



SHEFFIELD MUSIC SCHOOL- Charity Number 1038515 Trustees' Report for the year ended 31 August 2021

The trustees present their report with the financial statements of the charity for the year ended 31 August 2021.

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

Early plans to trial in-person music school in September/October at an alternative venue, Mount St. Mary's, were put back as lockdown measures were once again put in place to manage the ongoing Covid-19 pandemic. This necessitated that music school operate online for the majority of the year, with a return to in-person music school at our regular Sheffield High School venue for the final part of the summer 2021 term.

In the spring 2021 term we ran the Musical Pathways BBC Philharmonic workshops online. The workshops included talks by special guests Simon Webb and Linton Stephens, a composition workshop with Anna Appleby and BBC players, Elinor Gow and Gary Farr, who workshopped and recorded student compositions.

A Mentorship scheme for young people age 14+ was trialled with two up-and-coming bands in 2020-2021. The scheme received excellent feedback from the young people and mentors involved and is set to be further developed with an emphasis on widening opportunities, particularly for female identifying young musicians.

In July, SMS were commissioned by Sheffield Music Hub to run a weeklong music programme for secondary age students out of Red Tap Central. The programme was funded through the Sheffield Council's Healthy Holidays and Activities Fund for young people on pupil premium. Music Hub also provided supporting staff as help-in-kind. The programme was a huge success and a short documentary video of the week, produced by Fly Girl Films, received high praise from the Hub and the funders, who passed the video on to their colleagues at the Department of Education. Plans are in place to provide additional mentorship opportunities for Tracks' students and a follow-up Tracks programme during the Christmas 2021 term break.

The bursary programme received additional funding at the end of the summer term and SMS is preparing to welcome a number of new bursary students for the winter term.

Financial Review

The principal funding source, SMS pupil invoices, remained low due to the reduced student numbers throughout the year. Donations were also low throughout the year as it was not possible to undertake the fundraising activities, such as concerts and bag packing, due to the social distancing and lockdown restrictions. High demands on trust funds meant that SMS funding applications throughout the winter and spring terms were unsuccessful. Despite lower operating and staffing costs, by the summer term the financial position was precarious. Throughout the summer term a number of funding applications

were successful, which alleviated cashflow problems though losses still need to be recouped to improve SMS' overall financial position.

The current account balance ending 31 August 2021 was significantly better than originally forecasted, though monies raised through student fees is forecasted to only cover half of the staff fees in the winter term. In addition to a fundraising drive for 2021/2022, there will be a continued focus on developing the bursary fund and recruitment.

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 at £1700 in September 2020 and cashflow problems in summer 2021 reduced the free reserves down to £1200. 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 focused on developing Saturday Music School to meet the changing needs and interests of the students. For Junior music school, new joiners tend to have lower previous musical skill and knowledge and interest in keyboards and guitars. For the winter term we will be trialling group keyboard classes and potentially expanding to include group guitar classes.

Upcoming project work includes a collaboration with Open Door Music, a charity with a dedicated music project supporting young people and adults with mental ill health.

The mentorship scheme is planned to develop bands. Young people will be recruited through the Tracks programme as well as through our website and general enquiries.

Tracks is planned to run again during the Christmas term break of 2021 and potentially during the Easter break of 2022.

Online music theory will also continue to run during term time with recruitment through the website and encouraging music school students to attend where appropriate.

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 look to renew and develop the 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.

Julian McDonough and Gemma Page will both be stepping down for 2021/2022 and the charity will begin advertising for new trustees.

The day-to-day running of the charity is undertaken by the Director, Lucy Revis and Tessa Sawyer, who was given the role of General Manager in 2021 in recognition of the increased responsibilities she was undertaking in her role with the charity. Tim Page is the Head of Juniors and Chris Noble was

appointed Head of Seniors in 2021. Other tutorship roles are filled on a freelance basis as needed. 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.

Safeguarding policies were updated in October 2021. Risk assessments and safeguarding amendments were undertaken periodically throughout the year to meet the Government guidelines related to Covid-19 advice and regulations. In-person classes did not resume until the end of the Summer term 2021.

Management

Tessa Sawyer oversees the payment process for all freelance staff, including the Director, Head of Juniors, Head of Seniors, and tutors. Tessa Sawyer also provides freelance administrative and managerial 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 2021

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 2020/21. There is also a statement giving details of our assets and liabilities at the end of the year.

Tessa Sawyer – Treasurer 20 June 2022

Summary of Income and Expenditure

	2019/20 £	2020/21 £
Receipts		
Student Fees	21,698	10,566
Fees from previous year	0	0
Concerts	540	0
Grants, Awards and Donations	6,613	17,120
Other Income	45	0
Total Receipts	28, 896	27,686
Payments		
Staff Fees Paid	22,562	24,480
Rental for premises	3,200	762
Master Classes	326	966
Music	108	0
Concert Expenses	0	0
Other Expenditure	761	1,982
Total Payments	26, 957	28,190
Surplus/(Deficit)	1,939	(504)

Summary of Funds

	2019/20 £	2020/21 £
Total opening funds	4,125	6,064
Surplus/(Deficit)	1,939	(504)
Total closing funds	6,064	5,560
Assets & Liabilities at Year-end		
Current A/C	4,199	4,088
Deposit A/C	1,795	1,296
PayPal A/C	0	106
Cash in hand	70	70
Total funds	6,064	5,560

Restricted funds b/f	198	2,180
Add further restricted donations	2,350	12,700
Less Expenditure	368	10,444
Restricted Funds before transfers	2,180	4,436
Transfers from unrestricted fund		
Restricted funds c/f	2,180	4,436
Unrestricted funds c/f	3,884	1,124
Total funds	6,064	5,560

Summary of 2020/21

This year has seen a decrease in total funds of £504.

Student fees reduced by 51% (£11,132) though the number of families attending Music School remained relatively stable, with 23 students attending Saturday music school regularly and a further 12 attending online theory classes. However, due to the uncertainties regarding Covid-19 lockdowns, the winter term was delayed until November, impacting on the funds raised through student fees. Music School continued to operate fully online until the second half of the summer term. Student recruitment during this year was therefore greatly impacted.

The financial situation was difficult throughout the year, with fundraising activities restricted by government regulations on social distancing and high demand on national and local trust funds resulting in a number of unsuccessful applications to funding bodies. However, at the end of the summer term there were a number of successful funding applications for our bursary scheme and mentorship work (£2,700). In addition, Sheffield Music Hub commissioned SMS to run project work (Tracks) for young people in receipt of free school meals. Tracks was funded entirely through a £10,000 grant from Sheffield Council's Healthy Holidays and Activities fund (HAF).

Due to the commissioned project work, staff costs rose by 8.5% (£1,918), compared to 2019/20, and other expenditures also increased, from £761 to £1,982. Masterclasses also saw a significant increase in expenditure from £326 to £966 due to project work with the BBC Philharmonic in the spring term and Tracks in the summer term.

The increase in grants and donations, with the major increase attributed to the HAF project work, is changing the way Sheffield Music School operates, moving from raising revenue predominantly through student fees towards raising funds from trusts and private donations for bursaries and project work. Moving forward, it is anticipated that student recruitment will be focused on widening participation with bursary students joining from Tracks and other project work. Funding from HAF has already been agreed in principle for, with Tracks expected to run over Christmas, Easter and summer term breaks in 2021/22.

Rent appears to have decreased for a second year in a row, however, this is once again due to continued Covid-19 lockdowns and operating online for the majority of the year. The plan is to return to fully in-person Saturday music school from September 2021, though a return to full rent payments will put significant strain on the budget and a change in venue to cut rent costs may need to be considered.

There were no concerts in 2020/21 due to the social restrictions in place throughout the year.

Regular staff for Saturday music school remained unchanged from the previous year, however, a significant number of new freelance staff were engaged to cover the Tracks project work. It is likely that freelance staff will continue to be recruited specifically for Tracks and other project work.

The bursary programme funded three students to attend regular Saturday music school who would otherwise have been financially excluded.

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
20 June 2022



Section A

Independent Examiner's Report

**Report to the trustees/ members
of**

Sheffield Music School

On accounts for the year ended

31 August 2021

Charity no

1038515

Set out on pages

1 to 5

**Responsibilities and basis of
report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2021**

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:

20 June 2022

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