

Registered number
04180958

Health & Education South
(A Company Limited by Guarantee)
Registered Charity number 1091209

Report and Accounts

31 March 2021

Health & Education South
Report and accounts
Contents

	Page
Report of the Trustees	1
Statement of financial activities	10
Balance sheet	11
Notes to the accounts	12
Independent examiner's report	15

HEALTH & EDUCATION SOUTH

A company limited by guarantee

Report of the Trustees For the Year ended 31st March 2021

Charity Number: 1091209 (from March 2002)

Company Number: 4180958 (from March 2001)

The Trustees wish to present this annual report, summarising the activities of the charity Health & Education South over the year ended 31st March 2021 to the Charity Commission.

Administrative Information

Charity Name: Health and Education South

Registered Office and Operational Address: 6b Church Street, Reading, Berkshire RG1 2SB

Trustees: Robert Small (Chair), David Easby (Vice Chair), Paul Maiteny, Jessica Hamersteen, Belinda Manning

Secretary: Kate Pepper

Senior Management Team: Kate Pepper (Director), Belinda Manning (Management Team Member)

Auditors: Adams Mitchell, 109 Gloucester Place, London W1U 6JW

Bankers: Royal Bank of Scotland, Brunel House, 17/27 Station Road, Reading RG1 1LG until February 2021. (Current Account)

From February 2021: Metro Bank, 201 Broad St, Reading, RG1 7QA

Barclays Bank, Business Direct Access, 90-93 Broad Street, Reading RG1 2AP. (Contingency Fund)

Our Aims and Objectives

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are to provide:

- Relief of sickness and suffering
- Advancement of Education

The aims of the charity are the promotion of health and to improve and maintain conditions of living, and to provide educational training to adults of all nationalities in the local area, in a most effective and affordable way. Our aims fully reflect the purposes that the charity was set up to further.

The charity consists of two elements: -

1. The English Language Centre and
2. The Therapy Centre.

Both of these contribute to the aims and objectives of the charity.

The English Language Centre was founded in 1984. The present premises were purchased in 2000 specifically to house the school and the therapy centre more effectively and comprise an attractive historic building in a quiet conservation area in the heart of Reading.

The aim of the school is to provide not only an appropriate academic environment, but also one which has a welcoming social atmosphere where students feel at home and supported by their peers and staff alike and where they are able to make the most of their time to enhance their language skills while experiencing different aspects of UK culture.

The school shares the premises with The Therapy Centre, also owned and managed by the director, Kate Pepper. The Therapy Centre is on the ground floor of the building with the school on the first floor. The Therapy Centre provides room availability for a wide range of therapeutic and professional treatment. Administration functions are provided to both centres from the central office.

Ensuring the delivery of the Aims

We review the aims and objectives and activities twice yearly. We review our achievements and outcomes of our work, focussing on the success of each activity as well as the benefits to local residents. The trustees plan the future activities, taking into consideration how these activities contribute to the aims and objectives of the charity.

Focus of our work

The objectives during the last year continued to be for the advancement of education to the local community, and also for the relief of pain and sickness.

- Premises with ground floor rooms accessible by wheelchair, providing therapeutic services for treatment with qualified therapists and trainers. Seven days per week access, and unlimited time usage.
- Relief of ill health through alternative and complementary therapies including hypnotherapy, acupuncture, psychotherapy and counselling.
- Providing room space for other community groups, and self-help workshops and courses including yoga, meditation, and support groups.
- First floor space for educational training
- Maintaining affordable prices for the community
- English courses for foreign residents enabling them to integrate better into the community, and improve their language skills to find work
- Provide an Open Examination Centre for Cambridge University examinations for those needing qualifications for further education, work or for immigration purposes.
- Training for Teachers aiming to obtain the Certificate in English Language Teaching to Adults (CELTA) and Diploma in English Language Teaching to Adults (Delta) qualifications
- Abiding by the regulations of the government Accreditation body: Independent Schools Inspectorate (ISI)

Who has used our services and how they have benefitted.

The Educational Courses:

The school caters for up to 150 international students at any one time, of whom the majority are part-time students. There are no students under the age of 18. Student recruitment is mainly by word of mouth and the website. The school does not use agents for recruitment at present, but is investigating this as a possibility in the future. The school was inspected by ISI in November 2019. The ISI inspection accredited the School with the following grades:

Quality of curriculum, teaching and learners' achievements	Exceeds expectations
Students' welfare, including health and safety	Exceeds expectations
Governance, leadership and management	Exceeds expectations

Tier 4 students normally enrol at the start of the academic year. Part-time students and other full-time students can enrol at any time. This year there has only been 1 student attending on a full-time Tier 4 visa status, and the other students are all part-time.

Age range breakdown of students during the past 12 months

Age Range	Count	Percentage	Female	Male
18-19	1	3.6 %	1	0
20-24	6	21.4 %	5	1
25-29	6	21.4 %	4	2
30-39	9	32.1 %	6	3
40-49	2	7.1 %	2	0
Over 50	3	10.7 %	2	1
Unknown	1	3.6 %	1	0

The **total number of students** was 41 during this period, down from 177 in the previous financial year (April 2019 to end March 2020)

During the past 12 months the school has been host to students from 15 different countries, down from 40 in the previous year:

Number Of Countries

15

<u>Code</u>	<u>Country</u>	<u>Count</u>	<u>Percentage</u>
ES	Spain	8	28.6 %
IT	Italy	4	14.3 %
DE	Germany	2	7.1 %
LY	Libya	2	7.1 %
UA	Ukraine	2	7.1 %
BR	Brazil	1	3.6 %
FR	France	1	3.6 %
GM	Gambia	1	3.6 %
HU	Hungary	1	3.6 %
IQ	Iraq	1	3.6 %
JP	Japan	1	3.6 %
MX	Mexico	1	3.6 %
PK	Pakistan	1	3.6 %
PL	Poland	1	3.6 %

TN Tunisia 1 3.6 %

	Type	Count	Percentage
	EU	17	60.7 %
	Non EU	11	39.3 %

A recent phenomenon has been the decrease in students from Europe, partly due to the economic situation there, but mostly because of the impact of Brexit and the withdrawal of the UK from Europe, thus creating the need for a Study Visa in order to enter the UK to follow an English Language Course. The outbreak of Covid-19 world-wide just before the start of the financial year, also had a dramatic effect on attendance in the Language School. With the closure of the school, there was a sharp drop in the number of staff, with few returning to work when lockdown was eased. The sudden reduction in clients booking sessions with the Therapists led to sessions being held online, rather than face-to-face in the Therapy Centre.

There are no students with significant learning difficulties or disabilities at present, but Disability Support is provided upon request by one of the previous Trustees who is fully qualified and experienced in this area, including Special Educational Needs and Disability (SEND).

Detailed records of each student are kept in paper files and on the student administration system. Passports are checked for all students, and proof of valid visa status is recorded for those students who may arrive from outside the UK.

Student satisfaction is generally high and the success of the school in meeting its students' needs is demonstrated by the willingness to recommend the school to friends and family (typically around 95% in student surveys) and the greater number of students who come to the school via personal referral.

Examination Results

There were no Cambridge University examination sessions held during this period.

From September to December 2020 Cambridge Teacher Training CELTA course run with 6 trainees, successfully achieving pass grades at the end of the course.

The Therapy Centre:

During this financial year, 15 therapists have made sporadic use of the rooms in The Therapy Centre: a decrease from 64 from the previous year. They have provided a narrower range of treatment for the community, and further afield:

Aromatherapy

Alexander Technique

Counselling

Cranio-sacral therapy

Psychotherapy

Reiki

Hypnotherapy

The Centre, opened in May '96, has experienced and qualified therapists and consultants who continue to provide facilities for those interested in undertaking treatment as well as attending occasional meetings, or following courses. The hands-on treatments continue to benefit their clients by producing lasting relief from pain and discomfort. Counselling or psychotherapy, among others, is conducted in sound-proofed rooms, which allows meetings with clients in privacy and confidence, to explore distress or difficulties the client may be experiencing. The rooms are also let out to community groups for free or at a reduced fee (e.g. Reading Welfare group). The aim is for the Centre to continue operating as such, when services return to normal after the Covid-19 restrictions ease.

Financial Review

The Principal Funding Sources:

The sources are the students for the group and private tuition on a weekly and monthly basis, examination internal and external candidates (no exam sessions this past year compared to 5 previously), and the therapists who pay on a monthly basis for the room usage. During the financial year 2020/21, there has been a dramatic decrease in income from the Educational Centre and also from the Therapy Centre as shown in the financial report by the accountant (attached). A government grant given to the Therapy Centre, has assisted in keeping the Centre open. No grant was offered by the government for the Language Centre. Furlough was available to support the staff working in the year.

Contingency Fund/Reserves Policy:

The contingency fund with Barclays Bank has the total of £45,778 as of 31st March 2021. This level of reserves now provides a partial safety net for some of

the loss of income in either centre, as is being experienced during the outbreak of Covid-19.

Plans for the future

The Charity will continue the Educational and Therapeutic activities as previously described, with added focus on: -

- The monitoring inspection by ISI took place in November 2019. The standard of 'Exceeding Expectation' was maintained. The next Full Inspection will follow in the autumn 2021. We aim to further maintain our standard of 'exceeding' and undertake to resolve any areas of recommended development.
- Review costing and viability of external compliance.
- Maintain and update the appearance of the therapy centre to attract further therapists, and maintain a pleasing environment for their clients.
- To look into taking on further educational agents to work together for students needing English as a Foreign Language (EFL) classes.
- Develop a wider range of examinations available such as the OET for nurses and medical staff.
- Following the government regulations for maintaining safe working conditions for all staff, clients and students during the outbreak of Covid-19
- Research into available grants and funding for the Charity as a whole.

Structure, Governance and Management

Governing Document: The organisation is a charitable company limited by guarantee. It was incorporated in March 2001 and registered as a charity in March 2002. Trustees have wide experience in the areas of management, finance, education, therapy and disability and can provide a quality assurance which monitors the progress of the school, with strategic business and financial planning

The Trustees serve an indefinite period, and give notice upon deciding to leave the trusteeship. From April 2015 there were 3 trustees, and at present a further two trustees have joined the board.

Recruitment and Appointment of Trustees: Trustees are sought when notice to resign is given by a trustee. The future trustee has an induction period during

which the director clarifies the aims and objectives of the charity, and provides information of the previous meetings and minutes. The present trustees will meet and discuss the suitability of a new trustee, and then vote to appoint that trustee or not. Reference will be made to the Charity Commission publications CC30 Finding New Trustees and CC3 The Essential Trustee.

Risk Management:

Financial Risk: The risks to the charity's income falling and/or the expenditures increasing are reviewed by the Trustees twice a year with direction from the Senior Management Team

Also, financial propriety is reviewed to ensure that good standards and procedures are maintained for processing money, fees etc.

Health & Safety: The requisite H&S and Fire Regulations and procedures are applied and adhered to throughout the charity premises and are regularly reviewed by the Senior Management and Trustees.

Responsibilities of the Trustees

The trustees will:

- Monitor all activities of Health & Education South to ensure that all staff and therapists are furthering the objects of the Charity and abiding by the regulations of the Centre
- Meet twice yearly to advise on and approve of improvements and changes to the Centre, with extraordinary meetings when requested
- Periodically talk with clients to gauge their opinions on their treatment
- Discuss the Feedback Forms which will be available for clients and students to complete
- Attended Open Days whenever possible to gain more insight into therapy courses and treatment
- Verify provision of all certificates, qualifications and insurance of the Therapy Centre room hirers
- Check full and accurate accounting records
- Advise on funding and possible grants
- Help the Charity achieve its aims through their expertise or commitment
- Oversee the legal duties and responsibilities are carried out

Accountancy

The Director's Report and Financial Statements for the Year ended 31st March 2021 are attached separately.

This report has been prepared in accordance with the statement of recommended practice: Accounting and Reporting by Charities (March 2005) and in accordance with the special provision of Part VII of the Companies Act 1985 relating to small entities.

Approved and signed on behalf of the Trustees
by Robert Small (Trustee)

.....*Robert E. Small*.....(Signature) HEALTH
.....31/12/2021.....(Dated) &
EDUCATION SOUTH
Registered Charity No
1091209

Health & Education South
Statement of Financial Activities (including Income & Expenditure Account)
for the year ended 31 March 2021

		Unrestricted Funds	
	Notes	2021	2020
		£	£
Incoming resources			
Income from Charitable activities	2	19,044	176,598
Interest receivable		21	84
Resources expended			
Charitable activities	3	(110,517)	(181,345)
Other operating income		34,718	-
Net movement in funds		(56,734)	(4,663)
Reconciliation of funds:			
Total funds brought forward		130,336	134,999
Total funds carried forward		<u>73,602</u>	<u>130,336</u>

The statement of financial activities includes all gains and losses for the year. All incoming resources and resources expended derive from continuing activities.

**Health & Education South
Balance Sheet
as at 31 March 2021**

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	4	2	1,301
Current assets			
Debtors	5	188	5,249
Cash at bank and in hand		86,181	138,021
		86,369	143,270
Creditors: amounts falling due within one year	6	(12,769)	(14,235)
Net current assets		73,600	129,035
Net assets		<u>73,602</u>	<u>130,336</u>
Capital and reserves			
General funds - unrestricted	7	73,602	130,336
		<u>73,602</u>	<u>130,336</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act. However, in accordance with s145 of Charities Act 2011 the accounts have been examined by an Independent examiner.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

K I Pepper
Director

Approved by the board on 31 December 2021

Health & Education South
Notes to the Accounts
for the year ended 31 March 2021

1 Accounting policies

Basis of preparation

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, , and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Incoming resources

Incoming resources represents the value of tuition and ancillary services supplied to pupils and rent from room hire for therapy services. Income is recognised when the service is rendered or the hire period has completed.

Resources expended

Expenditure is accounted for on an accruals basis as a liability is incurred.

Depreciation

Fixed assets are measured at their original cost.

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment and fixtures	20% straight line
------------------------	-------------------

Health & Education South
Notes to the Accounts
for the year ended 31 March 2021

2 Incoming resources	2021	2020
Tuition fees	15,819	119,283
Therapy Centre	3,225	57,315
	<u>19,044</u>	<u>176,598</u>

3 Charitable activities	2021	2020
	£	£
Depreciation of owned fixed assets	1,299	2,677
Charitable activities	50,205	72,350
Emoluments of employees and external tutors	28,312	75,456
Governance costs - Schools inspection service	2,600	2,600
Directors' remuneration	28,000	28,000
Pension costs	101	262
	<u>110,517</u>	<u>181,345</u>

The average number of staff employed during the year was

<u>3</u>	<u>3</u>
----------	----------

4 Tangible fixed assets

	Equipment and fixtures £
Cost	
At 1 April 2020	21,698
At 31 March 2021	<u>21,698</u>
Depreciation	
At 1 April 2020	20,397
Charge for the year	1,299
At 31 March 2021	<u>21,696</u>
Net book value	
At 31 March 2021	<u>2</u>
At 31 March 2020	<u>1,301</u>

Health & Education South
Notes to the Accounts
for the year ended 31 March 2021

5 Debtors	2021	2020
	£	£
Trade debtors	188	5,249
	<hr/>	<hr/>
6 Creditors: amounts falling due within one year	2021	2020
	£	£
Other taxes and social security costs	-	1,415
Other creditors	12,769	12,820
	<hr/>	<hr/>
	12,769	14,235
	<hr/>	<hr/>
7 Unrestricted general funds	2021	2020
	£	£
At 1 April 2020	130,336	134,999
Loss for the year	(56,734)	(4,663)
	<hr/>	<hr/>
At 31 March 2021	73,602	130,336
	<hr/>	<hr/>
8 Related party transactions	2021	2020
	£	£
The company rents premises from the director at market value.		
The rent paid during the year was:	22,780	20,460

9 Company limited by guarantee

The company has no issued share capital and in the event of a winding up each member will contribute £1.

Independent examiner's report to the trustees of Health & Education South

I report to the charity trustees on my examination of the accounts of Health & Education South for the year ended 31 March 2021.

Responsibilities and basis of the report

As the charity 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 s145 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

I have completed my examination. I confirm that no matters have come to my attention in connection with 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 386 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not 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 accounts in accordance with Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS102)

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.

A R Mitchell
Chartered Accountant
13 Verran Road
Camberley
Surrey
GU15 2ND

31 December 2021