

Brentwood Schools Christian Worker Trust

Registered Charity Number 1172358



Annual Report and Accounts

for the year ended 31st March 2020

Annual Report prepared by

Michael Bastable, Trustee

Assisted by Ian Kemble, Director of Schools Work

Accounts prepared by

Peter Embling, Treasurer

Approved by the Trustees and signed on their behalf by:

Kevin Gilderson

Chairman of Trustees

Date: 24th June 2020

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Trustees	Kevin Gilderson (Chair from 1 st September) Jeffrey Fair (Chair until 31 st August 2019) Sally McMahon Kevin Rayfield (from 16 th May 2019) Christine Drew Joan Dewhirst Michael Bastable Adrian McConnaughie (from 16 th January 2020)
Address	C/O Shenfield School Alexander Lane Shenfield Brentwood CM15 8RY
Independent Examiner	Nicholas Tavener
Bankers	Lloyds Nationwide Hampshire Trust Bank

In this report:

Brentwood Schools Christian Worker Trust, Charity Reference Number 1005207 is referred to as BSCWT.

Brentwood Schools Christian Worker Trust, Charity Reference Number 1172358 is referred to as BSCWT CIO.

This report and set of accounts is for BSCWT CIO.

The Trust refers to the activities of BSCWT and BSCWT CIO.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2020

The Trustees have pleasure in submitting the Report and Accounts for the period ended 31st March 2020. The Trustees have had regard to the Charity Commission's Public Benefit Guidance published in December 2008.

Objects of BSCWT CIO

BSCWT CIO is a Charitable Incorporated Organisation governed by its constitution. It is a Local Mission Partner of Scripture Union. The Trust is supported by churches in the Brentwood area, 21 of whom have signed an agreement to support and have assented to the Basis of Faith of the Trust.

The Object of the CIO is, for the public benefit, to advance the Christian faith in Brentwood and other areas, in accordance with the Statement of Faith, by teaching and promoting the Christian faith in schools and other educational institutions or establishments and in such other ways as the Charity Trustees shall think fit.

Our mission is to serve school communities by providing Christian learning and support. This includes providing lessons, pastoral care, assemblies, lunch time groups and prayer spaces, and developing positive relationships with the schools and pupils we serve. We also encourage local churches to become more involved in their local schools.

Our Core Values are:

1. A relational approach
2. A prayerful spirit
3. A servant heart.

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Organisational structure and management

BSCWT CIO is administered by its Trustees, elected at Trustee meetings. We seek to be as representative of the local church community as possible. The Trustees meet bi-monthly and are responsible for the legal and financial affairs of the Trust.

During this period, the chair of Trustees, Jeff Fair, stood down as Chairperson as he had moved out of the immediate area. He will continue currently as a Trustee. Kevin Gilderson was elected as the new Chair of Trustees.

Also, during the year, we have elected and welcomed two new Trustees, Kevin Rayfield on 16th May 2019 and Adrian McConnaughie on 16th January 2020.

In line with Charity Commission guidelines the Trustees ensure that the Trust has a Reserves Policy. During this period the Trust retained an amount of £38,000, which was increased in January 2020 to reflect changes in staffing to £40,000. This would enable the payment of wage bills based on notice periods, national insurance, pension and redundancies as well as rent and other known expenses. This requirement to retain these amounts has been met in 2019/20.

As stated last year the structure of the Management Committee has been under review following the Trust's conversion to a CIO. Recommendations from the working group were to remove the voted Management Committee and move to seconding members, with the required skills, onto appropriate teams as part of a Support Group. The Management Committee continued to meet until the end of the academic year and the annual celebration in July. The new structure was presented at the annual celebration, having already been approved by the Trustees. A new Communication Group meeting, with representatives from the various support teams, had its first meeting on 8th October 2019. It is planned to hold a Communication Group meeting each academic term. Work has started on forming and formalising the various teams identified in the review with Terms of Reference being written and approved, as well as Team Leaders being identified and appointed by the Trustees. This work is ongoing but currently has been affected by the Coronavirus lockdown.

As stated last year, the Trustees saw this year as a period of change for the Trust. Following prayerful consideration this year has seen the implementation of the planning carried out last year.

The appointment of a new Chair of Trustees has already been mentioned.

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Also, at the annual celebrations we saw one of our long-established members of staff, Mary Thomas, retire from the Trust after 20 years of service. This, along with other changes in staffing work patterns, led the Trustees to review the staffing of the trust.

As a result of two significant legacies, one which we received in 2018 and a second that we received in this financial year the Trustees were able to appoint three new Schools workers and a new Project Administrator. This means that the team consists of eight employees.

We are delighted that our pastoral work has been able to continue at the same level as last year with funding from the Mulberry Trust.

We thank all our many donors for their financial support this year, and ongoing prayer.

In March 2020 the charity took steps (in line with government advice) to help contain the outbreak of COVID-19. This included the temporary suspension of all physical gatherings and the charity has had to curtail, or change, how it operates; the charity has been able to continue some of its activities using online media. From May 2020, the Trustees placed placing some staff on the Government Job Retention Scheme because of the changed opportunity to work with schools following government advice. The trustees are monitoring income and expenditure and, if it becomes necessary, will take further measures to mitigate the impact of COVID-19 on the charity's free reserves.

Review of Activities

The year from 1st April 2019 to 31st March 2020 was a year of much change for the Brentwood Schools Christian Worker Trust. Having welcomed Rosie Graham back from maternity leave in April 2019, we were grateful to Shenfield High School for enabling us to move our office into a larger space in July 2019. We also said "goodbye" and "thank you" to Mary Thomas after 20 years of service to the Trust as a Schools Worker, and to Jenny Head who had been our temporary Project Admin Assistant.

In September 2019, we took on four new part-time members of staff - three Schools Workers (Alison Carmichael, Frances Coe and Holly Coleman) and a Project Administrator (Gelila Melaku) - to join our existing part-time staff (Fiona Mason - Administrator/Schools Worker, Ian Kemble - Director of Schools Work, Rosie Graham - Schools Worker, and Sue Evans - Schools Worker).

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We are extremely grateful to our staff team, all our volunteers and everyone who is involved in this work as we seek to provide Christian learning and support to local school communities in the Brentwood area.

Throughout the year we have continued to have many wonderful opportunities to keep serving our local schools, through a variety of activities including leading assemblies, providing pastoral support, running and supporting lunchtime clubs, teaching lessons and creating reflective 'prayer spaces' in schools.

Assemblies

Over the past year we have had the privilege of leading over 200 assemblies in 30 different schools. In primary schools, most of these assemblies have focussed on stories from the Biblical book of Daniel, helping pupils to reflect on themes such as dealing with change, standing up for what you believe, and the Christian conviction that God helps us in times of difficulty.

"I love your assemblies! I wish we could have you in every week!"

In secondary schools, we have helped students explore themes including diversity, empathy, Easter, success, spirituality, Advent and Remembrance Day. A teacher in one school commented: "I love your assemblies! I wish we could have you in every week!" A pupil in another school said: "your assemblies are very interesting and give us lots of things to think about!"

We have also had the privilege of speaking at a secondary school Christmas carol concert and a GCSE awards evening as well as supporting the Gideons in the assemblies they take in local secondary schools.

Chaplaincy and pupil support

Our team of 10 Chaplains has served in 8 schools this year, supporting the pastoral care of pupils referred to us, as well as promoting spiritual development in the schools. The Chaplains have met one-to-one with over 50 pupils, providing a much-needed listening ear.

We have also provided over 100 sessions of our 'Caterpillars' and 'Butterflies' courses for 10 small groups of primary school children struggling with loss. These courses help children develop emotional literacy and resilience as they explore topics including anger, sadness, forgiveness and hope. At the end of the spring term we were due to lead a workshop for sixth formers on anxiety and exam stress but, sadly, due to the coronavirus 'lockdown', this had to be cancelled.

Caterpillars
Growing through change and loss



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In commenting on the support given by one of our Chaplains to a pupil, one member of school staff said that meeting with the Chaplain "has made a huge impact on his behaviour and experience in school."

Clubs

Over the year, we ran 8 weekly lunchtime clubs in 6 primary schools. These clubs provide opportunities for pupils to explore various issues of life and faith and the theme in most clubs this year has been "Small People - Big Impact", focussing on what can be learned from some of the ordinary, 'minor' characters in the Bible.

In one secondary school, we have continued running a drop-in club for pupils needing a safe space at lunchtime and we have also supported a Christian Union group which has been led by a sixth form student.

As with so many aspects of our work, all these clubs are dependent on our brilliant team of volunteer Associate Workers who spend each session building up positive relationships with the pupils and helping them to grow and learn in a safe environment.

Lessons and Projects



Ian at 'Christmas Unwrapped'

With our seasonal projects growing so significantly over the years, we have this year added a part-time "Project Administrator" to our staff team, following the previous temporary appointments of a "Project Admin Assistant", to help with the extensive work involved in organising and co-ordinating these projects. We are delighted to have Gelila with us getting stuck into this role since September.

In the summer term of 2019, our *It's Your Move* project was taken to 29 primary schools, providing lessons to help nearly 1000 Year 6 pupils to prepare for the move from primary to secondary school. Almost 20 churches were directly involved in sponsoring the *It's Your Move* books, published by Scripture Union, which have been given to the pupils.

At Christmas, we worked with 9 host churches to deliver 17 *Christmas Unwrapped* workshops for 15 schools, helping over 550 pupils in Years 5 and 6 to grow in their understanding of what the Christmas festival means. After one of these sessions, one teacher told us: "I absolutely love bringing my class each year to this workshop. It is always so well organised and delivered

"I absolutely love bringing my class... to this workshop."

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and the children thoroughly enjoy it." For pupils in Years 1 and 2, we delivered 11 Christmas *Darkness to Light* lessons to over 350 pupils in 8 schools. These lessons give pupils the opportunity to reflect on the Biblical story of Jesus' birth.

Our Easter projects, *Easter Cracked* and *Sadness to Joy*, are normally delivered on a similar scale to their Christmas equivalents, but sadly this year we were able to deliver only a few of these lessons before the coronavirus 'lockdown' came into effect.

Some of our Associate Workers have also continued to deliver *OT Mini* and *NT Mini* (formerly *Bible Explorer*) lessons to primary schools, and one of our Schools Workers has also begun teaching these lessons. They are taught in sets of 5 lessons each and help pupils gain a deeper understanding of what's in the Bible. This year over 40 of these lessons have been taught in 6 schools.



Rosie teaching OT Mini

In addition, we have taught secondary school lessons to Year 7 pupils on the subject of 'Bullying and Self-concept', to Year 9 pupils on 'Sex and Healthy Relationships' and we have taught our 'Fantasy vs Reality' lessons (on the impact of pornography) to Year 10 pupils. In all, these lessons have been received by approximately 600 students.

Prayer Spaces

We have also continued to provide 'Prayer Spaces' to schools this year. These are usually whole-day events, based either in a church or a school, enabling pupils to take time and space to reflect actively and quietly on significant, 'big' questions of life and faith. Our prayer spaces with primary school pupils have included Christmas and Easter themes.

"LifeSpace helped me forgive myself and move on."

Our *LifeSpace* event for secondary school pupils has been experienced by 175 students in two schools this year. *LifeSpace* ties in specifically with careers education, helping students to think about their future, their hopes and dreams, their talents and abilities and where faith fits into their lives. One student said that the session had "helped me to forgive myself and move on."

And finally...

In addition to all this, BSCWT has been represented on Brentwood High Street by a team of volunteers at *Lighting Up Brentwood* before Christmas, and we have enabled members of our

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team to access training on various topics including pupil support, safeguarding, mental health, anxiety in adolescence and chaplaincy.

On 20th March, in response to government guidance relating to the coronavirus pandemic, schools closed to the majority of pupils, our office had to close and, sadly, many of our planned activities for Easter in schools had to be cancelled. However, our team responded quickly to the challenge of working from home and of finding different ways to support and serve schools.

We are so very grateful to God for everyone who is involved in supporting our work - those who pray for us (including those who come to pray with us on Friday mornings); those who give their time as Trustees, Associate Workers, Support Team members, Church Reps and in other voluntary roles; and those who give financially. We are also thankful for the partnership of other Christians who visit schools, including the Gideons and local 'Open the Book' teams.

And last, but not least, we are thankful for our dedicated, hard-working staff team. Since arriving in September, our four new members of staff have fitted in fantastically alongside our existing staff, and we are looking forward together to the challenges and opportunities that lie ahead.

It has been another busy and exciting year and we are grateful to God for allowing us to be involved in His work serving our local schools.

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FINANCIAL REPORT

Basis of the accounts:

These accounts have been prepared on a "receipts and payments" basis in accordance with section 133 of the Charities Act 2011.

Financial Review:

The CIO charity, Brentwood Schools Christian Worker Trust Charity Reference Number 1172358 has been the operational organisation during this year.

Between 1st April 2019 and 31st March 2020 a few donations were received by BSCWT, which were transferred to BSCWT CIO bank account

Receipts received by General Fund were £66,100 and payments made from General Funds were £89,129 producing a deficit of £23,029.

Receipts received by other Unrestricted Funds were £117,544. Transfers made from other Unrestricted Funds to General Fund were £24,019.

The final outcome of the General Fund being a surplus of £990.

Receipts received by Restricted Funds were £5,000. Payments made from Restricted Funds were £6,028.

The Assets are held in four separate bank accounts.

- Lloyds current account for day to day receipts and payments.
- Lloyds deposit account where surpluses from the current account are transferred and earn a small interest.
- Nationwide 90-day higher interest account which includes the Reserves Policy.
- Hampshire Trust Bank 90-day higher interest account.

Nationwide and Hampshire Trust Bank hold the maximum of £85,000 to be within the FSE Bank Protection Limit. See note 3.

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Restricted Funds.

There are two Restricted Funds set up to manage donations made for specific purposes. Records are kept to confirm the money is spent on the specified purposes.

Additional Worker Salary Restricted Fund

The balance brought forward was £1,028. £1,028 was spent on the additional workers salary during this year leaving a nil balance.

Mulberry Trust Restricted Fund

In January 2020 The Mulberry Trust generously provided a grant of £5,000 a year as part of a 3-year programme to support the work in providing pastoral support and mentoring to vulnerable children and young people in schools.

The balance brought forward was £3,675 and the second payment of £5,000 was received in January 2020. £5,000 was spent on staff salaries, staff training and staff activities during this year for this purpose leaving a balance to be carried forward of £3,675

Unrestricted Fund

Legacy Unrestricted Fund

There is one unrestricted fund set up to manage 2 legacy donations. The 1st legacy of £20,000 was received in March 2018. A further amount of £642 was received in November 2018,

The 2nd legacy of £110,000 was received in April 2019. Further amounts of £5,000 were received in October 2019 and £2,553.56 in February 2020.

£24,019 was transferred to the General Fund during this year leaving a balance of £114,177.

Legacy Policy

Legacies of £5,000 and above are held within either a Restricted or Unrestricted Fund. Legacies under £5,000 are put into General Fund unless there is a restriction to their use.

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General Fund (Unrestricted)

	BSCWT CIO 2019/2020	BSCWT CIO 2018/2019	Notes to the accounts
Receipts			
Individuals	34,761	53,780	
Transfer of General Funds from BSCWT (Individuals)	656	3,580	
Churches	22,329	27,018	
Charitable Trusts	1,500	1,500	
Transfer of General Funds from BSCWT (Charitable Trusts)	1,500	1,500	
Other organisations	11		
Income Tax Recovered	4,038	3,512	1
Interest received	738	357	
Fund raising activity		1,551	
Legacies (less than £5,000)		1,000	
It's your move contributions	568	685	
Total Receipts	66,100	94,483	
Payments			
Office and Admin	4,747	4,172	
Staff salaries and pensions	75,760	58,643	
Staff activities	3,560	2,736	
Staff support and training	749	812	
Subscriptions and donations	1,536	685	
Equipment, computers and website	1,797	912	
Bank charges and Interest	121	136	
Professional fees	860	737	
Transfer of funds to BSCWT		40	
Total payments	89,129	68,873	
Surplus / (Deficit)	(23,029)	25,610	
Transfer from unrestricted funds	24,019		4
Surplus / (Deficit) After transfer of unrestricted funds	990	25,610	
Balance brought forward	78,359	52,749	
Balance at year end	79,349	78,359	

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Additional Worker Salary Restricted Fund

	2019/2020	2018/2019	
Receipts	0	0	
Additional workers salary payments	1,028	5,202	4
Surplus / (Deficit)	(1,028)	(5,202)	
B/F Balance	1,028	6,230	
C/F Balance	0	1,028	

Mulberry Trust Restricted Fund

Receipts	5,000	5,000	
Staff: Training, Activities and Salaries payments	5,000	5,000	4
Surplus / (Deficit)	0	0	
B/F Balance	3,675	3,675	
C/F Balance	3,675	3,675	

Legacy Unrestricted Fund

Receipts	117,554	642	
Payments	0	0	
Surplus / (Deficit)	117,554	642	
Transferred to the General Fund	24,019	0	
B/F Balance	20,642	20,000	
C/F Balance	114,177	20,642	

Summary of Receipts, Payments and Transfers in 2019/20

	General Fund	Additional Worker Salary Fund	Mulberry Trust Fund	Legacy Fund	Totals
Receipts	66,100	0	5,000	117,554	188,654
Payments	89,129	1,028	5,000	0	95,157
Surplus/(Deficit)	(23,029)	(1,028)	0	117,554	93,497
Transfers to G/F	24,019	0	0	(24,019)	0
B/F Balance	78,359	1,028	3,675	20,642	103,704
C/F Balance	79,349	0	3,675	114,177	197,201

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Statement of Assets and Liabilities

Bank Accounts

Lloyds current account	1,701	7,742	
Lloyds deposit account	25,437	27,520	
Nationwide savings account	85,061	68,341	3
Hampshire Trust Bank	85,000		
Petty Cash		100	
Total bank accounts	197,199	103,703	

Fixed Assets

BSCWT CIO owns computers and other equipment used in its work. The insured value has been index linked to £30,518.

There are no liabilities as at 31st March 2020.

Notes to the Accounts

1. Gift aid was claimed on 6th March and usually arrives in the bank within 6 days. Due to high work load it did not arrive until 3rd April so does not appear in this year's receipts.
2. No payments were made to the Trustees.
3. The interest for the period ending 31st March was paid into the Nationwide account on 31st March and transferred to the Lloyds account on 1st April.
4. Payments from the restricted funds are shown from these funds. In 2018/19 such payments were shown from the General Fund, with a corresponding transfer from the restricted funds to the General Fund. The figures for 2018/19 have been re-expressed to reflect the approach for 2019/20.

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Independent examiner's report to the trustees of Brentwood Schools Christian Workers Trust

I report to the trustees on my examination of the accounts of the trust for the year ended 31st March 2020, which are set out on pages 10 to 14.

Responsibilities and basis of report

As the charity trustees of the trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *Nicholas Tavener*

Name: Nicholas Tavener

Address: 15, Shenfield Place, Shenfield, Brentwood Essex CM15 9AG

Date: 27th June 2020