



# St Andrews Botanic Garden Education Trust

[www.st-andrews-botanic.org](http://www.st-andrews-botanic.org)

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## BUSINESS PLAN

2010 to 2013



Friends of St Andrews  
Botanic Garden



University of St Andrews



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**St Andrews Botanic Garden Education Trust** is a company registered in Scotland and limited by guarantee

Registered No SC 287552 • Charity No SC 036705 • Registered Office: Kinburn Castle, St Andrews, Fife, KY16 9DR

# **ST ANDREWS BOTANIC GARDEN EDUCATION TRUST**

Incorporated July 2005

Company Number SC 287552 Charity Number SC 036705

## **Members:-**

Fife Council

University of St Andrews

Friends of St Andrews Botanic Garden

## **1. STATEMENT OF PURPOSE**

The St Andrews Botanic Garden Education Trust was founded as a joint venture by Fife Council, the University of St Andrews, and the Friends of St Andrews Botanic Garden in order to provide a legal framework for fund-raising and administration in support of education in the Garden.

## **2. OBJECTIVES**

The overall mission of the St Andrews Botanic Garden Education Trust is to provide botanical, horticultural and environmental education for children and adults in communities Fife-wide and beyond through meeting the following specific aims:

- Maintenance and expansion of the highly successful Schools Visits Programme established by the Friends of St Andrews Botanic Garden. [[www.st-andrews-botanic.org](http://www.st-andrews-botanic.org)]
- Giving young people of nursery, primary and secondary school age (including those with special needs) relevant practical first hand experience of learning about their environment, both within school curricula or projects and outwith them. To include the science of plant and animal life (ecology); identification and recording (biodiversity), food production, conservation, recycling and pollution.
- Development of outreach to schools.
- Development of 'in-service' for teachers.
- Development of adult botanical, horticultural and environmental education in the community.
- Designing self-guided nature trails and other interpretation in the Botanic Garden.
- Maintenance of the highly successful Junior Hortus gardening club for children, established in 1975 by R.J. Mitchell, the then Curator of the University of St. Andrews Botanic Garden.
- Supporting the Botanic Garden Mission Statement "Promoting a diversity of plants for education and conservation".

### 3. **FUND-RAISING REQUIREMENTS**

To obtain sufficient funding to maintain current three year programme to include generating salary support for core education staff, namely:

- Teacher coordinator part-time employee
- 'Pool' of occasional teachers with specialist knowledge
- Technical assistance

### 4. **BACKGROUND TO THE TRUST – See Appendix 1**

### 5. **THE SERVICE TO DATE**

#### 5.1 **Overall Features**

- Unique hands-on learning experience
- School teachers given an educational visit with their pupils designed for their specific requirements
- Wide professional experience available (Fife Council, University and Friends)
- First-hand experience of science in Botanic Garden and University laboratories

#### 5.2 **School Age Education**

- Available at a small charge to all Local Authority and Private Sector schools both within and outwith Fife.
- Collective expertise of the Education Trust teachers and University staff enables provision of curriculum-based activities for all ages and abilities from nursery to senior secondary. Sessions planned in consultation with class teachers, both to complement and expand on the pupils' classroom-based learning. Additional experience gained, where appropriate, from laboratory-based activities using scientific equipment and facilities not available in schools.
- Topics include those in Curriculum for Excellence for 3-18 years, Standard, Intermediate, Higher and Advanced Higher SQA Biology modules, Eco-school projects. Others as requested.
- Identification, recording plants and animals promoted. (Information to Take a Pride in Fife Environmental Information Centre)
- Pollution, recycling and conservation automatically included.

- Two-hour Sessions (nursery and primary) led by Trust teachers Pupil:Teacher at 10:1. Maximum normally 30. Sessions (secondary) led by Trust teachers and University Staff.
- Developing Secondary sector participation.
- Liaison with Fife Coast and Countryside Trust Ranger Service, Bell-Pettigrew Museum and St Andrews Museum. (Large groups split activities)
- Trust teacher's professionals with much relevant experience and expertise. All work under Trust Child Protection Policy and its Implementation. SCRO Disclosures in place. Three recognised Eco-assessors. Special needs qualifications.
- Volunteer helpers with relevant knowledge participate.
- Work with school eco-flag and conservation projects (including national phenology and Target 8 studies) in conjunction with Botanic Garden staff.

### **5.3 Junior Hortus (Saturday gardening club for children of Primary school age.)**

Self-financing, Run by adult volunteers, Child Protection Policy, Implementations and SCRO Disclosures in place.

### **5.4 Adult Education**

- Lecture series and workshops
- Public Events/Exhibitions
- Continuous Professional Development for Trust Staff

## **6 ASSETS**

### **6.1 Facilities**

- Botanic Garden VisitScotland 3 star award
- Glass Class accommodates 40-50 people and provides display/meeting area
- University Laboratories a short walk away
- Large international collection of plants in rainforest, desert, woodland, aquatic, mountain habitats
- Herbaceous borders
- Herb garden
- Wildflower garden
- Ponds and stream
- Mini-beasts, insects, amphibians, birds, mammals.
- Bee hives, wormery
- Composting and planting areas
- Safe picnic area for up to about 60 children and accompanying adults.
- Adjacent toilets
- Large car park

## 6.2 Community Goodwill

- Strong Friends of the Botanic Garden Membership represents communities of St Andrews, Fife and beyond. Has sustained and developed education initiatives, provided funds, professional expertise and experience throughout seven years. Remains very supportive.
- St Andrews Community Council is an Associate Member of the Friends
- Local and national press coverage frequent
- Good Feedback from school teachers, school children and the public. (Appendix 3)

## 6.3 Sponsorship to Date 2000 - 2007

### Financial

- Fife Council (Community Services)
- University of St Andrews
- Biotechnology and Biological Sciences Research Council
- Friends of St Andrews Botanic Garden
- The Adamson Bequest specifically for work with children (unsolicited)
- Scottish Natural Heritage
- Take a Pride in Fife
- The Royal and Ancient Golf Club of St Andrews
- St Andrews Rotary Club
- Donations from individuals (unsolicited)
- Donations from visiting schools (unsolicited)
- St Andrews Pilgrim Foundation

### In Kind

- Fife Council (Community Services)
- University of St Andrews
- Friends of St Andrews Botanic Garden
- Donations from individuals

## 6.4 Awards

- Excellence in Education through Business Links (3)
- Natural Connections (Fife Council) 'Discovering Nature Approval

## 7 MANAGEMENT

Through the Directors of St Andrews Botanic Garden Education Trust Members of the Trust: The University of St Andrews; Fife Council; and Friends of St. Andrews Botanic Garden.

Each has nominated two Directors (see below). In addition, three independent Directors have been elected to give expertise in the secondary schools sector, financial, promotion and fundraising.

### **7.1 Directors at September 2009**

Dr Jean Stewart, Chairman

Mr Iain Donald (Friends of St Andrews Botanic Garden)

Councillor Fiona Grant (Fife Council)

Councillor David McDiarmid (Fife Council)

Professor Thomas Meagher (University of St Andrews)

Professor Richard Abbott (University of St Andrews)

Dr Angela Montford (Friends of St Andrews Botanic Garden)

Mr John Duvoisin

Mr Jack Daniels

### **7.2 Company Secretaries**

Murray Donald Drummond Cook LLP, Solicitors, St Andrews, provide legal and secretarial services on a voluntary basis.

### **7.3 Company auditors**

Henderson Black & Co, Chartered Accountants, St. Andrews

## **8 FUTURE PLANS**

- Maintain and develop nursery, primary school visits as current, building on experience and demand
- Increase and expand engagement with secondary schools
- Continue to develop practical skills in horticulture and plant husbandry
- Develop adult education for community benefit
- Maintain involvement with eco-schools and eco-centre
- Maintain Junior Hortus
- Outreach to schools
- In-service for school teachers
- Design nature trails and interpretive material
- Continue liaison with Fife Coast and Countryside Trust Ranger Service, University of St Andrews, Friends of the Botanic Garden and other organisation
- Increase science awareness, educational use and community use at St Andrews Botanic Garden
- Promote the work of the Trust
- Continue education in Scottish biodiversity and conservation

## **9 STAFFING**

- Teacher-coordinator
- 'Pool' of experienced specialist staff working as needed according to age and interest of visiting group. Responsible to teacher-coordinator.
- Technical and secretarial support
- Liaison with staff of Fife Coast and Countryside Trust Ranger Service, University of St Andrews (half-day visits elsewhere in conjunction with Botanic Garden)
- Community volunteers' help needed on occasions and will be sought proactively
- Cleaning services and facilities provided by Fife Council (Community Services)
- On most occasions at Botanic Garden Pupil:Teacher is normally 10:1
- Child Protection Policy and Implementation followed at all times

## 10. FINANCE

### Four Year Budget – to 31 March 2013

	<u>Actual</u> To 31.12.09	<u>2009/201</u> 0	<u>Budget</u> 2010/201	<u>2011/201</u> 2	<u>2012/201</u> 3
INCOME					
<i>Generated Funds</i>					
Grants – Members	4,763	16,374	16,374	16,374	16,374
Grants – (Others –SNH)	6,479	12,958	12,400		
(Others – Scottish Science Engagement Grant)	3,650	3,650			
(Others – FC Common Good Fund for MP3s)		500			
(Others – FC Culture Grant for TV)	790	790			
(Others – FC For Apple Press)	500	500			
(Others – R&A for Gazebo & Trailer)	750	750			
Donations etc	305	100	100	100	100
Bank Interest	13	25	25	25	25
<i>Charitable Activities</i>					

School Fees	5,155	5,500	5,500	6,000	6,000
Adult Courses	540	750	900	900	900
Junior Hortus		125	140	140	140
Children's Guide			200	200	200
Sundry	174				
<b>Total Income</b>	<b>23,119</b>	<b>42,022</b>	<b>35,639</b>	<b>23,739</b>	<b>23,739</b>
<b>EXPENDITURE</b>					
<i>Charitable Activities</i>					
Employee Costs	26,996	37,163	38,649	40,195	41,803
Adult Courses		500	600	600	600
Travel		150	250	250	250
Training Courses	351	200	200	210	220
Consumables	1,044	750	780	810	845
'Darwin' related costs	730	1,290			
Apple Press	701	701			
Gazebo	719	719			
Transport (Schools)	2,075	3,000	3,100	3,200	3,300
Secretarial Costs		400	400	420	440
Insurance	887	805	840	875	910
Advertising, Publications, Promotion and Marketing		500	750	800	850
Subscriptions and Registrations	18	120	120	140	140
<i>Governance</i>					
Accountancy		290	300	315	330
Independent Examiner Fee		550	575	600	625
<b>Total Expenditure</b>	<b>33,521</b>	<b>47,138</b>	<b>46,564</b>	<b>48,415</b>	<b>50,313</b>
<b>Surplus (Deficit)</b>	<b>-10,402</b>	<b>-5,116</b>	<b>-10,925</b>	<b>-24,676</b>	<b>-26,574</b>

14.01.10

## Appendix 1

### BACKGROUND TO THE TRUST

**October 2000** - Friends of the Botanic Garden asked by Fife Council (Community Services) to pioneer primary school visits to the Botanic Garden from summer 2001 **Agreed** Seen as opportunity to increase visitor numbers, further the work and reputation of the Garden. Volunteered some funding and members' professional expertise. Decision supported by staff of School of Biology University of St Andrews.

**October 2002** - Refurbishment of unused greenhouse to provide classroom. Named the Glass Class.

**January 2003** - Collaboration with School of Biology staff brought expertise into more advanced secondary schools subjects, and provided a link to the government-funded Biotechnology and Biological Sciences Research Council schools liaison programme that gave some additional funding.

**March 2003** - Friends Education Team became members of BGEN (Botanic Gardens Education Network), a national organisation based at Royal Botanic Gardens Kew.

**June 2003** - Friends tell Fife Council that in terms of their Constitution, School Visits Programme now too large an enterprise and responsibility for them to continue administration and funding except in short term. All parties agree project to continue if possible.

**February 2004** - First BGEN meeting of Scottish members held at St Andrews.

**February-October 2004** - Programme maintained by Friends thanks to a bequest from the estate of the late Arnold Adamson. Schools travel contribution from Scottish Natural Heritage.

**February-November 2005** - Programme maintained by Friends with financial help from 'Take a Pride in Fife' and S.N.H. travel contribution.

**July 2005** - St Andrews Botanic Garden Education Trust incorporated as a Company limited by guarantee with charitable status. Provides better basis for employing staff and development but necessitates applying for grant aid.

**1st January 2006** - Trust takes over responsibility for the Schools Programme from the Friends as part of its aim to promote botanical, horticultural and environmental science and education at the Botanic Garden for all ages.

## Appendix 2

### School Visits to St Andrews Botanic Garden\*

#### Summer 2001-Summer 2009

(Many have made multiple visits)

All Primary Schools unless indicated (HS = Secondary School). Also (special needs) – Balwearie, Hyndland & Buckhaven.

Anstruther  
Anstruther Nursery  
Auchmughty HS Glenrothes  
Auchtermuchty  
Auchtertool  
Balmullo  
Balwearie Kirkcaldy  
Belarus (Chernobyl group)  
Bell Baxter HS Cupar  
Blacklaw Dunfermline  
Buckhaven  
Canongate St Andrews  
Capshard Kirkcaldy  
Cardenden  
Castlehill Cupar  
Ceres  
Ceres Nursery  
Chapel Park Forfar  
Coaltown of Balgonie  
Colinsburgh  
Collydean Glenrothes  
Craigrothie  
Crail  
Creich  
Culross  
Dairsie  
Dunbog  
Dunearn Kirkcaldy  
Dunino  
Dunnikier Kirkcaldy  
Dunshelt  
Dysart  
East Wemyss  
Elie  
Fair Isle Nursery Kirkcaldy  
Falkland House (special unit)  
Ferryport Nursery Tayport  
Foulford Cowdenbeath  
Freuchie  
Gateside  
Glenwood HS. Glenrothes  
Greyfriars St Andrews  
Guardbridge  
Inverkeithing  
Inverkeithing HS  
Inzievar Oakley  
Kemback  
Kennoway  
King's Road Rosyth  
Kinglassie

Kingsbarns  
Kirkland HS Methil  
Kirkton of Largo  
Ladybank  
Langlands (special unit) St Andrews  
Langlands St Andrews  
Largoward  
Lawhead Nursery  
Lawhead St Andrews  
Leslie  
Letham  
Leuchars  
Lundin Mill Lundin Links  
Markinch  
McLean Dunfermline  
Methilhill  
Moncrieff Perth  
New Gilston  
Newburgh  
Newport  
Newport Nursery  
Pathhead Kirkcaldy  
Paxton Nursery Methil  
Pitcorthie Dunfermline  
Pitlessie  
Pitreavie Dunfermline  
Pittenweem  
Pitteuchar West, Glenrothes  
Rathillet  
Rimbleton, Glenrothes  
Smithygreen  
Springfield  
St Andrews Nursery St Andrews  
St Columbas Cupar  
St Leonards, St Andrews (HS)  
St Monans  
St Patricks, Lochgelly  
Strathkinness  
Strathmiglo  
Strathmiglo Nursery  
Tanshall, Glenrothes  
Tayport  
Thornton  
Valley Kirkcaldy  
Waid Academy (HS)  
Wonder Nursery, St Andrews  
Wormit  
Wormit Nursery

\* under auspices of Friends of St Andrews Botanic Garden (2001-2005) and St Andrews Botanic Garden Education Trust (2006-present)

### Appendix 3 School visits 2000-2009 by school year.

<u>2000-2001</u>	<u>Autumn</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Total</u>
Number of schools				5	5
Number of visits				5	5
Number of pupils				120	120
<u>2001-2002</u>	<u>Autumn</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Total</u>
Number of schools			1	8	9
Number of visits			1	9	10
Number of pupils			13	172	185
<u>2002-2003</u>	<u>Autumn</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Total</u>
Number of schools	4		2	20	26
Number of visits	4		2	21	27
Number of pupils	103		63	507	673
<u>2003-2004</u>	<u>Autumn</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Total</u>
Number of schools	6	1	5	25	37
Number of visits	10	1	6	35	52
Number of pupils	172	19	151	853	1,195
<u>2004-2005</u>	<u>Autumn</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Total</u>
Number of schools	3		3	26	32
Number of visits	4		3	35	42
Number of pupils	52		123	858	1,033
<u>2005-2006</u>	<u>Autumn</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Total</u>
Number of schools	10	3	5	17	35
Number of visits	12	3	8	29	52
Number of pupils	405	48	175	819	1,447
<u>2006-2007</u>	<u>Autumn</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Total</u>
Number of schools	5	1	4	28	38
Number of visits	12	5	12	37	66
Number of pupils	308	96	250	1,206	1,860

<u>2007-2008</u>	<u>Autumn</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Total</u>
Number of schools	9	2	4	42	57
Number of visits	17	2	5	59	83
Number of pupils	428	40	92	1,391	1,951
<u>2008-2009</u>	<u>Autumn</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Total</u>
Number of schools	6	8	10	26	50
Number of visits	11	11	11	41	74
Number of pupils	301	247	285	1,177	2,010

## NOTES

- Autumn, Winter, Spring and Summer correspond to school terms.
- Data do not differentiate between primary, secondary and other schools
- Number of schools = number of different schools.
- Number of visits = total (including repeat) visits. In the early years of the project, half-day visits were the most common. Full-day visits have subsequently become the most popular. This change of approach is reflected in the number of visits recorded.
- Programme availability and direction have developed according to demand. Initially 2 days/week, summer term only. Thereafter, additional terms with later increase to 3 days extending to 5 days in summer term. Charges first levied to schools summer 2004