



Oxford Schools Chaplaincy

(A company limited by guarantee)

Report and Financial Statements
For the period 1 September 2019 to 31st August 2020

Registered Charity Number: 1140387
Company registration Number: 7448668



Objectives, Activities, Achievements and Performance

The purposes of the charity are, for the public benefit:

- to advance the Christian religion in particular, but not exclusively, in schools; and
- to relieve poverty, suffering and distress among children and young people.

These objectives have been pursued throughout the reporting year as follows:

Personnel

Samantha Cragg, who had been our full- time Director of Schools Work for over 3.5 years, moved on with our best wishes and appreciation for her service at the end of October 2019. As one of her last tasks, she managed a widely advertised recruitment programme for her successor, culminating in interviews in September of a very impressive shortlist of applicants. Paul Sparrey was appointed our new Director and commenced full time with us in January 2020. Paul is very experienced having been involved in Christian youth work for over 16 years. Before joining us, he was Christian schools' worker in Reading. He lives in Wallingford and is married with 3 young children. Jo Curtis, joined OSC as our part-time administrative assistant at the beginning of September. Jo is a former teacher at Gosford Hill School and we are delighted to have someone of her experience to take on this important role. There has continued to be significant progress in our work both in quality and quantity.

At the beginning of 2020, we undertook a full review of our governance and strategy led by an external facilitator, Will Treasure, a Trustee of a 'sister' organisation St. Albans and Harpenden Christian Education Project ('STEP'). Will had been instrumental in establishing this charity and overseeing its growth. One of the key results of this exercise was to establish a smaller group of trustees as a leadership team with the mandate of maintaining close contact with the Director especially in the early months of his joining. This team meet every term and meetings of the full trustee body are now less frequent and focussed more at a higher level of oversight. One trustee remains a line manager of the Director, with another trustee being responsible for safeguarding issues. A new appointment was made for one trustee to act as pastor both to the employees and volunteers. Informal advisory support continues to be provided to the Director on an as requested basis by the Director of STEP.

The OSC model is to leverage its activities by mobilising volunteers from local churches. A volunteer leads, an inter-church discipleship group for Year 6 girls Our volunteer administrator manages a pathway for volunteers who apply to work with OSC which provides an efficient system to ensure appropriate vetting and training both in relation to

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lesson content and presentation and safeguarding. A supporter organises our weekly term-time OSC prayer meeting. It remains our objective to grow OSC's activities by increasing the volunteer base, providing good quality training and preparation and extending the representation across more Oxford churches. We keep our supporters updated with newsletters distributed by e-mail and in hard copy three times a year.

OSC seeks to work with local churches and other Christian groups involved in schools work. In supporting already established Christian Unions and setting up new ones, OSC has worked together with youth workers from Kidlington Baptist Church, St. Aldate's, St. Clements, St. Ebbe's, St. Andrew's and Viva network. OSC has also provided opportunities for students from the Oxford Centre for Christian Apologetics and Wycliffe Hall to present in schools. OSC used its convening capabilities to bring together the churches in Kidlington to form a steering group to serve Gosford Hill School and feeder primaries in a better and more joined up way.

OSC maintains contact with the Church of England diocesan RE advisor and contributes to the Education Advisory group at Christchurch, Oxford University. OSC is a member of the Evangelical Alliance. One of our trustees is the Schools Chaplaincy Adviser to the Diocese of Oxford which facilitates close cooperation, particularly in Church of England schools including The Oxford Academy.

Premises

The Parish Church Council of St. Andrew's, North Oxford make available an office for OSC staff in their parish centre at Linton Road, Oxford at no cost. Other rooms in the Parish centre are used for a weekly prayer meeting and for other ad hoc meetings and training events. Other churches have provided their facilities for OSC events at no cost, including Woodstock Road Baptist Church and St. Ebbes C.of E.

Activities

OSC supports existing Christian Unions (CUs) at senior state schools in Oxfordshire. The OSC approach to CUs is that these should ideally be owned by the pupils with a school staff member prepared to be present with OSC volunteers/local church support/other Christian agencies to help run them. OSC provides continuity and active support and encouragement for CU leaders and members. This includes help to organise, set up/ provide support for developing termly programmes/ mentoring and training of leaders/ planning leadership succession and training/ teacher liaison/coordinating external support from church youth workers and volunteers/ seeking to resolve issues arising which may be detrimental to the future of CUs.

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OSC aims to develop good quality/ curriculum friendly lessons on aspects of the Christian faith, presented by trained volunteers from local churches and to find opportunities to present these in secondary schools in Oxford.

OSC's traditional activities were severely restricted by the onset of the COVID pandemic. Schools were no longer open to visits from external groups or volunteers. In this scenario, we sought to identify different ways that we could be effective. We recognised the increased need for counselling support for pupils given the increased mental health issues which the virus had caused. Therefore, our director offered schools support from OSC in this area which were badly needed. Gosford Hill and The Swan school both engaged our Director to assist with pupil mentoring which enabled OSC to remain active in schools even during lockdown. The Director convened a chaplaincy steering group for The Oxford Academy. OSC developed our online offerings including weekly bible readings for Christian Union members to share, on-line CU for Cherwell School and on-line assemblies for The Oxford Academy.

Regrettably the trustees took the decision to place staff on furlough from 3rd April. Staff returned to work on 8th June and remained until the end of term at the beginning of July. OSC recognises the importance of prayer for teachers and pupils and for all the activities of OSC. A weekly term-time prayer meeting for OSC and its activities is held at OSC's offices with an average of 8 regular attenders from 6 city churches. This prayer meeting continued on-line during the pandemic. OSC assists in encouraging regular prayer meetings focused on different schools. An annual Pray for Oxford Schools event was held on-line where 10 churches were represented.

Financial Review

Donations from individuals (£31,016) and grant income (£650) were both reduced in 2019/20 compared to the previous year. However income from churches was maintained at around £8,000. Income was supplemented by a claim of £6,892 under the government Corona Virus Job Retention Scheme in respect of staff furloughed during the pandemic. Hence total income for the year was down just £4,500 at £48,411 in total. Staff costs were reduced as a result of vacancies and some non-pay costs were lower as activities were curtailed by lockdowns. Total expenditure for the year was £45,712. Overall there was a surplus of income over expenditure for the year of £2,299 which was added to reserves. Total reserves at the year-end stood at just under £50,000, largely represented by cash at bank.

Reserves Policy

The trustees regularly monitor OSC's finances and reserves. The trustees regard long term viability to be dependent on achieving balance between regular expenditure and regular donations from individuals and churches/trusts. Until this is achieved, trustees propose to allow reserves to increase by receipt of one-off donations. OSC's strategy envisages

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significant increase in personnel. If, and when reserves would provide sufficient cushion for increased regular expenditure, the trustees would propose to increase staffing.

Structure, Governance and Management

Oxford Schools Chaplaincy is a company limited by guarantee. Its governing document comprises its Memorandum and Articles of Association. Trustees are elected by Members by simple majority or co-opted by existing Trustees for the remainder of the year in which they are co-opted. Trustees must be no less than 3 nor more than 12 in number. One third of Trustees (commencing with last to be appointed) must resign at each annual general meeting. Their names can be submitted for re-election.

Bishop Stephen, the Bishop of Oxford and Professor Ewan McKendrick, Professor of English Private Law, University of Oxford, are our patrons.

Reference and Administrative Details

Name of Charity: Oxford Schools Chaplaincy (no other name used)

Charity Registration Number: 1140387

Company Registration Number: 7448668

Principal Office and Registered Office: St. Andrew's Church, Linton Road, Oxford
OX2 6UG

Names of Trustees (during reporting period and on approval of report)

Kenneth MacRitchie (Chair)

Frances Down (Treasurer)

Moirra Dorey

Ian Fry

Rev. Dan Heyward

Mandy Myatt

Rev. Charlie Kerr

Names of Directors on date of approval of report

Kenneth MacRitchie

Frances Down

Moirra Dorey

OSC holds no property other than office equipment of Schools Worker.

Exemptions from Disclosure : None Claimed

Funds held as Custodian Trustee on behalf of Others: None



Independent examiner's report on the accounts

Report to the trustees of Oxford Schools Chaplaincy (Registered Charity Number 1140387) on accounts for the period ended 31st August 2020 set out on pages 7 to 15 inclusive.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements: to keep accounting records in accordance with section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: A Maxfield

Date: 7/11/21

Name: Ms Anne Maxfield

Relevant professional qualification: MA ACA

Address: 151 Windmill Road, Headington, OXFORD, OX3 7DW



Statement of Financial Activities 31 August 2020

	2020			2019		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
Income						
Donations and legacies	39,347	85	39,432	49,359	1,500	50,859
Income from charitable activities	2,040	0	2,040	2,056	0	2,056
Income from investments	47	0	47	43	0	43
Other: Corona Virus Job Retention Scheme	6,892	0	6,892	0	0	0
Total Income	48,326	85	48,411	51,458	1,500	52,958
Expenditure						
Raising funds	1,279	0	1,279	4,255	0	4,255
Charitable activities	44,348	85	44,433	48,169	1,500	49,669
Total expenditure	45,627	85	45,712	52,424	1,500	53,924
Net Movement of funds	-2699	0	-2699	-966	0	-966
Balances brought forward at 1 Sept	46,932	132	47,064	47,898	132	48,030
Balances carried forward at 31 Aug	49,631	132	49,763	46,932	132	47,064

All the above results are derived from continuing activities
All gains and losses are recognised in the year and included above.



Balance Sheet at 31 August 2020

	2020	2019
	£	£
Tangible Fixed Assets	0	0
Current Assets		
Debtors (see note 3)	524	1,599
Cash at bank and in hand	50,713	45,709
	51,237	47,308
Creditors: amounts falling due within one year (see note 4)	1,474	243
Net Current Assets	49,763	47,064
Creditors: amounts falling due after more than one year	0	0
Total Net Assets	49,763	47,064
Unrestricted Income Funds	49,631	46,932
Restricted Income Funds (see note 8)	132	132
Total Accumulated Funds (see note 9)	49,763	47,064

These accounts were approved by the Trustees at their meeting on 15 November 2021 and signed on their behalf by:

Mr Kenneth MacRitchie (Chair)

Mrs Frances Down (Treasurer)

Dated 15/11/21



Statement of Cash Flows for the year ended 31 August 2020

Statement of Cash Flows	2020	2019
	£	£
Cash flows from operating activities		
Net cash provided by (+) / used in (-) operating activities	<u>4,957</u>	<u>-353</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	47	43
Purchase of property, plant and equipment		0
Net cash provided by (+) / used in (-) investing activities	<u>47</u>	<u>43</u>
Change in cash and cash equivalents in the year	<u>5,004</u>	<u>-310</u>
Cash and cash equivalents at the beginning of the year	45,709	46,019
Cash and cash equivalents at the end of the year	<u>50,713</u>	<u>45,709</u>
Reconciliation of net income (+) / expenditure (-) to net cash flow from operating activities		
	2020	2019
	£	£
Net income (+) / expenditure (-) for the year as per the Statement of Financial Activities	2,699	-966
Adjustments for:		
Dividends, interest and rents from investments	-47	-43
(Increase) / decrease in debtors	1,075	682
Increase / (decrease) in creditors	1,230	-27
Net cash provided by (+) / used in (-) operating activities	<u>4,957</u>	<u>-353</u>



Income and Expenditure account for the year ended August 2020

	All income funds 2020 £	All income funds 2019 £
Income		
Donations & Legacies		
Individuals Gift Aid donations	17,109	19,638
Individuals Non Gift Aid donations	13,908	16,790
Total Individuals	31,016	36,428
Churches	7,766	8,331
Grants & other organisations	650	6,100
Total Other	8,416	14,431
Total Donations & Legacies	39,432	50,859
Income from Charitable Activities	2,040	2,056
Corona Virus Job Retention Scheme	6,892	0
Interest & investment income	47	43
Gross Income for the year	48,411	52,958
Expenditure		
Raising Funds	1,279	4,255
Charitable Activities		
Staff Costs (see note 5)	39,995	43,026
Ministry Costs (see note 7)	2,081	3,522
Training & Travel costs (see note 7)	857	703
Other overheads (see note 7)	1,500	2,418
	44,433	49,669
Total Expenditure in the year	45,712	53,924
Net Expenditure before tax for the year	2,699	-966
Tax payable	0	0
Net Expenditure after tax for the year	2,699	-966



Notes on the Financial Statements for the year ended August 2020

1. Explanatory notes to the financial statements

Basis of preparation and assessment of going concern:

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (2019) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

2. Accounting policies

a) Income

All the income is recognised once the charity has entitlement to the income, and it is probable that the income will be received and the amount of income receivable can be measured reliably.

Voluntary Income:

Donations are recognised when received by the charity.

Income tax recoverable on Gift Aid donations is recognised when the donation is received.

Legacies: entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

b) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Grants and donations are accounted for when paid, or when awarded if that creates a binding obligation for the charity.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.



Notes on the Financial Statements for the year ended August 2020

c) Fund accounting

General Funds (unrestricted) represent the funds of the charity that are not subject to any restrictions regarding their use and are available for application to the general purposes of the charity.

Restricted Funds represent those funds to be used for specific purposes as requested by the donor.

The charity does not usually invest for each fund separately and interest is attributed to the General Fund.

d) Current assets

Amounts owing to the charity at 31 August 2020 in respect of gift aid recoverable or other income are shown as debtors less provision for amounts that may prove uncollectible.

e) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

f) Creditors

Creditors are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount.

g) Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the charity.

h) Pensions

Contributions are made to a defined contribution scheme on behalf of the Schools Director and Administrator and are included in the accounts when payable.



Notes on the Financial Statements for the year ended August 2020

3. Debtors	2020	2019
	£	£
HM Revenue & Customs re Gift Aid	524	1,599
4. Creditors	£	£
Pension creditor	224	243
Accruals	1,250	0
Total	1,474	243

The charity contributes 5% on behalf of its employees to an auto-enrolment compliant NEST pension scheme. Pension contributions owing to the pension scheme at 31 August 2020 were £224 (2019 - £243).

5. Staff Costs and Trustee Remuneration	2020	2019
	£	£
Salaries	37,238	40,344
Employers NI	0	175
Pension	1,853	1,756
Payroll services	660	616
Recruitment costs	244	135
Total	39,995	43,026
Equivalent full time staff	1.5	1.7

During the year, the charity employed a full time Schools Director who left in Oct 2019 and was replaced by another full time Director in Jan 2020. They also had a part-time administrator who left in Jan 202 and a second part time (0.5 FTE) administrator. No employee's remuneration exceeded £60,000.

The Charity considers its key management personnel to comprise the Schools Director and a small leadership team made up of trustees.

The Schools Director received total remuneration of £24,000 (2019 £28,940 pa). No remuneration was paid to any of the volunteer Trustees and no expenses were reimbursed to any of the Trustees during the current or preceding year.



Notes on the Financial Statements for the year ended August 2020

6. Related Party Transactions

The Charity received donations totalling £3,660 (2019: £3,480) from individuals serving as Trustees during the year. No restrictions were imposed on the use of the donations which were made to the general fund.

7. Resources Expended Detail

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2020	2020	2020	2019
	£	£	£	£
Ministry Costs				
Resources for Schools work	1,229	0	1,229	157
Hospitality	470	0	470	645
CU Consumables	159	0	159	187
Roadshow costs	0	0	0	0
Website costs	0	0	0	2,388
Miscellaneous (inc DBS)	222	0	222	145
	2,081	0	2,081	3,522
Training & Travel Costs				
Training courses costs	35	0	35	374
Travel costs	822	0	822	329
	857	0	857	703
Other Overheads				
Mobile Phone	160	0	160	0
Office Costs	69	0	69	89
Computing	291	0	291	1,290
Fees & subscriptions	851	0	851	857
Miscellaneous	45	85	130	182
	1,415	85	1,500	2,418

8. Restricted Income Funds

	Brought forward at 1 Sept 2019	Income in-year	Expenditure in-year	Carried forward at 1 Sept 2020
	£	£	£	£
Fund restricted to :-				
Roadshow costs	132			132
Staff leaving gifts	0	85	85	0
Total Restricted Funds	132	85	85	132



Notes on the Financial Statements for the year ended August 2020

9. Analysis of Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2020	2020	2020	2019
	£	£	£	£
Current Assets	51,105	132	51,237	47,308
Current Liabilities	-1,474	0	-1,474	-243
At 31 August 2020	49,631	132	49,763	47,064