start's Family Support Group - which meets there weekly - the use of a plot of ground to develop with the aim of giving families the experience of growing their own vegetables.



Parents, children, staff and volunteers set about the task enthusiastically. After several months of hard work by all concerned, and with the help of many local people and groups, the team harvested some of their vegetables and have enjoyed carrots, broad beans, lettuce and peas.

"We are thrilled with the results of this project - despite this year's horrendous weather - which would not have been possible if the Cosmos hadn't allowed us the use of the ground in the first place," said Family Support Group Co-ordinator, Aileen Pruden. "Parents and children - some as young as 18 months - have experienced planting, tending, growing, harvesting and eating their own fruit and vegetables and have benefited from fresh air, physical exercise, and healthy eating." Maintaining the garden will be an ongoing project for the charity's Family Support Group: tomatoes, courgettes and potatoes are ready to harvest and leeks, cabbages and Brussels sprouts will be harvested later in the year.

X Marks the Spot for Home-Start families

Home-Start East Fife supported families have been busy discovering 'treasure' to help them create their own precious entries for this year's Young Artists Award. The competition is run by Museum of the University of St Andrews (MUSA) and this year's theme was chosen to link with the University's large collection of stunning treasures collected by the University of St Andrews over its 600 year history.

Home-Start East Fife's families visited the Museum for inspiration, where they saw all types of highly valued objects in the University's collection. They were asked to think about what makes something valuable and what they treasured. The answers given show that today's young children have not lost the ability to know what matters most: family, love, understanding, hugs & kisses and so on!

'We have collaborated successfully with MUSA on a number of projects, and this will be our third year entering the Young Artist Award said Family Support Group Co-ordinator, Aileen Pruden. "The theme this year has made the experience even more satisfying and moving as it has become evident that our families have not lost sight of what really matters and by giving it some thought it's clear that all of us are rich beyond compare!"

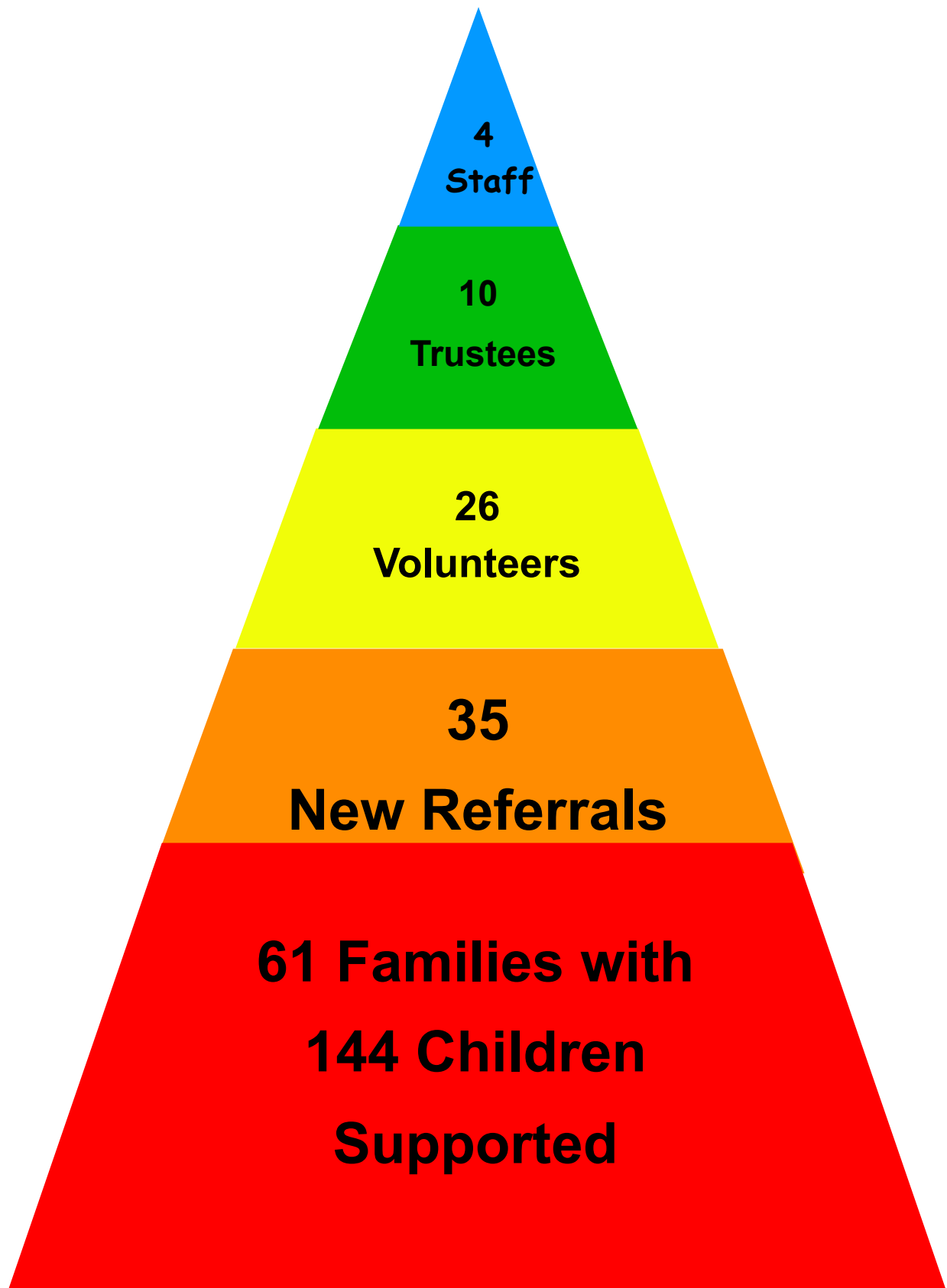


Look out for more exciting activities next year.....

Aileen Pruden

Family Support Group Co-ordinator

2012 - 2013



Home-Start East Fife would like to say a very big **THANK YOU** to the following people for their invaluable contributions over the past year...

OUR DEDICATED TRUSTEES...

Fiona Sutherland (Chairperson), Bill Sangster (Vice-chair),
Joan Prentice (Treasurer), Helen Rorrison (Company Secretary),
Anthony Davis, Wilma Ballany, Bill Campbell, Peter Williams,
Catherine Ferguson and Olwen Robertson

OUR AMAZING VOLUNTEERS...

Lorna, Wilma, Eileen, Sue, Judy, Louisa, Amanda, Margaret, Susan,
Jean, Lesley, Ann, Carol, Heather, Maggie, Alison, Marina, Kathy,
Nicky, Catherine, Diane, Olwen, Heather, Anna.

OUR PARTNERS...

Cosmos Community Centre, Westfield Nursery,
Museum of the University of St Andrews (MUSA), St Andrews Botanic Gardens,
Home-Start UK (Central and Scotland office),
Fife Council Link Officer Lynn Slater, and all our friends in other organisations.

OUR FUNDERS...

Fife Council, BBC Children in Need, Lloyds TSB Foundation for Scotland,
Soroptimists International St Andrews and District, Hugh Fraser Foundation,
Active Fife, Scottish Community Foundation Royal Wedding Fund, St Andrews
Community Trust, The Robertson Trust, RAF Leuchars Thrift Shop, Caring for Cupar,
RAF Leuchars Airshow, Russell Trust, New Park Education Trust,
Nationwide Building Society, College at Cosmos, St Andrews Midsummers Ball,
Pittenweem Gymkhana, St Andrews Welfare Trust, Bank of Scotland Foundation,
Garfield Weston, St Andrews Ladies Putting Club, Bruce Charitable Trust, R&A
Championships Ltd, Rotary Club of St Andrews, Kilrymont, AM Pilkington Trust.

We are also grateful to all of you who gave to our collecting tins,
volunteers who donated their expenses, and all of you who have
dropped items into the office over the year!