

SHEFFIELD ASSOCIATION FOR THE VOLUNTARY TEACHING OF ENGLISH

England & Wales · Charity number 1081597

Details

Other names SAVTE

Status Registered

Legal form Charitable company

Company number [03865216](#)

Registered 2000-07-17

Register [View on the Charity Commission register](#)

Contact

Address 7 Castle Street
Sheffield
S3 8LT

Phone 01142123050

Email savte@savte.org.uk

Website www.savte.org.uk

Activities

Objects: (1) TO FURTHER THE EDUCATION OFF PEOPLE AGED 16 OR OVER ("STUDENTS") IN SHEFFIELD AND DISTRICTS ("THE AREA OF BENEFIT") WHO WISH THEIR SKILLS IN COMMUNICATION TO BE IMPROVED AND WHO CANNOT PARTAKE IN MAINSTREAM EDUCATION(2) TO PROVIDE TUITION IN ENGLISH LANGUAGE, COMPUTER AND COMMUNICATION SKILLS FOR STUDENTS AT HOME OR IN CLASSES AS APPROPRIATE(3) TO ADVANCE THE EDUCATION OF STUDENTS IN THE AREA OF BENEFIT IN ALL ASPECTS OF THE PROMOTION AND PRESERVATION OF HEALTH(4) TO RECRUIT VOLUNTEER TUTORS ("TUTORS") AND DEVELOP THEIR ABILITIES AND TEACHING TECHNIQUES BY OFFERING THEM TRAINING AND SUPPORT(5) TO OFFER GUIDANCE, COUNSELLING AND SUPPORT TO THOSE STUDENTS WHO WISH TO TAKE ADVANTAGE OF EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES

Activities: Through providing opportunities to learn English, SAVTE aims to; * Reduce the isolation of the most excluded members of our community * Encourage their participation in local activities * Build and strengthen communities * Break down barriers between communities

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Economic/community Development/employment
- **Who:** People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Defined Groups

Geography

- **Area of benefit:** SHEFFIELD AND DISTRICTS
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£316,393	£357,722	-	-
2024-07-31	£405,859	£421,925	-	-
2023-07-31	£362,228	£359,410	-	-
2022-07-31	£487,910	£337,976	-	-
2021-07-31	£334,255	£341,277	-	-

Trustees

Name	Role	Appointed
Amanda Wilson		2022-12-12
Catherine Brown		2025-09-30
Daniel Gooch		2024-01-15
Dr Celine Frohn		2024-03-25
Hannah Thornton		2024-01-15
Kehinde Obemeata		2023-02-13
Kei Chuen Lam		2025-02-05
Rosemary Telfer		2024-01-15
Stephanie Burke		2024-01-15
Tabassum Javeed-Aslam		2024-05-15
Valerie Bolanle Ekeogu		2026-01-27

SHEFFIELD ASSOCIATION FOR THE VOLUNTARY TEACHING OF ENGLISH

England & Wales - Charity number 1081597

Accounts

Company Number: 03865216
Registered Charity Number: 1081597

**Sheffield Association for the Voluntary Teaching of English
(S.A.V.T.E)**

Annual report and unaudited financial statements

For the year ended 31 July 2025

SAVTE

Sheffield Association for the Voluntary Teaching of English
Creating community through conversation

Sheffield Association for the Voluntary Teaching of English
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Sheffield Association for the Voluntary Teaching of English
Legal and administrative information
For the year ended 31 July 2025

Working name

SAVTE

Trustees

Sarah Beardsmore	Chair	(resigned 30 June 2025)
Kehinde Obemeata	Treasurer	
Stephanie Burke		
Clive Davies		(resigned 1 February 2025)
Celine Frohn		
Daniel Gooch		
Tabassum Javeed-Aslam		
Rosemary Telfer		
Hannah Thornton		
Amanda Wilson		
Kei-Chuen Lam		(appointed 5 February 2025)

Company Secretary

Robert Hindle

Registered Charity Number

1081597

Registered Company Number

03865216

Registered Address

7 Castle Street
Sheffield
S3 8LT

Accountants

Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

**Sheffield Association for the Voluntary Teaching of English
Trustees' annual report
For the year ended 31 July 2025**

The trustees are pleased to present their annual directors' report for the year ended 31 July 2025 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019.

Structure, governance and management

Sheffield Association for the Voluntary teaching of English (SAVTE) is a charitable company limited by guarantee. The company, company number 03865216, charity number, 1081597, was registered as a company on 26 October 1999 and was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. The company was registered as a charity on 17 July 2000.

The Board is made up of 10 trustees who meet on a quarterly basis. There are three subgroups to the board: Finance, People and Policies, and Delivery. Day to day project activity is carried out by paid staff and volunteers.

In the event of the company being wound up its members are each required to contribute an amount not exceeding £1.

Objectives and aims

The primary objective of SAVTE is to enhance the education and social well-being of people whose relationships are restricted through language difficulties or some degree of illiteracy, in Sheffield and district, without distinction of race, or of sex, or of political, religious or other opinions, by associating with the local authorities and voluntary organisations in the provision of facilities for the teaching of English. The Association shall be non-party in politics and non-sectarian in religion

The charitable objectives are:

- To further the education of people aged 16 or over ("students") in Sheffield and districts ("the area of benefit") who wish their proficiency in English language and their skills in communication to be improved and who cannot easily take mainstream education;
- To provide tuition in English language, computer and communication skills for students at home or in classes as appropriate;
- To provide the education of students in the area of benefit in all aspects of promotion and preservation of health;
- To recruit volunteer tutors ("tutors") and develop their abilities and teaching techniques by offering them training and support;
- To offer guidance, counselling and support to those students who wish to take advantage of educational and employment opportunities.

Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2025

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

SAVTE's activities this year continue to meet the aim of promoting the education, wellbeing, progression and integration of all our participants, particularly those who face additional barriers and cannot access mainstream English learning provision. SAVTE aims to help develop learners' competence in everyday English language skills in order to become more active and empowered citizens in their communities. SAVTE aims to recruit more volunteers from within the communities it serves to provide progression opportunities and help build community resilience. SAVTE works in partnership with local community organisations, to enhance local provision by providing specialist English support services which local organisations are unable to provide.

Summary of activities

SAVTE's main activities are:

1. Recruiting and training volunteers to support English language learning for speakers of other languages.
2. Assisting volunteers in supporting learners who are unable to access mainstream education provision. The volunteers support learners to develop everyday language skills in a range of settings. These are in the home or via the internet on a one-to-one basis, or in small informal groups either online or in the community.
3. Facilitating community based activities that support community development and community cohesion through working in partnership with local organisations. This aims to widen the opportunities for beneficiaries to learn and practise English as well as meet other people and connect with local organisations and services. Through this participation, learners develop skills and confidence and progress onto new activities or volunteering.
4. Delivering English learning activities at the Sanctuary Hub as a partner of the Sheffield Project for Refugee Integration and Growth (SPRING).
5. Delivering an ESOL learning programme as part of Sheffield City Council's subcontracted offer, intended to develop skills for further learning, volunteering and employment.
6. Delivering an Office Volunteer Development Programme which provides training and work experience to those new to working in the UK and who experience additional barriers.
7. Developing and sharing ESOL resources that support living in Sheffield. Maintaining open access to an ESOL resource and learning centre.

The beneficiaries are adults from Global Majority communities; a significant number are refugees and asylum seekers. They face a range of different barriers to accessing mainstream education provision, e.g. they may be full time carers, have a disability, live with a health condition, have no experience of formal education or lack the confidence and self-esteem needed to attend mainstream ESOL provision.

Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2025

Summary of activities (continued)

Through providing opportunities to learn English, SAVTE aims to reduce the isolation of the most excluded members of the Sheffield community. It encourages their participation in local activities to break down barriers and generate relationships of mutual exchange through learning.

The Trustees continually review service provision to ensure that it responds to need and provides maximum benefit to learners.

Summary of main achievements during the period

We began the year in August 2024, facing very challenging circumstances with the riots and attacks on hotels housing people seeking sanctuary. We responded swiftly to safeguard our volunteers and learners throughout the city and to show our solidarity together with our partner organisations.

And as part of our strategic review in 2024/25, we have reflected on our core purpose. We were established just over 50 years ago to fix a particular problem: that there were people in Sheffield who struggled to connect, participate or flourish due to not being able to speak (and read and write) English. Volunteers came together to set up a programme of English language support which endures today. As Sheffield has become more culturally and linguistically diverse, the need for our support has continued to grow, particularly with the continued arrival of around 1100 people seeking sanctuary each year. We still remain focused on building capacity and capability that responds to the need and demand for informal, bespoke English language support in Sheffield. Our experience and expertise in developing a sustainable model of community-based English language support led by volunteers is one that we believe stands the test of time.

During 2024/25, we carried out an extensive consultation as part of our strategic review to ensure SAVTE continues to meet the needs of our beneficiaries. We had conversations with 80 learners and 30 volunteers to find out what matters most to them. Our learners across all our programmes told us they valued our personalised and informal approach to their language learning. And 80% of our learners told us that health was the most important issue, which has fed into programme development, including a new ESOL My Health course and training for our volunteers on Healthy Conversations. Our volunteers told us that being part of SAVTE is an experience of mutual benefit and contributes to their personal well-being by feeling useful and having something to offer. We were able to celebrate both our learners and volunteers at a city-wide awards ceremony, when one of our volunteers who joined our training programme was awarded the Everest Award for overcoming obstacles to learning, and a learner was nominated for the Individual Learner Award for their dedication to learning.

This year has seen the strengthening of our partnerships, particularly within SPRING (Sheffield Programme for Refugee Integration and Growth) and with community organisations across the city. This collaboration is both practical and strategic. We are part of an ecosystem of community organisations which together support new arrivals and those recently granted refugee status to get settled in Sheffield. We know that Sheffield's SPRING partnership is a beacon of hope to refugee communities in showing that there are better ways to welcome people seeking sanctuary to Sheffield. Working with our partners, we are constantly learning from each other. For example, the City of Sanctuary Sheffield has an excellent programme of psychological support for their staff and volunteers. Working with them, we have had training on Trauma-Informed Practice and Boundaries. We have worked together to ensure that the shared database is helping all our organisations to ensure that the right help is in place at the right time for our SPRING learners. We have also co-designed a process to manage risk across the partnership.

Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2025

Summary of main achievements during the period (continued)

Recent feedback from our grants officer within Sheffield City Council commended our impact report for 24/2,5 but noted that what was even more impactful were the large number of other community and voluntary organisations that referenced our work as vital to supporting their own beneficiaries.

We continue to focus on our key resource, which is our incredible volunteers supported by our staff team. During 24/25, we had 147 volunteers involved across all our programmes, but we recognise that it is becoming increasingly difficult to attract volunteers to our core programmes, which require a considerable time commitment each week and across the year. Although we saw a drop in new volunteers this year, we have increased our retention of existing volunteers through offering consistent staff support and a new programme of volunteer workshops to co-design new resources for use with conversation groups. Over the summer, we ran a project led by a student to explore how we could increase student participation in our programmes, which is currently very low. This has resulted in an action plan to help us create more student-friendly placements.

Our Office Volunteer Development programme continues to go from strength to strength. This team includes people with lived experience of the asylum system who have also come through our learner programmes and therefore understand the pathways available. They are the first point of contact for referrals from the SPRING partnership and use their experience and language skills to build trust and connection with new arrivals. This programme also offers an opportunity for a wider range of staff to develop their supervisory skills and to grow their confidence in supporting others.

Over the past year, we have continued to offer placements to medical students from GP practices within postcode areas of high deprivation in the city. This collaboration has been of mutual benefit to the students and our programmes. For example, as an outcome of the six-week placement from Jan-Feb 2025, a student identified the need for new resources to support learners to better describe their symptoms. A set of new flashcards on anatomy was trialled at one of our conversation groups and has now been incorporated into our resources on health. The feedback from the placement was that it was noteworthy that within our groups, there is considerable disparity of English language levels, but that our volunteers work really effectively to include people. The learning for the student reinforced the importance of person-centred approaches, which are foundational to our approach to empower the patient/learner.

Our programme delivery has remained fairly stable during 24/25. We made a decision to maintain our core programmes with little change as these continue to meet the needs of our learners. As mentioned above, the addition of workshops for our volunteers is a key new element in our programme and one that we plan to develop going forward. This approach was valued and recognised by our success in securing a contract under the Adult Skills Fund for our community-based ESOL classes programme and volunteer training. Our contract manager commented that as a supplier, SAVTE is 'still one of our highest performing in terms of quality'. However, our strategic review highlighted some key issues, including the critical importance of health to our learners, and we have planned significant changes to include more support in this area with ASF funding support.

We have continued to focus on being a learning organisation. For example, this year our Operations Director has led on a Better Data project, drawing in expertise from our volunteers, to design improvements in the data management system so that we can better understand and share the value of what we do. This work has resulted in improved reporting to the Board and the creation of dashboards to help track our performance over the year. In addition, our Quality Lead has devised and delivered a series of staff briefings to ensure that we have a consistent whole team approach to participatory language learning and assessments.

Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2025

Summary of main achievements during the period (continued)

In recognition of the importance of supporting a healthy work culture, we secured a small grant to support the emotional well-being of our staff team. This Reflective Support programme has enabled us to create some space to build individual confidence and a sense of community in the team. In so doing, we are 'walking the talk' as a person-centred organisation with a community development approach.

New investments this year

During 2024/25, we entered a rich period of our development. With a new CEO in place from January 24, and a renewed commitment to our core purpose as a result of our strategic review, we have been able to concentrate on not only the day-to-day but also to plot our future direction. Our focus on maintaining and developing relationships with our partners, including our funders and community organisations, has laid a strong foundation for our next chapter. It has also been a year of considerable staff changes with the departure of our Office Manager and Fundraising/Marketing Manager. These posts had been planned as fixed-term and the investment bore fruit with visible improvements in systems and processes. The smaller senior leadership team of the CEO and Operations Director has been particularly effective in creating a very cohesive team to ensure we can continue to support our beneficiaries in learning and integration. However, we are not complacent and operate careful financial management to deliver a significantly reduced deficit. We have continued to make some progress in securing additional funds and had a positive outcome for further funding from Garfield Weston and a new small award from the Schroder Trust and the Coop Community Fund.

Challenges over the last year and going forward

The biggest challenge for SAVTE remains funding. Our current National Lottery programme ends in November 2026, and there is uncertainty about the funding for our work under the SPRING partnership (following a significant reduction in 23/24). We are building on our solid foundations of a tried and tested model of good value English language support, which is targeted and delivered where it is most needed. Our model is working with our beneficiaries as equal partners, but to do this requires sustained investment in quality staff to support our volunteers. It requires investment in our relationships at all levels with our partners in the city. And it requires that we remain focused on what we do well. Our investment in listening to our beneficiaries as part of our strategic review will enable us to map this future together, including:

- The importance of demonstrating impact to secure future funding investment is more aligned with our values and core purpose.
- making the case as part of the SPRING partnership for a funding agreement which reflects the full costs of delivery;
- continuing to deliver programmes and demonstrate impact to meet the requirements of funders whilst ensuring we remain focused on what matters to our beneficiaries;
- continuing to build partnerships to create new opportunities and better connected support to meet the needs of our beneficiaries, including those with complex needs;
- balancing rising costs (salaries, overheads, additional rents) with income generation and careful management of SAVTE's financial reserves.

**Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2025**

Summary of main achievements during the period (continued)

Facts and Figures for SAVTE 2024 to 2025

Learners

1534 English language learners supported across all our programmes
93 learners received one-to-one support
1230 learners accessed conversation groups in the community
61 learners accessed online conversation groups
150 learners accessed ESOL classes in the community

Volunteers

147 active volunteers across all programmes
35 new volunteers were trained to provide 1:1 Support
20 new volunteers trained to provide conversation groups
20 current volunteers attended workshops
6 volunteers supported online conversation groups
77 volunteers provided 1 to 1 support
57 volunteers provided conversation groups in the community
5 office volunteers supported
15,500 hours of volunteering

Community Activity

27 F2F conversation groups supported 1230 learners
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Digital Inclusion

Digital device library, enabling 13 learners to access IT equipment and data packages
3 online learning groups supported 61 participants

**Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2025**

Summary of main achievements during the period (continued)

New Arrivals

201 new arrivals received English language support in hotels
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Programme Support

675 telephone/email enquiries received and responded to
365 SPRING referrals processed
148 referrals from partner agencies

Progression

23 1:1 participants progressed into group learning
98% of participants of the new volunteer training progressed into volunteering
150 ESOL class learners signposted to other provision
43 ESOL class learners into further education
15 ESOL class learners into volunteering
14 ESOL class learners into employment
65 people from the 1:1 programme reported improved confidence
70 people from the 1:1 programme reported increased activity in their local community

Summary of main achievements during the period (continued)

Examples of Progressions throughout the year

1 learner on our 1 to 1 programme has now been able to apply for a nursery place for her child
1 started volunteering with SAVTE as an office volunteer
1 learner attended a conversation group and then joined the training programme, and now is a 1 to 1 volunteer
1 learner attended the conversation group and our Entry 2+ ESOL class and is now doing his Entry 3 exams in college

Future plans

Supporting our participants to progress and reach their potential is at the heart of everything we do. We take a community development approach to this aim - working in communities with partners to ensure that participants' progression is centred on personal and community action and empowerment. Our renewed vision is for a Sheffield where all people can connect, participate and flourish. We focus now on achieving our mission through achievable objectives which respond to the identified needs and priorities of our beneficiaries.

We are extremely grateful for the ongoing support of Sheffield Council, the National Lottery Community Fund, our other funders and to all our volunteers for their time, commitment and enthusiasm to enable us to continue to provide such an essential service for many ESOL learners and communities in the city of Sheffield.

Financial Review

Income for the year amounted to £316,393 (2024: £405,859) of which £200,717 (2024: £286,978) was for restricted purposes.

Expenditure was £357,722 (2024: £421,925) with £251,939 (2024: £234,653) spent out of the restricted funds.

Reserves policy

We will hold reserves to a value of between three and six months of budgeted expenditure.

For 2025/26 our monthly budgeted expenditure is around £32,101 so the target for reserves is to fall between £96,304 and £192,608. Our general reserves currently stand at £239,521, after allowing redundancy and closure costs of £34,975 the trustees consider that £204,546 is a good level of reserves.

As at 31 July 2025 free reserves, calculated as the general fund balance, excluding the accounting value of tangible assets, totalled £239,521 (2024: £229,628).

The Reserves Policy was last reviewed on 25 November 2024

Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2025

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the trustees' report (including directors' report) above on 24/11/2025.

Signed on behalf of the charity's trustees:

Amanda Wilson

M Wilson
Trustee - Chairperson

Independent examiner's report to the directors of Sheffield Association for the Voluntary Teaching of English ('the Company')

I report to the charity directors on my examination of the accounts of the Company for the year ended 31 July 2025.

Responsibilities and basis of report

As the directors of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to organisations preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

S Cochrane

Susan Cochrane, FCA, DChA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

10 Dec 2025

Date:

Sheffield Association for the Voluntary Teaching of English

Statement of financial activities (incorporating the income and expenditure account)
for the year ended 31 July 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total £	2024 Total £
Income from:					
Donations and legacies	2	4,708	-	4,708	2,660
Charitable activities	3	105,867	200,717	306,584	398,758
Investments - bank interest		5,101	-	5,101	4,441
Total income		115,676	200,717	316,393	405,859
Expenditure on:					
Charitable activities	4	105,783	251,939	357,722	421,925
Total expenditure		105,783	251,939	357,722	421,925
Net income/(expenditure)		9,893	(51,222)	(41,329)	(16,066)
Transfers	13	-	-	-	-
Net movement in funds		9,893	(51,222)	(41,329)	(16,066)
Reconciliation of funds:					
Total funds brought forward		229,628	105,959	335,587	351,653
Total funds carried forward		239,521	54,737	294,258	335,587

The statement of financial activities includes all gains and losses recognised in the year. All of the charitable company's operations are classed as continuing.

The prior year Statement of Financial Activities by fund is provided in note 16.

Sheffield Association for the Voluntary Teaching of English

Balance Sheet

As at 31 July 2025

	Notes	2025 £	2024 £
Fixed assets			
Tangible assets	8	-	-
Total fixed assets		<u>-</u>	<u>-</u>
Current assets			
Debtors	9	35,961	23,043
Cash at bank and in hand		274,214	320,431
Total current assets		<u>310,175</u>	<u>343,474</u>
Creditors: amounts falling due within one year	10	(15,917)	(7,887)
Net current assets		<u>294,258</u>	<u>335,587</u>
Total assets less current liabilities		294,258	335,587
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>294,258</u></u>	<u><u>335,587</u></u>
Represented By			
FUNDS			
General funds		239,521	229,628
Designated funds	12	-	-
Total unrestricted funds		<u>239,521</u>	<u>229,628</u>
Restricted funds	13	54,737	105,959
Total charity funds	14	<u><u>294,258</u></u>	<u><u>335,587</u></u>

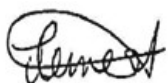
For the year ending 31 July 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the board on 24/11/2025 and signed on its behalf by:



K Obemeata
Trustee - Treasurer

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts for the year ended 31 July 2025

1 Accounting Policies

(a) Basis of preparation

Sheffield Association for the Voluntary Teaching of English is a charitable company in the United Kingdom limited by guarantee. In the event that the charity is wound up the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the company information on page 1 of these financial

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have taken advantage of the exemption not to prepare a Statement of Cashflows.

The charity meets the definition of a public benefit entity as defined under FRS102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

(b) Income

Income is recognised in the SOFA when the charity has entitlement to the funds, any performance conditions attached to the monies have been met, the receipt of the income is probable and its amount can be reliably measured.

Income from government and other grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Contract income is included in the year in which the service took place.

(c) Expenditure and liabilities

Expenditure is recognised where there is a legal or constructive obligation to pay a third party, it is probable that settlement will be required and the amount of the obligation can be reliably measured. All expenditure is reported gross of irrecoverable VAT.

(d) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible assets at the following annual rates calculated to write off the cost less estimated residual value, on a straight line basis over their useful economic lives:

Computer equipment	3 years
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Items of equipment are capitalised where their purchase price exceeds £1,000.

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(f) Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

**Notes to the Accounts - continued
for the year ended 31 July 2025**

1 Accounting Policies - continued

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Defined contribution pension scheme

The charity contributes to a defined contribution pension scheme for the benefit of the employees. The pension costs charged against net incoming resources are the contributions payable to the scheme in respect of the accounting period in accordance with FRS102.

(i) Operating lease rentals

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

(j) Taxation

As a charity, the organisation is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

(k) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are either donations which the donor has specified are to be solely used for particular areas of the charity's work or grant income sought for specified activities.

(l) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2025

2 Income from donations

	Unrestricted Funds £	Restricted Funds £	2025 Total £	2024 Total £
Donations	4,708	-	4,708	2,660
	<u>4,708</u>	<u>-</u>	<u>4,708</u>	<u>2,660</u>
Prior year fund comparative	<u>2,660</u>	<u>-</u>		<u>2,660</u>

3 Income from charitable activities

Project/ funder	Unrestricted Funds £	Restricted Funds £	2025 Total £	2024 Total £
Core Service Grant, Sheffield City Council (SCC)	-	47,149	47,149	86,202
National Lottery Community Fund	-	85,274	85,274	82,596
Asylum, Migration and Integration Fund	-	-	-	49,277
Adult Skills Fund	72,111	-	72,111	68,170
Medical students placement	1,922	-	1,922	2,748
SCC Conversation groups	-	750	750	1,700
Home Based Learning	-	-	-	45,894
Schroder Charity Trust	4,000	-	4,000	-
Garfield Weston Foundation	25,000	-	25,000	20,000
South Yorkshire Community Fund	-	-	-	5,000
J G Graves Charitable Trust	-	-	-	3,000
Voluntary Action Sheffield	-	-	-	4,000
Asylum Dispersal Grant SPRING Project	2,734	67,544	70,278	29,304
Other	100	-	100	867
	<u>105,867</u>	<u>200,717</u>	<u>306,584</u>	<u>398,758</u>
Prior year fund comparative	<u>111,780</u>	<u>286,978</u>		<u>398,758</u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2025

4 Expenditure on charitable activities

	Notes	Unrestricted Funds £	Restricted Funds £	2025 Total £	2024 Total £
Direct costs					
Staff costs	5	93,730	221,307	315,037	374,070
Staff expenses		703	-	703	544
Rent, services and utilities		-	10,497	10,497	11,097
Room hire		900	8,327	9,227	6,099
Teaching resources		50	1,334	1,384	1,336
Membership and subscriptions		2,696	325	3,021	3,812
Equipment		93	80	173	1,874
Learner support and expenses		191	-	191	513
Insurance		-	1,108	1,108	1,075
Telephone, computer and internet costs		1,492	1,144	2,636	2,918
Printing, postage and stationary		780	288	1,068	1,478
Office costs		1,069	1,076	2,145	2,087
Professional fees		155	-	155	5,678
Training		282	2,192	2,474	1,518
Volunteer expenses		95	3,015	3,110	2,650
Payroll fees		1,617	-	1,617	1,616
Overhead recharges		-	-	-	420
AGM costs		233	822	1,055	752
Bank charges		2	424	426	48
Depreciation		-	-	-	480
Independent examination fee	7	1,695	-	1,695	1,860
		<u>105,783</u>	<u>251,939</u>	<u>357,722</u>	<u>421,925</u>
Prior year fund comparative		<u>187,272</u>	<u>234,653</u>		<u>421,925</u>

Notes to the Accounts - continued
for the year ended 31 July 2025

5 Staff costs

	2025 £	2024 £
Salaries	290,314	341,755
Employer's National Insurance contributions	27,015	28,543
Employer's allowance	(10,500)	(5,000)
Employer's pension contributions	8,208	8,772
	<u>315,037</u>	<u>374,070</u>

The average number of employees during the period was 14 (2024: 15). No employee received emoluments of more than £60,000 in either year.

6 Trustees and Key management personnel remuneration, benefits and expenses

The trustees were not paid or received any other benefits from employment with the charity in the year (2024: £nil). No trustees were reimbursed expenses during the year (2024: £nil). No trustees received payment for professional or other services supplied to the charity (2024: £nil).

The key management personnel of the charity, comprise the trustees, and the management team. The total employee benefits of the key management personnel of the charity were £95,917 (2024: £94,487).

7 Independent examination fees

	2025 £	2024 £
Independent examination fee (including accountancy)	<u>1,695</u>	<u>1,860</u>
Other fees payable to the independent examiner's organisation were:		
Licences	<u>324</u>	<u>270</u>

8 Tangible fixed assets

	Fixtures and Fittings £	Total £
Cost		
As at 1 August 2024	<u>1,440</u>	<u>1,440</u>
As at 31 July 2025	<u>1,440</u>	<u>1,440</u>
Depreciation		
As at 1 August 2024	<u>1,440</u>	<u>1,440</u>
As at 31 July 2025	<u>1,440</u>	<u>1,440</u>
Net book value		
As at 31 July 2025	<u>-</u>	<u>-</u>
As at 31 July 2024	<u>-</u>	<u>-</u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2025

9 Debtors

	2025	2024
	£	£
Trade debtors	1,891	66
Accrued income	34,070	22,977
	<u>35,961</u>	<u>23,043</u>

10 Creditors: amounts falling due within one year

	Note	2025	2024
		£	£
Trade creditors		1,546	2,569
Other creditors		2,074	3,008
Accruals and deferred income		3,105	2,310
Deferred income	11	9,192	-
		<u>15,917</u>	<u>7,887</u>

11 Deferred income

Deferred income relates to project income received in advance of the start of the project and given to be spent over future accounting periods

12 Designated funds

No designated funds in the current financial year

<i>Prior year comparison</i>	<i>Balance b/fwd</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance c/fwd</i>
	£	£	£	£	£
<i>Fixed asset fund</i>	480	-	(480)	-	-
<i>Staffing costs - Programme Director</i>	30,000	-	(30,000)	-	-
<i>Staffing costs - AEB project</i>	15,656	-	(15,656)	-	-
	<u>46,136</u>	<u>-</u>	<u>(46,136)</u>	<u>-</u>	<u>-</u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2025

13 Restricted funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
SCC: Core Service Grant	49,296	47,149	(95,438)	-	1,007
National Lottery Community Fund: RC Yorkshire & Humber Region - More Than A Language	41,899	85,274	(95,890)	-	31,283
Community Learning at Home and Conversation Groups	8,614	750	(6,561)	-	2,803
Asylum, Migration & Integration Fund	10	-	(10)	-	-
Reflective Support Programme	4,000	-	(569)	-	3,431
Asylum Dispersal Grant - SPRING Project	2,140	67,544	(53,471)	-	16,213
	<u>105,959</u>	<u>200,717</u>	<u>(251,939)</u>	<u>-</u>	<u>54,737</u>

SCC: Core Service Grant

Contribution to the core running costs to support SAVTE in its mission to assist people in developing the necessary English Language skills to gain confidence in becoming independent, active citizens involved in their communities.

National Lottery Community Fund: RC Yorkshire & Humber Region - More Than A Language

Funding to help SAVTE learners to overcome barriers, supporting both our 1-1 provision and also our conversation groups to empower active communities to reach their true potential despite of their language or community.

Community Learning at Home and Conversation Groups

Funding from a number of sources to contribute towards the costs of community learning at home programmes and conversation groups.

Asylum, Migration & Integration Fund

The project's overall aim is to improve refugee integration, socially and economically through a specialist hub in Sheffield that provides joined up, holistic support and practical services.

Notes to the Accounts - continued
for the year ended 31 July 2025

13 Restricted funds (continued)

Reflective Support Programme

Funding provided to gather evidence to build the case for more investment in this type of support in the sector.

<i>Prior year comparison</i>	<i>Balance b/fwd £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Balance c/fwd £</i>
<i>Core Service Grant, SCC</i>	-	86,202	(36,906)	-	49,296
<i>National Lottery Community Fund: More Than A Language</i>	44,089	82,596	(84,786)	-	41,899
<i>SCC: Home Based Learning</i>	5,103	41,421	(46,524)	-	-
<i>SCC: Community Covid Recovery Fund</i>	504	-	(504)	-	-
<i>Big Lottery Fund: Goodwork Programme</i>	219	-	(219)	-	-
<i>Community Learning at Home and Conversation Groups</i>	3,647	8,000	(3,033)	-	8,614
<i>Asylum, Migration & Integration Fund</i>	(1,426)	35,455	(34,019)	-	10
<i>Learning Champion</i>	41	-	(41)	-	-
<i>Digital Inclusion for All</i>	59	-	(59)	-	-
<i>Resilience Fund</i>	302	-	(302)	-	-
<i>Charitable work</i>	1,096	-	(1,096)	-	-
<i>Reflective support grant</i>	-	4,000	-	-	4,000
<i>Asylum Dispersal Grant - SPRING Project</i>	-	29,304	(27,164)	-	2,140
	<u>53,634</u>	<u>286,978</u>	<u>(234,653)</u>	<u>-</u>	<u>105,959</u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2025

14 Net assets by fund

	General funds £	Restricted funds £	Total 2025 £	General funds £	Designated funds £	Restricted funds £	Total 2024 £
Tangible fixed assets	-	-	-	-	-	-	-
Net current assets	239,521	54,737	294,258	229,628	-	105,959	335,587
	239,521	54,737	294,258	229,628	-	105,959	335,587

15 Related party transactions

There were no related party transactions, other than those in note 6.

16 Statement of Financial Activities - prior year comparison

		2025			2024			
	Notes	General fund £	Restricted funds £	2025 Total £	General fund £	Designated funds £	Restricted funds £	2024 Total £
Income from:								
Donations	2	4,708	-	4,708	2,660	-	-	2,660
Charitable activities	3	105,867	200,717	306,584	111,780	-	286,978	398,758
Investments - bank interest		5,101	-	5,101	4,441	-	-	4,441
								-
Total income		115,676	200,717	316,393	118,881	-	286,978	405,859
Expenditure on:								
Charitable activities	4	105,783	251,939	357,722	141,136	46,136	234,653	421,925
Total expenditure		105,783	251,939	357,722	141,136	46,136	234,653	421,925
Net income/(expenditure)		9,893	(51,222)	(41,329)	(22,255)	(46,136)	52,325	(16,066)
Transfers	13	-	-	-	-	-	-	-
Net movement in funds		9,893	(51,222)	(41,329)	(22,255)	(46,136)	52,325	(16,066)
Reconciliation of funds:								
Total funds brought forward		229,628	105,959	335,587	251,883	46,136	53,634	351,653
Total funds carried forward		239,521	54,737	294,258	229,628	-	105,959	335,587

SHEFFIELD ASSOCIATION FOR THE VOLUNTARY TEACHING OF ENGLISH

England & Wales - Charity number 1081597

Accounts

Company Number: 03865216
Registered Charity Number: 1081597

**Sheffield Association for the Voluntary Teaching of English
(S.A.V.T.E)**

Annual report and unaudited financial statements

For the year ended 31 July 2024

SAVTE

Sheffield Association for the Voluntary Teaching of English
Creating community through conversation

Sheffield Association for the Voluntary Teaching of English
Contents

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Sheffield Association for the Voluntary Teaching of English
Legal and administrative information
For the year ended 31 July 2024

Working name

SAVTE

Trustees

Sarah Beardsmore	Chair	
Kehinde Obemeata	Treasurer	
Stephanie Burke		appointed 15/01/2024
Clive Davies		
Celine Frohn		appointed 02/04/2024
Daniel Gooch		appointed 11/12/2023
Tabassum Javeed-Aslam		appointed 27/05/2024
Rosemary Telfer		appointed 01/01/2024
Hannah Thornton		appointed 15/01/2024
Amanda Wilson		
Jo Reynolds		resigned 02/04/2024
Deborah Hall		resigned 18/09/2023
Patricia Panella		resigned 11/12/2023
Nina Cardinal		resigned 02/04/2024

Company Secretary

Robert Hindle

Registered Charity Number

1081597

Registered Company Number

03865216

Registered Address

7 Castle Street
Sheffield
S3 8LT

Accountants

Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Sheffield Association for the Voluntary Teaching of English
Trustees' annual report
For the year ended 31 July 2024

The trustees are pleased to present their annual directors' report for the year ended 31 July 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019.

Structure, governance and management

Sheffield Association for the Voluntary teaching of English (SAVTE) is a charitable company limited by guarantee. The company, company number 03865216, charity number, 1081597, was registered as a company on 26 October 1999 and was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. The company was registered as a charity on 17 July 2000.

The organisation's finances and policies are administered by the trustees and implemented by the staff.

The Board is made up of elected members, who are elected at the Association's Annual General Meeting and shall consist of no less than 3 people. The Board meets on a bi-monthly basis. There are three subgroups to the board, Treasurer Group, Marketing and Fundraising Steering Group and HR Group. Day to day project activity is carried out by paid staff and volunteers.

In the event of the company being wound up its members are each required to contribute an amount not exceeding £1.

Objectives and aims

The primary objective of SAVTE is to enhance the education and social well-being of people whose relationships are restricted through language difficulties or some degree of illiteracy, in Sheffield and district, without distinction of race, or of sex, or of political, religious or other opinions, by associating with the local authorities and voluntary organisations in the provision of facilities for the teaching of English. The Association shall be non-party in politics and non-sectarian in religion

The charitable objectives are:

- To further the education of people aged 16 or over ("students") in Sheffield and districts ("the area of benefit") who wish their proficiency in English language and their skills in communication to be improved and who cannot easily take mainstream education;
- To provide tuition in English language, computer and communication skills for students at home or in classes as appropriate;
- To provide the education of students in the area of benefit in all aspects of promotion and preservation of health;
- To recruit volunteer tutors ("tutors") and develop their abilities and teaching techniques by offering them training and support;
- To offer guidance, counselling and support to those students who wish to take advantage of educational and employment opportunities.

Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2024

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

SAVTE's activities this year continue to meet the aim of promoting the education, wellbeing, progression and integration of all our participants, particularly those who face additional barriers and cannot access mainstream English learning provision. SAVTE aims to help develop learners' competence in everyday English language skills in order to become more active and empowered citizens in their communities. SAVTE aims to recruit more volunteers from within the communities it serves to provide progression opportunities and help build community resilience. SAVTE works in partnership with local community organisations, to enhance local provision by providing specialist English support services which local organisations are unable to provide.

Summary of activities

SAVTE's main activities are:

1. Recruiting and training volunteers to support English language learning for speakers of other languages.
2. Assisting volunteers in supporting learners who are unable to access mainstream education provision. The volunteers support learners to develop everyday language skills in a range of settings. These are in the home or via the internet on a one-to-one basis, or in small informal groups either online or in the community.
3. Facilitating community based activities that support community development and community cohesion through working in partnership with local organisations. This aims to widen the opportunities for beneficiaries to learn and practise English as well as meet other people and connect with local organisations and services. Through this participation, learners develop skills and confidence and progress onto new activities or volunteering.
4. Delivering English learning activities at the Sanctuary Hub as a partner of the Sheffield Project for Refugee Integration and Growth (SPRING).
5. Delivering an ESOL learning programme as part of Sheffield City Council's subcontracted offer, intended to develop skills for further learning, volunteering and employment.
6. Delivering an Office Volunteer Development Programme which provides training and work experience to those new to working in the UK and who experience additional barriers.
7. Developing and sharing ESOL resources that support living in Sheffield. Maintaining open access to an ESOL resource and learning centre.
8. Delivering English for orientation to new arrivals in Sheffield.
9. Developing a Community Volunteer Development Programme to provide opportunities to gain employability skills and experience.

The beneficiaries are adults from Global Majority communities; a significant number are refugees and asylum seekers. They face a range of different barriers to accessing mainstream education provision, e.g. they may be full time carers, have a disability, live with a health condition, have no experience of formal education or lack the confidence and self-esteem needed to attend mainstream ESOL provision.

Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2024

Summary of activities (continued)

Through providing opportunities to learn English, SAVTE aims to reduce the isolation of the most excluded members of the Sheffield community. It encourages their participation in local activities to break down barriers and generate relationships of mutual exchange through learning.

The Trustees continually review service provision to ensure that it responds to need and provides maximum benefit to learners.

Summary of main achievements during the period

SAVTE's overarching strategy has been to build capacity and capability that responds to need and demand for informal, bespoke English Language Support in Sheffield. Capacity has been achieved through implementing efficiencies in practices including the development and utilisation of a new Salesforce database and our volunteer-led delivery model. As stated in the previous report, changes in the economic and political environment locally, nationally and internationally have meant that a comprehensive review of strategy is imperative to ensure that SAVTE is able to continue to meet the needs of its beneficiaries.

The past year has seen a number of significant developments. A new CEO came into post in January 2024, and has initiated a strategic review of the organisation, enabling SAVTE to continue to respond effectively to the needs of people in the city, particularly those facing significant barriers, not only in English language development but in facilitating individual and community integration and empowerment. The management team has continued to provide essential leadership capacity and supports the CEO in the development of new work.

Our key measure for increased capacity is based on the number of volunteers we recruit, train, support and retain – without volunteers we are unable to meet the demand for our provision. This fairly simple strategy has helped steer our path throughout our history. Our clear mission and strong values have attracted a highly motivated, skilled and innovative staff team, resulting in SAVTE's excellent reputation for quality and innovation. The strategic review we are undertaking will ensure that our approach continues to meet need into the future.

Our ethos is one of continuous improvement. Our Quality Lead ensures that all our delivery meets both contractual requirements and our own internal standards. Our database Amal ensures accurate monitoring and reporting. We have also developed and integrated the new Office Volunteer Programme providing supported volunteer work experience placements to up to 5 volunteers at a time in the SAVTE office. We have continued to deliver Digital Inclusion Support, including the provision of data and devices to participants and volunteers. However, this year we have seen almost a complete return to in person activities, as a result of learner preferences. We designed and delivered 3 new ESOL courses aimed at Entry Level 2-3 learners as part of our Adult Education Budget (now Adult Skills Fund) contract and created a new Ready For Work course in response to identified demand. This year's first delivery has been very successful, and we have secured funding to continue this delivery in 24-25.

Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2024

Summary of main achievements during the period (continued)

We continue to be an active member of the SPRING Partnership, and are working with our partners in consultation with Sheffield City Centre with the aim of securing longer term funding to maintain this work as a core provision for refugees. SAVTE's offer within the partnership includes provision of conversation groups and formal classes at the City of Sanctuary Sheffield, conversation groups for new arrivals in two hotels, new provision at ISRAAC and now weekly attendance at the Victoria Hall Drop In. SAVTE provides essential signposting to ESOL provision to SPRING beneficiaries.

New investments this year

Following the challenging previous year, 23-24 has been a year of consolidation. The arrival of the new CEO in January and change of Direction from Co-Chair to Chair in April has facilitated the strategic review identified in the previous report as a priority. Careful budget planning and scrutiny, allied to some positive funding outcomes, including an uplift of our SCC Core Grant allocation (confirmed until 2028), a successful ASF tender and some positive grant applications (Garfield Weston, SYCF, JG Graves, Reflective Support Grants), has seen a significant improvement in our financial situation. A number of staff departures will be realised in the first half of 24-25, and our budgetary position will enable us to recruit replacements where required, in line with our strategic purposes.

Challenges over the last year and going forward

The challenges outlined in last year's report remain. As indicated above, we have been able to manage the most significant financial impacts; but the impact on staff wellbeing has remained a challenge. Economic uncertainty, the need to change in response to changing demands and the instability resulting from staff changes have all contributed to this. Our strategic review will ensure that our people - learners, volunteers and staff - remain at the centre of what we do and how we do it. This process will enable us to establish a 5-year business plan which will clearly communicate our direction of travel, supporting our economic stability, maximising our effectiveness and providing clarity and security for staff.

We have continued to see a significant reduction in the number of volunteer applications; but a range of developments, including broadening our delivery model and the range of volunteer roles, will seek to mitigate the impact of this and ensure we can continue to support our target audiences in learning and integration.

What this has meant for SAVTE in 2023-24 and going forward:

- EU funding ended (Dec 2023 / March 2024)
- SPRING funding reduced (funding for 2024 provided by SCC; awaiting confirmation of funding for 2025 imminently)
- Staff wellbeing impacted as a result of economic environment, work pressures, staff changes
- Referrals of learners with complex needs, because there is a lack of appropriate statutory provision, allied to variable awareness of SAVTE's expertise / capacity
- Rising costs – salaries, overheads, additional rents due to closure of CoSS hub for refurbishment
- No indication nationally of any funding that will replace the EU Refugee integration Funding, and a review of Gateway Funding may mean that much of SAVTE's person centred 1:1 support will need to be resourced through other means.

**Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2024**

Summary of main achievements during the period (continued)

- The demands of our Adult Skills Fund contract distract some of the team away from core activities. Given the current funding climate, we have no alternative other than to continue to deliver this contract; but our review is providing an opportunity to evaluate the impact of this work and consider alternative strategies.

Facts and Figures for SAVTE 2023 to 2024

Participants

63 people received one to one support
65 people accessed online groups
1217 people accessed conversation groups in the community
59 people from the 1:1 programme reported improved confidence
73 people from the 1:1 programme reported increased activity in their local community

Volunteers

46 new volunteers were trained to provide 1:1 Support
23 new volunteers trained to provide conversation groups
6 volunteers supported online conversation groups
49 volunteers provided conversation groups in the community
6 office volunteers supported

Community Activity

23 F2F conversation groups supported

Digital Inclusion

5 volunteers providing online conversation groups
Digital device library, enabling participants to access IT equipment and data packages
6 online learning groups supported 65 participants

**Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2024**

Summary of main achievements during the period (continued)

New Arrivals

284 new arrivals received English language support in hotels
--

Programme Support

416 telephone/email enquiries received and responded to
232 SPRING referrals processed
137 referrals from partner agencies
151 volunteer applications

Progression

30 1:1 participants progressed into group learning
85% of participants of volunteer training progressed into volunteering
165 ESOL class learners signposted to other provision
43 ESOL class learners into further education
15 ESOL class learners into volunteering
14 ESOL class learners into employment

Examples of Progressions throughout the year

1 started volunteering with SAVTE as an office volunteer
1 started volunteering in a finance capacity at City of Sanctuary in Sector Routeways Hospitality
1 started volunteering with bicycle repair shop
1 started employment (full time work in Cyber security)

Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2024

Future plans

Supporting our participants to progress and reach their potential is at the heart of everything we do. We take a community development approach to this aim, working in communities with partners to ensure that participants' progression is centred on personal and community action and empowerment. Our strategic review and the resulting business plan will ensure our resilience, implementing a clearer vision and mission through achievable objectives which respond to the identified needs and priorities of our beneficiaries.

Financial Review

Income for the year amounted to £405,859 (2023: £362,228) of which £286,978 (2023: £214,268) was for restricted purposes.

Expenditure was £421,925 (2023: £359,410) with £234,653 (2023: £276,837) spent out of the restricted funds.

Reserves policy

We will hold reserves to a value of between three and six months of budgeted expenditure.

For 2024/25 our monthly budgeted expenditure is around £33,900 so the target for reserves is to fall between £101,700 and £203,400. Our general reserves currently stand at £229,628, after allowing redundancy and closure costs of £26,460 the trustees consider that £203,168 is a good level of reserves.

As at 31 July 2024 free reserves, calculated as the general fund balance, excluding the accounting value of tangible assets, totalled £229,628 (2023: £251,883).

The Reserves Policy was last reviewed on 25 November 2024

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

**Sheffield Association for the Voluntary Teaching of English
Trustees' annual report - continued
For the year ended 31 July 2024**

Trustees' responsibilities in relation to the financial statements (continued)

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The trustees declare that they have approved the trustees' report (including directors' report) above on

20/12/2024

Signed on behalf of the charity's trustees:



Name: SARAH BEARDSMORE

Independent examiner's report to the directors of Sheffield Association for the Voluntary Teaching of English ('the Company')

I report to the charity directors on my examination of the accounts of the Company for the year ended 31 July 2024.

Responsibilities and basis of report

As the directors of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to organisations preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Signed: ^{13/01/2025}

Susan Cochrane, FCA, DChA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Date: S Cochrane

Sheffield Association for the Voluntary Teaching of English

Statement of financial activities (incorporating the income and expenditure account)
for the year ended 31 July 2024

	Notes	General fund £	Designated funds £	Restricted funds £	2024 Total £	2023 Total £
Income from:						
Donations and legacies	2	2,660	-	-	2,660	1,055
Charitable activities	3	111,780	-	286,978	398,758	359,917
Investments - bank interest		4,441	-	-	4,441	1,256
Total income		118,881	-	286,978	405,859	362,228
Expenditure on:						
Charitable activities	4	141,136	46,136	234,653	421,925	359,410
Total expenditure		141,136	46,136	234,653	421,925	359,410
Net income/(expenditure)		(22,255)	(46,136)	52,325	(16,066)	2,818
Transfers	12	-	-	-	-	-
Net movement in funds		(22,255)	(46,136)	52,325	(16,066)	2,818
Reconciliation of funds:						
Total funds brought forward		251,883	46,136	53,634	351,653	348,835
Total funds carried forward		229,628	-	105,959	335,587	351,653

The statement of financial activities includes all gains and losses recognised in the year. All of the charitable company's operations are classed as continuing.

The prior year Statement of Financial Activities by fund is provided in note 15.

Sheffield Association for the Voluntary Teaching of English

Balance Sheet

As at 31 July 2024

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets	8	-	480
Total fixed assets		<u>-</u>	<u>480</u>
Current assets			
Debtors	9	23,043	90,597
Cash at bank and in hand		<u>320,431</u>	<u>264,952</u>
Total current assets		<u>343,474</u>	<u>355,549</u>
Creditors: amounts falling due within one year	10	(7,887)	(4,376)
Net current assets		<u>335,587</u>	<u>351,173</u>
Total assets less current liabilities		335,587	351,653
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>335,587</u></u>	<u><u>351,653</u></u>
Represented By			
FUNDS			
General funds		229,628	251,883
Designated funds	11	-	46,136
Total unrestricted funds		<u>229,628</u>	<u>298,019</u>
Restricted funds	12	<u>105,959</u>	<u>53,634</u>
Total charity funds	13	<u><u>335,587</u></u>	<u><u>351,653</u></u>


For the year ending 31 July 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

The accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the board on 20/12/2024 and signed on its behalf by:

Print name:  SARAH BEARDSMORE
Trustee CHAIR

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts for the year ended 31 July 2024

1 Accounting Policies

(a) Basis of preparation

Sheffield Association for the Voluntary Teaching of English is a charitable company in the United Kingdom limited by guarantee. In the event that the charity is wound up the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the company information on page 1 of these financial

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have taken advantage of the exemption not to prepare a Statement of Cashflows.

The charity meets the definition of a public benefit entity as defined under FRS102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

(b) Income

Income is recognised in the SOFA when the charity has entitlement to the funds, any performance conditions attached to the monies have been met, the receipt of the income is probable and its amount can be reliably measured.

Income from government and other grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Contract income is included in the year in which the service took place.

(c) Expenditure and liabilities

Expenditure is recognised where there is a legal or constructive obligation to pay a third party, it is probable that settlement will be required and the amount of the obligation can be reliably measured. All expenditure is reported gross of irrecoverable VAT.

(d) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible assets at the following annual rates calculated to write off the cost less estimated residual value, on a straight line basis over their useful economic lives:

Computer equipment	3 years
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Items of equipment are capitalised where their purchase price exceeds £1,000.

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(f) Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

**Notes to the Accounts - continued
for the year ended 31 July 2024**

1 Accounting Policies - continued

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Defined contribution pension scheme

The charity contributes to a defined contribution pension scheme for the benefit of the employees. The pension costs charged against net incoming resources are the contributions payable to the scheme in respect of the accounting period in accordance with FRS102.

(i) Operating lease rentals

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

(j) Taxation

As a charity, the organisation is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

(k) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are either donations which the donor has specified are to be solely used for particular areas of the charity's work or grant income sought for specified activities.

(l) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2024

2 Income from donations

	General Fund £	Designated Funds £	Restricted Funds £	2024 Total £	2023 Total £
Donations	2,660	-	-	2,660	1,055
	<u>2,660</u>	<u>-</u>	<u>-</u>	<u>2,660</u>	<u>1,055</u>
Prior year fund comparative	<u>1,055</u>	<u>-</u>	<u>-</u>		<u>1,055</u>

3 Income from charitable activities

Project/ funder	General Fund £	Designated Funds £	Restricted Funds £	2024 Total £	2023 Total £
Core Service Grant, Sheffield City Council (SCC)	-	-	86,202	86,202	41,407
Kings coronation, SCC	-	-	-	-	449
National Lottery Community Fund	-	-	82,596	82,596	64,065
Asylum, Migration and Integration Fund	13,822	-	35,455	49,277	98,523
AEB, SCC	68,170	-	-	68,170	65,622
Medical students placement	2,748	-	-	2,748	1,800
Conversation groups	1,700	-	-	1,700	7,920
Home Based Learning	4,473	-	41,421	45,894	45,556
Tinsley Community Fund	-	-	-	-	840
The Talbot Trust	-	-	-	-	2,500
Resilience Fund, Charities Aid Foundation	-	-	-	-	31,235
Garfield Weston Foundation	20,000	-	-	20,000	-
South Yorkshire Community Fund	-	-	5,000	5,000	-
J G Graves Charitable Trust	-	-	3,000	3,000	-
Voluntary Action Sheffield	-	-	4,000	4,000	-
Asylum Dispersal Grant SPRING Project	-	-	29,304	29,304	-
Other	867	-	-	867	-
	<u>111,780</u>	<u>-</u>	<u>286,978</u>	<u>398,758</u>	<u>359,917</u>
Prior year fund comparative	<u>145,649</u>	<u>-</u>	<u>214,268</u>		<u>359,917</u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2024

4 Expenditure on charitable activities

	Notes	General Fund £	Designated Funds £	Restricted Funds £	2024 Total £	2023 Total £
Direct costs						
Staff costs	5	104,556	45,656	223,858	374,070	299,640
Staff expenses		544	-	-	544	459
Staff recruitment		-	-	-	-	1,342
Rent, services and utilities		7,634	-	3,463	11,097	11,753
Room hire		3,038	-	3,061	6,099	2,757
Teaching resources		546	-	790	1,336	1,595
Membership and subscriptions		3,308	-	504	3,812	694
Equipment		1,752	-	122	1,874	5,614
Learner support and expenses		460	-	53	513	653
Insurance		1,075	-	-	1,075	851
Telephone, computer and internet costs		2,612	-	306	2,918	1,952
Printing, postage and stationary		1,475	-	3	1,478	830
Office costs		1,572	-	515	2,087	2,637
Professional fees		4,999	-	679	5,678	14,144
Training		1,438	-	80	1,518	4,086
Volunteer expenses		2,650	-	-	2,650	3,162
Bookkeeping and accountancy		-	-	-	-	1,401
Payroll fees		1,616	-	-	1,616	1,480
Overhead recharges		-	-	420	420	1,554
AGM costs		-	-	752	752	744
Bank charges		-	-	48	48	427
Depreciation		-	480	-	480	480
Independent examination fee	7	1,860	-	-	1,860	1,155
		<u>141,136</u>	<u>46,136</u>	<u>234,653</u>	<u>421,925</u>	<u>359,410</u>
Prior year fund comparative		<u>82,573</u>	<u>-</u>	<u>276,837</u>		<u>359,410</u>

Notes to the Accounts - continued
for the year ended 31 July 2024

5 Staff costs

	2024	2023
	£	£
Salaries	341,755	275,797
Employer's National Insurance contributions	28,543	21,725
Employer's allowance	(5,000)	(5,000)
Employer's pension contributions	8,772	7,118
	<u>374,070</u>	<u>299,640</u>

The average number of employees during the period was 15 (2023: 14). No employee received emoluments of more than £60,000 in either year.

6 Trustees and Key management personnel remuneration, benefits and expenses

The trustees were not paid or received any other benefits from employment with the charity in the year (2023: £nil). No trustees were reimbursed expenses during the year (2023: £nil). No trustees received payment for professional or other services supplied to the charity (2023: £nil).

The key management personnel of the charity, comprise the trustees, and the management team. The total employee benefits of the key management personnel of the charity were £45,245.

7 Independent examination fees

	2024	2023
	£	£
Independent examination fee (including accountancy)	<u>1,860</u>	<u>1,155</u>

8 Tangible fixed assets

	Fixtures and Fittings £	Total £
Cost		
As at 1 August 2023	<u>1,440</u>	<u>1,440</u>
As at 31 July 2024	<u>1,440</u>	<u>1,440</u>
Depreciation		
As at 1 August 2023	960	960
Charge this period	<u>480</u>	<u>480</u>
As at 31 July 2024	<u>1,440</u>	<u>1,440</u>
Net book value		
As at 31 July 2024	<u>-</u>	<u>-</u>
As at 31 July 2023	<u>480</u>	<u>480</u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2024

9 Debtors

	2024	2023
	£	£
Trade debtors	66	23,151
Accrued income	22,977	67,446
	<u>23,043</u>	<u>90,597</u>

10 Creditors: amounts falling due within one year

	2024	2023
	£	£
Trade creditors	2,569	1,563
Other creditors	3,008	1,658
Accruals	2,310	1,155
	<u>7,887</u>	<u>4,376</u>

11 Designated funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Fixed asset fund	480	-	(480)	-	-
Staffing costs - Programme Director	30,000	-	(30,000)	-	-
Staffing costs - AEB project	15,656	-	(15,656)	-	-
	<u>46,136</u>	<u>-</u>	<u>(46,136)</u>	<u>-</u>	<u>-</u>

Fixed asset fund

The fixed asset fund relates to an asset purchased with funds from The Mears Foundation and Towns Trust which is being depreciated over its useful economic life.

Staffing costs - Programme Director

Funds designated by the trustees to fund the Programme Director role for a further 12 months.

Staffing costs - AEB project

Funds designated by the trustees to fund salaries under the AEB contract.

<i>Prior year comparison</i>	<i>Balance b/fwd £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Balance c/fwd £</i>
<i>Fixed asset fund</i>	<i>960</i>	<i>-</i>	<i>(480)</i>	<i>-</i>	<i>480</i>
<i>Staffing costs - Programme Director</i>	<i>30,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>30,000</i>
<i>Staffing costs - AEB project</i>	<i>15,656</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>15,656</i>
	<u><i>46,616</i></u>	<u><i>-</i></u>	<u><i>(480)</i></u>	<u><i>-</i></u>	<u><i>46,136</i></u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2024

12 Restricted funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
SCC: Core Service Grant	-	86,202	(36,906)	-	49,296
National Lottery Community Fund: More Than A Language	44,089	82,596	(84,786)	-	41,899
SCC: Home Based Learning	5,103	41,421	(46,524)	-	-
SCC: Community Covid Recovery Fund	504	-	(504)	-	-
Big Lottery Fund: Goodwork Programme	219	-	(219)	-	-
Community Learning at Home and Conversation Groups	3,647	8,000	(3,033)	-	8,614
Asylum, Migration & Integration Fund	(1,426)	35,455	(34,019)	-	10
Learning Champion	41	-	(41)	-	-
Digital Inclusion for All	59	-	(59)	-	-
Resilience Fund	302	-	(302)	-	-
Charitable work	1,096	-	(1,096)	-	-
Reflective Support Programme	-	4,000	-	-	4,000
Asylum Dispersal Grant - SPRING Project	-	29,304	(27,164)	-	2,140
	53,634	286,978	(234,653)	-	105,959

SCC: Core Service Grant

Contribution to the core running costs to support SAVTE in its mission to assist people in developing the necessary English Language skills to gain confidence in becoming independent, active citizens involved in their communities.

National Lottery Community Fund: More Than A Language

Funding to help SAVTE learners to overcome barriers, supporting both our 1-1 provision and also our conversation groups to empower active communities to reach their true potential despite of their language or community.

SCC: Home Based Learning

To provide ESOL sessions for refugees in Sheffield. Used to fund staff salaries and other running costs such as volunteer expenses and room hire.

SCC: Community Covid Recovery Fund

To increase volunteer/ link support capacity in response to Covid related needs. It mainly funded staff salaries and core costs of the organisation such as IT equipment.

Big Lottery Fund: Goodwork Programme

To support learners to develop skills in order to help them find employment.

Community Learning at Home and Conversation Groups

Funding from a number of sources to contribute towards the costs of community learning at home programmes and conversation groups.

Asylum, Migration & Integration Fund

The project's overall aim is to improve refugee integration, socially and economically through a specialist hub in Sheffield that provides joined up, holistic support and practical services.

Learning Champion

To provide support to ensure learners have clear progression routes to meet their aspirations.

Digital Inclusion for All

To fund IT equipment and resources for SAVTE learners.

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2024

12 Restricted funds (continued)

Resilience Fund

The fund was to support organisations hit by the Covid 19 pandemic to overcome the barriers and become more resilient.

Charitable work

Funding from The Talbot Trust to support charitable work for Sheffield residents.

Reflective Support Programme

Funding provided to gather evidence to build the case for more investment in this type of support in the sector.

<i>Prior year comparison</i>	<i>Balance b/fwd</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance c/fwd</i>
	£	£	£	£	£
Core Service Grant, SCC	(15,325)	-	-	15,325	-
National Lottery Community Fund: More Than A Language	449	64,065	(20,425)	-	44,089
SCC: Home Based Learning	7,079	38,026	(40,002)	-	5,103
SCC: Community Covid Recovery Fund	27,586	-	(27,082)	-	504
Big Lottery Fund: Goodwork Programme	219	-	-	-	219
Community Learning at Home and Conversation Groups	5,152	1,289	(2,795)	-	3,646
Digital Inclusion Project, Big Lottery	2,265	-	(2,264)	-	1
Asylum, Migration & Integration Fund	(255)	77,153	(78,324)	-	(1,426)
Learning Champion	1,775	-	(1,734)	-	41
Digital Inclusion for All	2,314	-	(2,255)	-	59
Resilience Fund	68,784	31,235	(99,717)	-	302
The Talbot Trust	-	2,500	(1,404)	-	1,096
New arrivals and community development	835	-	(835)	-	-
	<u>100,878</u>	<u>214,268</u>	<u>(276,837)</u>	<u>15,325</u>	<u>53,634</u>

Sheffield Association for the Voluntary Teaching of English

Notes to the Accounts - continued
for the year ended 31 July 2024

13 Net assets by fund

	General funds £	Designated funds £	Restricted funds £	Total 2024 £	General funds £	Designated funds £	Restricted funds £	Total 2023 £
Tangible fixed assets	-	-	-	-	-	480	-	480
Net current assets	229,628	-	105,959	335,587	251,883	45,656	53,634	351,173
	<u>229,628</u>	<u>-</u>	<u>105,959</u>	<u>335,587</u>	<u>251,883</u>	<u>46,136</u>	<u>53,634</u>	<u>351,653</u>

14 Related party transactions

There were no related party transactions, other than those in note 6.

15 Statement of Financial Activities - prior year comparison

	Notes	2024				2023			
		General fund £	Designated funds £	Restricted funds £	2024 Total £	General fund £	Designated funds £	Restricted funds £	2023 Total £
Income from:									
Donations	2	2,660	-	-	2,660	1,055	-	-	1,055
Charitable activities	3	111,780	-	286,978	398,758	145,649	-	214,268	359,917
Investments - bank interest		4,441	-	-	4,441	1,256	-	-	1,256
									-
Total income		<u>118,881</u>	<u>-</u>	<u>286,978</u>	<u>405,859</u>	<u>147,960</u>	<u>-</u>	<u>214,268</u>	<u>362,228</u>
Expenditure on:									
Charitable activities	4	141,136	46,136	234,653	421,925	82,093	480	276,837	359,410
Total expenditure		<u>141,136</u>	<u>46,136</u>	<u>234,653</u>	<u>421,925</u>	<u>82,093</u>	<u>480</u>	<u>276,837</u>	<u>359,410</u>
Net income/(expenditure)		<u>(22,255)</u>	<u>(46,136)</u>	<u>52,325</u>	<u>(16,066)</u>	<u>65,867</u>	<u>(480)</u>	<u>(62,569)</u>	<u>2,818</u>
Transfers	12	-	-	-	-	(15,325)	-	15,325	-
Net movement in funds		<u>(22,255)</u>	<u>(46,136)</u>	<u>52,325</u>	<u>(16,066)</u>	<u>50,542</u>	<u>(480)</u>	<u>(47,244)</u>	<u>2,818</u>
Reconciliation of funds:									
Total funds brought forward		251,883	46,136	53,634	351,653	201,341	46,616	100,878	348,835
Total funds carried forward		<u>229,628</u>	<u>-</u>	<u>105,959</u>	<u>335,587</u>	<u>251,883</u>	<u>46,136</u>	<u>53,634</u>	<u>351,653</u>

SHEFFIELD ASSOCIATION FOR THE VOLUNTARY TEACHING OF ENGLISH

England & Wales - Charity number 1081597

Accounts

**Sheffield Association for the Voluntary Teaching of English
(S.A.V.T.E)
(A company limited by guarantee)**

**Financial Statements for the year
ended 31 July 2023**

Charity number: 1081597

Company number: 03865216



The Spectrum, Coke Hill, Rotherham, S60 2HX
Tel: 01709 829821 Fax: 01709 829822
Email: admin@varotherham.org.uk Web: www.varotherham.org.uk

Sheffield Association for the Voluntary Teaching of English
Contents of the financial statements

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**Sheffield Association for the Voluntary Teaching of English
Legal and Administrative details**

Also known as	S.A.V.T.E	
Charity number	1081597	
Company Number	3865216	
Directors (Trustees):	Joanna Reynolds, Co-chair Sylvia Ashton, Co-chair resigned 12 Dec 2022 Deborah Hall, Co-chair appointed 12 Dec 2022 Kehinde Tinuade Obemeata, Treasurer from May 2023 Sarah Beardsmore, Treasurer to May 2023 Patricia Panella Nina Cardinal, appointed 1 Sep 2022 Amanda Wilson, appointed 12 Dec 2022 Clive Joseph Davies, appointed 30 Jan 2023 Fanda Alazani, resigned 12 Dec 2022 James Dimond, resigned 12 Dec 2022 Khaldoon Almuthhaqi, resigned 12 Dec 2022 Usha Blackham, resigned 12 Dec 2022	
Company Secretary	Stella Burton	
Registered office	7 Castle Green Sheffield S3 8LX	
Bankers	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB	The Charity Bank Ltd Fosse House 182 High Street Tonbridge TN9 1BE
Independent examiner	Simon Brook FCCA Voluntary Action Rotherham Community Accountancy The Spectrum Coke Hill Rotherham S60 2HX	

**Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report)
for the period ending 31 July 2023**

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and financial statements for the 12-month period ending 31st July 2023.

Structure, governance and management

Sheffield Association for the Voluntary Teaching of English (Company number 3865216) was incorporated on 26 October 1999 and its Memorandum and Articles of Association govern it. Its legal status is that of a company limited by guarantee. It has no share capital and the liability of each member in the event of winding-up is limited to £1. It became a registered charity on 17 July 2000 (Charity number 1081597).

The Board is made up of elected members, who are elected at the Association's Annual General Meeting. The Board meets on a bi-monthly basis. There are three subgroups to the board, Treasurer Group, Marketing and Fundraising Steering Group and HR Group. Day to day project activity is carried out by paid staff and volunteers.

Charitable objects

The objects of the charity are to advance the education and social well-being of people whose relationships are restricted through language difficulties or some degree of illiteracy, in Sheffield and district, without distinction of race, or of sex, or of political, religious or other opinions, by associating with the local authorities and voluntary organisations in the provision of facilities for the teaching of English. The Association shall be non-party in politics and non-sectarian in religion.

Public benefit statement

The Trustees of Sheffield Association for the Voluntary Teaching of English (SAVTE) take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance of the Charity Commission.

SAVTE's activities this year continue to meet the aim of promoting the education, wellbeing, progression and integration of all our participants, particularly those who face additional barriers and cannot access mainstream English learning provision. SAVTE aims to help develop learners' competence in everyday English language skills in order to become more active and empowered citizens in their communities. SAVTE aims to recruit more volunteers from within the communities to provide progression opportunities and help build community resilience. SAVTE works in partnership with local community organisations, to enhance local provision by providing specialist English support services which local organisations are unable to provide.

SAVTE's main activities are:

1. Recruit and train volunteers to support English language learning for speakers of other languages.
2. Support volunteers to support learners who are unable to access mainstream education provision. The volunteers support learners to develop everyday language skills in a range of settings. These are in the home or via the internet on a one-to-one basis, or in small informal groups either online or in the community. As a result of service adaptations during the pandemic, we are able to continue to offer hybrid learning opportunities to suit individual needs.

**Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2023**

Public benefit statement continued

3. Developing community based activities that support community development and community cohesion through working in partnership with local organisations. This aims to widen the opportunities to learn and practice English as well as meet other people and connect with local organisations and services. Through this participation, learners develop skills and confidence and progress onto new activities or volunteering.
4. Delivering English learning activities at the Sanctuary Hub as a partner of the Sheffield Project for Refugee Integration and Growth (SPRING).
5. Delivering Office Volunteer Development Programme which provides training and work experience to those new to working in the UK and who experience additional barriers.
6. Developing and sharing ESOL resources that support living in Sheffield. Maintaining an open access to an ESOL resource and learning centre.
7. Delivering an integrated Digital Inclusion Programme that enables learners to take the first steps into the digital world to access online services.
8. Delivering English for orientation to new arrivals in Sheffield.
9. Developing a Community Volunteer Development Programme to provide opportunities to gain employability skills and experience.

The beneficiaries are adults from Global Majority communities, including a significant number are refugees and asylum seekers. They face a range of different barriers to accessing mainstream education provision, e.g. they may be full time carers, have a disability, live with a health condition, have no experience of formal education or lack the confidence and self-esteem needed to attend mainstream ESOL provision.

Through providing opportunities to learn English, SAVTE aims to reduce the isolation of the most excluded members of the Sheffield community. It encourages their participation in local activities to break down barriers and generate relationships of mutual exchange through learning.

The Trustees continually review service provision, to ensure that it responds to need and provides maximum benefit to learners.

Review of activities and achievements

SAVTE, over the last 6 years has undergone significant transformation. Our overarching strategy has been to build capacity and capability that responds to need and demand for informal, bespoke English Language Support in Sheffield. Capacity has been achieved through implementing efficiencies in practices including the development of a new Salesforce database, affectionately called Amal by the staff team. Last year we had considerable success in securing new grant funding – which has enabled us to return to pre-lockdown staffing levels as well as invest in the creation of a strong senior management team which provides essential programme support capacity and supports the CEO to develop strategic business activities.

**Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2023**

Review of Activities and Achievements continued

Our key measure for increased capacity is based on the number of volunteers we recruit, train, support and retain – without volunteers we are unable to meet the demand for our provision. This fairly simple strategy, has helped steer our path throughout the pandemic years. SAVTE grew during the pandemic, developed new provision and consolidated our community development approach. We have a clear mission with strong values which has attracted a highly motivated skilled and innovative staff team, resulting in SAVTE’s excellent reputation for quality and innovation.

Our ethos is continuous improvement, and this year we have focused on implementing robust evaluation processes and have maintained the Quality Manager’s post, whose role it is to manage all classroom delivery and ensure that all our delivery meets contractual standards. Our new database Amal, is now fully up and running, and ensures accurate monitoring and reporting. We have also developed and integrated the new Office Volunteer Programme proving supported volunteer work experience placements to up to 5 volunteers at a time in the SAVTE office. We have continued to deliver Digital Inclusion Support, including the provision of data and devices to participants and volunteers, however, this year we have seen almost a complete return to in person activities, as a result of learner preferences. We designed and delivered 3 new ESOL courses aimed at Entry Level 2-3 learners as part of our Adult Education Budget contract and are planning an employability course next year as a result of identified demand.

We provided volunteer training for two community organisations so that they could provide in house volunteer led English learning and to help add capacity in the city. We continue to be an active member of the SPRING Partnership, and have increased dedicated resources for city centre provision, which includes the creation of a city centre lead, to develop provision that meets demand. This includes provision of conversation groups and formal classes at the City of Sanctuary Sheffield, conversation groups for new arrivals in two hotels, new provision at ISRAAC and now weekly attendance at the Victoria Hall Drop In. SAVTE provides essential signposting to ESOL provision to SPRING beneficiaries.

New investments this year:

We have invested in the creation of a Senior Management Team, to provide much needed support to the CEO. This comprises:

- An Office Manager to lead on reviewing and updating all our policies and procedures, HR processes and financial management systems.
- A Marketing and Fundraising Manager to lead on our Marketing strategy including a full rebrand, funding bid submissions and to support the CEO and Operations Director with new programmes that diversify income streams.

Challenges over the last year and going forward:

We continue to face challenges as a result of the ongoing effects of the pandemic, economic downturn and therefore competition for grant funding and the ongoing challenges in the wider provision of public services. All of this places additional pressure on the voluntary sector. In addition, and this is a national experience, there has been a significant reduction in the number of volunteer applications.

**Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2023**

Review of Activities and Achievements continued

What this has meant for SAVTE this year and will continue into the year ahead:

- Ongoing funding challenges as we see some of our core funding streams come to an end and a lack of certainty around the future of other funding streams.
- Rising costs of overheads and staff salaries.
- Increasing complexity needs of the learners that we are supporting.

Given all these challenges, we are exploring new avenues of provision and funding to ensure SAVTE can continue to meet its charitable aims.

Facts and Figures for SAVTE 2022 to 2023

Participants:

- 69 people received one to one support
- 99 people accessed online groups
- 765 people accessed conversation groups in the community
- 67 1:1 people reported improved confidence and increased activity in their local community

Volunteers:

- 54 new volunteers were trained to provide 1:1 Support
- 30 new volunteers trained to provide conversation groups
- 10 volunteers supported online conversation groups
- 37 volunteers provided conversation groups in the community.
- 6 office volunteers supported
- 3 office volunteers securing employment

Community Activity

- 13 volunteers from other organisations trained
- 21 conversation groups supported

Digital Inclusion

- 10 volunteers providing online conversation groups
- 1 Digital device library, enabling participants to access IT equipment and data packages
- 7 online learning groups supported 99 participants

New Arrivals

- 180 new arrivals received English language support in hotels

Programme Support

- 400 telephone/email enquiries received and responded to
- 232 SPRING Referrals processed
- 135 Referrals from partner agencies
- 151 Volunteer applications

Progression

- 12 1:1 participants progressed into group learning
- 180 hotel residents signposted to college or other provision including SAVTE classes
- 6 participants progressed into volunteering
- 9 ESOL class learners progressed to Sheffield College
- 567 Learners signposted to other provision

Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2023

Future Plans

Over the last two years we have consolidated our community development approach whereby supporting our participants to progress and reach their potential is at the heart of everything we do. Going forward we are confident that our operations are fit for purpose and fully measurable and in the short term we will sustain these whilst we turn our attention to our longer term resilience strategy.

This will include launching our new name and brand “convo”, this update to our name and image will represent what we do more accurately. Our marketing strategy primary aim is to help us become more widely known, and thereby reaching our stakeholders whether they are learners, volunteers, partners or potential funders.

We are actively exploring new partnerships with other public sector providers to broaden our provision. We are also considering opportunities outside of Sheffield, both regionally and at a national level.

In the next year we will also mark our 50th year. This will provide opportunities to reflect on the stories of those who have volunteered and learnt with us and celebrate the impact that SAVTE has had on communities across Sheffield. It will also be a vital part of establishing our longer term resilience. We are extremely grateful for the ongoing support of Sheffield Council, the National Lottery Community Fund and to all our volunteers for their time, commitment and enthusiasm to enable us to continue to provide such an essential service for many ESOL learners in the city of Sheffield.

Reserves Policy

We plan to hold reserves to a value of between 3 and 6 months budgeted expenditure. For 2023/24, monthly budgeted expenditure is £36,569 so the target for reserves is to fall between £109,707 and £219,644. Our general reserves currently stand at £251,883. After allowing for redundancy costs of £29,972 the trustees consider that £221,911 is an appropriate level of free reserves.

**Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2023**

Directors Responsibilities for the Financial Statements

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or efficiency for the year then ended.

In preparing those financial statements, the directors are required to select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Small Company Provisions:

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

The directors declare they have approved the directors' report above.

Signed: 

Date: 06/12/2023

Print Name: Kehinde Obemeata
Director

**Independent examiners report to the trustees of
Sheffield Association for the Voluntary Teaching of English ("the Company")
for the period ending 31 July 2023**

I report to the charity trustees on my examination of the accounts of the Company for the period ended 31 July 2023.

Responsibilities and Basis of Report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

I have completed my examination. I confirm no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Signed:

Date:

Simon Brook FCCA
Voluntary Action Rotherham Ltd
Community Accountancy
The Spectrum
Coke Hill
Rotherham
S60 2HX

Sheffield Association for the Voluntary Teaching of English
Statement of Financial Activities
for the period ending 31 July 2023

		Unrestricted Funds £	Restricted Funds £	2023 Total £	2022 Total £
INCOMING RESOURCES					
Donations	2	1,055	-	1,055	10,581
Charitable Activities	3	145,649	214,268	359,917	476,746
Investment Income - bank Interest		1,256	-	1,256	422
Other income		-	-	-	161
TOTAL INCOMING RESOURCES		147,960	214,268	362,228	487,910
RESOURCES EXPENDED					
Charitable Activities	4	82,573	276,837	359,410	337,976
TOTAL EXPENDED RESOURCES		82,573	276,837	359,410	337,976
Net income/expenditure		65,387	(62,569)	2,818	149,934
Transfers between funds	12	(15,325)	15,325	-	-
Net movement in funds		50,062	(47,244)	2,818	149,934
Total funds brought forward		247,957	100,878	348,835	198,901
Total funds carried forward		298,019	53,634	351,653	348,835

Prior year income includes £384,063 restricted income from charitable activities. All other prior year income is unrestricted.

Prior year expenditure on charitable activities includes £322,523 from restricted funds. All other prior year expenditure is unrestricted.

The Statement of Financial Activities includes all gains and losses recognised in the year.

All activities of the charitable company are classed as continuing.

Sheffield Association for the Voluntary Teaching of English
Balance Sheet
as at 31 July 2023

	Notes	2023 £	2022 £
Fixed assets			
Tangible fixed assets	5	480	960
Current assets			
Debtors	6	90,597	54,722
Cash at Bank and in hand		264,952	300,931
Total assets		<u>355,549</u>	<u>355,653</u>
Liabilities			
Creditors - due within one year	7	(4,376)	(7,778)
Total liabilities		<u>(4,376)</u>	<u>(7,778)</u>
Net current assets		351,173	347,875
Total assets less current liabilities		<u>351,653</u>	<u>348,835</u>
Represented by:			
General Funds		251,883	201,341
Designated Funds	11	46,136	46,616
Restricted Funds	12	53,634	100,878
Total Charity funds		<u>351,653</u>	<u>348,835</u>

The notes on the following pages form part of these financial statements.

For the period ending 31st July 2023, the company is entitled to the audit exemption under 477 of the Companies Act 2006 relating to small companies.


The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The directors declare that they have approved the accounts above.

Signed on behalf of the company's directors:

Signed: 

Date: 06/12/2023

Name: Kehinde Obemeata
 Director

Sheffield Association for the Voluntary Teaching of English
Notes to the Financial Statements
for the period ending 31 July 2023

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated in the relevant accounting policy note(s).

b) Going concern

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorising of these financial statements and consider the going concern basis appropriate.

c) Incoming Resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS102).

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Contract income is included in the year in which the service took place. The restricted grant and contract income to be spent on administrative costs is treated as unrestricted contract income.

Donations and legacies are accounted for when they are receivable.

d) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payment to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Sheffield Association for the Voluntary Teaching of English
Notes to the Financial Statements Continued
for the period ending 31 July 2023

e) Tangible Fixed Assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation. Cost includes directly attributable to making the asset capable of operating as intended.

All items of capital expenditure below £1,000 are written off as incurred.

Depreciation has been calculated to write down the cost of all tangible fixed assets over their expected useful lives on the following basis:

Computer equipment	33.33% straight line
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f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

g) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

h) Fund Accounting

Unrestricted funds are funds which are available to use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The value of fixed assets is held in a designated fund against which depreciation is charged.

i) Pension Costs and Other Post-retirement Benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

j) Tax

The charity is exempt from corporation tax on income from its charitable activities.

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2023

2 Income from donations

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
General donations	1,055	-	1,055	396
Donated good	-	-	-	10,185
	1,055	-	1,055	10,581

3 Income from Charitable Activities

Project	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Core Sevice Grant, Sheffield City Council (SCC)	41,407	-	41,407	35,298
ESOL Home Based Learning, SCC	-	-	-	51,804
Kings Coronation, SCC	-	449	449	-
More than a language, Big Lottery	-	64,065	64,065	68,659
Community Development, Health & ESOL, SCC	-	-	-	1,250
Community covid recovery fund, SCC	-	-	-	41,748
Transitional funding, SCC	-	-	-	48,240
Asylum, Migration & Integration Fund - Spring	21,370	77,153	98,523	51,490
AEB, Sheffield City Council	65,622	-	65,622	15,656
Building Better opportunities programme	-	-	-	32,150
Community Covid response grant additional, SCC	-	-	-	13,158
English Speaking Sessions, The Mears Foundation	-	-	-	2,970
OTLA Phase 8, English, ESOL And EDS	-	-	-	5,000
Medical students placement	1,800	-	1,800	-
Conversation groups	7,920	-	7,920	-
Home Based Learning	7,530	38,026	45,556	-
Tinsley Community Fund	-	840	840	-
The Talbot Trust	-	2,500	2,500	-
New arrivals and community development, Towns Trust	-	-	-	2,500
Digital inclusion for all, Awards for All	-	-	-	9,965
Resilience Fund, Charities Aid Foundation	-	31,235	31,235	88,704
Tackling inequalities fund, SCC Ward Pot	-	-	-	654
Sheffield Digital Device Scheme, SCC	-	-	-	7,500
	145,649	214,268	359,917	476,746

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2023

4 Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Staff salary costs	62,618	237,022	299,640	280,639
Staff expenses	459	-	459	967
Staff recruitment	1,330	12	1,342	
Rent, services & utilities	464	11,289	11,753	9,778
Room Hire	1,222	1,535	2,757	910
Teaching resources	328	1,267	1,595	1,995
Membership & subscriptions	564	130	694	120
Equipment	2,715	2,899	5,614	17,424
Learner support & expenses	633	20	653	375
Insurance	851	-	851	561
Telephone	282	1,232	1,514	1,702
Printing, postage & stationery	-	830	830	257
Office Costs	2,048	589	2,637	1,933
Professional fees	998	13,146	14,144	6,725
Computer and internet costs	69	369	438	4,434
Training	2,566	1,520	4,086	2,047
Volunteer expenses	1,885	1,277	3,162	2,120
Depreciation	480	-	480	480
Bookkeeping & accountancy	1,221	1,335	2,556	3,500
Payroll fees	1,143	337	1,480	1,561
Overhead recharges	136	1,418	1,554	-
AGM costs	424	320	744	45
Bank charges	137	290	427	402
Miscellaneous expenses	-	-	-	-
	<u>82,573</u>	<u>276,837</u>	<u>359,410</u>	<u>337,976</u>

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2023

5 Tangible Fixed Assets	Computers & Equipment	Total 2023
	£	£
Cost		
At 1 August 2022	1,440	1,440
Additions	-	-
Disposals	-	-
At 31 July 2023	1,440	1,440
 Depreciation		
At 1 August 2022	480	480
Disposals	-	-
Charge this period	480	480
At 31 July 2023	<u>960</u>	<u>960</u>
 Net book value at 31 July 2023	<u>480</u>	<u>480</u>
 Net book value at 31 July 2022	<u>960</u>	<u>960</u>
 6 Debtors	2023	2022
	£	£
Trade debtors (contract income)	23,151	16,948
Accrued income	67,446	37,309
Prepayments	-	465
	<u>90,597</u>	<u>54,722</u>
 7 Creditors	2023	2022
	£	£
Trade creditors	1,563	317
Other creditors	1,658	
Accruals	1,155	1,578
Deferred Income	-	5,883
	<u>4,376</u>	<u>7,778</u>
 8 Staff Costs	2023	2022
	£	£
Wages and Salaries	275,797	258,072
Employers NI	21,725	20,612
Employers Allowance	(5,000)	(5,000)
Employers Pension Costs	7,118	6,955
	<u>299,640</u>	<u>280,639</u>

The average number of employees during the year was 13.5 (2022: 12.75). No employee received emoluments of more than £60,000 (2022: £nil).

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2023

9 Trustee remuneration, benefits and expenses

Trustees received no remuneration, benefits or expenses in this period except for expenses paid in connection with their duties as volunteers (2022: £nil).

10 Related party transactions

During this year (and 2022) Wensley Estate TARA provided free meeting space for the SAVTE conversation group, Fanda Alazani is Treasurer of the TARA and was a trustee at SAVTE up until December 2022.

11 Designated Funds

The trustees have taken the decision to designate a sufficient proportion of the charity's unrestricted reserves for the following purposes:

	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
	£	£	£	£	£
Fixed asset fund	960	-	480	-	480
Staffing/salary costs - Programme Director	30,000	-	-	-	30,000
Staffing/salary costs - AEB Project	15,656	-	-	-	15,656
	<u>46,616</u>	<u>-</u>	<u>480</u>	<u>-</u>	<u>46,136</u>

The fixed asset fund relates to a photocopier, purchased with funds from The Mears Foundation and Towns Trust. The photocopier is depreciated over its useful economic life.

The trustees have agreed to continue to designate £30,000 to fund the Programme Director role for a further 12 month period.

The trustees have agreed to continue to designate £15,656 to fund salaries under the AEB contract.

12 Restricted Funds

	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
	£	£	£	£	£
Core Service Grant, Sheffield City Council (SCC)	(15,325)	-	-	15,325	-
Home Base Learning, SCC	7,079	38,026	40,002	-	5,103
Community Covid Recovery Fund, SCC	27,586	-	27,082	-	504
More Than a Language, Big Lottery	449	64,065	20,425	-	44,089
Goodwork Programme, Big Lottery	219	-	-	-	219
Digital Inclusion Project, Big Lottery	2,265	-	2,264	-	1
Kings Coronation, Sheffield City Council	-	449	-	-	449
Comm Dev. Health & ESOL, SCC	1,728	-	-	-	1,728
WEA: Conversation Groups	678	-	-	-	678
Asylum, Migration & Integration Fund - Spring	(255)	77,153	78,324	-	(1,426)
English speaking sessions, The Mears Foundation	2,330	-	2,307	-	23
Learning Champion, SCC	1,775	-	1,734	-	41
Digital Inclusion For All, Awards for all	2,314	-	2,255	-	59
Resilience Fund Charities Aid Foundation	68,784	31,235	99,717	-	302
Tackling Inequalities Fund, SCC Ward Pot	416	-	341	-	75
Tinsley Community Fund	-	840	147	-	693
The Talbot Trust	-	2,500	1,404	-	1,096
New arrivals and community development, Towns Trust	835	-	835	-	-
	<u>100,878</u>	<u>214,268</u>	<u>276,837</u>	<u>15,325</u>	<u>53,634</u>

Further details

Core Service Grant, Sheffield City Council

This balance from the previous year has been transferred to unrestricted funds. As per Note 2, Core Service Grant income received this year is recognised as part of unrestricted funds.

Home Based Learning, Sheffield City Council

To provide ESOL sessions for refugees in Sheffield. Used to fund staff salaries and other running costs such as volunteer expenses and room hire.

Community Covid Recovery Fund, Sheffield City Council

To increase volunteer/link support capacity in response to Covid related needs. It mainly funded staff salaries and core costs of the organisation such as IT equipment.

More Than A Language, Big Lottery Fund

To help SAVTE learners to overcome barriers, supporting both our 1-1 provision and also our conversation groups to empower active communities to reach their true potential despite of their language or community.

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2023

Goodwork Programme, Big Lottery Fund

To support learners to develop skills in order to help them find employment.

Digital Inclusion Project, Big Lottery Fund

To offer learners digital provision at home to enhance their English learning, motivation and digital capabilities.

Kings Coronation, Sheffield City Council

To fund community conversation groups to take part in celebrating the coronation of Kings Charles III.

Community Development, Health & ESOL, Sheffield City Council

To fund community conversation groups.

WEA: Conversation Groups

To fund community conversation groups.

Asylum, Migration & Integration Fund - Spring, Voluntary Action Sheffield

The project's overall aim is to improve refugee integration, socially and economically through a specialist hub in Sheffield that provides joined-up, holistic support and practical services.

English speaking sessions, The Mears Foundation

To fund community conversation groups .

Learning Champion, Sheffield City Council

To provide support to ensure learners have clear progression routes to meet their aspirations.

Digital Inclusion For All, Awards for all

To fund IT resources and equipment for SAVTE learners.

Resilience Fund, Charities Aid Foundation

This fund was to support organisations hit by the Covid-19 pandemic to overcome the barriers and become more resilient.

Tackling Inequalities Fund, Sheffield City Council Ward Pot

To fund community conversation groups in the Darnall area.

Tinsley Community Fund

To fund community conversation groups in the Tinsley area.

The Talbot Trust

To support charitable work for Sheffield residents.

New arrivals and community development, Towns Trust

To fund trustee training.

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2023

13 Analysis of net assets by fund

<u>As at 31 July 2023</u>	Unrestricted funds		Restricted	Total
	General	Designated	Funds	2023
Fixed Assets	-	480	-	480
Current assets	253,370	45,656	56,523	355,549
Current liabilities	(1,487)	-	(2,889)	(4,376)
	<u>251,883</u>	<u>46,136</u>	<u>53,634</u>	<u>351,653</u>

<u>As at 31 July 2022</u>	Unrestricted funds		Restricted	Total
	General	Designated	Funds	2022
Fixed Assets	-	960	-	960
Current assets	202,770	45,656	107,227	355,653
Current liabilities	(1,429)	-	(6,349)	(7,778)
	<u>201,341</u>	<u>46,616</u>	<u>100,878</u>	<u>348,835</u>

14 Independent examination and accountancy services

During the period, the cost of the independent examination and accountancy service was £1,155 (2022: £1,155).

SHEFFIELD ASSOCIATION FOR THE VOLUNTARY TEACHING OF ENGLISH

England & Wales - Charity number 1081597

Accounts

**Sheffield Association for the Voluntary Teaching of English
(S.A.V.T.E)**
(A company limited by guarantee)

**Financial Statements for the year
ended 31 July 2022**

Charity number: 1081597

Company number: 03865216



The Spectrum, Coke Hill, Rotherham, S60 2HX
Tel: 01709 829821 Fax: 01709 829822
Email: admin@varotherham.org.uk Web: www.varotherham.org.uk

Sheffield Association for the Voluntary Teaching of English
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Sheffield Association for the Voluntary Teaching of English
Administrative details

Also known as	S.A.V.T.E	
Registered Charity number	1081597	
Registered Company Number company limited by guarantee	3865216	
Directors (Trustees):	Sarah Beardsmore - Co Chair and Treasurer Sylvia Ashton - Co Chair Jess Elmore - resigned 5 December 2021 Lyn Brandon - resigned 5 December 2021 James Dimond Patricia Panella Joanna Reybolds Fanda Alazani Khaldoon Almuthhaqi - appointed 5 December 2021 Usha Blackham - appointed 5 December 2021	
Company Secretary	Stella Burton	
Registered office	7 Castle Green Sheffield S3 8LX	
Bankers	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB	The Charity Bank Ltd Fosse House 182 High Street Tonbridge TN9 1BE
Independent examiner	F Hazlehurst FMAAT Voluntary Action Rotherham Community Accountancy The Spectrum Coke Hill Rotherham S60 2HX	

**Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report)
for the period ending 31 July 2022**

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and financial statements for the 12-month period ending 31st July 2022.

Structure, Governance and Management

Sheffield Association for the Voluntary Teaching of English (company number 3856216) was incorporated on 26 October 1999 and its Memorandum and Articles of Association govern it. Its legal status is that of a company limited by guarantee. It has no share capital and the liability of each member in the event of winding-up is limited to £1. It became a registered charity on 17 July 2000 (Charity number 1081597).

The Board is made up of elected members, who are elected at the Association's Annual General Meeting. The Board meets on a bi-monthly basis. There are four subgroups to the board, Finance Group, Communications and Community Development Group, Business Development group and the People's Group (HR and Equality Diversity and Inclusion). Day to day project activity is carried out by paid staff and volunteers.

Charitable Objects

The objects of the charity are to advance the education and social well-being of people whose relationships are restricted through language difficulties or some degree of illiteracy, in Sheffield and district, without distinction of race, or of sex, or of political, religious or other opinions, by associating with the local authorities and voluntary organisations in the provision of facilities for the teaching of English. The Association shall be non-party in politics and non-sectarian in religion.

Public Benefit Statement

The Trustees of Sheffield Association for the Voluntary Teaching of English (SAVTE) take their responsibilities seriously and are confident that the organisation's activities meet the public benefit guidance for the Charity Commission.

SAVTE's activities this year continue to meet the aim of promoting the education, wellbeing, progression and integration of all our participants, particularly those who face additional barriers and cannot access mainstream English learning provision. SAVTE aims to help develop learners' competence in everyday English language skills in order to become more active and empowered citizens in their communities. SAVTE aim to recruit more volunteers from within the communities to provide progression opportunities and help build community resilience. SAVTE works in partnership with local community organisations, to enhance local provision by providing specialist English support services which local organisations are unable to provide.

SAVTE's main activities are:

1. Recruit and train volunteers to support English language learning for speakers of other languages.
2. Support volunteers to work with learners who are unable to access mainstream education provision. The volunteers support learners to develop everyday language skills in a range of settings. These are in the home or via the internet on a one-to-one basis, or in small informal groups either online or in the community. As a result of service adaptations during the pandemic, we are able to continue to offer hybrid learning opportunities to suit individual needs.

Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2022

Public Benefit Statement Continued

3. Developing community based activities that support community development and community cohesion through working in partnership with local organisations. This aims to widen the opportunities to learn and practice English as well as meet other people and connect with local organisations and services. Through this participation, learners develop skills and confidence and progress onto new activities or volunteering.
4. Delivering English learning activities at the Sanctuary Hub as a partner of the Sheffield Project for Refugee Integration and Growth (SPRING).
5. Delivering Accredited Volunteer and Language Level 1 Programme to those new to volunteering.
6. Developing and sharing ESOL resources that support living in Sheffield. Maintaining an open access to an ESOL resource and learning centre
7. Delivering a Digital Inclusion Programme that enables learners to take the first steps into the digital world to access online services.
8. Delivering English for orientation to new arrivals in Sheffield.
9. Developing a Community Volunteer Development Programme to provide opportunities to gain employability skills and experience.

The beneficiaries are adults from BAME communities, a significant number are refugees and asylum seekers. They face a range of different barriers to accessing mainstream education provision, e.g. they may be full time carers, have a disability, live with a health condition, have no experience of formal education or lack the confidence and self-esteem needed to attend mainstream ESOL provision.

Through providing opportunities to learn English, SAVTE aims to reduce the isolation of the most excluded members of the Sheffield community. It encourages their participation in local activities to break down barriers and generate relationships of mutual exchange through learning.

The Trustees continually review service provision, to ensure that it responds to need and provides maximum benefit to learners.

Review of Activities and Achievements

This year marks the end of a 5 year capacity building grant from the National Communities Lottery Fund. This grant has been pivotal in enabling our transformation since 2018. The key achievements we have been able to report on at the end of this 5 year period is our growth in terms of income (therefore staffing), our modernised systems and processes and finalisation of our mission, objectives and values. As a result we have a highly motivated and skills staff team, increased capacity to respond to need in the city and an excellent reputation for quality and innovation.

Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2022

Review of Activities and Achievements continued

Our ethos is continuous improvement, and this year we have focused on developing robust evaluation processes and invested in a Quality Manager to ensure all our delivery meets contractual standards to manage all classroom delivery. We have designed and developed a new database and developed the new Volunteer Development Programme. We have continued to deliver Digital Inclusion Support, including provision of devices and we have invested in staff and volunteers through training and mentoring. Following the easing of Covid-19 related restrictions, we have gradually resumed face to face activities in the community and in homes, and have designed 3 new ESOL courses aimed at Entry 2-3 learners as we identified this as a gap in the city. We trained 18 volunteers from two Community Sponsorship Organisations (groups established to host refugee families) as our commitment to welcoming refugees to the city. We continue to be an active member of the SPRING Partnership that provides an integrated approach for refugees in Sheffield, this partnership has grown in confidence and has secured forward funding into 2023. The partnership has also responded to the increase in demand as a result of the war in the Ukraine.

Challenges and Impact due to Covid-19 - Throughout the pandemic, SAVTE continued to deliver English support online which involved redesigning our training courses, creating new resources and providing devices and support. We have continued to offer online learning to all our participants providing more choice and flexibility and to ensure people remain safe. The staff team worked tirelessly throughout the 3 lockdowns, despite their own personal circumstances. This year, the impact of the pandemic on wellbeing needs to be acknowledged here. Time has been spent ensuring staff's own wellbeing needs have been met, and therefore we made the decision to drive targets up thereby taking the pressure off staff. In addition, we have felt the impact on grant funding and contract income. Unexpected changes to Adult Education Budget criteria meant that our 1:1 programme was no longer eligible for funding, we spent a lot of time campaigning and negotiating change, Sheffield Council were good to support us with transition funding, however the criteria was fixed and in response we restructured our delivery model to integrate this essential contract into our provision. Furthermore, there has been an overall reduction in available funding as a result of the economic downturn, and whilst this was not a problem during 2020-21, we have had to carefully time and prioritise our bids for new funds to dovetail with the expiry of old funds – this has been nail bitingly stressful. We have been successful in securing four more years of National Community Lottery Funding, Charity's Aid Foundation Resilience Funding and Covid Recovery Funding from Sheffield Council. This boost in income has enabled us to recruit new staff and return to pre-pandemic operation levels. This situation, however, highlighted the precarious nature of our grant funding, and as a result trustees have turned their attention to developing a resilient strategy which will include diversifying our income streams.

The biggest highlight of the year was delivering the first accredited Volunteer and Language Training course in the UK to 14 refugees and British people new to volunteering. This was part of our new Volunteer Development Programme. The cohort included 11 different nationalities, 7 languages with most participants overcoming significant barriers to entering volunteering and employment, including limited mobility and learning difficulties. 13 people completed the course and continue to volunteer with SAVTE.

**Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2022**

Review of Activities and Achievements continued

More than Just a Language – whilst SAVTE provide English Language support, there is so much more that we provide. This year we have created a ‘Sources of Help’ signposting database for wider support services which we have seen an increasing need for, these include food banks across Sheffield. We are now registered as a referrer to all food banks managed by the Trussel Trust and have started making referrals for learners in need. This is an example how we are continually improving our services in response to changing need.

The outputs for year. (Face to Face activities fully resumed April 2022).

1:1 Participant Programme	
1:1 Participant Learners	78
1:1 Volunteers	72
1:1 Learner Participants in small groups	6
1:1 Participants progressing to conversation groups	13
Online Conversation Group Programme	
No. of groups	9
No of new groups planned	0
Online Group Volunteers	18
Online Group Learners	209
Community / Conversation Groups	
No. of groups (face to face)	16
Total no. of participants accessing community groups	455
No. of Group Volunteers	32
Hotel Groups (Holiday Inn Express and Jasmine Court)	309
Total no. of New Arrivals supported (men and women)	
Volunteer Training Programme	
New volunteers trained 1:1	62
New conversation group volunteers trained	
Development Volunteers trained with accreditation	14
Digital Inclusion Programme	
Number of participants accessing devices and receiving support	42
Number of participants receiving Data packages	7

Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2022

Future Plans

Last year we consolidated our aims, values and goals by producing an evaluation outcomes framework, Theory of Change and developing our community development approach. Going forward we are confident that our operations are fit for purpose and fully measurable and therefore we now need to turn our attention to our longer term resilience strategy. This will include a rebrand, updating our name and image to represent us better, this will lead onto developing a marketing strategic plan, to ensure that we reach all our stakeholders – whether they are participants requiring our services or potential corporate donors. Our Business sub group will investigate business models which enable us to secure lucrative contracts and diversify our income streams. We plan to develop partnerships outside of Sheffield and explore delivering our expertise nationally. We will continue to seek grant funding and negotiate with Sheffield Council for further support. We will continue to partner with the SPRING Partnership to deliver ESOL to refugees and asylum seekers, and with increased capacity respond to the Ukrainian Crisis

We are extremely grateful for the ongoing support of Sheffield Council, the National Lottery Community Fund and to all our volunteers for their time, commitment and enthusiasm to enable us to continue to provide such an essential service for many ESOL learners in the city of Sheffield.

Reserves Policy

We will hold reserves to a value of between 3 and 6 months budgeted expenditure. For 2022/23 monthly budgeted expenditure is £52,321 so the target for reserves is to fall between £156,963 and £313,926 these figures include the potential redundancy and notice costs of £65,129. Our general reserves currently stand at £201,341 which is within the desired level.

Sheffield Association for the Voluntary Teaching of English
Directors` report (incorporating the Trustees` annual report) continued
for the period ending 31 July 2022

Directors Responsibilities for the Financial Statements

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or efficiency for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Small Company Provisions:

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

The directors declare they have approved the directors' report above.

Signed: 

Date: 30/11/2022

Print Name: Sarah Beardsmore
Director

**Independent examiners report to the trustees of
Sheffield Association for the Voluntary Teaching of English ("the Company")
for the period ending 31 July 2022**

I report to the charity trustees on my examination of the accounts of the Company for the period ended 31 July 2022.

Responsibilities and Basis of Report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.


Independent Examiner's Statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Accounting Technician, which is one of the listed bodies.

I have completed my examination. I confirm no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Signed: 

Date: 1 December 2022

F Hazlehurst FMAAT
Voluntary Action Rotherham Ltd
Community Accountancy
The Spectrum
Coke Hill
Rotherham
S60 2HX

Sheffield Association for the Voluntary Teaching of English
Statement of Financial Activities
for the period ending 31 July 2022

		Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total £
INCOMING RESOURCES					
Donations	2	10,581	-	10,581	663
Charitable Activities	3	92,683	384,063	476,746	327,288
Investment Income - bank Interest		422	-	422	404
Other income		161	-	161	5,900
TOTAL INCOMING RESOURCES		103,847	384,063	487,910	334,255
RESOURCES EXPENDED					
Charitable Activities	4	15,453	322,523	337,976	341,277
TOTAL EXPENDED RESOURCES		15,453	322,523	337,976	341,277
Net income/expenditure		88,394	61,540	149,934	(7,022)
Transfers between funds	12	30	(30)	-	-
Net movement in funds		88,424	61,510	149,934	(7,022)
Total funds brought forward		159,533	39,368	198,901	205,923
Total funds carried forward		247,957	100,878	348,835	198,901

Prior year income includes restricted income on £200 from donations and £296,638 from charitable activities (grants received) of £296,638. All other prior year income is unrestricted.

Prior year expenditure includes expenditure on charitable activities from restricted funds of £329,419. All other prior year expenditure is unrestricted.

The Statement of Financial Activities includes all gains and losses recognised in the year.

All activities of the charity are classed as continuing.

Sheffield Association for the Voluntary Teaching of English
Balance Sheet
as at 31 July 2022

	Notes	2022 £	2021 £
Fixed assets			
Tangible fixed assets	5	960	-
Current assets			
Debtors	6	54,722	63,950
Cash at Bank and in hand		300,931	142,254
Total assets		<u>355,653</u>	<u>206,204</u>
Liabilities			
Creditors - due within one year	7	<u>(7,778)</u>	<u>(7,303)</u>
Total liabilities		<u>(7,778)</u>	<u>(7,303)</u>
Net current assets		347,875	198,901
Total assets less current liabilities		<u>348,835</u>	<u>198,901</u>
Represented by:			
General Funds		201,341	129,533
Designated Funds	11	46,616	30,000
Restricted Funds	12	<u>100,878</u>	<u>39,368</u>
Total Charity funds		<u>348,835</u>	<u>198,901</u>

The notes on the following pages form part of these financial statements.

For the period ending 31st July 2022, the company is entitled to the audit exemption under 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The directors declare that they have approved the accounts above.

Signed on behalf of the company's directors:

Signed: 

Date: 30/11/2022

Name: Sarah Beardsmore
 Director

Sheffield Association for the Voluntary Teaching of English
Notes to the Financial Statements
for the period ending 31 July 2022

1 Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value, unless otherwise stated in the relevant accounting policy note(s).

b) Going concern

The financial statements have been prepared on a going concern basis. The trustees have considered the level of funds held and the expected level of income and expenditure for the 12 months following the authorising of these financial statements and consider the going concern basis appropriate.

c) Incoming Resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS102).

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Contract income is included in the year in which the service took place. The restricted grant and contract income to be spent on administrative costs is treated as unrestricted contract income.

Donations and legacies are accounted for when they are receivable.

d) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payment to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Sheffield Association for the Voluntary Teaching of English
Notes to the Financial Statements Continued
for the period ending 31 July 2022

e) Tangible Fixed Assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation. Cost includes directly attributable to making the asset capable of operating as intended.

All items of capital expenditure below £1,000 are written off as incurred.

Depreciation has been calculated to write down the cost of all tangible fixed assets over their expected useful lives on the following basis:

Computer equipment	33.33% straight line
--------------------	----------------------

f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

g) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

h) Fund Accounting

Unrestricted funds are funds which are available to use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The value of fixed assets is held in a designated fund against which depreciation is charged.

i) Pension Costs and Other Post-retirement Benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

j) Tax

The charity is exempt from corporation tax on income from its charitable activities.

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2022

2 Income from donations

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds £	Restricted Funds £	Total 2021 £
General Donations	396	-	396	463	200	663
Donated good	10,185	-	10,185	-	-	-
	10,581	-	10,581	463	200	663

The charity received donated laptops and tablets from the Sheffield device grant scheme.

3 Income from Charitable Activities

Funder	Project	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Sheffield City Council	Core service grant	-	35,298	35,298	8,000	35,298	43,298
Sheffield City Council	Adult Comm. Learning & Skills	-	-	-	469	2,330	2,799
Sheffield City Council	ESOL Home Based Learning	2,002	49,802	51,804	2,322	32,390	34,712
Sheffield City Council	Welcome to Sheffield	-	-	-	-	(48)	(48)
SCC: Adult Education Budget	Community Learning	-	-	-	-	33,048	33,048
Big Lottery	More than a Language	-	68,659	68,659	-	67,313	67,313
Sheffield City Council	Community Development, Health & ESOL	-	1,250	1,250	-	13,196	13,196
Sheffield City Council	Community Covid recovery fund	-	41,748	41,748	-	4,386	4,386
Sheffield City Council	Learning Champion	-	-	-	-	12,240	12,240
Sheffield City Council	Transitional funding	48,240	-	48,240	-	-	-
Voluntary Action Sheffield Ltd	Asylum, Migration & Integration Fund - Spring	10,153	41,337	51,490	10,249	32,205	42,454
Sheffield City Council	AEB	15,656	-	15,656	-	-	-
National Lottery Community Fund & SYHA	Building better opportunities programme	4,132	28,018	32,150	9,610	64,280	73,890
Sheffield City Council	Community Covid response grant additional	-	13,158	13,158	-	-	-
The Mears Foundation	English speaking sessions	-	2,970	2,970	-	-	-
Education and Training	OTLA Phase 8, English, ESOL And EDS	5,000	-	5,000	-	-	-
Towns Trust	New arrivals and community development	-	2,500	2,500	-	-	-
Awards for All	Digital inclusion for all	-	9,965	9,965	-	-	-
Charities Aid Foundation	Resilience fund Phase 2	-	73,704	73,704	-	-	-
Charities Aid Foundation	Resilience support	-	15,000	15,000	-	-	-
Sheffield City Council Ward pot	Tackling Inequalities Fund	-	654	654	-	-	-
Sheffield City Council	Sheffield Digital Device Scheme	7,500	-	7,500	-	-	-
		92,683	384,063	476,746	30,650	296,638	327,288

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2022

4 Expenditure on Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Salary Costs	(5,000)	285,639	280,639	4,202	300,611	304,813
Rent, services & utilities	-	9,778	9,778	2,608	8,461	11,069
Room Hire	-	910	910	473	-	473
Teaching Resources	-	1,995	1,995	1,098	1,821	2,919
Membership & subscriptions	-	120	120	-	-	-
Equipment	10,436	6,988	17,424	907	-	907
Learner Support & Expenses	340	35	375	10	224	234
Staff Expenses	464	503	967	116	351	467
Insurance	-	561	561	-	577	577
Telephone	1,581	121	1,702	1,881	1,006	2,887
Printing, Postage & Stationery	29	229	257	348	72	421
Office Costs	1,735	198	1,933	645	990	1,635
Professional fees	35	6,690	6,725	278	1,020	1,298
Computer and internet costs	25	4,408	4,434	1,561	320	1,881
Training	-	2,047	2,047	-	1,643	1,643
Volunteer Expenses	24	2,096	2,120	146	35	181
Depreciation	480	-	480	1,200	-	1,200
Bookkeeping & Accountancy	3,295	205	3,500	-	5,602	5,602
Payroll Fees	1,561	-	1,561	558	1,326	1,884
Overhead recharges	-	-	-	(5,359)	5,359	-
AGM Costs	45	-	45	575	-	575
Bank Charges	402	-	402	518	-	518
Miscellaneous expenses	-	-	-	92	-	92
	15,453	322,523	337,976	11,858	329,419	341,277

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2022

5 Tangible Fixed Assets	Computers & Equipment	Total 2022
	£	£
Cost		
At 1 August 2021	3,600	3,600
Additions	1,440	1,440
Disposals	<u>(3,600)</u>	<u>(3,600)</u>
At 31 July 2022	1,440	1,440
 Depreciation		
At 1 August 2021	3,600	3,600
Disposals	<u>(3,600)</u>	<u>(3,600)</u>
Charge this period	480	480
At 31 July 2022	<u>480</u>	<u>480</u>
 Net book value at 31 July 2022	<u>960</u>	<u>960</u>
 Net book value at 31 July 2021	<u>-</u>	<u>-</u>
 6 Debtors	2022	2021
	£	£
Trade debtors (contract income)	16,948	22,033
Accrued income	37,309	40,053
Prepayments	<u>465</u>	<u>1,864</u>
	<u>54,722</u>	<u>63,950</u>
 7 Creditors	2022	2021
	£	£
Trade Creditors	317	28
Accruals	1,578	1,100
Deferred Income	5,883	5,883
Other Creditors	<u>-</u>	<u>292</u>
	<u>7,778</u>	<u>7,303</u>
 Other creditors is the outstanding balance on the credit card at the year-end.		
 8 Staff Costs	2022	2021
	£	£
Wages and Salaries	258,072	285,364
Employers NI	20,612	16,060
Employers Allowance	(5,000)	(4,000)
Employers Pension Costs	<u>6,955</u>	<u>7,389</u>
	<u>280,639</u>	<u>304,813</u>

The average number of employees during the year was 12.75 per month (2021: 15.6). No employee received emoluments of more than £60,000 (2021: £nil).

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2022

9 Trustee remuneration, benefits and expenses

There were no expenses paid to trustees during the period (2021: £nil). No trustees received any remuneration during the period (2021: none).

10 Related party transactions

During this year and 2021 Wensley Estate TARA provided free meeting space for the SAVTE conversation group, Fanda Alazani is Treasurer of the TARA.

11 Designated Funds

The trustees have taken the decision to designate a sufficient proportion of the charity's unrestricted reserves for the following purposes:

	Brought forward £	Incoming Resources £	Resources Expended £	Transfers £	Carried forward £
Fixed Asset Fund	-	-	480	1,440	960
Staffing/salary costs	30,000	-	-	-	30,000
Staffing/salary costs: AEB project	-	-	-	15,656	15,656
	<u>30,000</u>	<u>-</u>	<u>480</u>	<u>17,096</u>	<u>46,616</u>

The transfer into the fixed asset fund is the purchase of a photocopier, this was purchased with funds from The Mears Foundation and Towns Trust. The remaining balance will be depreciated over the useful life of the asset.

The trustees have agreed to designate £30,000 from general reserves to fund the Programme Director role for a 12 month period.

The trustees have agreed to designate a further £15,656 from general reserves to fund staff salaries under the AEB contract.

12 Restricted Funds

	Brought forward £	Incoming Resources £	Resources Expended £	Transfers £	Carried forward £
SCC: Core service grant	1,776	35,298	52,399	-	(15,325)
SCC: Homed Base Learning	(1,179)	49,802	41,544	-	7,079
SCC: Community Covid response	-	13,158	14,568	1,410	-
SCC: Community Covid recovery fund	-	41,748	14,162	-	27,586
Big Lottery: More than a Language	26,447	68,659	94,657	-	449
National Lottery: Community Fund & SYHA	58	28,018	27,857	-	219
Big Lottery: Digital inclusion project	3,850	-	1,585	-	2,265
SCC: Comm Dev. Health & ESOL	4,968	1,250	4,490	-	1,728
WEA: Conversation Groups	678	-	-	-	678
VAS: Asylum, Migration & Integration Fund - Spring	995	41,337	42,587	-	(255)
The Mears Foundation: English speaking sessions	-	2,970	-	(640)	2,330
SCC: Learning Champion	1,775	-	-	-	1,775
Awards for All: Digital inclusion for all	-	9,965	7,651	-	2,314
Charities Aid Foundation - Resilience fund Phase 2	-	73,704	16,177	-	57,527
Charities Aid Foundation - Resilience support	-	15,000	3,743	-	11,257
SCC Ward pot: Tackling inequalities fund	-	654	238	-	416
Towns Trust: New arrivals and community development	-	2,500	865	(800)	835
	<u>39,368</u>	<u>384,063</u>	<u>322,523</u>	<u>(30)</u>	<u>100,878</u>

Fund transfers

The transfer of £640 from The Mears Foundation and £800 from Towns Trust is the purchase of the photocopier, this is a capital addition and has been moved to the designated fixed asset fund. The remaining balance

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2022

Restricted funds continued

Prior year

	Brought forward	Incoming Resources	Resources Expended	Transfers	Carried forward
	£	£	£	£	£
SCC: Core service grant	7,192	35,298	40,714	-	1,776
SCC: Adult Comm Learning & Skills	-	2,330	-	(2,330)	-
SCC: Homed Base Learning	2,535	32,390	36,104	-	(1,179)
SCC: Welcome to Sheffield	18,454	(48)	18,566	160	-
SCC/AEB: Community Learning	4,859	33,048	37,907	-	-
Big Lottery: More than a Language	26,042	67,313	66,908	-	26,447
National Lottery: Community Fund & SYHA	54	64,280	64,276	-	58
Big Lottery: Digital inclusion project	11,031	-	7,181	-	3,850
SCC: Comm Dev. Health & ESOL	2,517	13,196	10,745	-	4,968
Donation: Comm Dev. Health & ESOL	-	200	200	-	-
SCC: Conversation Groups	629	-	1,055	426	-
WEA: Conversation Groups	678	-	-	-	678
VAS: Asylum, Migration & Integration Fund - Spring	(309)	32,205	30,901	-	995
SCC: Covid response grant	-	4,386	4,397	11	-
SCC: Learning Champion	-	12,240	10,465	-	1,775
	<u>73,682</u>	<u>296,839</u>	<u>329,419</u>	<u>(1,733)</u>	<u>39,368</u>

Fund transfers

The brought forward balance from Sheffield City Council: Adult Learning Skills relates to surplus funds from 2007 onwards. The funder is satisfied that the charity has achieved all outcomes and therefore given permission for the surplus to be transferred into unrestricted funds.

Income received during the year on Talbot Trust was generated income and therefore not subject to restrictions. The balance of £286 was moved to unrestricted funds at the end of the period.

Sheffield Association for the Voluntary Teaching of English
Notes to the financial statements continued
for the period ending 31 July 2022

13 Analysis of net assets by fund

<u>As at 31 July 2022</u>	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2021
Fixed Assets	-	-	960	960
Current assets	202,770	107,227	45,656	355,653
Current liabilities	(1,429)	(6,349)	-	(7,778)
	<u>201,341</u>	<u>100,878</u>	<u>46,616</u>	<u>348,835</u>

<u>As at 31 July 2021</u>	Unrestricted Funds	Restricted Funds	Designated Funds	Total 2020
Fixed Assets	-	-	-	-
Current assets	129,933	46,271	30,000	206,204
Current liabilities	(400)	(6,903)	-	(7,303)
	<u>129,533</u>	<u>39,368</u>	<u>30,000</u>	<u>198,901</u>

Independent examination and accountancy services

During the period, the cost of the independent examination and accountancy service was £1,155 (2021: £1,100).

SHEFFIELD ASSOCIATION FOR THE VOLUNTARY TEACHING OF ENGLISH

England & Wales - Charity number 1081597

Accounts



SAVTE

SHEFFIELD ASSOCIATION FOR THE VOLUNTARY TEACHING OF ENGLISH



**ANNUAL
REPORT
2020–2021**

Connecting people – Changing lives

**Empowering people, connecting communities and
changing lives through local English language support**

Made in Sheffield 1974

Welcome to SAVTE's annual report for 2020 to 2021. We would like to begin our annual report by thanking all our volunteers – they have all gone 'over and above' throughout the ongoing pandemic. Their commitment and support has been unprecedented.

Thank you to all our volunteers!

Our volunteers form the bedrock of all SAVTE's work. Without their enthusiasm, time and commitment we would not be able to deliver such an extensive and bespoke service in so many settings across the city. Thank you to everyone who has generously contributed their time and expertise to SAVTE this year.

SAVTE Volunteers during 1st August 2020 - 31st July 2021

Aasha Younis
Aisha Rickard
Albena Dimitrova
Alison Mackenzie
Alison Coult
Amanda Baxter
Amy Brookes
Andy Breen
Anna Horton
Anna Lomas
Anna Joynson
Anna Zurmond
Anusha Patel
Azura Mcilwraith
Barbara Toorchen
Carla Mitchell
Catherine Kilbride
Chris Crawley
Christine Carney
Christopher Corbett
Clare Bensa
Clive Davies
Columba Timmins
Daniela Wright
Darren Wake
Dave Campbell
Denise Annett
Denise Carter
Diyu Bopengo
Duncan Goff
Eleni Nikolaou
Elizabeth Birks
Emily Kuiper
Emily Redmond
Emma Balcombe
Emma Matthews
Emma Cleary
Erin Blyth

Faisal Muhrez
Fanda Al Azani
Farmaniya Shahul Hameed
Fiona Prakasam
Frances Taylor
Gay Horsfield
Graham Barkworth
Gwilym Owen
Heike Becker
Helen Allen
Helen Heuze
Hendrika Stephens
Ian McHugh
Ikrah Ramzan
Jane Womack
Jane Attwood
Jean Cookson
Jerry Elsmore
Jim Dimond
Joanna Henderson
Joanne Heap
Judy Stewart
Juliette Barriac
June Cattell
Kandy Diamond
Kate Hart
Kate McCullough
Kate Carlton-Reddit
Kathleen Wallace
Katie Johnson
Katie Rockett
Khaldoon Al-Mathhagi
Kerstin Day
Krys Craik
Laura Jordens-Harris
Lauren Waller
Lee Smith
Lewis Bean



Liz Cousins
Liz Perry
Liz Smythe
Liz Elsmore
Liz Woods
Lucy Kitto
Lucy Whitehouse
Malcolm Reed
Maria Koszler
Mariana Cordero Caballero
Mark Partridge
Mehwish Batool
Mike Reid
Mojirola Kolade
Mona Ahmed
Nabeela Ahmed
Nathan Turner
Nazia Khan
Nicola Hewson
Nosheen Hussein

Nuala Keller
Nuha Mukhtar
Olivia Cox
Omed Ahmed
Pat Rockett
Penny Simons
Rebecca Spencer
Rhiannon Price
Richard Kingsnorth
Rosemary Telfer
Sarah Zadik
Samantha Skidmore
Shahid Khan
Sophie Groome
Susan Warmsley
Sylvia Ashton
Tereza Bestova
Tim Moran
Tony Black
Will Day

2. What are your main reasons for volunteering, what do you hope to gain from it?

Learning and improving my skills. physical
socialise and mental health



Ten Things You Might Not Know about SAVTE

- 1** Our core business is providing English language support from our diverse and well trained volunteers – either 1:1 or in small groups for people who cannot access classes. We have grown three-fold since 2018 and currently have the capacity to support 150 volunteers, that support 100 placements and 25 conversation groups at a time.
- 2** In 2024 we will be fifty years old! SAVTE started off in 1974 as the Home Learning Project – steelworkers helped Yemeni families learn English in their homes because they could not attend classes due to shift patterns.
- 3** We have a community development approach and a commitment to diversity at every level of SAVTE. We focus specifically on training and supporting volunteers from established local communities where our participants live.
- 4** Often participants become volunteers and sometimes they become employees or trustees - last year we employed three volunteers new to working in the UK and one volunteer became a trustee. We engage, we build confidence, we provide a platform where old and new communities come together. We change lives!
- 5** SAVTE supports anyone regardless of their status – 45% of our learners describe themselves as disabled, 67% report a mental health condition and more than 50% of our learners are refugees or asylum seekers including those who are destitute. Some of our learners are carers, some have been trafficked, some are spouses. More than 80% of our referrals come from statutory services – we meet an unmet need.
- 6** We have integrated digital inclusion into all our programmes – providing devices, data and additional support to improve access to online learning and services.
- 7** We are flexible and respond to changing needs in Sheffield – last year we provided a new English for Orientation programme to asylum seekers newly arrived, we worked in partnership on an ESOL for employment project and we established a volunteer led family English learning offer.
- 8** Participants are at the heart of everything we do – our bespoke training courses, assessment, support plans and resources have been specifically designed, developed and improved over the years to meet their specific needs.
- 9** We are grateful for funding from Sheffield Council, The National Community Lottery and Charities Aid Foundation. We are developing a business model to ensure our sustainability and plan to diversify our income streams.
- 10** We have a national reputation – we are cited for case studies and we present at national conferences but we are Sheffield's Best Kept Secret. Our provision is flexibly delivered and responsive to demand since we work with the most excluded, isolated and vulnerable people in the city. They are under-represented but SAVTE seeks to make their voices heard!



Connecting people – Changing lives

Empowering people, connecting communities and changing lives through local English language support

2020–2021 – The pandemic persisted and so did we!

Priorities – Sylvia, trustee

Our main focus this year has, of course, been to support everyone during the pandemic. Despite the challenges we have maintained a high level of delivery and transferred all of our work online. We have also concentrated on recruiting staff, volunteers and trustees with a wider range of lived experience so that we can better represent the communities we serve. Last but not least, we have introduced a community development approach which means that we work much more closely with communities and groups rather than just with individuals. You'll see in this report that we use the word 'participant' to describe the people who work with SAVTE – that's because we provide English language support rather than formal teaching, and our aim is to foster communities not classrooms!



Here are some snapshots from the staff, trustees and participants to describe and illustrate our work:

More than Just a Language – Patrice, trustee

SAVTE does a really important job in helping people get the bottom line language skills to deal with the necessities of life and to thrive here but it does something else equally important. It's a real opportunity for Sheffielders from across the city to work together to help new arrivals and others become part of the great Sheffield community and to add their diverse experiences to thousands of others that make up the story of Sheffield.



Our support addresses not just English language needs but also broader issues which include building confidence, ensuring wellbeing and access to services. For example, during the pandemic SAVTE sent vaccination, public health, and Covid testing information to a hundred and fifty participants.

Person centred work – Cerwyn, staff member

One of the best things about SAVTE is the person centred approach to everyone. I supported a learner who, due to trauma, had a very short attention span. Instead of our usual weekly one hour sessions, a wonderful volunteer called her every day for ten minutes. This helped to gradually build up her English and feel connected to someone during a very isolating time. The team also works hard to overcome barriers to volunteering and offers support throughout volunteer placements. As a staff member I also felt cared for and able to work in a way that suited me, as well as get involved in projects that I was passionate about.



Cerwyn with Sabira
(see Sabira's story p13)

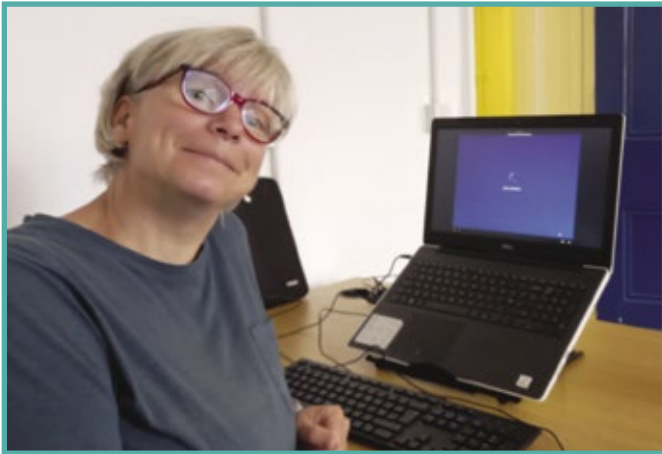
The Impact of SAVTE on People's Lives – Salwa, staff

After dedicating her first fifteen years in Sheffield to her family, a caller to SAVTE said she was lonely and disappointed that she still had to ask for help with English. She began a SAVTE conversation group, volunteered as a school assistant and then felt confident enough to study at college. I met this lady coincidentally at a wedding and she recognized me, just from my voice speaking in Arabic on the phone. She hugged me and told me we gave her hope and showed her the way to start. I felt the happiness in her voice when she was telling me about how her life has changed.



- 650 telephone/email enquiries from individual learners
- 170 referrals from agencies

- 126 volunteer applications
- 251 registrations for online conversation groups



First Contact – Katrin, staff

I'm the first point of call at SAVTE and I spend time trying to understand the needs of those who call us – whether they want English support, want to volunteer or want to refer someone to us. I'm really aware how people can struggle to learn English in more conventional settings and how negatively this can impact on their mental wellbeing.

Abdulla, Social Worker, Transcultural Team, First Point of Access Adult Mental Health at SCC

"The service users I send to SAVTE feel the compassion from the volunteers and the staff at SAVTE. It breaks their isolation and boredom, and gives them a structure to their day. The volunteers go over and above what is expected in supporting the service users. It lifts people's confidence and their spirit. It is really important that the service users receive this support from an independent organisation".

Abdullah



Our Community Development Approach

We couldn't work in local communities face to face during 2020 – 2021 but we restructured our staffing to reflect the community development approach, mapped eleven localities in preparation for working with them, created a new training programme aimed at volunteers recruited from the communities we serve and wrote a pathway to support people to progress into volunteering and beyond.



Pari with Jack - a long standing member of the coffee afternoon

Kerry, staff and Pari, participant

This year I met some of the wonderful Gleadless Valley residents, who told me they'd like to be a welcoming and inclusive community. It has been a real joy and a privilege to be involved in getting some ideas off the ground this past year through our new community development approach. Two of our new Gleadless volunteers, Joanne and Tracey were keen to welcome speakers of other languages to their existing 'coffee afternoon'. They renamed it a 'Conversation Café' and here's what one newcomer to the group said:

"I was so lonely at home by myself all day, I cried a lot. When I came to the cafe I was shy at first, everyone was English, but it made me speak – I had to dare to speak. Everyone was so welcoming and friendly, I was looking for friends, and I found them".

Pari

On being both a trustee and conversation group volunteer amidst a pandemic – Jim, volunteer and trustee

As a trustee I've helped SAVTE with data collection and the SAVTE Volunteers' Survey. My biggest achievement, however, has been as a volunteer: keeping my conversation group going online rather than face-to-face. The group has gone from strength to strength with a stable core group of around eight regular active participants. I'm pleased that some stay in touch via WhatsApp, even after they've progressed into further education, a job, or are themselves volunteering. I'm also delighted that the group has "gone global" with learners (who moved) joining regularly online from China, Spain, Turkey and Iraq... maybe there is an upside to the pandemic after all.



Jim and his conversation group

Lyn, retiring trustee

Having previously worked in community development roles and in a public health team, I understood not having English as a first language acts as a major barrier to both accessing services and feeling a part of your local community which in turn results



in health and wealth inequalities. I am so pleased to have been active in progressing and embedding a community development approach. I feel that this complements SAVTE's English language support and ensures a meaningful and sustainable model that supports community cohesion and a neighbourliness within communities and across Sheffield.

- 63 new volunteers trained to provide bespoke English language support
- 116 existing volunteers mentored and supported
- 85 participants supported on a one to one basis
- 14 conversation groups led by 25 volunteers supporting 98 participants



Adapting and transferring our activities online – Hannah, staff

Looking back over the past 12 months, we have achieved so much as a team – getting to grips with the different ways we can use technology to support volunteers and reach learners has been a steep learning curve! For me, a pivotal moment was the start of our first online training course for volunteers back in September 2020. Welcoming 30+ people onto a Zoom session that we had designed, developed the materials and organised completely from scratch was a massive undertaking – there were a lot of nerves! Within the first few minutes the session was underway and it felt like the usual brilliant SAVTE training course, meeting wonderful new volunteers – even on Zoom!

- 15 family learning volunteers trained
- 6 online family learning groups supported by 3 volunteers supporting 12 participants
- 7 families progressing to mainstream family learning



Sam running an ESOL Together session

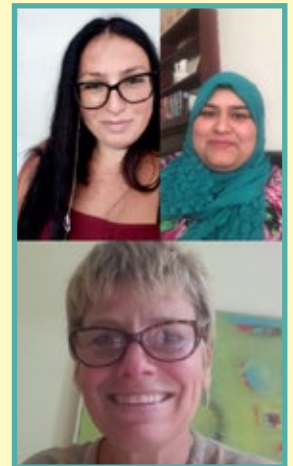
ESOL Together Programme – Sam, staff and Iman, participant

We ran our first ESOL Together volunteer training in October 2020 working with families with preschool age children. Whilst most of our provision has been online, one group has managed to meet in a park where the children, carers and

volunteers had a chance to socialise. The lockdown has hit some of our learners particularly hard, and having a chance to talk to others has helped them to feel more connected.

Small Group Learning – Hazel, staff

Supporting learners remotely has given us the opportunity to bring people together regardless of where they live and to create new models. Our volunteer Katie and Z worked one to one but Katie felt Z would benefit from more social interaction so they began to work with another SAVTE participant, R. The three worked in an online group to develop confidence in speaking skills and participating in group discussions. After ten weeks R was confident enough to join a SAVTE conversation group and also applied to Sheffield College. Z remains in a small group but is hoping to move onto a conversation group soon. This flexible approach really works – having this intermediate ‘small group’ has proved successful in getting people ready to move onto their next step.



Small group learning on WhatsApp



Volunteer training

Katie, volunteer: “I think this format worked well as an intermediary step to conversation classes, which can be quite fast-paced. It’s perfect for people who are almost there in terms of vocabulary but still want time and space to think and construct their answers”.

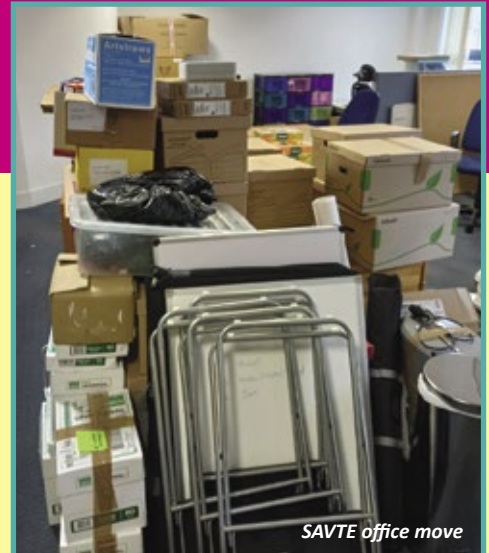
“I am so happy with Kate’s group. It is useful and I love it when I say something wrong, Kate corrects my sentences”. **Iman**

Strategic Development and Planning for our Future

Covid has brought unprecedented challenges - we have had to move fast, be flexible and align our strategy to the emerging socio-political environment. During this second year of the pandemic, we have not stood still.

This work is ongoing – but so far we have:

- Secured funding to buy in expertise in business development
- Developed an evaluation framework to evidence impact
- Built a new database so that we have accurate data reporting to support the analysis of the impact of our work
- Restructured and invested in staff and trustee training
- Implemented a hybrid home/office working policy and moved our office to Castle Gate



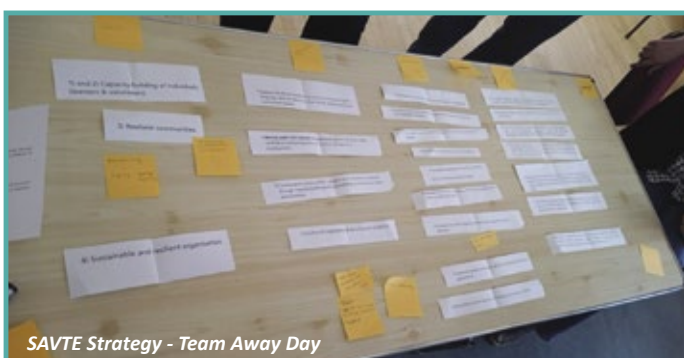
Developing our evaluation framework – Jo, new trustee Dec 2020

My background is in public health research and evaluation, and I was pleased to be able to contribute to work in early 2021 to develop a way of clarifying the key goals for SAVTE going forwards: supporting individual learners plus building capacity to use language skills to empower local communities. It helped me get to grips with the core values of the organisation and I was impressed with the team's skilful and efficient undertaking of this complex activity. I'm excited to see SAVTE's progress in the future.



What does success look like, in Community Development? – Nuhu, staff

We live in a world where it is not always easy to define what 'community' really is. Often the word 'integration' comes into play and things become more complicated than they need to be. In simple terms, success means a renewed focus on working with targeted partnerships to deliver for and make our local communities the best they can be. Success also means English for Everyone! It has been a joy working with volunteers to support English Conversation groups, continue sessions online and also face-to-face (with new arrivals) and to witness first hand the amazing contributions that group participants bring to learning sessions.



2. What are your main reasons for volunteering, what do you hope to gain from it?

I want to help learners develop confidence so that they can live their best lives.

Working with Partners

Partnership working underpins everything we do, we believe we can achieve more for communities by working collaboratively.



Good Work – Rachel and Caroline, staff

SAVTE secured a contract this year to work in partnership with South Yorkshire Housing Association to provide Functional Skills English and ESOL tuition to those experiencing barriers to employment as a result of a mental health illness. 49 participants were supported of whom 14 secured employment, 8 achieved an education outcome and 1 started volunteering with SAVTE. Here's just one example

Asha, a single mother from South Sudan, was referred to Good Work after starting an exciting new job as a personal care assistant. Although she loved the job, Asha sometimes didn't understand the client or the course she had to take. She had sessions every single day with Good Work over a number of months to tackle this sudden influx of new language. Asha was able to remain in employment because of the support she got with her English via SAVTE and Good Work.

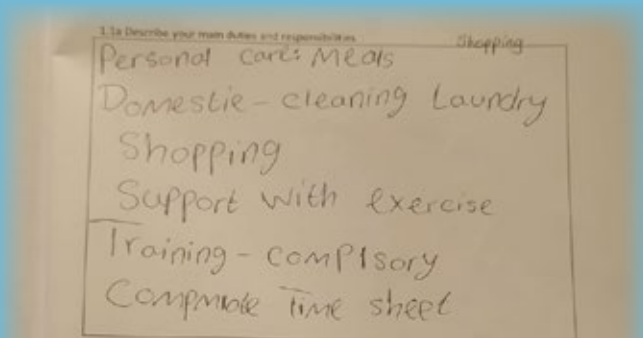


SPRING Partnership

SAVTE's role in the SPRING (Sheffield Project for Refugee Integration and Growth) partnership is to support refugees with English through either 1:1 learning or small groups at the Sanctuary or online. This project is funded by the European Social Fund and The National Lottery Community Fund



Ian and Kathleen running a session at the Sanctuary



"I'm over the moon with my new job, I've made friends at work and I'm looking for a new place to live. I feel like I'm helping the planet, too. Caroline's going to keep helping me as I want to get better at reading and writing. I also want to pass my driving theory test!"

Dan – Good Work Client



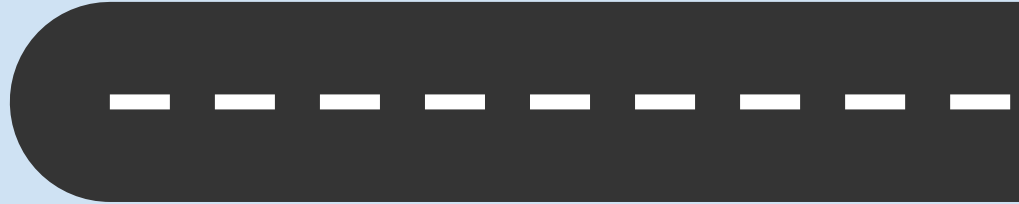
Participant's Journey

The Journey Starts

- Supported referral from partner organisation or service
- Friend or family referral for support



Individual, v
language se



- Begins at the participant's starting point
- Pactical Essential English
- Taking it out of the home into real life
- Planning next steps

Supported Volunteering with SAVTE:

- Training and Development
- Skills sharing workshops
- Teaching tools, techniques and resources
- Supported Volunteering Placement
- Next steps support

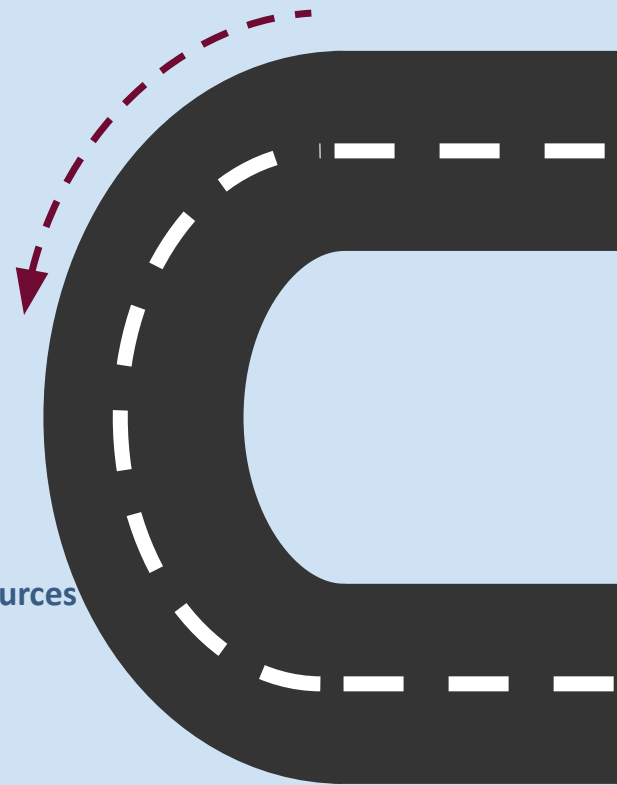
Personal Growth in:

Confidence

Employability

Wider networking, participation and local engagement

Readiness for next steps



key:

Programme

Volunteer-led English sessions, at home or online:



Increasing:

- Connectedness, social engagement
- Confidence and wellbeing
- English language skills & use
- Readiness for next steps

Supported Signposting:

- Formal English Classes
- Further education and progression



Volunteer-led English Conversation Groups - online or locally:

- Meeting others
- Making connections
- Practical 'on the ground' English
- Getting Involved
- Planning next steps

Increasing:

- Connectedness
- Confidence and wellbeing
- Practical English skills and use
- Readiness for next steps

And the journey continues.....



SAVTE Participants are:

- Connected
- Engaged
- Empowered

Activities

Impact



SAVTE New Projects



Group sessions at the hotel
(and below right)

New Arrivals Project – English for Orientation for Asylum Seekers

- 8 volunteers supported (including 2 hotel residents) to deliver 4 weekly groups supporting 105 new arrivals

There is very little provision for new arrivals, many of whom are men, within their first six months when they are not entitled to state funded language support. During lockdown SAVTE undertook research into their needs. Last autumn, following a number of asylum seekers arriving by boat into the UK, SAVTE provided informal 'Welcome to Sheffield English' groups at a hotel where new arrivals are housed until suitable housing can be found. One hotel resident, Faisal, was an English teacher in Yemen and we provided him with a laptop and resources to continue to run groups when the hotel was closed during the second lockdown. SAVTE funded this programme through existing resources, providing books, resources and stationery to the participants.



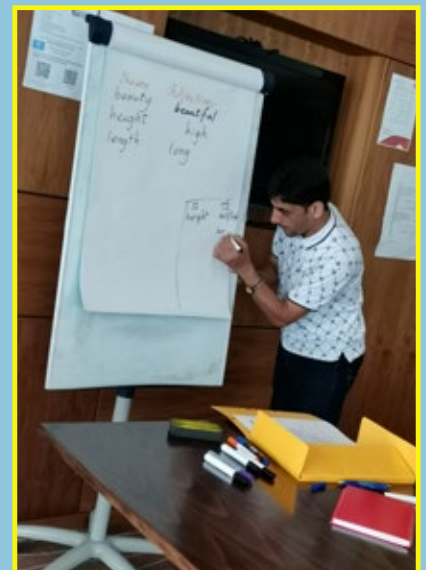
SAVTE's responsiveness to changing needs – Stella, staff

At the end of what is almost 4 years leading SAVTE – I can look back and see the distance we have travelled as an organisation. The highlight for me this year has been how staff and volunteers responded very quickly to the urgent (and unexpected) situation in the hotel – so many new arrivals, in need of so many basics. The collaborative efforts of staff and volunteers demonstrated both the responsiveness and agility of SAVTE as an organisation, particularly the commitment and flexibility of my team. This project is at the heart of everything that SAVTE stands for – **that everyone is welcome in our city!**

Case study

Faisal Muhrez - Hotel resident and volunteer

It's a great opportunity to volunteer with SAVTE. I really enjoyed it as well as added to my knowledge and experience. Asylum seekers who lived in the hotel are so lucky when they found SAVTE to organise and run ESOL sessions. The SAVTE team immediately put the asylum seekers in groups depending on their levels in English. I offered to volunteer as an English teacher. Things were going well and then suddenly the second big lockdown started in November 2020. Consequently, ESOL sessions were cancelled since the teachers from outside the hotel were not allowed to continue the classes. However, because I was one of the asylum seekers and because the whole residents in the hotel were considered as one bubble I continued teaching on a weekly basis. During the pandemic I taught two courses for more than 40 asylum seekers starting from scratch and I was proud that they developed distinguishably. And I should confess that wouldn't happen without the support of SAVTE; during that hard time they provided me with everything I needed to implement the classes like the laptop, whiteboard, markers, flipcharts, and printing out worksheets (for every session). SAVTE also provided the learners with pens, pencils and notebooks. I used to contact some SAVTE staff members discussing some relevant issues or some inquiries or some requirements for the sessions. Late June 2020 life came back normal but we didn't regret wasting time during the pandemic. Personally I had the chance to deal with different people with different backgrounds and races and realized that the garden wouldn't be that beautiful until it has different colourful flowers.



We have developed new projects as a result of needs of Asylum Seekers living in a Sheffield hotel, and participants experiencing digital exclusion as a result of services moving online.

Digital Inclusion Project – Humaira, staff

- 53 participants received new digital devices
- 139 received digital – access support (training, data)
- New funding to extend our Digital Inclusion for 12 months – Digital is now integrated into everything we do!



This new programme was established in response to Covid and involved distributing devices and data to participants. We also developed video tutorials so that everyone could use their devices independently accessing the tutorials via YouTube and created an online resources library. Not only did this mean that online English language support could be accessed, but also that digital skills were developed.



Case study The story continues... – Sabira, participant

Sabira was SAVTE learner of the year last year and was also awarded 'Learner of the Year' from Sheffield City Council's FACES department. Her continuing story demonstrates the impact that SAVTE has.

Sabira began a one to one placement and quickly progressed due to her determination to learn. She joined a poetry group and performed one of her poems at SAVTE's AGM in December 2020 alongside the poet and artist Tawona Sithole from Glasgow University. She

continued to study and is now attending college classes.



Equity, Diversity and Inclusion – Fanda, trustee

I joined SAVTE's conversation group training because I wanted to start a conversation group on my estate. I had been doing a lot of translations for many women and I thought that if they spoke English, they could do more for themselves. I then joined SAVTE's Equity, Diversity and Inclusion (EDI) Group and we discussed ways

that SAVTE could include more people from under-represented communities within the staff and trustees – as a result all SAVTE recruitment processes were changed. I joined the Board in May and was immediately involved in staff recruitment. I saw how inclusive SAVTE are in how they recruit – it was a new experience for me and I learnt a lot. We are now working hard on embedding EDI in everything we do.



Supporting Progression is at the heart of everything we do.

- 19 learners progressed to other SAVTE activities / volunteering
- 5 volunteers now work for SAVTE
- 1 volunteer became a trustee
- 193 learners received Information, advice and guidance,
- Our Community Programme achieved Matrix accreditation for the first time!



Salwa delivering volunteer training in Gleadless Valley

Progression – Maymona, staff

This year I was delighted to move into a new role where I established a SAVTE information, advice and guidance (IAG) plan. Kerry and I have achieved an IAG qualification and our new evaluation framework and database means that we will be able to evidence our impact accurately and in detail. We have many examples of progression within SAVTE. In the last few years Salwa and Khaldoon progressed from learning and volunteering into employment and governance roles. This year I met Sanam who started volunteering to support SAVTE's conversation groups. Her first step was using public transport in Sheffield! Such achievements kept us going in the darkest days of lockdown.

"I joined SAVTE after a long break from work due to a bereavement. I couldn't have been made more welcome and felt supported from the start. My work with SAVTE helped me to regain my confidence and made a huge difference to me personally. I am now starting a new role as a children and young persons practitioner with Sheffield Women's Aid and strongly believe that it wouldn't have been possible without the support and opportunities I had with SAVTE. So a huge thank you to everyone and I look forward to hearing about the amazing work that you all do. Many thanks".

Sam

From being a Participant to being a Trustee – Khaldoon, trustee

Three years ago, I was not confident in English and it was a barrier for me. I began my journey with SAVTE in an ESOL Level 2 class, then I applied to volunteer with the team to understand about working in the UK. Stella encouraged me to apply for a project role researching the ESOL needs of men and new arrivals, and then my contract was extended so that I could coordinate the new arrivals groups in the hotel. My background in Yemen was project management, which helped in promoting me to lead on establishing the evaluation framework and project managing the new database. I am now moving onto new employment, but my experience with SAVTE has helped me so much to grow in confidence with my English and understand working practices in the UK. I felt I was part of a big family, and I will always remember my time with the team. I now volunteer as a trustee.



Participants' stories

Sanam, participant – in her own words

I came to the UK 2 years ago to join my husband. I'm from Pakistan and I speak Urdu and Pashto. When I came to the UK, I couldn't speak a single sentence confidently even though I have a master's degree in economics from Pakistan.

It was difficult for me to go to the market, to visit the doctor, meeting new friends and neighbours. I was totally dependent on my husband. Sometimes I was in depression and I avoided going outside.

In Pakistan I was a social worker, for an NGO, I worked on the rights of minorities and women and I used to organise press conferences, seminars, and meetings with government officials. I had a lot of responsibilities.

Then I decided to join SAVTE's English conversation group at Vestry Hall just before lockdown. After 2 months, we moved online. I am so glad and proud to be a part of SAVTE's conversation class, I learnt a lot. My speaking power has improved writing reading grammar – everything has improved. My mental health has really improved, then I was thinking I needed a place to speak with English people and I tried to volunteer with many organisations but they all said no. Because of Covid I have been sitting at home for the last 2 years. My teacher Jim Dimond advised me to start with SAVTE so I applied to SAVTE and started with them in the office contacting learners. I was worried about my Islamic dress, I wanted to volunteer where there were no restrictions on my



dress (such as care homes). I always wanted to work where there were majority females. I am so happy here, this is the place I always dreamt for, the staff are so cooperative, so encouraging so when I feel confusion, the staff sort it out very quickly and they guided, supported me a lot even to take my first bus journey in the Sheffield, because I have never travelled by bus in UK before. SAVTE environment is like home, everyone is like a family member, because of that all my fears have vanished, I am more confident. My main focus now is to improve my English and get a job. I want to become a citizen in Sheffield.

“Very many thanks for responding so quickly and efficiently to my concern about M's doubts about the anti-Covid vaccine. The combination of my words and your sending resources and information in Arabic which I passed on to them ensured that M, who is very vulnerable because of his diabetes and heart condition, had his vaccination when he was invited to do so”.

Tony Trippit, supporting vaccine uptake, volunteer



Connecting people – Changing lives

Empowering people, connecting communities and changing lives through local English language support

The Year ahead...

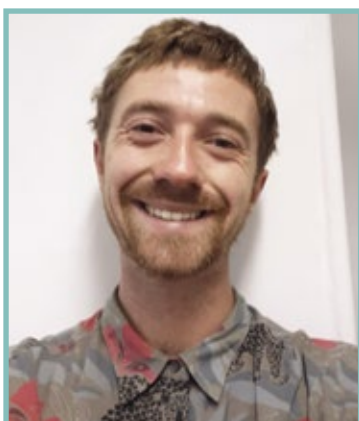
With still so much uncertainty with this pandemic, we know we need to remain flexible and responsive to community needs. However, we also need to plan ahead strategically not only to ensure that we are continually evolving to meet the changing environment but to create new income streams which include a blended mix of contracts, grants, donations and a training package for sale outside of Sheffield. Due to the nature of SAVTE's provision we will therefore explore new business models to ensure our sustainability.

Some of our plans for the year ahead are to:

- Continue to deliver our blended SAVTE programmes – which will include combining online and face to face learning opportunities either 1:1, or in small groups or community conversation groups.
- Roll out our new Community Volunteer Development Programme in Gleadless, Norfolk Park, Manor, Darnall, Tinsley and Burngreave, and create new office based volunteer opportunities to provide work experience.
- Establish three new trustee-staff working groups – Communications and Marketing, Business Development, People and EDI – to build creativity and inclusivity into our work.

With the newly awarded Charities Aid Foundation Covid - Resilience Funding

- Engage an experienced mentor to offer training and support
 - Develop a 3 year business and funding plan, building on SWOT analysis and risk assessment work.
 - Submit continuation funding applications to The Community Lottery Fund and the Tudor Trust to ensure we are able to continue our work.
 - Invest through training and coaching, in SAVTE's management and trustees team to develop and strengthen strategic leadership.
 - Develop a communications strategy to raise our profile, ensure we reach all potential learners, volunteer, partners and new supporters.
- Research and develop existing and potential new income generation opportunities.
- Secure training for in house book keeping and financial forecasting.
- Continue to develop the Evaluation Framework.
- The CAF funding facilitates time for the CEO to further develop networks and partnerships and be more representational. This will enable us to develop more collaborative working programmes and access further opportunities.
- Work with Senior Council Officers to position SAVTE as a key (specialist) voluntary sector provider in the city and explore other non-Adult Education sources of funding.
- Work with Voluntary-Community Sector organisations to develop a collective, joined-up offer to tackling inequalities in Sheffield.



Integrating Digital Inclusion into every thing we do – Farne, staff

Being new to SAVTE, my role will be to further embed the digital inclusion project, providing bespoke support to enable participants to access online activities.

My plan is to develop frameworks that everyone at SAVTE can use to help others use technology to make their lives easier and more convenient. I am also in charge of all SAVTE's social media and am aiming to raise greater awareness of what we do over the coming year.

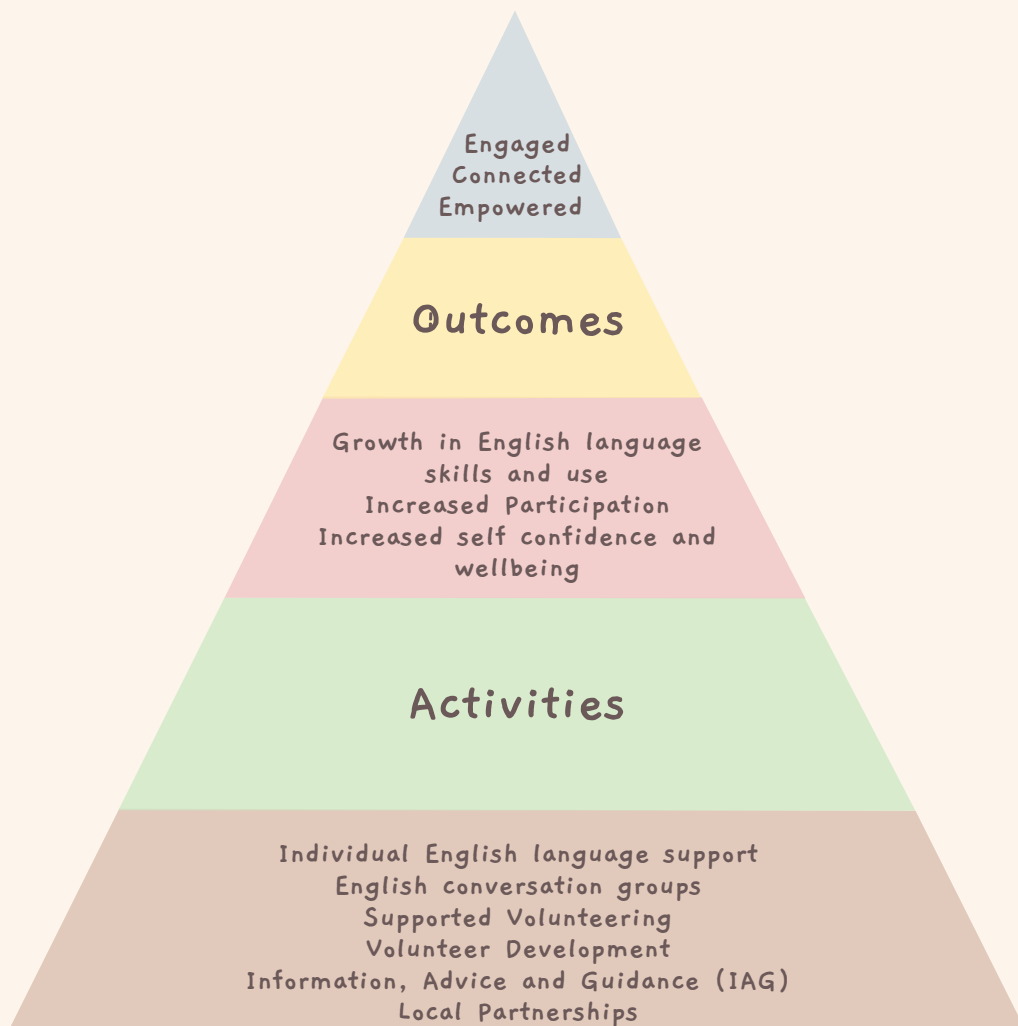
I previously volunteered for SAVTE and understand the impact that SAVTE makes and I'm excited to become part of the team at SAVTE and help the people and communities that SAVTE works with.

SAVTE AT A GLANCE

SAVTE Mission

SAVTE works with local organisations, community groups and relevant services to support speakers of other languages in learning English, in volunteering and accessing or creating opportunities for personal growth and employability. We do this through the provision of informal and inclusive volunteer-led English language development that responds to local needs.

Goals



Connected

with people, services and resources both in person and digitally.



Engaged

in their language and volunteering journey from wherever they start!



Empowered

to use their language, skills to choose their next steps and to actively participate in their community.



SAVTE

Connecting people – Changing lives

Empowering people, connecting communities and changing lives through local English language support

Statement of Financial Activities

for the period ended 31st July 2021

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL 2021	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL 2020
	£	£	£	£	£	£
Incoming resources						
Donations	463	200	663	1,014	540	1,554
Charitable activities	30,650	296,638	327,288	21,074	319,521	340,595
Investment income – bank interest	404	–	404	525	–	525
Other income	5,900	–	5,900	10,258	–	10,258
Total Incoming Resources	37,417	296,838	334,255	32,871	320,061	352,932
Resources Expended						
Charitable activities	11,858	329,419	341,277	12,389	263,793	276,182
Total Expended Resources	11,858	329,419	341,277	12,389	263,793	276,182
Net income/expenditure	25,559	(32,581)	(7,022)	20,482	56,268	76,750
Transfers between funds	1,733	(1,733)	–	20,032	(20,032)	–
Net movement in funds	27,292	(34,314)	(7,022)	40,514	36,236	76,750
Total funds brought forward	132,241	73,682	205,923	91,727	37,446	129,173
Total funds carried forward	159,533	39,368	198,901	132,241	73,682	205,923

Being SAVTE's Treasurer – Sarah, trustee

Being a Trustee of SAVTE is incredibly rewarding, especially this last year as we've seen the organisation continue to respond to the pandemic. As treasurer, I've helped to monitor SAVTE's finances in the light of changes to our delivery. We've been very grateful to all of our funders for their ongoing support. A particular highlight this year has been the opportunity for additional funding to support our new way of working. Further funding from Sheffield City Council's Covid Recovery Fund has enabled us to continue to employ our Digital Inclusion worker – this role has been vital in transitioning to online delivery and supporting learners, volunteers and staff in using online platforms. As we head into a new year, we will be continuing to work with our funding partners to ensure a sustainable model of funding for SAVTE.



Being SAVTE's Accountant – Lindsay, staff

I am pleased to have continued to work for SAVTE and be a part of such a committed team of people for another year. Maymona returning from maternity leave enabled us to change the structure of the finance team, develop our systems and create a good division of duties within the team.



Acknowledgments

We are grateful for the support we have received through funding and donations

The National Lottery Community Fund • Sheffield Council Voluntary Sector Grant Fund
Sheffield Council – FACES • Sheffield City Council UK Resettlement Scheme funding
European Union Asylum and Migration Impact Fund

Board of Trustees

Behind the scenes, but incredibly committed to SAVTE is a Board of Trustees who bring skills, experience and knowledge to the running and forward planning of SAVTE

Fanda Alazani
Sylvia Ashton
Sarah Beardsmore
Lyn Brandon
Gareth Dent
(resigned Feb 2021)

Jim Dimond
Jessica Elmore
Derek Grover
(resigned Dec 2020)
Patrice Panella
Jo Reynolds

And a superb Staff Team

Programme Director
Language Support Volunteer Link Workers

Programme Development Lead
SPRING Partnership Lead
Community and Volunteer Development Worker
Good Work and SPRING Project Support
Digital Inclusion and Communications
Programme Support Manager
Programme Support
Good Work English Teachers
Community Researcher
Accountant
Chief Executive

Hannah Thornton
Stephanie Milton, Hazel Leigh, Cerowyn Brown, Ethel Maqeda and Joanna Sutcliffe
Khaldoon Al-Mathhagi
Nuhu Jallow
Kerry Cressey
Salwa Ahmed
Humaira Anwar, Farne Errington
Maymona Ghannam
Katrin Klosa
Rachel Edmondson and Caroline Lee
Paul Allender
Lindsay Hepburn
Stella Burton

Connecting people – Changing lives

Empowering people, connecting communities and changing lives through local English language support



SAVTE

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www.savte.org.uk

 @savteesol  @savte2

REFER TO SAVTE

If you know someone who needs help with their English and can't get access, refer them through our website

www.savte.org.uk or call us on 0114 212 3050

VOLUNTEER WITH SAVTE

SAVTE will introduce volunteers to learners, and train them to offer English Language Support

Apply to volunteer via our website:

<http://savte.org.uk/volunteering/>

PARTNER WITH SAVTE

We welcome any opportunity to come and talk to your organisation about how we could work together

Email us at: savte@savte.org.uk

