



HighLight

Trustees' annual report and
financial statements for
the period

1st April 2019
to
31st March 2020

Charity number: 1170549

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Trustees' annual report

Reference and administrative details

Name of the charitable incorporated organisation	HighLight
Charity number	1170549
Public address	102 Mount View Henley-On-Thames RG9 2EL

The Trustees

The Trustees who served the charitable incorporated organisation during the period 1st April 2019 to 31st March 2020 were:

David Freeman (Chair)

Fiona Norcross

Leonard Garnham

Dr Matthew Finn

HighLight is also served by several key volunteers who provide administrative support, educational expertise and are involved in conference/event organisation. These include Rosie Freeman, Simon Reeves and Sandra Vijber.

Structure and governance

HighLight is a charitable incorporated organisation governed by a constitution.

Object of the CIO

The object of the CIO is:-

To advance education of children and young people in a variety of subjects including, but not limited to, Maths, English, Science, Geography, History, Religion and Critical Thinking by supporting their education and mentoring and coaching teachers and educational leaders. These objects shall be undertaken with a Christian ethos.

Areas of operation

HighLight's registered areas of operation are: Cambodia, Congo (Democratic Republic), India, Netherlands, Nigeria, Poland, Rwanda, Scotland, South Korea and throughout England and Wales.

The methods adopted for the recruitment and appointment of Trustees

Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Public benefit

Our main activities and who is aided through them are described below in this report. All our charitable activities are undertaken to further our charitable purposes for the public benefit. The trustees have regard for the Charity Commission's guidance on public benefit when deciding on the activities of the charity.

Reserves policy

We will maintain a reserve of £100. The figure is set at this level as HighLight does not have staff costs, ongoing commitments or buildings.

Overview of the period 1st April 2019 to 31st March 2020

HighLight trustees and other volunteers provided mentoring and training, working by invitation across a number of countries and educational contexts as well as in the UK. During this period there were a number of events abroad for educational training, conferences in both UK and internationally that have included the following:-

Training events and mentoring

- **April 4-6th** Rotterdam training for Holland. A visit to 'HighLight Holland' and Hadassah School for the mentoring of trustees.
- **April 28 -30th** A 3-day visit by the director to Asuncion, Paraguay. A meeting was arranged with the Deputy Education minister with a view to making a proposal for the future training of teachers in Paraguay. This was warmly discussed with the government minister who confirmed this request and offered to accompany and assist the training. The proposal outlining the potential for training was requested and later sent to the minister for consideration. A revised proposal was requested and also sent, at a later date.
- **May 2-12th** A visit by the director and a trustee to Kampala, Uganda. Teacher-training was delivered for 5 and a half days with 56 headteachers and other teachers, equipping them to become teacher trainers in their schools. This was held at Kawempe, Kampala where a Teacher-training college is being built.
- **July** The first of 3 training days for 3 new staff was held at a Christian school in London. Regular mentoring of the Principal continues on several occasions each term.
- **July 29-August 7th** A 10-day gathering of our international colleagues was held in Bengaluru (Bangalore), India. This included updates from each of the delegates of the nations represented and a 2-day training event for Indian teachers from a wide area.
- **August** Regular Mentoring of headteacher and HighLight partner in Kigali, Rwanda. This principal held a 2-days training for 50 headteachers. He has also established an association for them.
- **March 2** trustees visited a school in Warsaw to address a whole staff meeting. Advice and counselling were given to the school board and the principal and his deputy over several days. This was followed by an address to the staff of another Christian school in Warsaw. Subsequently the 2 trustees travelled to Poznan where they engaged with some staff and the 2 directors in an informal meeting as the pandemic had caused the school to close.
- Mentoring and support by Skype every month of the principal of a growing school in Seoul, Korea with the addition of materials and documents to aid the training of staff by the Principal.
- Regular mentoring of HighLight partner in Mumbai, India with the addition of audio lectures for use in her training of staff.
- Advising Principals of a school in Great Yarmouth, Norfolk.
- HighLight subscribed to 'Stewardship Services UK' for advice on finance and policies.

Educational resources

- A final educational Key (Assessment with Heart) has been written and agreed by the trustees for inclusion in the book of 'Keys for Teachers' which is now being edited for publication.

HighLight's future plans include:

- 8 sessions of training for staff alongside the Principal of the London school.

- The Paraguay proposal was received and proceeded to be viewed through various government departments.
- A plan for 3 days training of headteachers of the Christian Schools Rwanda (CSR) is planned for December 2020.

NOTE: the subsequent pandemic has affected all these plans adversely.

The trustees are committed to the work of HighLight and are in constant communication during the pandemic. The trustees desire to act as faithful stewards of the finances given to HighLight.

David Freeman
Chair of Trustees

Statement of Financial Activities for the year end 31st March 2020

As the charity's income is below £25,000 external scrutiny is not required for these accounts.

Statement of financial activities

Descriptions by natural category	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
Incoming resources (Note 3)					
Donations	1633.85	857.06	-	2490.91	4091.28
Banking loyalty awards	-	-	-	-	-
Total incoming resources	1633.85	857.06		2490.91	4091.28
Resources expended (Note 4)					
Conference/Training Events (Note 5)	16.00	-	-	16.00	2799.10
Office consumables	154.80	-	-	154.80	138.92
Educational resources	10.79	-	-	10.79	114.99
Banking charges	50.00	-	-	50.00	50.00
Stewardship costs/website costs (Note 6)	50.00	-	-	50.00	57.56
Postage	8.92	-	-	8.92	16.38
Cambodia (Note 7)	-	190.01	-	190.01	508.85
Rwanda/India (Note 8)	-	570.00	-	570	300.00
Publishing costs	1002.81	-	-	1002.81	750.00
Parking/office	27.00	-	-	27.00	67.00
Total resources expended	1320.32	760.01	-	2080.33	4502.80
Net incoming/(outgoing) resources before transfers	313.53	97.05	-	410.58	(411.52)
Gross transfers between funds	-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)	313.53	97.05	-	410.58	(411.52)
Other recognised gains/(losses)					
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-	-
Gains and losses on investment assets	-	-	-	-	-
Net movement in funds	313.53	97.05	-	410.58	(411.52)
Total funds brought forward	960.41	-	-	960.41	1371.93
Total funds carried forward	1273.94	97.05	-	1370.99	960.41

Balance sheet as at the year end 31st March 2020:

Balance sheet		Total this year £	Total last year £
Tangible assets	(Note 9)	-	-
Investments	(Note 10)	-	-
	<i>Total fixed assets</i>	-	-
Current assets			
Stock and work in progress		-	-
Debtors	(Note 11)	-	-
(Short term) investments		-	-
Cash at bank and in hand		1370.99	960.41
	<i>Total current assets</i>	1370.99	960.41
Creditors: amounts falling due within one year	(Note 12)	-	-
	<i>Net current assets/(liabilities)</i>	1370.99	1,371.93
	<i>Total assets less current liabilities</i>	1370.99	1,371.93
Creditors: amounts falling due after one year	(Note 12)	-	-
Provisions for liabilities and charges		-	-
	<i>Net assets</i>	1370.99	1,371.93
Funds of the Charity			
Unrestricted funds		1273.94	869.26
Designated funds		97.05	91.15
Total unrestricted funds		1273.94	869.26
Restricted income funds	(Note 13)	-	-
Endowment funds	(Note 13)	-	-
	<i>Total funds</i>	1370.99	960.41

The notes which follow on pages 8-11 form part of this financial statement.

These financial statements were approved by the Trustees on the 1st December 2020.

Notes to the financial statement

1 *Basis of preparation*

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005); and with Accounting Standards and with the Charities Act.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year as this is the first return.

2 *Accounting policies*

Incoming Resources

Recognition of incoming resources These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

<i>Donated services and facilities</i>	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
<i>Volunteer help</i>	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.
<i>Investment income</i>	This is included in the accounts when receivable.
<i>Investment gains and losses</i>	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Expenditure and Liabilities

<i>Liability recognition</i>	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.
<i>Grants with performance conditions</i>	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.
<i>Grants payable without performance conditions</i>	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Assets

<i>Tangible fixed assets for use by charity</i>	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.
<i>Investments</i>	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.
<i>Stocks and work in progress</i>	These are valued at the lower of cost or market value.

3 Incoming resources

£2,490.91 was given in donations from individuals and organisations to support the work of HighLight. £857.06 of this giving was for specific purposes and so is noted as restricted.

As was minuted in January 2019, it was agreed by the trustees that it would be preferable for the donors to give directly to the partner charity rather than through HighLight. This was agreed by the trustees. A small amount of these funds (£300) was discharged for this financial year for the trustees' instructions to be completed but no new donations for this purpose are expected.

4 *Resources expended*

A breakdown of resources expended has been provided in our statement of financial accounts above.

5 *Details of certain items of expenditure*

£16 was used to reimburse Mrs J. Griffin in June 2019 for the provision of a snack lunch for the Core Team.

6 *Stewardship costs*

£50 was paid to Stewardship as a an annual subscription for advice on policies etc.

7 *Cambodia*

In our last report the giving to Cambodia was explained (see note 3 above). This figure of £190.01 is the last amount to repay the remaining funds. It is noted as restricted. There will be no further money allocated through HighLight as any future donations will be paid by the beneficiary direct to Shine School, Phnom Phen. This school has previously been visited by trustee, Mr David Freeman who spent several days giving training to the teachers.

8 *Rwanda/India*

£570 Of this total amount, £490 was donated as a gift to Fruits of Hope School, Kigali, Rwanda for their new building. This school is related to HighLight and two of the trustees have visited on several occasions to help with mentoring and training.

The remaining amount of £80 was given to Mrs D. Rodrigues to assist her airfare from Mumbai to Bangalore so that she could attend our international team conference of which she is a team member representing India.

These amounts were all agreed by the Trustees.

9 *Tangible fixed assets*

There are no fixed assets above £500 to declare.

10 *Investment assets*

There are no investment assets.

11 Debtors and prepayments

There are no debtors.

12 Creditors and accruals

There are no creditors.

13 Endowment and restricted income funds

No endowments were made. Restricted funds are details in Notes 3 and 7.