

Brentwood Schools Christian Worker Trust

Registered Charity Number 1172358

Annual Report and Accounts

for the year ended 31<sup>st</sup> March 2019

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:

Jeffery Fair

20<sup>th</sup> June 2019

Chairman of Trustees

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|                      |  |
|----------------------|--|
| Trustees             | Jeffrey Fair (Chair)<br>Sally McMahon<br>Kevin Gilderson<br>Christine Drew<br>Joan Dewhirst<br>Mick Bastable |
| Address              | C/O Shenfield School<br>Alexander Lane<br>Shenfield<br>Brentwood<br>CM15 8RY                                 |
| Independent Examiner | Nicholas Tavener   |
| Bankers              | Lloyds<br>Nationwide   |

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 set of accounts is for BSCWT CIO.

# Brentwood Schools Christian Worker Trust

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## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

The Trustees have pleasure in submitting the Report and Accounts for the period ended 31 March 2019. 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. We are 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.

In line with Charity Commission guidelines the Trustees ensure that the Trust has a Reserves Policy to cover its legal liabilities should the CIO be wound up. The Trust retains an amount of £38,000 to 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 has been met in 2018/19.

During the year, one Trustee chaired the Management Support Group, made up of Trustees, staff and members of the Management Committee. This also met bi-monthly. Members of the Management Committee have been elected at the BSCWT AGM by representatives from supporting churches since the establishment of the Trust in 1991. However, this structure has been under review following the Trust's conversion to a CIO. Recommendations from the working group are to remove the voted Management Committee and move to seconding members, with the required skills, onto appropriate teams as part of the Support Group.

This year the trustees have spent time looking forward and planning for what they see as a period of change for the Trust in 2019/20. We have also discussed staff salaries, pensions, finance and budgets with the Treasurers, including the use of grants and legacies. We have been delighted that our pastoral work has been able to continue at the same level as last year with funding from the Mulberry Trust. We continue to receive generous legacies from the estates of some of our supporters, which helps us to secure and extend our work across the schools of the town.

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

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## **Review of Activities**

It has been another amazing year with many exciting opportunities to serve schools. We are immensely grateful to our staff team, all our volunteers and everyone who supports this work as we seek to provide Christian learning and support to local school communities in the Brentwood area. We are especially grateful for those who have given extra help during Rosie Graham's maternity leave.

## **Assemblies**

Over the past year we have had the privilege of leading nearly 200 assemblies in 28 different schools. In primary schools, most of these assemblies have focussed on stories from the life of Jesus, helping pupils to reflect on themes such as forgiveness, Jesus the teacher and standing up for what's right. In secondary schools, we have helped students explore themes including morality, spirituality, generosity, peace, healthy choices and Remembrance Day. A teacher in one school said: "Your assemblies are probably the best assemblies we have."

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, pupil support and mentoring**

Our team of 10 Chaplains has served in 6 schools this year (including one school new to this form of assistance from us), supporting the pastoral care of pupils referred to us by the schools as well as promoting spiritual development in the schools. The Chaplains have met one-to-one with over 60 pupils, providing a much-needed listening ear.

We have also led support groups for pupils dealing with various challenges. These groups have included sessions on friendships and self-harm, a workshop for sixth formers on anxiety and exam stress, and our 'Caterpillars' courses, as well as new follow-up 'Butterflies' courses, for primary school children struggling with loss. At one school's request, following the tragic death of a young person at that particular school, we were able to provide specific support to many students in small groups and one-to-one.

In one of the 'Caterpillars' sessions, a pupil who was looking at a written list of emotions expressed gratitude at the chance to explore these, saying "It's the only time in the week that I get to talk about them."

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## Clubs

Throughout the year, we have been running 8 lunchtime clubs in 6 primary schools on a weekly basis. These clubs provide opportunities for pupils to explore various issues of life and faith and topics this year have focussed on people who met with God/Jesus throughout the Bible and in recent times.

In one of our secondary schools, we have also continued running a drop-in club for pupils needing a safe space at lunchtime and we have also supported a new Christian Union group which has been led by a Year 12 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

Over the past 10 years, our seasonal projects have grown significantly and so this year we created a new temporary 'Project Admin Assistant' role on our staff team to help with the extensive work involved in organising and co-ordinating these projects. We are very grateful to both Sue Wellman and Jenny Head for helping us so much in this role.

At Christmas and Easter, we worked with 9 host churches to deliver *Christmas Unwrapped* and *Easter Cracked* to 15 and 16 schools respectively, helping pupils in years 5 and 6 to grow in their understanding of these important festivals. After one of these sessions, one teacher told us: "The young people get so much from these events and talk about what you have done even months after." For Year 2 classes, we delivered 13 *From Darkness to Light* (Christmas) lessons and 7 *From Sadness to Joy* (Easter) lessons. These lessons give pupils the opportunity to reflect on the Biblical stories of Jesus' birth and his death and resurrection.

Our *It's Your Move* project has also continued to be very popular, with more schools than ever - 30 - taking this project this year. Through these lessons, nearly 1000 Year 6 pupils were helped 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.

Some of our Associate Workers also continue to deliver *OT Mini* and *NT Mini* (formerly *Bible Explorer*) lessons to primary schools. These are taught in sets of 5 lessons each and help

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pupils gain a deeper understanding of what's in the Bible. This year 35 lessons have been taught in 5 schools.

In addition, we have taught secondary school lessons to Year 7 pupils on the subject of Christmas, to Year 9 pupils on 'Sex and Relationships' and we have taught our *Fantasy v Reality* lessons (on the impact of pornography) to Year 10 pupils. In all, these lessons have been received by approximately 600 students. In reporting back to his teacher after one of these lessons, one pupil commented: "It was a brilliant lesson, sir!"

### **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 and on significant, 'big' questions of life and faith. Our prayer spaces with primary school pupils have included Christmas and Easter themes.

Our *LifeSpace* event for secondary school pupils has also been taken up by a local specialist school 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.

### **And finally...**

In addition to all this, BSCWT has been represented on Brentwood High Street before Christmas by a team of volunteers at *Lighting Up Brentwood*, and we have provided training sessions for our team and other folks on "Young People and Self-Esteem", "Young People and Social Media" and "Supporting Children and Young People One-to-One in Schools".

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## REPORT OF TREASURER

### **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:**

On 15<sup>th</sup> March 2017 a new CIO charity was set up namely Brentwood Schools Christian Worker Trust Charity Reference Number 1172358. These accounts refer to this charity.

On 1<sup>st</sup> November 2017 funds started to be transferred from BSCWT bank accounts to BSCWT CIO bank accounts. There was a transition period between 1<sup>st</sup> November 2017 and 31<sup>st</sup> March 2018 when donations were being received and payments being made from both accounts.

Between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019, a number of donations were received by BSCWT, which were transferred to BSCWT CIO bank account. One direct debit was paid from this account.

This had the effect that both sets of accounts presented a partial picture. For this reason, two extra columns have been added to the General Fund table below to enable an overall financial state for 2017/2018 and 2018/2019 to be seen. These combine the figures for both BSCWT and BSCWT CIO for receipts and payments and ignores any transfers made between them.

Total receipts for BSCWT CIO 2018/19 were £104,685 (Budget £84,300) and total payments were £79,075 (Budget £84,070) giving a net surplus of £25,610. As can be seen receipts were significantly up on budget due to a large one-off donation of £20,000. Payments were lower largely due to reduced staff salaries as a result of maternity leave for one of our workers. The Trustees are looking at ways to use this excess in 2019/20 to secure and extend the Trust's work across the town.

The Current Assets are held in three 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 account where the Reserves Policy is kept. The same Nationwide 90-day account holds the balance of the funds to earn a higher interest rate.

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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 £6,230. £5,202 was transferred to the General Fund during this year leaving a balance to be carried forward of £1,028.

### **Mulberry Trust Restricted Fund**

In 2018 The Mulberry Trust generously provided a grant of £5,000 a year for the next 3 years 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 2019. £5,000 was transferred to the General Fund 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 a legacy donation of £20,000 which was received in March 2018. A further amount of £642 was received during this year leaving a balance to be carried forward of £20,642.

The Trustees intend to spread the benefit over a number of years starting in 2019/2020.

### **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<br>CIO   | BSCWT +<br>BSCWT CIO | BSCWT<br>CIO   | BSCWT +<br>BSCWT CIO | Notes to<br>the<br>accounts |
|----------------------------------|----------------|----------------------|----------------|----------------------|-----------------------------|
|                                  | 2018 /<br>2019 | 2018 /<br>2019       | 2017 /<br>2018 | 2017 /<br>2018       |                             |
| <b>Receipts</b>                  |                |                      |                |                      |                             |
| Individuals                      | 53,780         | 55,274               | 11,022         | 42,214               |                             |
| Charitable Trusts                | 1,500          | 3,100                | 1,500          | 4,720                |                             |
| Churches                         | 27,018         | 27,118               | 6,213          | 21,519               |                             |
| Other organisations              |                |                      | 500            | 500                  |                             |
| Gift Aid Recovered               | 3,512          | 5,408                | 650            | 11,687               | 1                           |
| It's your move refunds           | 685            | 685                  |                | 686                  |                             |
| Bank interest paid               | 357            | 357                  | 4              | 165                  |                             |
| Gifts                            |                |                      |                | 141                  |                             |
| Fund raising activity            | 1,551          | 1,551                | 1,906          | 1,906                |                             |
| Legacies                         | 1,000          | 1,000                |                |                      |                             |
| Transfer from restricted funds   | 10,202         | 10,202               | 5,096          | 5,404                | 4 & 5                       |
| Transfer of funds from BSCWT     | 5,080          |                      | 59,330         |                      | 2                           |
| <b>Total income</b>              | <b>104,685</b> | <b>104,695</b>       | <b>86,221</b>  | <b>88,942</b>        |                             |
| <b>Payments</b>                  |                |                      |                |                      |                             |
| Office and Admin expenses        | 4,172          | 4,172                | 2,749          | 4,804                |                             |
| Staff salaries and pensions      | 68,609         | 68,609               | 28,455         | 63,650               | 4 & 6                       |
| Staff activities                 | 2,912          | 2,912                | 1,636          | 4,036                | 6                           |
| Staff support and training       | 872            | 872                  |                |                      | 6                           |
| Equipment, computers and website | 912            | 912                  |                | 384                  |                             |
| Professional fees                | 737            | 787                  | 592            | 1,258                |                             |
| Bank charges                     | 136            | 136                  | 40             | 40                   |                             |
| Subscriptions and donations      | 685            | 685                  |                | 1,103                |                             |
| Transfer of funds to BSCWT       | 40             |                      |                |                      |                             |
| <b>Total payments</b>            | <b>79,075</b>  | <b>79,085</b>        | <b>33,472</b>  | <b>75,275</b>        |                             |
| <b>Surplus at year end</b>       | <b>25,610</b>  | <b>25,610</b>        | <b>52,749</b>  | <b>13,667</b>        |                             |
| <b>Balance brought forward</b>   | <b>52,749</b>  | <b>52,749</b>        | <b>0</b>       | <b>39,082</b>        |                             |
| <b>Balance at year end</b>       | <b>78,359</b>  | <b>78,359</b>        | <b>52,749</b>  | <b>52,749</b>        |                             |

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## Summary of Restricted and Unrestricted funds

### Additional Worker Salary Restricted Fund

|                                 | 2018 / 2019  | 2017 / 2018  |
|---------------------------------|--------------|--------------|
| Balance brought forward         | 6,230        |              |
| Transfer from BSCWT             |              | 10,000       |
| Transferred to the General Fund | 5,202        | 3,770        |
| <b>Balance</b>                  | <b>1,028</b> | <b>6,230</b> |

### Mulberry Trust Restricted Fund

|                                 |              |              |
|---------------------------------|--------------|--------------|
| Balance brought forward         | 3,675        |              |
| Receipts                        | 5,000        | 5,000        |
| Transferred to the General Fund | 5,000        | 1,325        |
| <b>Balance</b>                  | <b>3,675</b> | <b>3,675</b> |

### Legacy Unrestricted Fund

|                                 |               |               |
|---------------------------------|---------------|---------------|
| Balance brought forward         | 20,000        |               |
| Receipts                        | 642           | 20,000        |
| Transferred to the General Fund | 0             | 0             |
| <b>Balance</b>                  | <b>20,642</b> | <b>20,000</b> |

## Statement of Assets and Liabilities

### Assets

|  |                |               |
|--|----------------|---------------|
| Lloyds current account                       | 7,742          | 5,550         |
| Lloyds deposit account                       | 27,520         | 42,000        |
| Nationwide savings account (Reserves Policy) | 38,000         | 35,004        |
| Nationwide savings account (General Funds)   | 30,341         |               |
| Cash   | 100            | 100           |
| <b>Total assets</b>                          | <b>103,703</b> | <b>82,654</b> |

### Fixed Assets

BSCWT CIO owns computers and other equipment used in its work. The insured value is £29,729,

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## Reserves Policy

In line with Charity Commission guidelines the Trustees ensure that the Trust has a Reserves Policy to cover its legal liabilities should the CIO be wound up. The Trust retains an amount of £38,000 to enable the payment of wage bills based on notice years, national insurance, pension, redundancies as well as rent and other known expenses. This requirement has been met.

## Notes to the Accounts

1. A change in accounting practice resulted in 2 years Gift Aid receipts being reported in 2017/2018
2. The income includes a number of receipts paid into and transferred from BSCWT. These included:
  - £1,896 gift aid claim from HMRC
  - £1,600 from two charitable trusts
  - £100 from a church
  - £1,493 made up of donations made by regular donors. Most of these have now transferred their payments to the CIO account.
3. One payment of £50 was made from BSCWT.
4. £5,202 was transferred to the General Fund from the Additional Worker Salary Restricted Fund to cover Staff Salaries leaving a balance of £1,028
5. £5,000 was transferred to the General Fund from the Mulberry Trust Restricted Fund leaving a balance of £3,675.
6. The Mulberry Trust Fund was used to cover the cost of various items including:  
Staff Salaries  
Training Events for staff - Ticket and travel costs  
Resources for Staff Activities
7. No payments were made to the Trustees.

