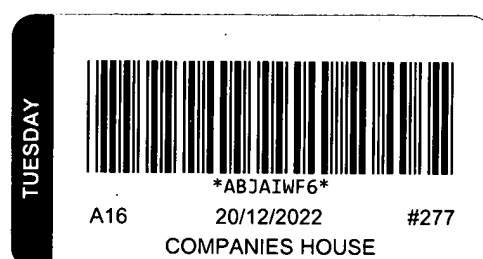


Registered number  
04180958

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

## Report and Accounts

31 March 2022



**Health & Education South  
Report and accounts  
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# HEALTH & EDUCATION SOUTH

A company limited by guarantee

## **Report of the Trustees For the Year ended 31<sup>st</sup> March 2022**

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 31<sup>st</sup> March 2022 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), Paul Maiteny, Jessica Hamersteen, Robert Brodie, Belinda Manning

Secretary: Kate Pepper

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

Bankers: 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 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, which includes the asylum seekers and refugees. 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. The number of paying students has dropped dramatically and averaged 12 per month during the year. The majority of the students are Refugees and Asylum Seekers who attend free classes taught by paid and non-paid teaching staff. 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 next inspection will take place in the autumn 2022. The ISI inspection accredited The English Language Centre 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

Visa 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 have been no students 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 (April 2021 to March 2022)

Age Range	Count	Percentage	Female	Male
18-19	1	2.2 %	1	0
20-24	5	11.1 %	5	0
25-29	8	17.8 %	5	3
30-39	14	31.1 %	10	4
40-49	9	20.0 %	6	3
Over 50	4	8.9 %	3	1
Unknown	4	8.9 %	3	1

The **total number of students** was 59 during this period, up slightly from the previous financial year.

During the past 12 months the school has been host to students from 20 different countries, up slightly from 15 in the previous year:

**Number Of Countries**

Code	Country	Count	Percentage
ES	Spain	7	15.6 %
HK	Hong Kong	7	15.6 %
IT	Italy	4	8.9 %
DE	Germany	3	6.7 %
RU	Russian Federation	3	6.7 %
TR	Turkey	3	6.7 %
CO	Colombia	2	4.4 %
JP	Japan	2	4.4 %
KR	Korea, South	2	4.4 %
TW	Taiwan	2	4.4 %
DK	Denmark	1	2.2 %
DM	Dominica	1	2.2 %
FR	France	1	2.2 %
HU	Hungary	1	2.2 %
MX	Mexico	1	2.2 %
PL	Poland	1	2.2 %

RO	Romania	1	2.2 %
SA	Saudi Arabia	1	2.2 %
SE	Sweden	1	2.2 %
SK	Slovakia	1	2.2 %

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 has also continued to have a dramatic effect on attendance in the Language School. Since the closure of the school during lockdown, 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. Online sessions are still favoured. The number of therapists working on site is slowly rising, but they have a greatly reduced number of clients attending face-to-face sessions.

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 or residency 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 was a limited number of Cambridge University examination sessions held during this period with the following students:

11 Dec 2021	3063 Paula Ziegler	Cambridge FCE B2 A	Pass
11 Dec 2021	3014 Luis Gutierrez Garcia	Cambridge FCE B2 CEFR B1	Pass
19 Jun 2021	3025 Lisa-Marie Apel	Cambridge CAE C1 B	Pass
19 Jun 2021	3056 Karolina Kjaer-Hansen	Cambridge CAE C1 C	Pass

19 Jun 2021	3033 Ariadne Iribarren	Cambridge CAE C1 B	Pass
19 Jun 2021	3057 Stanislava Pavlickova	Cambridge CAE C1 C	Pass
19 Jun 2021	3059 Sebastian Wagner	Cambridge CAE C1 C	Pass
14 Mar 2020	2934 Adriana Krug	Cambridge PET B1 Distinction	Pass
11 Dec 2021	2660 Maria Castell Aroca	Cambridge CAE C1 CEFR B2	Pass
11 Dec 2021	2406 Raquel Varela Rodriguez	Cambridge CAE C1 C	Pass
05 Mar 2022	2969 David Gomez	Cambridge CPE C2 C	Pass

The CELTA teacher training courses are offered 6 times per year. This year only one course was able to run: September to December 2021 with only 4 trainees who all achieved a pass grade. Applications remain very low regarding the number of trainees.

### **The Therapy Centre:**

During this financial year, 20 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:

Alexander Technique  
 Coaching  
 Counselling  
 Cranio-sacral Therapy  
 Hypnotherapy  
 Massage  
 Mindfulness  
 NLP  
 Psychotherapy  
 Reiki  
 Reflexology  
 Shamanic Meditation  
 Yoga

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 and Reading Town in Transition).



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, the CELTA trainees and the therapists who pay on a monthly basis for the room usage. During the financial year 2021/22, there has been a continuation of the dramatic decrease in income from the Educational Centre and also from the Therapy Centre as shown in the financial report by the accountant (attached). No grant has been offered by the government for The English Language Centre, apart from furlough, which was available to support staff from 15,028 working in the year.

### **Contingency Fund/Reserves Policy:**

The contingency fund with Barclays Bank has a balance of £30,784 at end March 2022. The regular deposit of £500 per month, from income has been stopped. This level of reserves now provides a small safety net, in case of loss of income in either centre, as has been experienced in the past.

## **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 which will take place in autumn 2022. 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.
- Keep updated regarding 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
- 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 31<sup>st</sup> March 2022 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 on 15<sup>th</sup> December 2022 by:

Paul Maiteny (Trustee)

 Signature

**Health & Education South**  
**Statement of Financial Activities (including Income & Expenditure Account)**  
**for the year ended 31 March 2022**

		<b>Unrestricted Funds</b>	
	<b>Notes</b>	<b>2022 £</b>	<b>2021 £</b>
<b>Incoming resources</b>			
Income from Charitable activities	2	38,928	19,044
Interest receivable		<u>4</u>	<u>21</u>
<b>Resources expended</b>			
Charitable activities	3	(85,363)	(110,517)
Other operating income		<u>34,728</u>	<u>34,718</u>
<b>Net movement in funds</b>		<u>(11,703)</u>	<u>(56,734)</u>
<b>Reconciliation of funds:</b>			
Total funds brought forward		73,602	130,336
Total funds carried forward		<u>61,899</u>	<u>73,602</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 2022**

	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	4	2	2
<b>Current assets</b>			
Debtors	5	188	188
Cash at bank and in hand		83,971	86,181
		<u>84,159</u>	<u>86,369</u>
<b>Creditors: amounts falling due within one year</b>	6	(22,262)	(12,769)
<b>Net current assets</b>		<u>61,897</u>	<u>73,600</u>
<b>Net assets</b>		<u>61,899</u>	<u>73,602</u>
<b>Capital and reserves</b>			
General funds - unrestricted	7	61,899	73,602
		<u>61,899</u>	<u>73,602</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 15/12/2022

**Health & Education South**  
**Notes to the Accounts**  
**for the year ended 31 March 2022**

**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
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**Health & Education South**  
**Notes to the Accounts**  
**for the year ended 31 March 2022**

<b>2 Incoming resources</b>	<b>2022</b>	<b>2021</b>
Tuition fees	30,574	15,819
Therapy Centre	8,354	3,225
	<u>38,928</u>	<u>19,044</u>

<b>3 Charitable activities</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Depreciation of owned fixed assets	-	1,299
Charitable activities	33,997	50,205
Emoluments of employees and external tutors	13,357	28,312
Governance costs - Schools inspection service	-	2,600
Directors' remuneration	23,009	28,000
Pension costs	15,000	101
	<u>85,363</u>	<u>110,517</u>

The average number of staff employed during the year was

<u>3</u>	<u>3</u>
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**4 Tangible fixed assets**

	<b>Equipment and fixtures £</b>
<b>Cost</b>	
At 1 April 2021	<u>21,698</u>
At 31 March 2022	<u>21,698</u>
<b>Depreciation</b>	
At 1 April 2021	<u>21,696</u>
At 31 March 2022	<u>21,696</u>
<b>Net book value</b>	
At 31 March 2022	<u>2</u>
At 31 March 2021	<u>2</u>

**Health & Education South  
Notes to the Accounts  
for the year ended 31 March 2022**

<b>5 Debtors</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade debtors	188	188
	<hr/>	<hr/>
<b>6 Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Other creditors	22,262	12,769
	<hr/>	<hr/>
<b>7 Unrestricted general funds</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
At 1 April 2021	73,602	130,336
Loss for the year	(11,703)	(56,734)
	<hr/>	<hr/>
At 31 March 2022	61,899	73,602
	<hr/>	<hr/>
<b>8 Related party transactions</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
The company rents premises from the director at market value.		
The rent paid during the year was:	16,799	22,780
<b>9 Company limited by guarantee</b>		
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 2022.

### **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

15 December 2022