



Sheffield Music School

Trustees' Report for the year ended 31 August 2020

The trustees present their report and financial statements of the charity for the year ended 31 August 2020.

Objectives and Aims

- To run workshops and events promoting musical performance
- To provide ensemble opportunities with expert tuition
- To provide high quality general musicianship skills, including music theory and composition
- To generally promote active music making and musical learning

Achievement and activities

Special events include the Concerteenies workshop and concert with Polly Ives, the whole school Christmas concert, the folk workshop with Jon Boden and the Musical Pathways speaker series. A number of students also took part in the Coop bag-packing and busking fundraiser.

The charity reacted swiftly to the Covid-19 lockdown and successfully moved to an online format, enabling Music School to continue to operate and provide continuity and support to as many students as needed it. The online platform received positive feedback from both parents and students and resulted in new student collaborations for composition, songwriting and media classes. Virtual ensemble performances were edited in lieu of a summer concert. The lockdown session concert featured accomplished amateur and professional musicians who donated time and expertise to film performances especially for Music School students.

Financial Review

The principal funding source, SMS pupil invoices, waned due to a reduction in student numbers, an issue compounded by the Covid-19 lockdown for the summer term. This was countered by reducing the hours offered to freelance tutors and a fundraising drive. Additional reserved funds from charitable trusts were raised for the Musical Pathways Project, including a BBC Philharmonic workshop, which has been postponed until 2020-2021.

The current account balance ending 31 August 2020 has improved from the opening balance in September 2019. However, capitalising on this improvement will require a significant increase in student numbers and continued efforts in fundraising and grant applications.

Plans for 2020-2021 remain flexible. The Music Department facilities at Sheffield High School are not available for hire until January 2021, at the earliest. The Director has negotiated an alternative venue, Mount St Mary's, at a reduced hire rate for October through December. This reduction is an effort to offset the costs of keeping student numbers low to adhere to Government social distancing guidelines.

Reserves Policy

The charity policy is to maintain £3000 in free reserves to cover outstanding hire fees in the event of foreclosure. Free reserves were reduced to £1700 in October 2019 and the charity is not yet in a financial position to rejuvenate the free reserves. This situation will be kept under review.

Future Plans

Future plans are being structured around the shifting Government guidelines for social distancing and the possibility of future local or national lockdowns.

The charity's Musical Pathways project, including the BBC Philharmonic Workshop, is set to continue through 2020-2021. Sufficient funds have already been raised for this project.

A Mentorship scheme for young people age 14+ will be rolled out in 2020-2021. The scheme will increase the charity's connections within the music industry and will provide guidance and support to young musicians interested in a musical career.

Recruitment for the bursary scheme will be furthered through building stronger partnerships with the Music Hub, Create Sheffield, local schools and private music teachers.

The charity will develop the new ensemble offer to adult amateur musicians.

Structure, Governance and Management

The charity is controlled by its governing document, a deed of trust.

Organisation Structure

Trustees are Lesley Blyth (Chair), Julian McDonough, Peter Hurst, Gemma Page, Sam Olley and Tessa Sawyer.

External trustee training with BHP was undertaken by Lesley Blyth and Tessa Sawyer in July 2020.

The day-to-day running of the charity is undertaken by the Director, Lucy Revis, appointed in September 2019, and the administrator, Tessa Sawyer, who was appointed in September 2019 in the newly created administrative support role. Tim Page is the Head of Juniors, other tutorship roles are filled on a freelance basis. All paid staff roles within the charity operate on a freelance, self-employed basis.

Governance

The trustees meet at least three times a year to agree overall strategy and check all governance matters. The trustees hold an Annual General Meeting which is open to all those associated with Sheffield Music School.

The trustees applied to the charity commission to make an amendment to the Objects from the 1994 Declaration of Trust. The upper age limit of 19 was removed from the Objects clause, as agreed unanimously by the trustees after a small-scale consultation, suitable for making a minor change to the trust deed. Removing the upper age limit enables Sheffield Music School to meet our goal to produce well-rounded musicians with a lifelong commitment to music making, thereby further enriching the area of benefit. Formal consent from the Charity Commission was granted on 28 May 2020. The resolution was passed at the AGM on 17 June 2020.

Safeguarding policies were updated in October 2019. Risk assessments and safeguarding amendments were undertaken to meet the Government guidelines during the Covid-19 lockdown period. All classes were moved to an online platform from the beginning of the lockdown to the end of the Summer term 2020.

Management

Tessa Sawyer oversees the payment process for all freelance staff, including the Director, Head of Juniors, and tutors. Tessa Sawyer also provides freelance administrative support to the Director. Tessa Sawyer, Lesley Blyth and Pete Hurst are bank signatories.

The independent examiner for the charity is Rod Ismay.

SHEFFIELD MUSIC SCHOOL - Charity Number 1038515
Statement of Financial Activities for the year ended 31st August 2020

This financial statement has been prepared to comply with the requirements set out in Part VI of the Charities Act 1993 and where appropriate the related Accounts and Report Regulations issued in 1995, 2000 and 2005.

The Accounts have been prepared on the receipts and payments basis and the following summary accounts for all money received and paid out during the financial year 2019/20. There is also a statement giving details of our assets and liabilities at the end of the year.

Tessa Sawyer – Treasurer 08 June 2021

Summary of Income and Expenditure

	2018/19 £	2019/20 £
Receipts		
Student Fees	26,625	21,698
Fees from previous year	0	0
Concerts	1,610	540
Grants, Awards and Donations	50	6,613
Other Income	6	45
Total Receipts	28,291	28,896
Payments		
Staff Fees Paid	24,980	22,562
Rental for premises	3,900	3,200
Master Classes	0	326
Music	0	108
Concert Expenses	433	0
Other Expenditure	839	761
Total Payments	30,152	26,957
Surplus/(Deficit)	(1,861)	1,939

Summary of Funds

	2018/19 £	2019/20 £
Total opening funds	5,986	4,125
Surplus/(Deficit)	(1,861)	1,939
Total closing funds	4,125	6,064
Assets & Liabilities at Year-end		
Current A/C	305	4,199
Deposit A/C	3,790	1,795
Cash in hand	30	70
Total funds	4,125	6,064

Restricted funds b/f	442	198
Add further restricted donations	50	2,350
Less Expenditure	294	368
Restricted Funds before transfers	198	2,180
Transfers from unrestricted fund	0	0
Restricted funds c/f	198	2,180
Unrestricted funds c/f	3,927	3,884
Total funds	4,125	6,064

Summary of 2019-20

This year has seen an increase in total funds of £1,939.

Student fees reduced by 19% (£4,927) with the number of families attending Music School dropping from 60 to 26. A gradual reduction in students numbers occurred between the winter and spring terms, though this was partially offset by the introduction of adult sessions. However, the Covid-19 lockdown throughout the summer term precipitated a dramatic drop in students. Music School moved to a fully online platform during this time, however, many students were not able to make this change.

The drop in income was mitigated somewhat by a drop in staff costs, which fell by 10% (£2,418), though these remained relatively high due to the increased demand on key staff members to manage the move to online learning for the summer term. A significant increase in grants and donations, up from £50 to £6,613, offset the drop in student fees.

The increase in grants and donations was reflected in the end of year surplus (£1,939). However, it is important to note that where restricted funds accounted for only 5% of total funds in 2018/2019 (£198), this rose to 36% (£2,180) of total funds in 2019/2020. This increase is due to raising £2,350 from local trusts to cover the costs of our Musical Pathways project, due to run from May 2020 to May 2021.

Total expenditure also increased from 2018/2019. This is due to an increase in Master Classes, which include the Concerteenies programme (£34), the folk workshop with Jon Boden (£250) and Musical Pathways guest speakers (£170). Other expenditure included the purchase of a laptop (£219) for administrative purposes, fees related to the webpage and domain (£305) and a subscription fee to JustGiving (£72) for fundraising purposes. These expenses are directly linked to developing PR through our online presence and increasing our funding through private donations. Though student numbers dropped, the online presence is driving traffic to the webpage, resulting in new student enquiries. Looking ahead, student recruitment is likely to come increasingly through our online presence. Additionally, some of the website administration costs are included in the grants' advertising budget.

Rent appears to have reduced, however, this is due to the cancellation of the summer term bookings due to the Covid-19 lockdown. The reduction in rent due to music school being delivered online is partly offset by a one-off damage deposit of £500.

The significant decrease in net income from concerts (entry and refreshment donations less expenses) was due to the cancellation of the spring and summer term concerts.

There were several staff changes this year, but we had 7 regular staff throughout, including the newly appointed position of administrator, as well as a number of guest tutors who provided cover, lead workshops and taught the adult groups.

The bursary programme funded one student who would otherwise have been financially excluded. Unfortunately, donations from the Coop fund designated for the bursary programme were reappropriated to cover running costs during the lockdown. Despite this, fund raising for the bursary programme is ongoing and moving forward, it is hoped that grants and donations raised will enable a recruitment programme aimed specifically at widening participation.

Rod Ismay has kindly agreed to review our accounts. He has made no charge for this service, and I would like to thank him on behalf of the Trustees and Director for his generosity.

Tessa Sawyer
Treasurer
08 June 2021



Section A Independent Examiner's Report

Report to the trustees/ members of	Sheffield Music School		
On accounts for the year ended	31 August 2020	Charity no (if any)	1038515
Set out on pages	1 to 4 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2020.

Responsibilities and basis of report As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  Date: 8th June 2020

Name: Rod Ismay

Relevant professional qualification(s) or body (if any): FCA. Fellow of the Institute of Chartered Accountants in England and Wales

Address: 74 Silverdale Road, Sheffield, S11 9JL

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A