



HighLight

Trustees' annual report and
financial statements for
the period

5th December 2016

to

31st March 2018

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 5th December 2016 to 31 March 2018 were:

David Freeman (Chair)

Fiona Norcross

Leonard Garnham

Dr Matthew Finn

Janet Sharp served the charitable incorporated organisation as a trustee during the period 5th December 2016 to her resignation on the 5th March 2018. HighLight is profoundly grateful for her service.

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

HighLight was founded as a CIO on the 5th December 2016.

The trustees and other volunteers who are highly experienced educators further the object of the charity through organising training events and conferences, mentoring, and writing educational resources or 'keys'.

Training events and conferences

HighLight trustees and other volunteers provide mentoring and training working by invitation across a number of countries and educational contexts. Over the period of the report they have supported:

- HighLight Holland: the headteacher of Hadassah School (now part of the wider HighLight volunteer team) requested and received mentoring and training every 3 months for her group and her school in Rotterdam over the next 2 years.
- Samuel School, Warsaw received mentoring and training for their staff in June 2017
- King David School, Poznan, has received the benefit of training for 3 days in March each year up to an including 2018 (another is planned for March 2019).
- A headteacher of Immanuel School in Romford, Essex (now part of the wider HighLight volunteer team) requested and receives mentoring. In addition, a week's training was given to the school's staff in a residential holiday base in the Czech Republic in August 2017.
- Inverness: a day conference was 'Wisdom in Education' held in Inverness for parents and staff of Grace Academy in October 29th 2016.
- International conference: HighLight held a 3 day international conference in Henley-on-Thames from 26-30th April 2017. This was for invited friends and contacts of HighLight. Representatives came from schools in South Korea, India, Poland, Rwanda, Ghana and London UK, to share together on their challenges and successes; to explore how to develop education and to receive mentoring and coaching from HighLight's trustees and volunteer team.
- Training and mentoring for disadvantaged schools in Bujumbura district, Burundi and Shalom School staff, Uvira, DCR. who attended a conference in Burundi.
- HighLight's Character Education day conference was held on 16th March 2017 in The King's School East End, Southampton.
- Rwanda teacher-training at Fruits of Hope School, Kigali. Head was held in November 2017

Educational resources

Educational Papers, called 'Keys' were written by members of the trustees and wider volunteer team. They are checked and refined in team meetings with input from all trustees and wider volunteer team and distributed to friends of HighLight each term. They include the following teaching and educational topics in line with HighLight's object:

- Teacher as Role Model
- Stewardship
- Critical Thinking
- Technology in the classroom
- Every Child is Gifted
- Developing Good Character
- Worldview

- Ten Top Tips for Teachers
- Mentoring
- Social Justice
- Leadership
- Integrity
- Wisdom
- Supporting pupils with Learning Difficulties
- Educating the Whole Person
- The Learning Environment.

Highlights future plans include:

- International gathering: following the first international gathering a is being planned to enable and encourage the participation of our international colleagues and contacts. This will be attended by the same delegates as came in April 2017 with a school leader from Uganda join also. This continues the work of providing training and mentoring of teachers and educational leaders.
- A restatement and communication of HighLight's vision and plans to our wider contacts.
- The Trustees have agreed to publish the Keys as booklets to make these available to wider groups.
- New website design for HighLight and revision of HighLight promotional materials.
- YouTube taster videos to communicate HighLight's object.

Statement of Financial Activities for the year end 31st March 2018

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	1,268.51	518	-	1,786.51	-
Banking loyalty awards	3.60	-	-	3.60	-
Total incoming resources	1,272.11	518		1,790.11	-
Resources expended (Note 4)					
Conference/Training Events	420.59	-	-	420.59	
Office consumables	177.66	-	-	177.66	
Educational resources	128.97	-	-	128.97	
Banking charges	59.00	-	-	59.00	
Website costs	40.76	-	-	40.76	
Postage	6.97	-	-	6.97	
Cambodia	9.20	618	-	627.20	
Total resources expended	833.95	618	-	1,461.15	-
Net incoming/(outgoing) resources before transfers	438.16	(100)	-	328.96	-
Gross transfers between funds	-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)	438.16	(100)	-	328.96	-
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	438.16	(100)	-	328.96	-
Total funds brought forward	949.62	100	-	1,049.62	-
Total funds carried forward	1,387.78	0	-	1,378.58	-

Balance sheet as at the year end 31st March 2018:

Balance sheet

		Total this year £	Total last year £
Tangible assets	(Note 8)	-	-
Investments	(Note 9)	-	-
<i>Total fixed assets</i>		-	-
Current assets			
Stock and work in progress		-	-
Debtors	(Note 10)	-	-
(Short term) investments		-	-
Cash at bank and in hand		1,378.58	-
<i>Total current assets</i>		1,378.58	-
Creditors: amounts falling due within one year	(Note 11)	-	-
<i>Net current assets/(liabilities)</i>		1,378.58	-
<i>Total assets less current liabilities</i>		1,378.58	-
Creditors: amounts falling due after one year	(Note 11)	-	-
Provisions for liabilities and charges		-	-
<i>Net assets</i>		1,378.58	-
Funds of the Charity			
Unrestricted funds		1,378.58	-
Designated funds		0	-
Total unrestricted funds		1,378.58	-
Restricted income funds (Note 12)		0	-
Endowment funds (Note 12)		-	-
<i>Total funds</i>		1,378.58	-

The notes which follow on pages 8-10 form part of this financial statement.

These financial statements were approved by the Trustees on the 26th January 2019.

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.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years 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

£1,268.51 was given in donations from individuals and schools to support the work of HighLight. £518 was given in donations specifically to support work in Cambodia (including £100 before the foundation of the charitable incorporated organisation). This was given to a HighLight partner for work in keeping with HighLight's object (see note 7).

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*

£324.02 was paid to trustees in May 2017 of the period to cover fuel and accommodation expenses in relation to the April 2017 training event.

6 *Staff costs and emoluments*

HighLight has no paid staff.

7 *Grant-making*

HighLight made donations totalling £627.20 to Shine School, Phnom Penh, Cambodia where £618 was given by donors expressly for supporting HighLight's object through HighLight's partner in Cambodia. This school was visited by trustee, Mr David Freeman who spent several days giving training to the teachers. HighLight has ongoing contact with the leader of the school.

8 *Tangible fixed assets*

There are no fixed assets above £500 to declare.

9 *Investment assets*

There are no investment assets.

10 *Debtors and prepayments*

There are no debtors.

11 *Creditors and accruals*

There are no creditors.

12 *Endowment and restricted income funds*

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

13 *Transactions with related parties*

There are no transactions of this nature to report.