

# **Peers Early Education Partnership**

**Annual Report  
2004-5**

**peep**

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## **Section 1 Reference and Administration details**

### **NAME OF CHARITY AND WORKING NAME**

Peers Early Education Partnership (PEEP)

### **CHARITY REGISTRATION NO:**

1049764

### **REGISTERED OFFICE AND OPERATIONAL ADDRESS**

The PEEP Centre  
Littlemore  
OXFORD  
OX4 6JZ

### **BOARD OF TRUSTEES**

Sir Colin McColl KCMG(Chairman)  
Kenneth Brooks  
Bernard Clarke  
Christopher Dark  
Michael O'Regan OBE  
Dr Rosemary Peacocke  
Alison Street

### **CHIEF EXECUTIVE**

Peter Silva

## **Section 2 Governance and management**

### **CONSTITUTION**

The Peers Early Education Partnership was established under a Trust Deed dated 15 September 1995 and registered as a charity on 10 October 1995. The Trust Deed details the objects of the charity and powers of the Trustees and was last amended on 17 June 1999.

### **ORGANISATION**

The Trust is governed by a Board of Trustees. New trustees are invited to join the board by the current trustees. The Trust Deed sets a maximum of 10 on the number of trustees who can serve at any one time. Day to day management decisions are delegated to the Chief Executive who is responsible to the Trustees. The Chief Executive is supported by a staff of 24 (FTE), including a small management team.

See organisation chart overleaf.

## Section 3 Aims, Objectives and Activities

### Aims of PEEP

The objects of the Peers Early Education Partnership as set out in the governing document are:

- To advance the education of children between the ages of 0-5
- To promote research for the benefit of the public in the field of educating children.

### Main activities (1) – advancing children’s education

There are two main activities through which the organisation achieves its aim of advancing the education of children between the ages of 0-5.

#### THE LOCAL ACCREDITED CENTRE

The PEEP programme is implemented through a spectrum of delivery modes in the estates of Rose Hill, Littlemore, Blackbird Leys and Greater Leys in Oxford. This activity is financed and managed directly by PEEP. The Oxford Accredited Centre provides the programme with a base to both illustrate its work and develop it further. Through this local programme, the education of children 0-5 is directly advanced by working with parents/carers to support their children.

**Home visiting.** Families with newly born babies are offered a home visit shortly after the baby is 6 weeks old. Visits are also offered to new families in the area and other families who request further visits.

**Home programme.** Home programmes are offered to families that have particular needs but are unable to access other provision because of their specific circumstances. A set period is negotiated with the family after which the situation is further assessed by the family and PEEP practitioner which facilitates a decision on further support to the family.

**Community groups.** A variety of groups are offered to families within walking distance of their homes in a number of appropriate community venues. The standard PEEP groups offer a free, universal service to families on an ongoing basis. Most of the groups are run at a particular age level (eg babies, ones, twos etc.) but multi level groups were also offered. The PEEP plus groups are targeted to families with particular needs.

**Settings programme.** Support is offered to families who have children in the Foundation Stage through the setting they attend. This is done in conjunction with the setting, involving their staff and working to support work that is being undertaken through the PEEP curriculum.

**Open access activities.** These activities focus on drop-in facilities in which parents have the opportunity to get involved in supporting their children's learning without committing themselves to ongoing attendance.

## **DEVELOPMENT AND TRAINING**

The programme is disseminated nationally to further advance the education of children with whom the Oxford Accredited Centre does not have direct contact. This involves training and supporting other organisations with advice and the sharing of good practice eg local Sure Starts, Children's Centres, Family Centres, Early Excellence Centres, schools and local authorities to run the PEEP programme. A spectrum of services are offered to organisations that are contemplating using the PEEP programme or who are extending its use within their organisation.

**Consultation visits** are offered in which preliminary discussions can take place with senior management in an organisation to determine whether there is any scope for using the PEEP programme.

**Information days.** If a decision is made to pursue the programme, an Information Day is available through which PEEP is introduced to a large number of people who are involved with the organisation, either practitioners, managers or support professionals.

**Visitors' Days.** Visits to the Accredited Centre in Oxford are offered for anybody who wishes to see the programme in operation. This offers the opportunity to see specific activities and talk in detail to practitioners about how the programme works in practice.

**PEEP for Practitioner Training.** Finally PEEP for Practitioner training is available to those who will be implementing or managing the programme. Besides the training for staff, accreditation through the Open College Network also offered to parents/carers.

## **Main Annual Objectives and strategies for 2004-5**

### **Secure government funding for the strategic, national work of the programme**

- Establish reliable database for tracking national work supplying information regarding statistical impact:
  - Number of Information Days and attendance
  - Number of training courses and attendance
  - Areas distribution of trainees
  - Organisations involved in PEEP programme.
- Apply for funding through the Parenting Fund which supports strategic, national work.

### **Develop the targeted work of the programme locally**

- Identify significant needs locally for targeted work. Prioritise three target groups and seek funding to support the development of new work.

### **Develop the PEEP for Practitioner training**

- Develop the programme in three areas in particular: North East, North West and Midlands.
- Identify potential regional trainers and induct them.
- Extend systems to support the operation of new trainers.

## **Main activities (2) – Promoting research**

Two research activities were undertaken during the year.

**Enabling Parents Study.** This two-year research project which involved both quantitative and qualitative (semi-structured interview) aspects. It was completed and reported in October 2004. The findings of the report were that PEEP parents:

- Made significant improvement in their socio-economic status ie they got better jobs when they returned to work after having attended PEEP with their child.
- Took significantly more short skills courses – they did not change the formal level of their qualifications from level 1 to 2, or 2 to 3 etc.
- Reported significantly greater awareness of their child’s literacy development and ways to foster it.
- Saw PEEP as a source of support and encouragement.
- Reported that the social support offered by PEEP was an important factor in their decision to extend their employment related skills and enhance their parenting techniques.
- Identified several factors important to continued attendance at PEEP.

### **The Birth to Schools Study**

This study is tracking the progress of over 600 children from their birth to entry into school. The objective is two-fold:

- To ascertain whether PEEP has any discernable impact on the families that attend PEEP activities.
- To ascertain whether there is a community effect in the area where the PEEP programme runs ie do families in the area gain from the fact that PEEP runs there even though they do not attend PEEP activities themselves. This study began in 1998 and will take six years to administer, reporting in 2005. The collection and analysis of data was completed in 2004 and the report is expected in 2005.

## Section 4 Achievements and performance

### Achievements

#### **LOCAL PROGRAMME**

Across all age groups, 4408 books and playpacks were borrowed during the year.

**Home visits.** Visits to families with newly born babies were integrated with the visiting programme of the local Rose Hill-Littlemore Sure Start area. Although PEEP bore the major part of this workload, due to shortages of Sure Start staff, the intention is that PEEP will do more targeted visits only in the future. During the year 290 families, with children between the ages of 6 weeks and 36 months, were visited at home by PEEP staff.

**Home Programme.** The programme worked extremely successfully with a wide variety of families opting for inclusion into the programme such as:

- Asian mothers who were suffering from post natal depression
- Bangladeshi families who are unable to access some provision for cultural reasons
- A family with four children who have either severe learning or physical difficulties
- A family whose child was recovering from leukaemia.

#### **Community Groups**

**Standard PEEP groups.** The number of standard PEEP groups varied from 15 to 21 per term during the year with 325 children and their parents/carers attending.

Five multi-level groups were run during the year, one at the Sure Start centre being a drop-in.

A wide variety of agencies visited PEEP groups to support parents/carers with information e.g. Children's Information Service, New Start and Speech and Language therapists.

**PEEP plus groups** were also run during the year.

Two PEEP Early Start groups were run for parents who had Basic Skills needs - the OFSTED inspection gave a rating of 'exemplary'.

A group for teenage mothers was run in partnership with Connexions. Further work was done in the local shopping centre and at the Ealing temporary housing provision.

A group was run with Mabel Prichard assessment nursery for children with special educational needs varying from autism to mobility impairment. Multi sensory playpacks were developed and made available for carers to take home as well as songbooks, tapes and activities which families could use. Three family events were held and 60% of the families attended.

**Settings.** PEEP staff worked in 6 settings in the catchment area with 480 children. Each of the settings developed differently in order to meet the needs of the parents/carers and staff eg an Early start group was run at Shepherd's Hill.

***Open Access activities.***

Extensive work has been done in preparation for a large, ongoing open-access project in the local Cowley Shopping Centre. Information, unstructured activities and structured activities will be provided through a shop and linked to contact activities in the concourse of the centre.

**DEVELOPMENT AND TRAINING**

***Consultation meetings***

Consultation visits were offered for the first time this year and 3 organisations took up the offer with 50 people attending the meetings.

***Information Days***

There were two Information Days held in Chesterfield and Sheffield. Both these organisations went on to have staff trained to run PEEP activities.

***Visitors' Days***

There were two Visitors' Days held attracting people from Oxford, Tilbury (Essex), South Fenland (Cambridgeshire), Peterborough, Luton, Bristol and Norfolk (travellers' services).

***Training***

- There was a growing demand for practitioner training with 508 people being trained through PEEP for Practitioners training during the year. Of these 243 came from local Sure Start programmes, 67 from schools which included community colleges, infant schools, nurseries, primary schools and universities; 29 came from Early Excellence Centres, 30 from Local Councils which included education, family learning and psychological services; 26 came from community projects and 113 from other organisations/services such as early years centres, family centres, Flying Start project, PCT/health services and portage.
- There were a very wide variety of professions/occupations represented among those who were trained eg 23 speech and language therapists, 24 community workers, 34 from schools – teachers, early years practitioners, home link workers, nursery staff, support assistants and tutors, 147 from Early Years settings; 61 co-ordinators and managers; 56 nursery nurses; 61 family support workers and 102 others which included health visitors, midwives, occupational therapists, educational psychologists, portage workers, special needs workers, social workers, library staff, parents and volunteers.

- Practitioners came from 200 organisations and training was conducted in 40 different places throughout the UK.
- The distribution of training covered organisations from all of the UK: 9 from North West, 42 from North East, 65 from Yorkshire and Humberside, 40 from Eastern, 37 from the West Midlands, 113 from East Midlands, 30 from the South West, 38 from the South East, 29 from London, 14 from Wales and 91 from Scotland.
- Two regional trainers have been inducted, one from the North East and the other from the East Midlands. They trained in their regions, contributed to national training and the ongoing development of the training programme. They also provide co-ordination for PEEP activities in their regions and develop PEEP networks to support practitioners.
- Each training event is evaluated by the participants and the response monitored. The training received consistently high ratings indicating a high level of customer satisfaction.

### ***New website***

- A new website was developed and launched. Besides the general area of the website which gives information about the programme, there is a password protected section of the website which is only accessible to those who have attended the PfP training. This protected section of the website provides documentation which the delivery of the PEEP programme and hosts discussion forums for practitioners. These promote the sharing of good practice.
- The use of the website has increased each month from under 300 hits per month before the new website to 3025 in March 2005 when the website had been going for 7 months.

### ***Publications and pamphlets***

- Several new pamphlets were developed for the local programme and translated into a number of languages eg Urdu, Punjabi and Bengali.
- A detailed pamphlet for managers and practitioners was developed to support the promotion of the PEEP programme.
- The first paper in the PEEP Information Series was printed which provides support for practitioners in the use of music, songs and rhymes.
- Two new Songs and Rhymes books were developed which were a revision of the previous series which had a book for each age level. The new publications covered the age ranges from birth to three and Foundation Stage for threes and fours. By covering a wider range than a single age level, the books are more flexible and the arrangement of songs and rhymes in themes which indicate what learning they are promoting has also improved the publications.

# **Section 5 Financial review**

The annual accounts for 2004-5 are attached.

# **Section 6 Future plans – 2005/6**

A work plan for 2005/6 is attached.

<b>Work plan for 2005/6</b>		As at 21 November 2005
<u>Category of activity</u>	<u>Activity</u>	
<b>Strategic &amp; Funding</b>	Redefine PEEP as a Training, Development and Delivery organisation Restructure organisation. Secure 'Core' funding	
<b>Accredited Centres</b>	Establish criteria for 'accreditation' of a centre Establish Local Oxford Programme as an Accredited Centre	
<b>New Projects</b>	Establish department and allocate projects. Decide on areas for new development	
<b>Training</b>	Extend training and develop training and development capabilities	
<b>Collaboration</b>	Establish active processes for working with organisations with similar interests and programmes	

<b>Strategic and Funding</b>		
<b>Activity</b>	<b>Milestone</b>	<b>Status</b>
<b>Redefine PEEP as a Training, Development &amp; Delivery organisation</b>	Clarify 3 organisational foci: Training – including registration Development – New Projects Delivery – Accredited Centres	May 2005 Completed
	Pilot redefinition document through whole staff meeting	May 2005 Completed
	Pilot redefinition through PEEP Trustees and PLL Directors meetings	June 2005 Completed
<b>Restructure the organisation</b>	Re-organise Peers PEEP	July 2005 Completed
	Redefine practitioners posts and appoint to posts Redefine management posts – each with both local and national responsibilities. Decrease management staff—appoint to new posts	Sept 2005 Nov 2005 Completed Completed
<b>Core funding</b>	Secure funding for 'core' expenses	Sept 2005 Completed
	Esmee Fairbairn	Nov 2005 In process
	DfES: Parenting Fund	Nov 2005 Completed
	Children's, Young People and Families fund.	Nov 2005 Completed
	Oxfordshire County Council Garfield Weston Sutton Trust	Sept 2005 Sept 2005 Completed Completed
<b>Governance &amp; management</b>	Examine appropriateness of governance structures – merge PEEP and PLL	Nov 2005 In process
	Initiate and establish new decision-making processes and committee structure	Nov 2005 In process

<b>Training and Support</b>			
<b>Activity</b>	<b>Milestone</b>	<b>Status</b>	
<b>Map out distribution of training and support</b>	Create database for training and sales Create location map to show data	May 2005 Dec 2005	Complete In process
<b>Establish regional support networks</b>	Appoint and induct regional trainers Identify possible sources of funding for continuation of regional support	Apr 2005- Jan 2006	Completed In process
<b>Initiate Practitioner Registration &amp; Accreditation</b>	Devise a Registration/Accreditation process Negotiate Registration/Accreditation with Oxford Brookes University Revise training courses to conform to OBU requirements Develop revised training manual Develop revised Practitioner Handbook Seek accreditation for regional training initiatives: Bristol, Somerset, Birkenhead and Hampshire	July 2002 Sept 2005 Jan 2006 Jan 2006 July 2006	Completed Completed In process In process In process
<b>Initiate a strategic approach to marketing the PEEP programme</b>	Develop new publicity materials	Jan 2006	In process

<b>Development - New Projects</b>		
<b>Activity</b>	<b>Milestone</b>	<b>Date</b>
<b>Allocate existing projects</b>	Define 'new project' and allocate to manager	Nov 2005
<b>Identify priority areas for new work</b>	Identify resources and determine priorities	Dec 2005
<b>Shopping Centre project</b>	Secure funding for the Shopping Centre Project Initiate project	June 2005 Sept 2005
<b>Childminders project</b>	Run pilot project for Childminders. Write up Childminder project Apply for funding for Childminder training	June 2005 Nov 2005 Nov 2005
<b>Mental Health focus group</b>	Run group for Asian mothers with post-natal depression (CAMHS funding)  Seek funding to continue group	End Mar 2005 Mar 2006
<b>Special Educational Needs work</b>	Run group for SEN children. Work with County to further integrate work	End Mar 2006
<b>Asylum seekers group</b>	Run pilot group for asylum seekers with Asylum Welcome	End Dec 2005
<b>Fathers project</b>	Write up Making Playful Learning Visible project for fathers Apply for funding for work with fathers	Jan 2006 Jan 2006
<b>Health Clinic work</b>	Write up project for work in Health Clinics Apply for work in Health Clinics	Dec 2005 Jan-2006
<b>Programme materials</b>	Analyse folder material and identify needs for revision. Prepare budget for revision of material	Dec 2005 Jan 2006

<b>Delivery - Accredited Centres</b>			
<b>Activity</b>	<b>Milestone</b>	<b>Date</b>	
<p><b>Develop criteria for Accredited Centres.</b></p> <p><b>Establish Local Oxford Programme as an Accredited Centre</b></p>	<p>Identify core elements for an Accredited Centre Discuss and confirm criteria with major PEEP centres</p>	<p>Jan 2006 Mar 2006</p>	<p>In process Pending</p>
	<p>Define a core programme for the Oxford Accredited Centre Analyse needs of Oxford area Organise transition from existing services to 'core' activities</p>	<p>July 2005 Dec 2005 Feb 2006</p>	<p>Completed In process Pending</p>
	<p>Secure funding from the County for the 'core programme'. Develop proposal for funding Negotiate service level agreement</p>	<p>Dec 2005 Mar 2006</p>	<p>Completed Pending</p>
	<p>Clarify relationship with Rosehill/Littlemore Sure Start Complete negotiations for 2005/6 delivery and execute Negotiate service agreement for 2006/7</p>	<p>Dec 2005 Mar 2006 Dec 2005</p>	<p>In process In process In process</p>
	<p>Negotiate work within the Extended Schools cluster.</p>	<p>Sept 2005</p>	<p>Completed</p>
	<p>Negotiate support for developing Children's Centres in Oxfordshire Analyse present process of support Prepare outline proposals for support and submit to County Negotiate service level agreement</p>	<p>Sept 2005 Nov 2005 Mar 2006</p>	<p>Completed Completed In process</p>