



## **SHEFFIELD MUSIC SCHOOL- Charity Number 1038515 Trustees' Report for the year ended 31 August 2024**

The trustees present their report with the financial statements of the charity for the year ended 31 August 2024.

### **Objectives and Aims**

- To run workshops and events promoting musical performance
- To provide ensemble and band 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

### **Achievements and Activities**

The 2023/24 year saw Sheffield Music School (SMS) further embed itself within the Manor Lodge Primary School community, with the continued success of the weekly Saturday Music School. The number of students remained stable, with an average attendance of 40 young people, upholding the positive trend seen in the previous year.

Our Saturday Music School offering has evolved, reflecting the needs of the students and providing a flexible approach to engagement. The core sessions included rap and production, band skills, and songwriting, alongside group lessons in ukulele and keyboard. These sessions have been highly popular, providing a range of opportunities for young people to explore and develop their musical talents.

This year, we continued to deliver two performances at Saturday Music School, as well as offering gig opportunities in the city. One of the highlights was the Tracks band performance at The Leadmill, which also served as a fundraising event, showcasing the talents of our students.

In addition to our Saturday Music School activities, we hosted several fundraiser events across the year, which raised £2,497 and provided stronger engagement within the local community. The events were all great successes, with families and community members coming together to celebrate the musical achievements of our students.

We continued the lunch club initiative, which was well-received by both students and families. Volunteers supported this initiative, providing snacks and sandwiches and helping to supervise break times. The lunch club will continue to be a key feature of our Saturday Music School offering.

Mentoring has been established as a key focus for SMS, with two former students joining the team as volunteers, providing support and guidance to current students. These volunteers will have the opportunity for paid roles in the future, strengthening our relationship with our alumni.

In terms of one-on-one tuition, we moved away from paid lessons, instead signposting students to the Music Hub staff for private tuition. This shift has allowed us to focus on creating more accessible, group-based opportunities for our young people.

### **Youth Music School - Trailblazer Fund**

We were delighted to receive funding from Youth Music for the Trailblazer Fund, which focuses on lyric writing and self-expression for marginalised young people. The project, which began in November 2023, ran until January 2025. The activities within this project during this year have included group workshops, one-on-one sessions, and the production of a magazine distributed to families and community settings, celebrating the young people's creative expressions.

## **Partnerships and Outreach**

February 2024 saw the MOBO Awards come to Sheffield, and Tracks was commissioned to deliver workshops in schools in the lead-up to the Awards Ceremony. This led to an ongoing partnership, where Tracks was invited to work with Alternative Provision (AP) sites, supporting at-risk children throughout the rest of the year.

We also expanded our reach with the Virtual Schools programme, working closely with fostering services and Sheffield Social Care to offer more music opportunities for looked-after children. This included funding for additional places at Tracks for these children, as well as extending our work with the Progression Team to deliver regular Alternative Provision sessions on Thursdays.

A successful funding bid to the Violence Reduction Unit (VRU) in April 2024 enabled us to launch a new project working with children in care, using music to uplift their voices. This project includes sessions in boxing gyms, parks, and children's residential settings, creating meaningful opportunities for young people to express themselves.

Further success came with funding for the Healthy Holidays programme, supporting our Tracks sessions during school breaks, which continued to engage young people in creative activities outside of the traditional school environment.

## **Partnerships and Performances**

SMS continued to strengthen relationships with key organisations, including Sheffield Children's Hospital, where we expanded our upscaled workshops with ArtFelt. This also led to a delivery at the hospital as part of the Tramlines Fringe Festival.

We were also honoured to receive recognition at the Exposed Awards in Sheffield, winning the 'Sarah Nulty Power of Music Award' further cementing our presence and reputation within the city.

A highlight of the year was an exciting visit from Ed Sheeran in May 2024, as part of his Foundation's involvement with Tracks. This visit sparked conversations around future funding opportunities and has provided the young people with a significant boost, inspiring them and raising the visibility of Tracks on a much wider platform.

## **Team Growth and Development**

This year, we've expanded our staff to accommodate the growing demand for Alternative Provision services. The growth of our team has allowed us to build stronger, more meaningful relationships with the young people we work with. Lucy has transitioned to a full-time staff role, providing much-needed stability and continuity in our work.

## **Financial Review**

SMS has moved to only invoicing pupils who have one to one music lessons, thus invoiced student income was down to £3,816. All places at Saturday morning music school are now free to families and all costs are covered by donations and grants from local trusts. In addition, music provision for looked-after children are funded through Sheffield City Council via Virtual Schools and the Music Hub's budget for Children Looked-After. Other workshops, such as sessions for young people in Pupil Referral Units, are commissioned and funded by schools.

Council funding through both the Healthy Holidays Activities and Food (HAF) initiative brought in a total of £15,536. Virtual Schools and Children Looked-after (CLA) funding brought in a total of £22,258 in grants for project work and an additional £22,461 in grants designated as support packages for specific young people.

Grants from local trusts, including VRU £9,981 and Ward Pot funding £986, and a business sponsor, B Braun funded £2,700 made up a further £13,667. Private donations and fundraising events made up

the remainder of the total income. The total income increased substantially from 2022/23; the majority of the funds were tied up in special project work, however, contingency monies were included in Virtual Schools/CLA funding and grant applications were written to include funding for projects that fit within regular Saturday morning music school. Moving forward, SMS will continue to develop sustainable income streams through Virtual Schools and local grant-makers. The Tracks holiday club funding source, HAF, is secured at least for the next financial year. In addition, a large grant for a special school's project delivered in partnership with Sheffield Music Hub is anticipated for 2024/2025.

SMS has also become a registered alternative provider (AP) of education with Sheffield City Council which brought in £20,738 from Sheffield City Council, schools, and EOTAS (Education Other Than at School) packages. This is anticipated to increase next year as SMS becomes more established as an AP

The current account balance ending 31 August 2024 was healthy, which meant that SMS was not faced with cashflow problems moving into the new financial year. New funding applications and a fundraising drive are being developed for the financial year 2024/25.

### **Reserves Policy**

The charity policy is to maintain £3,000 in free reserves to cover outstanding hire fees in the event of foreclosure. The Business Money Management account (deposit account) is currently used to hold free reserves to cover SMS in the event of foreclosure. The deposit account balance is currently at £1,489. Across all accounts, unrestricted funds total £11,511. The trustees will continue to monitor the unrestricted funds and designate unrestricted funds for particular purposes, which will be kept under review. The charity will continue to review the future reserves policies in light of the charity's growth.

### **Future Plans**

Looking forward, we have exciting plans for the future, including a potential name change, moving away from Sheffield Music School to adopt the name **Tracks**. This reflects the evolving nature of our work and aligns with our ongoing mission to support young people through music.

We are also planning a strategic review to guide our long-term development, including the possibility of securing Ed Sheeran Foundation funding to support our growth. Additionally, we are working on growing our Trustee Board to bring in diverse expertise and guidance as we continue to expand our impact.

### **Structure, Governance and Management**

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

#### **Organisation Structure**

Trustees are Rose Wilcox (Chair), Kate Grigsby, John Revis, Bob Cuff, Stephen Blakeley and Tessa Sawyer.

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. Chris Noble was Head of Seniors up until the spring term 2024, as the structure of music school has changed, there is no longer a Head of Seniors. 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 reviewed in August 2023. Risk assessments and safeguarding amendments were undertaken periodically throughout the year to meet the requirements of specific project work.

## **Management**

Tessa Sawyer oversees the payment process for all freelance staff, including the Director and tutors. Tessa Sawyer also provides freelance administrative and managerial support to the Director. Tessa Sawyer, Rose Wilcox and Kate Grigsby are bank signatories. The bank mandate and signatories list was updated in June 2024.

The independent examiner for the charity is Rod Ismay.

## SHEFFIELD MUSIC SCHOOL - Charity Number 1038515

### Statement of Financial Activities for the year ended 31<sup>st</sup> August 2024

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 2023/24. There is also a statement giving details of our assets and liabilities at the end of the year.

Tessa Sawyer – Treasurer    23/06/2025

#### Summary of Income and Expenditure

	2022/23 £	2023/24 £
<b>Receipts</b>		
Student Fees and Student Funding	32,076	26,278
Concerts	994	5,060
Grants	47,889	83,341
Donations	7,784	11,018
Contracts - Alternative Provision packages		20,738
Other Income	321	58
<b>Total Receipts</b>	<b>89,064</b>	<b>146,493</b>
<b>Payments</b>		
Staff Fees Paid	78,665	121,210
Rental for premises	247	982
Concert Expenses	3,158	2,636
Other Expenditure	6,165	2,527
<b>Total Payments</b>	<b>88,235</b>	<b>127,355</b>
<b>Surplus/(Deficit)</b>	<b>829</b>	<b>19,138</b>

#### Summary of Funds

	2022/23 £	2023/24 £
Total opening funds	9,175	10,004
Surplus/(Deficit)	829	19,138
Total closing funds	10,004	29,142
<b>Assets &amp; Liabilities at Year-end</b>		
Current A/C	7,706	26,235
Deposit A/C	1,454	1,489
PayPal A/C	774	1,382
Cash in hand	70	35
<b>Total funds</b>	<b>10,004</b>	<b>29,142</b>

Restricted funds b/f	4,602	3,709
Add further restricted donations	72,955	43,763
Less Expenditure	73,848	29,841
Restricted Funds before transfers	3,709	17,631
Transfers from unrestricted fund		
Restricted funds c/f	3,709	17,631
Unrestricted funds c/f	6,295	11,511
<b>Total funds</b>	<b>10,004</b>	<b>29,142</b>

## Summary of 2023/24

This year has seen an increase in total funds of £19,138.

The category of Student Fees and Student Funding includes funding for:

- one-to-one music lessons invoiced to parents (£3,817)
- provision commissioned by schools and organisations, such as Virtual School (£22,461).

Donations increased from 2022/23 by £3,234. Donations for 2023/24 included:

- regular monthly donations (£2,663),
- one-off donations from various fundraising events, including fundraising drives on social media, sales of Tracks merchandise, Saturday morning showcases and winter raffle (£7,016)
- donations from families that attend Saturday morning sessions (£1,339).

Concerts in 2023/24 raised a total of £5,060. Overall student numbers for Saturday music school remained stable with a register of approximately 45 students throughout the year. Holiday club project work was fully funded by the council's HAF scheme, Thursday's after school club for looked-after children was funded by Virtual School and Alternative Provision was funded through Sheffield City Council, various schools and funding packages such as EOTAS (Education Other Than at School). Across all Tracks programmes, a total of 140 children and young people were registered. Approximately 150 children and young people took part in one-off workshops and events, however the number of attendees was not collected systematically.

Grants from trusts and funding bodies are one of the charity's main funding streams with two major grants in 2023/24 from Youth Music (total grant of £21,350 of which £20,283 was paid out in 2023/24) and Violence Reduction Unit (total grant of £19,962 of which 50% was paid out in 2023/24). Further grants from local funding bodies bolstered the charity's income to cover Saturday music school expenses, including LAC Ward (£986), local business B Braun (£1,200 of the grant was allocated to Saturdays, the remaining £1,500 was allocated to live events) and Youth Services (£6,500). Continuing the partnership with Manor Lodge Primary School and Red Tape Central (through Music Hub) has kept SMS' core costs low.

Grants award from trusts and funding bodies for specific projects and activities made up the restricted funds, see table below.

<b>Grant</b>	<b>Award period</b>	<b>Amount received in 2023/24</b>	<b>Spend in 2023/24</b>	<b>Restricted for 2024/25</b>
HAF	Sep 2023 to Aug 2024	£13,499	£13,499	£0
Youth Music	Nov 2023 to Feb 2025	£20,283 (95% of total grant)	£9,610	£10,673
Violence Reduction Unit	Jul 2024 to Nov 2024	£9,981 (50% of total grant)	£3,023	£6,958

Due to the increase in project work, including workshops, Alternative Provision, and regular mid-week sessions, staff costs rose by £42,276, compared to 2022/23. Other expenditures decreased from £6,165 to £2,797. Expenditure was budgeted as part of the running costs for the various projects and included media and advertising costs as well as travel expenses for visiting musicians. Concert expenses included venue hire and travel costs for performing artists.

The additional Thursday sessions will continue to be fully funded by Virtual Schools. The costings for Thursdays include contingency funds to cover additional administration tasks incurred through running

the sessions and includes funding for purchasing necessary equipment. Alternative Provision is funded by the local council at a set rate. This year the charity built up relationships with schools and attracted further students, some of whom were funded by their schools, who pay an agreed rate per student, and educational packages. Smaller grants from local funding bodies, including Ward Pot funding and donations from a local business, have helped to cover staff fees for Saturday music school. Plans for a partnership working on a special school's project with Sheffield Music Hub are underway for 2024/25 which is expected to bring in a significant amount of project funding. The charity has also been invited to apply for a 3 year funding grant from the newly created Ed Sheeran Foundation in 2024/25 which will help to future proof the charity and consolidate the various strands of project work. It is anticipated that student recruitment will continue to focus on building relationships with young people attending Tracks holiday clubs, Manor Lodge Primary School and Virtual School. Funding from HAF has already been agreed in principle for 2024/25, with Tracks expected to run over Christmas, Easter and summer term breaks.

Core staff for Saturday music school and Thursday sessions remained relatively stable from previous years with the addition of staff members for the Alternative Provision. Holiday clubs and project work engaged various freelance staff, most of whom had previously worked at Tracks as well as some new staff. Due to the nature of the Tracks and other short-term project work, freelance staff will continue to be engaged as and when needed.

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  
23/06/2025



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's report on  
the accounts**

**Section A**

**Independent Examiner's Report**

Report to the trustees/ members  
of

Sheffield Music School

On accounts for the year ended

31 August 2024

Charity no

1038515

Set out on pages

1 to 7

**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 2024**

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:

23 June 2025

Name:

Rod Ismay



**Relevant professional qualification(s) or body (if any):**

FCA. Fellow of the Institute of Chartered Accountants in England and Wales

**Address:**

c/o Sheffield Music School, Manor Lodge Primary, Manor Lane, Sheffield, S2 1UF

## 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