

annual report



Year ending 31st August 2010
Rowan Humberstone Limited

Creating art, Improving lives

Hand Cradling the Earth

Commissioned by Donarbon



Presenting our Annual Report

Dear Supporters,

Welcome to Rowan's annual report for the year September 2009 to August 2010. In deciding what to include in this annual letter to you, I am once again reminded forcibly of the depth and breadth of the team's work here with our Rowan students. Last year was the year of planning; this year has been the year of action.

It was with great delight that in June we saw completion of the giant hand outside the offices of Donarbon by our small team of tutors and volunteers. Working hard back at Rowan in support of the construction were our students. In energetic mode, they flattened the 5,000 drinks cans required to clad the finished hand: recycling, Rowan style. The trustees are greatly appreciative of the opportunity afforded to Rowan by Mark Davenport, managing director of Donarbon, and his Waste Promotions Manager, Mark Shelton, to create such an unusual piece of public art and be allowed to put our name to it on the commemorative, onsite plaque.

Meanwhile, literally in our own back yard here at Rowan, the garden we promised last year slowly but surely came into being. We owe immense thanks to the builder, Paul Duncan, generous in his time and costs; to his team who built the work of art that is the retaining wall around the garden; to Rosemary Cullum who helped us with the garden design, and to the University of Cambridge Gardening Department for their wonderful donation of plants and pots. The garden is a source of great interest to the students, who enjoy greatly the planting and watering, and which next year will see the memorial bench to David, one of our students, set in place, as we agreed at last year's AGM.

Reading this letter thus far, one could be forgiven for thinking that life at Rowan ran smoothly throughout the year. This was not so. Behind all the positive activity, the pleasure taken, as always, in seeing the students grow in stature as they contributed to Rowan's work and community, and all that the tutors and students achieved together, Des Trollip, Rowan's manager and operations director, was fighting a continuing battle. The change in how funds were allocated and distributed by government to students with learning disabilities overshadowed the year with uncertainty about Rowan's financial position. The long, disheartening hours spent in trying to find answers to important questions made for frustration, and not knowing the final outcome was, and continues to be, unsettling. Rowan owes Des its heartfelt thanks.

As trustees, we were kept abreast of the news throughout on this financial concern, and made us resolute in our determination that, in the coming year, everything possible will be done to keep Rowan in good financial health. This will colour 2010-2011, for all of us.

Meanwhile, Rowan continues on its cheerful, productive and creative path, with students full of life and tutors and volunteers dedicated to its shared goals. Once again, the trustees take this opportunity to thank everyone, most warmly, for everything that is Rowan, for everything achieved during the past year, and for everyone's dedication to Rowan's future.

Yours sincerely,

Margaret Phillips

Director of Operations report

This year has continued to see growth in the organisation and its activities. The demand for places and the number of students attending Rowan has continued to grow and is close to the 60 maximum we can safely accommodate in our present premises. We exceeded our 50 student enrolment target for 2009/10 and have recently opened a waiting list for places in our ever-popular art studios. The Government's preferred services funding method of Self-Directed Support (SDS) has opened welcomed opportunities for those with disabilities. We have, however, experienced significant delays in payment and a substantially increased office workload. This is reflected in the large amount owed by creditors.

In summary the year's highlights were as follows:

- We created the post of Marketing and Fundraising Manager and Judith Jones joined us in September. With her input this year we instituted a regular programme of evening talks to engage with our local community, launched our regular newsletters and formalised our AGM and printed accounts. Judith compiled a comprehensive mailing list and has forged links with the Colleges and Universities in Cambridge as well as with potential funders and fund managers. We also hosted a number of exhibitions at the Rowan gallery as well as taking part in exhibitions elsewhere.
- The trustees decided, notwithstanding the much reduced commission budget available, that we should proceed with an art sculpture for the new Donarbon head office, as a piece of public art and also as a promotional piece.
- Work commenced in the winter and the 4-metre high piece, constructed from recycled materials, was completed in May 2010. Both Neil and Bryn with students' help and all staff pulling together made this possible and thanks are due all round for a job well done. The piece was unveiled in August 2010.
- In October, by kind invitation of the Cambridge Drawing Society, Rowan exhibited at their annual exhibition. In addition, through the year, Society members have given their time as volunteers in our studios.
- In November and December Rowan, as a member of Anglian Potters, took part in their annual exhibition as well as putting on an exhibition of our students' work at the Rowan gallery.
- In February 2010 work commenced to build a retaining wall to the rear of the building. £23,500 was graciously donated by The Rowan Foundation to complete this work and we have been able to establish a garden, outdoor exhibition space and new entrance to Rowan. The University of Cambridge Gardening Service very generously donated plants and planters from their site at Laundry Farm.
- During the year work continued with restructuring the building and the creation of 2 new studios. This has enabled us to have 4 projects running in their own dedicated studio space.

- Through the kind offices of Richard Todd, head gardener at Anglesey Abbey, we have been able to use the gardens on a regular basis for drawing and inspiration as well as taking part in various art and nature projects.
- We again took part in Cambridge Open Studios in July and as a change of venue we exhibited on Parkers Piece as part of the Cambridge City's 'Big Weekend'.
- We continued, as in previous years, to offer work-experience places to final-year school leavers and college students.

Staff News

Abigail Moore returned from maternity leave in November and has taken up and continued, as a valued member of staff, her role of Deputy Manager on a reduced basis of 3 days per week.

Peter Covill has continued in his 'supply' role and has been indispensable with the work continuing on the Donarbon site in the spring.

Chris Krupa joined us in August to provide 1 to 1 support for one of our students.

The other valued members of our staff include Janet King who works part time in co-ordinating training; Karen Nicholson providing student support; Bryn Williams managing the wood workshop ; Neil Christie and Anna Kendrew in our '3D' sculpture studio; Jeni Pain working in Ceramics; Amy Spencer in our 'Changing Images' project; and Peter Drury our general assistant.

Staff training continued during the year. A one-day First Aid course was attended by everyone in December so that we are fully covered in first-line response to accidents / incidents at work.

A two-day basic work and volunteers management course was also attended by everyone. Des Trollip and Judith Jones attended a public-speaking course and Anna Kendrew completed a PTTL course.

Volunteer News

Rowan could not do its work without the support of the local community and our regular volunteers; we are very grateful for their dedicated input. We welcome volunteers to work in all areas of the charity, where needed, and alongside our staff and students.

Students and Beneficiaries

The number of students supported on a weekly basis increased 52 per week with space for a possible 8 still available.

Most of our students live within the Cambridge City and South limits and we do offer out-of-County places.

We continued to provide services under our Service Level Agreement with Cambridgeshire County Council until it ceased in March 2010 with all students coming under the Self-Directed Support scheme.

The gender mix among students is roughly equal across all our projects and reflects the demographics of our community.





Future Developments

We expect and have experienced growth in our 'Changing Images' project, led by Amy Spencer, working in Art to enhance the quality of lives of people attending. This project is now set to expand from the current four to five days per week.

We look to build the potential of staff through further development in working practice and training.

If the Coalition government continues with the introduction of the Foundation Learning Tier and with the demise of the LSC, we anticipate that funding for adult education, and specifically for learning disabilities, will cease. This currently forms 15% of our income and we are considering potential measures to offset this loss. With this in mind the Trustees agreed to support the fundraising and marketing post. We also will be increasing our art activities by expanding our Woodwork and Changing Images projects on Fridays. This will create further openings for new or existing students.

We anticipate a year of development in direction and in services we offer.

With the completion of the internal building alterations and the garden we are looking to further develop the rear and side of the building. This will ultimately incorporate a covered walkway, gating the rear of the property which will secure our vehicles and a covered area where we can further explore working in stone and wood as well as build Raku and smoke-firing kilns and a possible furnace for metal casting.

We look to build on the potential of staff through further development in working practice and anticipate a year of development in direction and in the services we offer.

In conclusion I'd like to thank our trustees for their advice, guidance and encouragement, our volunteers for their dedicated input and our committed and hard-working staff for the assistance they give me, as well as the excellent work they do with our students.

Des Trollip
Director of Operations

Training

Our training continued under the Franchise agreement we have with Cambridge Regional College (CRC), with whom we have been in partnership for eight years. The emphasis in our training is on 'skills for life' as well as specific art- and craft-based skills.

Rowan is committed to providing high-quality teaching where the needs of the learner are met, and in line with this ethic we have expanded our RARPA-accredited training programme, geared to the specific needs of each student. Janet King has been responsible for managing this excellent training programme.

RARPA is a Staged Process consisting of five core steps, which provide a means of recording progress and achievement for non-accredited learning. It is a means of ensuring Quality-Assurance processes by providing evidence of effective teaching and learning.

The Staged Process:

- Stage 1 Aims appropriate to an individual learner or group of learners
- Stage 2 Initial Assessment to establish the learner's starting point
- Stage 3 Identification of appropriately challenging learning outcomes
- Stage 4 Recognising and recording progress and achievement during the programme (formative assessment)
- Stage 5 End of programme learner self-assessment; tutor assessment; review of overall progress and achievement (summative assessment)

We have continued to offer each student a one-year rolling contract, so that every year they and we can evaluate: their progress; willingness to remain with us; and their potential to move on.



Rowan touches many people's lives in different ways



Tracie and Jean, two Rowan students, were chatting together about what makes Rowan special to them. They both enjoy meeting all the staff and seeing their friends each week. Tracie and Jean like to show people around Rowan. They both like working in the tuck shop and Tracie says that 'having responsibility makes me feel good.' Tracie tells us that it is very important to her that staff at Rowan give her choices and listen to her ideas.

Usman, another Rowan student, says, 'Rowan is very, very good and I enjoy working here. I enjoy being a friend to everyone at Rowan.' Chris, a student in the Wood and 3D studios says, 'It's good. I see my friends.'

Emma Jones works for Mencap and works at Rowan one day a week, providing one-to-one support for a student at Rowan. Support workers at Rowan, whether employed directly or by an external agency, play an important enabling role within our studios and form part of Rowan's team. Emma says, 'it is a very friendly place to work and an important thing I have noticed is that Rowan is a safe place for everyone to express their emotions.'

Andy Hines regularly volunteers at Rowan as part of his journey back to paid employment. He says, 'there is very much a family feel about the place. A family of creative people striving to overcome difficulties through the creative arts.'

Suzi Turton is a teacher and artist who regularly volunteers at Rowan. She summarises Rowan beautifully by saying, 'There is such an over-whelming sense of great care and love in this place. Thank you for welcoming me so warmly into your very enchanting Rowan'.



How can you support Rowan?

As a local charity, support from our local community is invaluable to Rowan and appreciated by everyone connected with Rowan.

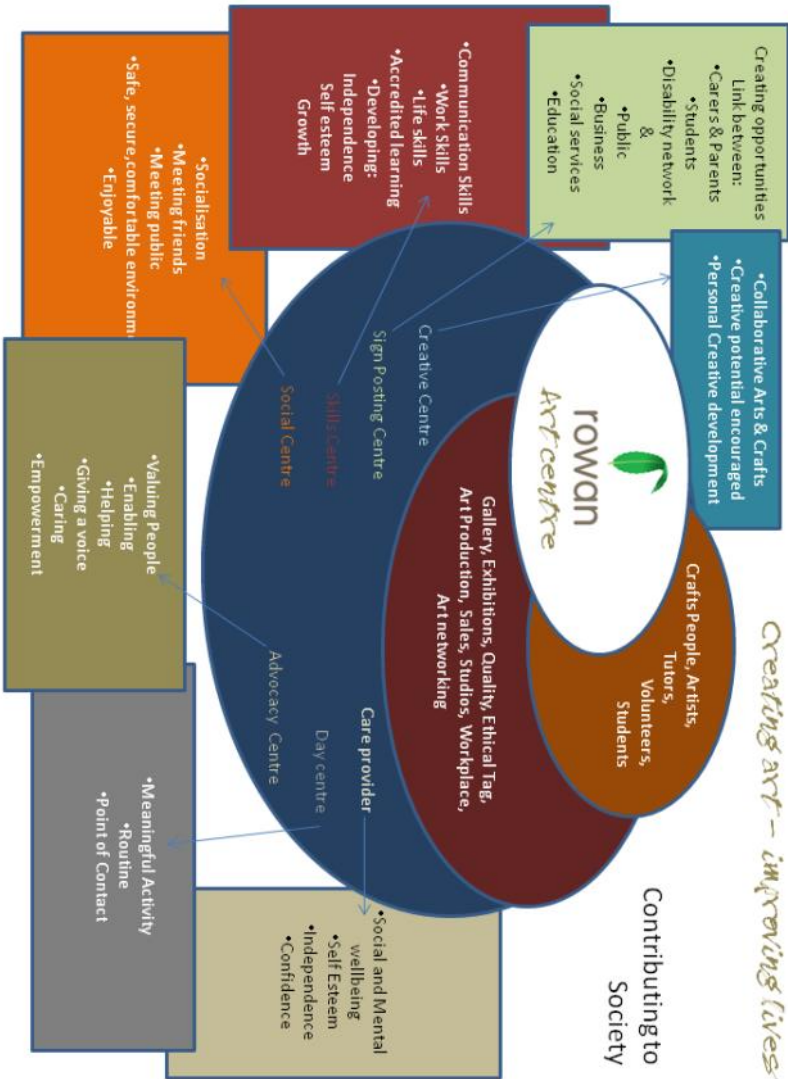
There are many ways you can support Rowan:

- Become a friend of Rowan by contacting Rowan and leaving your name and contact details. These will be added to our database and you will then receive information from Rowan about activities, events and news stories.
- Let your family, friends and colleagues know about Rowan.
- Volunteer your time at Rowan, supporting students within the studios or using your professional or practical expertise to support the business side of Rowan.
- We welcome donations of money of any size. These donations can either be put towards a larger cost, or to purchase specific items. Cheques can be made payable to Rowan Humberstone.
- If you are tidying up and discover art and craft materials that you no longer need, we are always happy and grateful recipients. You are welcome to drop off donations, without prior arrangement, Monday to Friday, 9am to 3pm. If for any reason we are not able to utilise your donation, we will be able to recommend other worthy recipients through our network of contacts.
- You may have ideas of your own, personal to you, about how you can support Rowan. Please do not hesitate to contact Rowan to discuss your ideas.



Social return on investment

A review of our business plan and an audit of the benefits we bring to our community and students brought clarification to what we do and defined Rowan as an Art Centre for people with disabilities. In 2011 we plan to undertake a full audit of the services we offer and the social benefit to the community we serve.



Financial Review

Rowan has continued to operate within budgetary constraints and use good accounting practice. A source of concern is our lack of diverse funding streams and the impact cuts in statutory funding, due to the recession, will have on front-line services.

Reserves

We continue to hold, as near as possible, a 3-month reserve to ensure continuity and as a buffer in the event of a large variation of income and as a source of liquidity in an emergency. Some strain has been put on our reserves due to the move to Self-directed Support and the subsequent delays in payment by creditors. We also use our reserves instead of borrowing, to bridge the gap where there is a mismatch between the timing of income and expenditure: for example where payment for an activity is paid in arrears. In parallel, the charity endeavours to ensure that if reserves are called upon, they can be replenished, albeit over a period of time.

Principal funding sources

Our main sources of funding remain as in the previous years, with Cambridgeshire County Council, Cambridge City Council, and the Learning and Skills Council (for training), being the main statutory funding sources. Direct payments and Self-Directed Support, in support of services, have now been rolled out to all our students and this is reflected in the rise in income from this source.

We appreciate this increase in choice to our students but we recognise the increase in administration associated with managing individual contracts, invoicing and chasing up such payments.

Our training income has declined steadily over the past 3 years. We anticipated and experienced a 30% cut in funding in this 09/10 academic year.

Our City Council grant is much appreciated and has remained at its current level since it was first awarded in 1985.

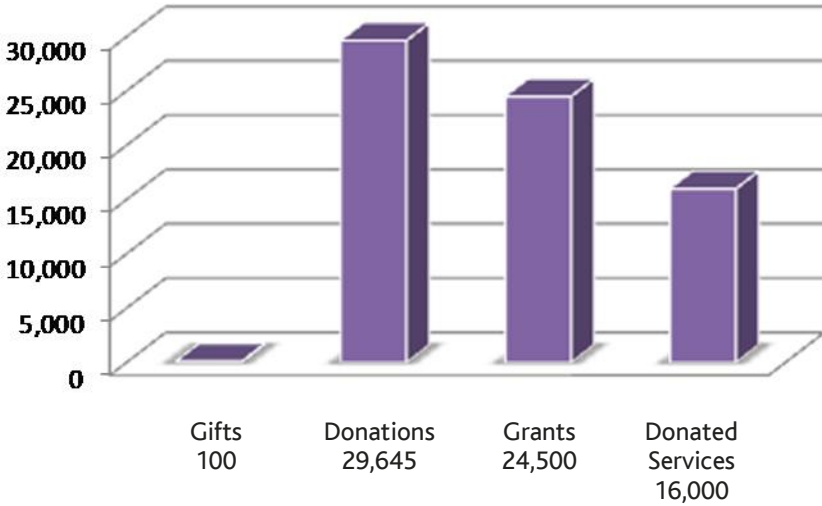
We welcome donations received from our supporters, including those from the Pye Foundation, from the Batterson Chivers Foundation, The Rowan Foundation and Cambridge University



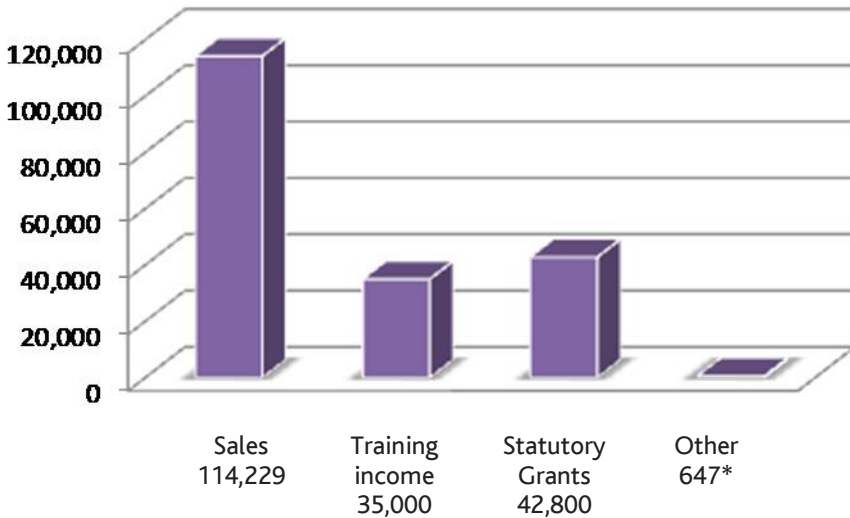
Incoming Resources

TOTAL Incoming resources
£262,921

Voluntary Income



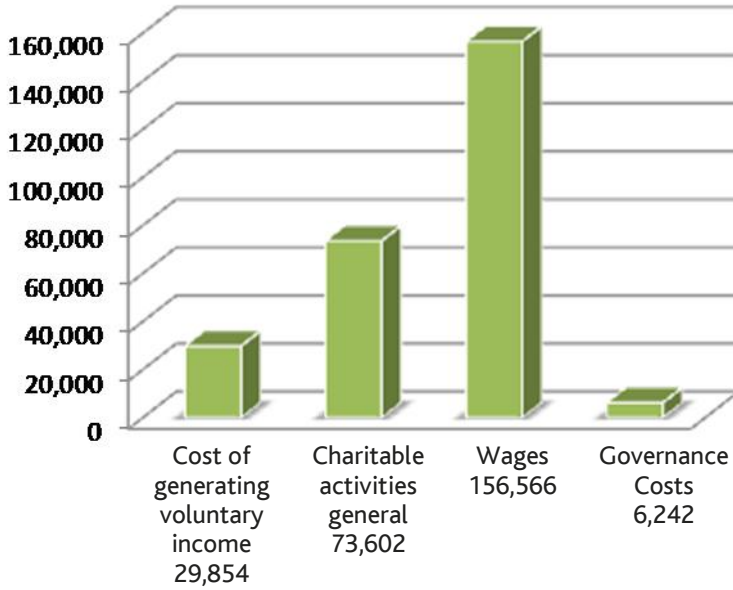
Income from Charitable activities



Resources Expended

TOTAL Resources Expended

£266,264



Structure, governance and management

Trustees & Directors

H M Phillips (Chairman)

J E Pocock (Secretary)

R M Wythe

R C Laslett

K P Neale



Artistic Policy

Rowan endeavours to provide a safe, creative and unique environment where adults with learning disabilities, under the direction of artists and craftspeople, can explore their own creativity and grow artistically, as well as in their abilities, confidence and self-esteem; these being vital ingredients for independent living.

Rowan's Objectives and Aims

The main objective of Rowan is to work in accord with our basic principles in promoting and providing opportunities for disadvantaged people with a learning disability, within an arts and craft environment. We support the Government white paper 'Putting People First' http://www.cpa.org.uk/cpa/putting_people_first.pdf.

Our commitment is to enable our students to: live independently; exercise maximum control over their own lives; participate as active and equal citizens, both economically and socially; have the best possible quality of life, irrespective of illness or disability and to retain maximum dignity and respect.

Additionally, by encouraging our students to work alongside skilled artists and craftspeople and producing artworks of high quality, our intention is to show that learning-disabled people are capable of making a real contribution, in contrast to the limited expectations traditionally made of them.

Company Values

Rowan Humberstone will operate within strict legal and ethical guidelines.

Fairness and Equal Opportunities are the cornerstones of Rowan's principles and its charitable status and working practice reflects this. Rowan Humberstone opposes discrimination on the grounds of disability, age, race, gender, religion, sexual orientation, marital status and all forms of discrimination, direct or indirect, which restrict or hinder the promotion of equal opportunities. However, by its very nature, Rowan does positively discriminate in selecting students with learning disabilities.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable



Day-to-day contact details

Des Trollip (Director of Operations)
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des@rowanhumberstone.co.uk

Registered office

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(01223) 566027
info@rowanhumberstone.co.uk
www.rowanhumberstone.co.uk

Registered Company No.

04448427 (England and Wales)

Registered Charity number

1099555

Accountants

Staffords Chartered Accountants
CPC 1, Capital Park
Fulbourn
Cambridge
CB21 5XE



We welcome commissions

We offer

- The complete package from initial assessment of the site to final installation, taking full account of your individual needs from first brief to final design.
- Unique designs with a quality finish, providing an exceptional talking point to enhance your chosen environment.

We welcome visitors to our studios and gallery

Please contact us beforehand to check availability of staff to show you round.

Become a member of 'Friends of Rowan'

If you are interested in receiving information about Rowan, please do contact us.

Email: info@rowanhumberstone.co.uk

Telephone: (01223) 566027

Address: 40 Humberstone Road, Cambridge CB4 1JG

or visit our website and complete our contact form:

www.rowanhumberstone.co.uk