



HighLight

Trustees' annual report and
financial statements for
the period

1st April 2018

to

31st March 2019

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 2019 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 31st April 2018 to 31st March 2019

Janet Sharp served the charitable incorporated organisation as a trustee during the period 5th December 2016 to her resignation on the 5th March 2018 before her death in June 2018. Her passing was a great loss to all and we would like to note our profound appreciation of her as a person, a headteacher, educator and as a trustee. It was decided that, as 4 active trustees remained, we would not add another until it seemed necessary. All our trustees and voluntary team are actively involved in education from primary to higher education. The work is developing through committed connections with educational leaders in 7 countries and as we respond to other invitations.

Training events and mentoring

HighLight trustees and other volunteers provide 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 and occasional meeting with government representatives that have included:-

- Regular staff training and envisioning 2 or 3 times per term at a school in London. This includes the mentoring of the Principal. This has also included the induction and mentoring of new members of staff as the school has grown. This is ongoing.
- 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 headteacher and HighLight partner in Kigali, Rwanda
- 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 Yarmouth, Yorkshire.
- Two trustees trained staff in a school in Poland with a demonstration lesson which was videoed for training. This is an annual event.
- One trustee accompanied our HighLight partner in Mumbai, India to train teacher-trainers. A visit was made by them both to the Education Department in the Delhi government office where a meeting was held with a leading minister and gift book was donated.
- The Director and a supporter visited the Department for Education in London to submit evidence for a government consultation on the proposed new Relationship Education curriculum.
- One of our supporters addressed Teach Meet, a gathering of London-based educators
- HighLight Holland continues to develop and the leader receives regular mentoring. HighLight's Director visited to mentor two of the trustees. A visit was made to see the school in Rotterdam and spend time with one of the deputies.
- Two supporters have established a new school in Accra, Ghana and founded another school in Lagos, Nigeria.

Educational resources

- Educational Papers, called 'Keys' continue to be 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 are applicable for a range of schools. They include the following teaching and educational topics in line with HighLight's object:
 - The Vital Art of Delegation
 - The Kingdom in the Classroom

- Character Education
- Wisdom
- Integrity in Leadership
- A Stimulating Learning Environment
- Geography
- Every One of your Children is Gifted
- Integrity
- Educating the Whole Person

Highlights future plans include:

- Continued commitment to be involved and active where appropriate in the educational developments in England and the UK.
- International gathering of our related network of educators from HighLight Holland, Rwanda, India, South Korea. This will be held in India in July-August 2019. A new school leader is invited from Kampala, Uganda.
- The publishing of two versions of our Books of Educational Keys; a restatement and communication of HighLight's vision and plans to our wider contacts.
- A new website to be developed for HighLight and a revision of HighLight promotional materials.
- HighLight has been invited to visit Paraguay in late April to meet a Minister of Education with a view to future relationship and to the submission of a proposal for teacher-training.
- There are plans for a consultation with 10 headteachers to form a new group under the leadership of our Highlight partner in Rwanda.
- The involvement and mentoring support of the active establishment of Teacher-Training centres and initiatives in several countries such as Rwanda (where a training centre has recently been built) Uganda and early plans for India.
- The trustees are also working to improve our policies and procedures. A discrepancy described in Note 1.3 below and a bank transfer error described in Note 8 demonstrate the need for a review of financial policies and procedures. The trustees are committed to this work and are developing policies and procedures in this area with full awareness of the importance of accuracy and transparency in all financial dealings. 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 2019

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	3,080.28	1,011.00	-	4,091.28	1,786.51
Banking loyalty awards	-	-	-	-	3.6
Total incoming resources	3,080.28	1,011.00		4,091.28	1,790.11
Resources expended (Note 4)					
Conference/Training Events (Note 5)	2,113.1	686.00	-	2,799.10	420.59
Office consumables	138.92	-	-	138.92	177.66
Educational resources	114.99	-	-	114.99	128.97
Banking charges	25	25	-	50	59
Website costs	57.56	-	-	57.56	40.76
Postage	16.38	-	-	16.38	6.97
Cambodia (Note 7)	0	208.85	-	508.85	627.2
Bank transfer (Note 8)	300	-	-	300	-
Publishing costs	750	-	-	750	-
Office costs	67	-	-	67	-
Total resources expended	3,582.95	919.85	-	4,502.80	1,461.15
Net incoming/(outgoing) resources before transfers	(502.67)	91.15	-	(411.52)	328.96
Gross transfers between funds	-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)	(502.67)	91.15	-	(411.52)	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	(502.67)	91.15	-	(411.52)	328.96
Total funds brought forward (Note 1.3)	1,371.93	0	-	1,371.93	1,042.97
Total funds carried forward	869.26	91.15	-	960.41	1,371.93

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

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		960.41	1,371.93
<i>Total current assets</i>		960.41	1,371.93
Creditors: amounts falling due within one year	(Note 12)	-	-
<i>Net current assets/(liabilities)</i>		960.41	1,371.93
<i>Total assets less current liabilities</i>		960.41	1,371.93
Creditors: amounts falling due after one year	(Note 12)	-	-
Provisions for liabilities and charges		-	-
<i>Net assets</i>		960.41	1,371.93
Funds of the Charity			
Unrestricted funds		869.26	1,371.93
Designated funds		91.15	0
Total unrestricted funds		869.26	1,371.93
Restricted income funds (Note 12)		-	-
Endowment funds (Note 12)		-	-
<i>Total funds</i>		960.41	1,371.93

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

These financial statements were approved by the Trustees by email on the 8th January 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.

1.3 Changes to previous accounts

It was noted in reviewing the financial statement, accounts and bank statements from the first period of reporting that there was a discrepancy of -£6.65 between the published total and the bank statement for the close of the period. It should also be noted that the first period of reporting included a change of banking provider. The basis of this could not be ascertained in the documentary material and following advice it was decided to add an elimination entry of the same in the previous accounts and to amend the total funds brought forward to £1,371.93.

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

£4,091.28 was given in donations from individuals and organisations to support the work of HighLight. This was an increase from the previous £1,786.51 and was the result of both increased

regularly given and a large receipt of funds relative to an international gathering to promote the object of the charity through the mentoring and training of educators. £1,011 of this giving was for specific purposes and so is noted as restricted – £711 for the educational gathering and £300 was given in donations specifically to support work in Cambodia. This was given to a HighLight partner for work in keeping with HighLight's object (see note 7).

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 must be discharged in the next 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*

£519 was paid out for the accommodation and food costs of three of the four trustees to attend, facilitate and run the international education gathering along with other participations. The trustees made donations to HighLight in proportion or in excess of the costs of their participation.

6 *Staff costs and emoluments*

HighLight has no paid staff.

7 *Grant-making*

HighLight made donations totalling £208.85 to Shine School, Phnom Penh, Cambodia where £300 was given by donors expressly for supporting HighLight's object through HighLight's partner in Cambodia. A further donation is due to discharge the remaining funds. Please see note 3. This school has previously been 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 *Bank transfer error*

A bank transfer of £300 was made to an account held for the purpose of supporting educational projects through grant-making. This was made in error in February 2019. This was noted in the review of the accounts and bank statements and arrangements have been made by the Chair of the Trustees to return the funds. This will appear in the next financial statement. This error has been noted by the trustees and additional scrutiny has been considered with regard to financial controls and in drawing up a rigorous financial control and expenses policy.

When returned this will improve the balance by the same amount which would then have been £1,260.41.

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.

13 Transactions with related parties

There are no transactions of this nature to report.