

The School Bus Project

Registered Charity Number: 1166972

Trustees' Report and Financial Statements

for the Year Ended 31 March 2017

The School Bus Project

**The Woodshed
Bail Steps
Folkestone
Kent
CT20 1AS**

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Legal and administrative information

Name of Charity: The School Bus Project

Working Name: SBP

Charity registration number: 1166972

Principal Address: **The Woodshed**
Bail Steps, Folkestone CT20 1AS

Telephone: 01303 240432

Email: info@schoolbusproject.org

Website: www.schoolbusproject.org

Trustees:

Trustee name	Office (if any)	Dates acted if not for whole year
Jon O'Connor	Chair	
Eng. Per Olof C. Bengtsson		
Dr Stephanie E.L. Bengtsson		
Dr Robert Cawley		
Catherine M. Durin		Appointed 15.09.17

Secretary to the Board: Jon O'Connor

Bankers: Santander

Independent Examiner: Ms. Joanna Strickland, FMAAT
Strickland Accountancy Ltd
Aspen House
West
Terrace
Folkestone
Kent
CT20 1TH

Report of the Trustees

The Trustees present their report along with the financial statements of the Charity for the year ended 31 March 2017.

The School Bus Project is a UK-based, non-governmental, non-political, non-religious charity.

It is constituted as a Charitable Incorporated Organisation under a Trust Deed dated 6th May 2016 and is registered with the Charity Commission under registration number 1166972.

The legal and administrative information set out on page 3 forms part of this report.

The financial statements have been prepared on the basis of the accounting policies set out in note 1 to the financial statements and comply with the Charity's Trust Deed and Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005).

Structure, governance and management

The Trustees who served during the period are shown on page 1 of this report.

The Charity is wholly administered by its Trustees, none of whom receive any remuneration or compensation for costs incurred in performing their duties.

The Trustees meet at least quarterly. Trustees manage the financial and day-to-day administration of the Charity on a rotating basis. The work of the Trustees is supported by the work of the Chair, acting as Secretary to the Board of Trustees to undertake administrative duties such as organising board meetings and recording the minutes of those meetings as well as the broader responsibility of acting as a liaison between the Trustees and the Charity's partners.

The Chair/Secretary to the Board receives no fee other than essential expenses for this work. The Charity does not employ any staff and all volunteers are required to meet their own expenses.

Trustee recruitment, induction and training

The Trustees have the power to appoint new Trustees by a resolution passed at a special meeting of the Trustees. According to the Trust Deed, all Trustees are appointed for a term of three years. New Trustees are nominated by existing Trustees and appointed on the basis of a majority decision of the Trustees, following an assessment of whether they have the necessary skills to contribute to the Charity's management and development. A suitable candidate may be invited to observe a Trustee meeting prior to taking up any appointment. All initial and new Trustees are required to have completed Declaration of Eligibility and Conflict of Interest Forms.

New trustees are given a full introduction to the governance structure, role and responsibilities of Trustees, using guidance from the Charities Commission. They are also expected to complete the e-Course which has been developed to provide background information for the work of the charity, entitled "Introduction to Refugee Education" and to become familiar with our current Policies. Further training continues for Trustees through regular meetings and sharing of information on best practice in our field of work.

STRUCTURE:

Governance & Accountability

The Charity is required to have a minimum of two Trustees. During the period for this report, the Board consisted of four trustees, with additional support from a qualified financial advisor/accountant.

Trustee Responsibilities are allocated and defined within the following key areas:

- Articulating vision and mission
- Legal compliance, accountability, and transparency
- Financial oversight
- Strategic partnership
- Communications, PR, Advocacy
- International Policy Lead

Operations & Programmes

The Charity has a designated Project Lead (also currently a trustee).

We have appointed a team of staff to operational roles including

- SBP Coordinator
- SBP Lead Educators
- Online Learning Coordinator (currently a trustee)
- Schools Outreach & Advocacy Coordinator (currently a trustee)

NETWORK WITH WHICH SBP WORKS:

SBP works in partnership with a number of other projects working in the field of refugee support activity.

Some of our key partners include:

- L'Auberge des Migrants (umbrella organisation in Calais)
- Refugee Youth Bus (provides support for young refugees)
- Help Refugees (international refugee action and support)
- Edlumino (provides education for refugees in Northern Europe)
- Women's Refugee Centre; (support for children & young families)

We also work with school partnerships, notably with the Co-operative Schools Network.

Relationship with any related parties:

We maintain our independence as Trustees, by ensuring that a register of business interests is in place and that at all times any potential conflict of interest is recognised and declared appropriately.

Trustees' consideration of major risks and the system and procedures to manage them:

We pay appropriate attention to the key issues of transparency, integrity, financial probity and high professional standards in our working practices.

Trustees monitor the use of funds on a regular basis, to ensure that these are used in accordance with our core purpose and the charity's objects. We maintain a reserve which is sufficient for three months operation and ensure that we are able to cover our liabilities.

We have put in place insurances for public and employer liability and for vehicles under our control. We are registered with the Information Commissioner for the appropriate use and management of data.

We operate a risk assessment procedure for our projects and activity including Safeguarding, Health and Safety and Health and Wellbeing. Emergency routines and contingency planning are both built into our project development planning.

The School Bus Project recruits individuals who are suited to work with children, young people, and vulnerable adults using recognised 'Safer Recruitment' practices.

Staff and volunteers are provided with induction and appropriate continuous training and guidance related to their roles. This includes appropriate references to provisions including COSHH, First Aid and other routines for managing personal safety and well-being.

Objectives of the Charity

Summary of the objects of the charity, as set out in its governing document:

The School Bus Project seeks to protect the right to education for refugees & vulnerable migrants across Europe by:

- Designing mobile learning provision for refugee projects.
- Providing training and advice for volunteers and other groups.
- Lobbying with others to raise the profile in the UK and the rest of Europe of the agenda for migrants, refugees and displaced people.
- Working internationally to highlight solutions that deliver education when it is most needed.
- Raising awareness and funding, involving individuals, schools and other partner organisations.

Summary of the main activities undertaken for the public benefit in relation to these objects

In undertaking all activities, the Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Developing capacity and infrastructure

1. The establishment and development of the School Bus Project

The School Bus project was established in response to the refugee crisis which attracted significant world attention during 2015. It was founded by a small group of Brighton-based educators, including Dr Stephanie Bengtsson, one of the Trustees.

The aim of the project was to provide for the rights of refugees to access education provision, as set out in the United Nations Charter of Human Rights, with the use of mobile teaching facilities.

The project has its UK base in Folkestone, Kent and has also established a series of Hubs or contact points in Sussex and Essex.

The charity has been able to develop and deliver a strategy to build capacity for learning provision, through online and in-person training resources and activities, combined with mobile teaching spaces or converted vehicles.

The first of the mobile teaching spaces was a double decker yellow bus which was converted into a mobile school which was deployed in 2016 as part of a pilot project in the Jungle Camp in Calais, France.

The Charity intends to extend the number of School Bus Project programmes through co-funding and the sharing of expertise and experience.

2. SBP UK activity

SBP has developed training programmes, based on our experience of providing mobile education for refugees and displaced persons. They are designed to build knowledge and skills relating to refugee education, effective communication, team-building and teaching. All participants in SBP programmes must be over 18 years old.

Our two-stage SBP training helps participants to transform their existing personal skill set into protective, practical and preparatory learning experiences for refugees, migrants, asylum seekers and displaced persons.

There are two types of SBP training:

- SBP e-training provides distance learning online about the background to migration and refugee issues and the international context of education and other responses to the needs of displaced persons.
- SBP V-training provides face-to-face personal training for those who wish to consider working in the field of refugee education provision with either SBP projects or SBP partnership projects.
- To date, over 220 people have enrolled in the e-Training, and around 80 people are registered in our database of potential volunteers.

3. SBP Austrian Association

The Trustees, represented by Dr S. Bengtsson, and Dr Judith Kohlenberger (Research Scientist at Vienna University of Economics and Business) are currently working on establishing an Austrian Association of SBP. With the support of a small group of post-graduate students, they are reaching out to organisations actively working on forced migration in Austria to determine how best to translate SBP training and delivery models for the Austrian context.

Field activities

1. Calais area

Prior to the removal of the Jungle refugee camp in October 2016:

Prior to our registration as a charity in May 2016, team members spent three months in Calais, providing education and testing various delivery models to inform our training programmes and other activities, including the bus conversion.

- A number of volunteers who had gone through our training went to Calais and worked with refugees there from January 2016 onwards.
- SBP purchased a double decker bus, with funds raised in December 2015. In early October 2016, the converted bus was used in the Jungle with trained volunteers to deliver a range of informal education activities to vulnerable migrants.
- As the authorities chose to close the camp towards the end of October 2016, the bus returned to the UK and activities in Calais ceased for a period of review and re-organisation.

Following the closure of the Jungle refugee camp at the end of October 2016, the Trustees have continued assessing the need for provision and response in both strategic and delivery arrangements.

- Half a year after the Jungle was destroyed, refugees have continued to gather in Calais. Currently, around 750 refugees are sleeping out in the wild, with no shelter or provision of any kind. This number includes children and young people – from one year of age upwards.
- In response to the developing situation and after having evaluated the 2016 pilot project, the SBP Board of Trustees have made arrangements to provide further support for refugee education in the Calais area from Autumn 2017.

2. Dunkirk, France and other parts of Europe

November 2016 onwards:

SBP has supported the work of a number of education organisations working in Dunkirk, France, and in Greece, through partnership working arrangements and through e-Training, as well as the sharing of advice and resources. A number of SBP-trained individuals have undertaken research work.

3. The UK

SBP has also supported the work of the Kent Refugee Action Network and has participated in a number of festivals and school visits to raise awareness of and support for the challenges facing refugees and vulnerable migrants in Europe today.

Review of activities, achievements and performance

Without the hard work of our volunteers, many supporters both nationally in the United Kingdom and internationally, we would not have achieved so much in such a short space of time. We owe them all a debt of gratitude.

We would also like to thank the original founding group for their vision and commitment to making this work as a contribution to the rights and needs of migrants and refugees.

Over the last year, we have significantly reviewed our use of funding and renewed our fundraising strategy. We identified the need for a more sustainable model early in the year, with concerns that a significant proportion of our available resources were required to pay key personnel, albeit not on a full commercial basis.

This led to a debate among Trustees and to an agreed restructuring which took place in November 2016, with some of the original team moving on to form a new social enterprise with similar objectives.

The Trustees have set out a clear strategy for sustainability, which identified the need for the Charity to prioritise capacity building, with a lesser emphasis on direct provision and an avoidance of over-dependence upon a single lead professional.

This has enabled the charity's funds to be conserved and used more effectively, both in terms of conserving balances and in terms of the impact and numbers of beneficiaries which the project has served. In the months which followed, additional funding was identified and the year closed with a fresh budget plan and staffing structure being put in place.

In addition, plans were developed in early 2017 to convert the Big Yellow Bus to a new layout at negligible cost, thanks to volunteer contributions of time and expertise. This was necessary in order to provide for a different teaching group and age-mix.

The experience of a different approach to vehicle procurement at lower cost and with a much more efficient turnaround has further supported our strategic goal of extending provision through partnership arrangements in the future.

In recent months, we have been providing education opportunities for refugees and vulnerable migrants in Calais and anticipate continuing our presence and partnership working in Calais and Northern France in 2018.

In addition, the following achievements are also noted:

- We co-funded four months of primary maths teaching in Northern Greece camps
- We provided 25 refugees with laptops to further their education
- We continued to work with school support groups in and around London & South East
- We provided transport for Kent Refugee Action Network field visits and curriculum enrichment
- We supported a UK based refugee catering employment training project
- We used online e-training and v-training sessions to support 100 volunteers
- We provided bursary funding for research into working with partner projects
- We worked in partnership with other groups in Europe to develop their learning provision

We represented SBP and advocated for refugees and vulnerable migrants at a number of conferences and events, including the first ever EU Fundamental Rights Forum in Vienna in June 2016 and the International Mayors' Conference in January 2017

While the project has matured significantly and some of the original team have now moved on, The School Bus Project remains true to its principles and will work towards delivering on a wider scale and a sustainable basis, in promoting the objects of the Charity.

Voluntary help and gifts in kind

The Trustees are enormously grateful to the volunteers and friends of the Charity who performed services for the Charity free of charge, carried out fundraising on the Charity's behalf or donated their time and items for events, which has enabled the Charity to operate with minimal overhead costs during the course of its existence.

Financial review

All of the income of the Charity arose as a result of direct financial donations or from fundraising events.

During the year, the Charity raised a total of £46212 for its charitable purposes

We have ensured that we retain viability through a rigorous review of historic spending patterns and by remodelling the way in which expenditure is authorised and focused on delivery.

We have successfully registered with HMRC as a charity and this in turn has allowed us to begin to take advantage of the GiftAid system for charities in the UK.

Our funding has benefited from significant contributions from partners, as well as Trustee donations and contributions in kind.

We have introduced new accounting systems that help to provide an accurate and up to date position so that Trustees can monitor both the use and the efficacy of expenditure.

Reserves policy and risk management

In order to ensure that the Charity is able to function properly and continue to meet its ongoing capital and revenue commitments for the projects it supports, the Trustees maintain a certain level of reserves, by setting aside cash or other current assets at the end of the year.

The Charity's Reserve Policy state that the Trustees will at all times ensure that the charity carries sufficient reserves to meet any short term unforeseen financial pressures. Reserves not otherwise invested as set out in this document will be invested where practicable in a Savings Account with the bank accruing interest.

The Trustees have reviewed the Charity's need for reserves in line with the guidance issued by the Charity Commission. The Charity holds reserves for the following reasons:

- to cover the future cost of capital commitments already entered into or under negotiation;
- to cover the future running costs of each project for a period of at least one year;
- as protection to enable the Charity to continue operating despite catastrophic or less damaging events; and
- to provide funds which can be designated to specific projects at short term notice.

This figure is regularly reviewed by the Trustees. As at 31 March 2017, the Trustees estimated that the Charity required reserves of £3,000 based on the administrative expenditure and running costs of the charity in 2016. The Charity's total Unrestricted Funds as at 31 March 2017 were in excess of £13000 meaning that the estimated reserves were covered in full with a healthy margin to cover work planned by the Charity. The Trustees of the Charity consider risk management to be of great importance. The Charity has always considered the risks inherent in their activities and at all times this consideration forms an important part of the planning and decision making process.

Future plans

The Charity will seek to attract additional Trustees and high profile supporters to bring additional skills to the Charity and to generate greater awareness of the Charity and its objectives among the general public.

Statement of Trustees' responsibilities in relation to the financial statements

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the Charity and its financial activities for that period.

In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2006.

They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Trustees has asked Ms. Joanna Strickland FMAAT, to undertake the independent examination of the Charity.

Signed on behalf of the Trustees

Jon O'Connor, Trustee
27 January 2018

Independent examiner's Report to the Trustees of The School Bus Project

I report on the financial statements of the Charity for the year ended 31 March 2017, which are set out on pages 9 to 14.

Respective responsibilities of Trustees and examiner

The Charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 43 of the Act);
- to follow the procedures laid down in the General Directions given by the Charities Commission (under section 43(7)(b) of the Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the view given by the financial statements.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the Trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the 1993 Act); and
- financial statements are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Ms. Joanna Strickland, FMAAT

Strickland Accountancy Services Ltd,
Aspen House,
West Terrace,
Folkestone, Kent CT20 1TH

Dated 27th January 2018

Statement of financial activities
(incorporating an income and expenditure account)

For the year ended 31 March 2017

	Note	2017 £
Donations		46,212
Bank Interest		<u>0</u>
Total Incoming Resources		<u>46,212</u>
Less: Cost of generating funds	2	(200)
Net incoming resources available For charitable activities		46,012
Charitable activities	3	<u>(39,729)</u>
Net incoming (outgoing) resources		6283
Opening balance		6994
Total funds carried forward		<u>13,277</u>

Balance Sheet

As at 31 March 2017

	<i>Note</i>	2017
Fixed Assets		£
Tangible Assets	4	4000
Current Assets		
Debtors	5	0
Cash at bank and in hand	6	9,832
Net current assets		<u>13,832</u>
Net assets		<u>13832</u>
Creditors		-555
Unrestricted funds		13,277
General funds		13,277
Restricted Funds		0
Total Funds		<u>13,277</u>

The Financial Statements on pages 14 to 15 and the Notes to the financial statements were approved by trustees on 27th January 2018 and signed on their behalf by:

Jon O'Connor
Trustee

Notes to the financial statements

1. Accounting policies

The financial statements have been prepared under the historic cost convention and in accordance with applicable accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993, as amended by the Charities Act 2006.

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.

Donations and grants

Donations and grants are only included in the SoFA when the Charity has unconditional entitlement to the resources.

Investment income

This is included in the financial statements when receivable and is gross of tax.

Expenditure and liabilities

Expenditure, which is charged on an accrual basis, is allocated between:

- expenditure incurred directly in the effort to raise voluntary contributions (costs of generating funds); and
- Expenditure incurred directly to the fulfillment of the Charity's objectives (costs in the furtherance of charitable activities).

Governance costs

Trustees do not receive any remuneration or compensation for costs incurred in performing their duties.

In addition, the costs of the preparation and examination of the statutory accounts and the cost of any legal advice to the Charity or to the Trustees on governance or constitutional matters is provided free of charge or costs are covered by supporters of the Charity.

The Charity did not incur any governance costs in the year ended 31 March 2017.

Administration and other costs

Wherever possible, the Charity seeks to obtain willing donors or supporters to provide materials or services to the Charity, free of charge.

This includes the cost of designing and hosting the Charity's website, the design of leaflets and other publicity materials, postage and communication costs and the financial and general administration of the Charity. The cost of providing such services is not included in the financial statements as a cost or benefit in kind.

Grants payable

These are only recognised in the financial statements once the Charity has made an unconditional commitment to pay the grant and this is communicated to the beneficiary or the grant has been paid, whichever is the earlier. The Charity has not made any grant commitments of more than one year.

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

Foreign currency

Transactions are denominated in foreign currencies are translated at the exchange rate at the date of transaction. All assets and liabilities denominated in foreign currencies are translated at the rate of exchange ruling at the balance sheet date. The resulting gain or loss is dealt with in the SoFA.

Fund accounting

Unrestricted general funds represent incoming resources on which there is no restriction, but may be designated by the Trustees for a particular project or area of charitable activity.

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the Charity. They are incoming resources on which the donor has laid down conditions relating to the expenditure thereon or when funds are specifically raised for particular restricted purposes.

Gift aid reclaimable on donations is included with the amount received and, where applicable, credited to the relevant designated or restricted fund.

Taxation

The Charity is exempt from taxation on its income and gains where they are applied for charitable purposes.

2. Expenses

The expenses of the Charity can be analysed as follows:

	2017
	£
Admin charges	0
Fundraising cost	200
Admin support	<u>0</u>
	<u><u>200</u></u>

3. Details of Charitable Activities

The amount spent on charitable activities is analysed by programme area as follows:

2017	£
Delivering education services	39,729
	<u>39,729</u>

4. Grants Payable in 2016

The Charity met its charitable purposes by making grants as follows:

2017 (none made)	£
	0
4 Tangible fixed assets	£
Cost or valuation	At cost
At 31 March 2017	4,000
	4,000
Depreciation	
At 31 March 2017	-
Net book value	£
At 31 March 2017	4,000
At 31 March 2016	4,000

5. Debtors	£
	0.00

6. Cash at bank and in hand

The amount spent on charitable activities is analysed by programme area as follows:

2017	£
Bank balance	9,832
Petty cash	<u>0</u>
	<u>9,832</u>