



Oxford Schools Chaplaincy

(A company limited by guarantee)

**Report and Financial Statements  
For the period 1 September 2020 to 31<sup>st</sup> August 2021**

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

Paul Sparrey has continued through the year as our full-time director supported by Jo Curtis our part-time administrative assistant. Jo is a former teacher at Gosford Hill School, and she has been very generous with her time and skills to provide increased front-line support when required. Jo was on part time Covid furlough February to March 2021. Despite the challenges of Covid, our team have succeeded in sustaining and adapting the work of the charity despite the severe restrictions of operating within schools during this time.

As part of his continuing professional development, Paul participated in the School Chaplaincy Training Programme, has regular one-to-one meetings with a mentor and networking with others in similar positions in Marlborough School, Woodstock and continuing advice and support from STEP in St. Albans.

OSC were approached by The Oxford Academy (TOA) who were seeking to appoint a full-time chaplain but needed financial support. OSC, through 3 of its supporters, were able to commit £15k per annum for the next 3 years to make this happen with funding coming also from the Oxford Diocese and TOA. This is an exciting new development which will enable the development of a permanent Christian witness within the school. Interviews took place in May / June and Rev. Kay Blackwell has been appointed to start at new academic year September 2021. We look forward to Kay joining the OSC team and to the increased opportunities this will provide for Christian witness in TOA.

The OSC team are supported by a leadership team of 4 trustees, led by Ian Fry, head of families' work at St. Ebbe's Church. This team meet every term and meetings of the full trustee body are 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 and another as pastor both to the employees and volunteers.

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The OSC model is to leverage its activities by mobilising volunteers from local churches. One of our volunteers 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 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.

Our administrative assistant manages our policies and procedures, ensuring that these are kept up to date and that we are complying with regulations. These have needed considerable expansion to deal with the changes in our activities by expansion into online work and one to one counselling. We take our safeguarding responsibilities very seriously and, in some cases, go beyond legal requirements. We provide safeguarding training to all our volunteers who all undergo required checking. Our safeguarding trustee is Ian Fry.

Prayer is a fundamental element of OSC. A weekly OSC prayer meeting has continued throughout the year with 8-10 regular participants. A week of prayer for schools was convened in January 2020 and our annual Prayer for Schools Event was held online in May 2020 with around 38 participants.

## *Relationships with Churches and Supporters*

OSC seeks to partner with all churches in the Oxford area who share our vision. Our director has made a number of church visits throughout the year to explain the work of OSC and encourage support. We were supported financially throughout the year by 5 churches and attract volunteers and prayer support from many other churches.

Our director chairs the Kidlington churches steering group for schools in Kidlington and is on a steering group for chaplaincy at The Oxford Academy. A video was prepared showcasing the pastoral/mentoring work being undertaken at Gosford Hill for showing at a Kidlington Churches Together meeting. In supporting Christian Unions in schools, OSC worked together throughout the year with youth workers from Kidlington Baptist, St. Aldate's, St. Clements, St. Ebbe's, St. Andrew's, Thrive and Viva network. Paul participates in the Oxford church youth workers' group, Soulnet which is a venue for discussion, ideas, resources, and prayer.

A termly newsletter is sent to supporters keeping them connected with activities. 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

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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. Throughout this year, most of our work has been undertaken from home online.

## **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.

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.

The OSC model of leveraging resources with volunteers from local churches has continued to be severely restricted during the worst periods of the pandemic when schools maintained a policy of no visitors. The team have adapted by developing online materials including Christian Union resources, school assemblies and a Christmas video. A recording was prepared of Year6 transition lessons which was used by 3 primary schools. Our website and Facebook page have been regularly updated through the period. We have maintained very popular online Christian Unions for 2 schools. A Big Pancake Event was held in person in February with a talk and activities attended by over 25 students from 5 Oxford schools. An online Easter event was attended by over 20 young people from Cherwell, Gosford Hill, Cheney and Spires schools.

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To adapt to changed circumstances and in response to a perceived increasing need, our director offered his services to schools in a mentoring capacity for those pupils having particular difficulties, especially in the present times. This was partly designed to gain access to schools when visitors were restricted. This offer was positively received by all schools and Gosford Hill and Swan have acted on this. Paul has been providing one half day per week to each school, in the Swan school engaging with over 20 pupils. This has been greatly appreciated and the schools are requesting more. There is clearly a great need in this area which we would like to fill. However, it is very time consuming on our limited paid resources and we are therefore actively seeking a way of training volunteers to be able to offer schools this important assistance. Our team have enrolled on training provided by Kintsugi Hope which is a Christian resource focussing on mental health which can be tailored for school use. This is a very promising avenue for development of OSC going forward

## Financial Review

Donations from individuals (£32,544) was slightly increased in 2020/2021 compared to the previous year, however this includes £10,000 of restricted giving, not available for the day to day running of the charity. Grant income (£500) and income from churches were both reduced in 2020/21 compared to the previous year. Income was supplemented by a claim of £3,037 under the government Corona Virus Job Retention Scheme in respect of staff furloughed during the pandemic. Total income for the year was down nearly £6,000 from 2019/2020 at £42,438 in total.

Staff costs were slightly increased because of no vacancies and some non-pay costs were lower as activities were curtailed by lockdowns. Total expenditure for the year was £45,221, just £500 lower than the previous year.

Overall, there was a deficit for the year of £2,783. Total reserves at the year-end stood at £46,980, 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 significant increase in personnel. If, and when reserves would provide sufficient cushion for increased regular expenditure, the trustees would propose to increase staffing.

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## **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)**

Kenneth MacRitchie (Chair)

Frances Down (Treasurer)

Moira Dorey

Ian Fry

Rev. Dan Heyward

Mandy Myatt

Rev. Charlie Kerr

### **Names of Directors on date of approval of report**

Kenneth MacRitchie

Frances Down

Moira 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**

# Oxford Schools Chaplaincy

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## 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 31<sup>st</sup> August 2021 set out on pages 8 to 16 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: 13/02/22**

**Name: Ms Anne Maxfield**

**Relevant professional qualification: MA ACA**

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

## Statement of Financial Activities 31 August 2021

	2021			2020		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>Income</b>						
Donations and legacies	29,180	10,210	39,390	39,347	85	39,432
Income from charitable activities	0	0	0	2,040	0	2,040
Income from investments	3	8	11	47	0	47
Other: Corona Virus Job Retention Scheme	3,037	0	3,037	6,892	0	6,892
<b>Total Income</b>	<b>32,220</b>	<b>10,218</b>	<b>42,438</b>	<b>48,326</b>	<b>85</b>	<b>48,411</b>
<b>Expenditure</b>						
Raising funds	0	0	0	1,279	0	1,279
Charitable activities	45,021	200	45,221	44,348	85	44,433
<b>Total expenditure</b>	<b>45,021</b>	<b>200</b>	<b>45,221</b>	<b>45,627</b>	<b>85</b>	<b>45,712</b>
<b>Net Movement of funds</b>	<b>-12,800</b>	<b>10,018</b>	<b>-2,783</b>	<b>-2699</b>	<b>0</b>	<b>-2699</b>
Balances brought forward at 1 Sept	49,631	132	49,763	46,932	132	47,064
<b>Balances carried forward at 31 Aug</b>	<b>36,831</b>	<b>10,150</b>	<b>46,980</b>	<b>49,631</b>	<b>132</b>	<b>49,763</b>

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

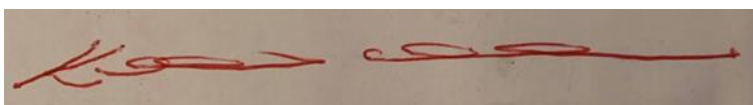


## Balance Sheet at 31 August 2021

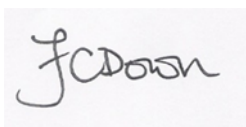
	2021 £	2020 £
<b>Tangible Fixed Assets</b>	<b>0</b>	<b>0</b>
<b>Current Assets</b>		
Debtors (see note 3)	3,844	524
Cash at bank and in hand	44,615	50,713
	<b>48,459</b>	<b>51,237</b>
<b>Creditors: amounts falling due within one year</b> (see note 4)	<b>1,479</b>	<b>1,474</b>
<b>Net Current Assets</b>	<b>46,980</b>	<b>49,763</b>
<b>Creditors: amounts falling due after more than one year</b>	<b>0</b>	<b>0</b>
<b>Total Net Assets</b>	<b>46,980</b>	<b>49,763</b>
<b>Unrestricted Income Funds</b>	49,631	46,932
<b>Restricted Income Funds</b> (see note 8)	132	132
<b>Total Accumulated Funds</b> (see note 9)	<b>49,763</b>	<b>47,064</b>

These accounts were approved by the Trustees at their meeting on 14 March 2022 and signed on their behalf by:

Mr Kenneth MacRitchie (Chair)



Mrs Frances Down (Treasurer)



Dated 14/03/22

## Statement of Cash Flows for the year ended 31 August 2021

<b>Statement of Cash Flows</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net cash provided by (+) / used in (-) operating activities	<b>-6,109</b>	<b>4957</b>
<b>Cash flows from investing activities</b>		
Dividends, interest and rents from investments	11	47
Purchase of property, plant and equipment		0
Net cash provided by (+) / used in (-) investing activities	<b>11</b>	<b>47</b>
<b>Change in cash and cash equivalents in the year</b>	<b>-6,098</b>	<b>5,004</b>
Cash and cash equivalents at the beginning of the year	50,713	45,709
Cash and cash equivalents at the end of the year	<b>44,615</b>	<b>50,713</b>
<b>Reconciliation of net income (+) / expenditure (-) to net cash flow from operating activities</b>		
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Net income (+) / expenditure (-) for the year as per the Statement of Financial Activities</b>	<b>-2,783</b>	<b>3,699</b>
<b>Adjustments for:</b>		
Dividends, interest and rents from investments	-11	-47
(Increase) / decrease in debtors	-3,320	1,075
Increase / (decrease) in creditors	5	1,230
<b>Net cash provided by (+) / used in (-) operating activities</b>	<b>-6,109</b>	<b>-353</b>

## Income and Expenditure account for the year ended August 2021

	All income funds 2021 £	All income funds 2020 £
<b>Income</b>		
<b>Donations &amp; Legacies</b>		
Individuals Gift Aid donations	25,784	17,109
Individuals Non Gift Aid donations	6,760	13,908
Total Individuals	32,544	31,016
Churches		7,766
Grants & other organisations	6,346	650
Total Other	500	8,416
<b>Total Donations &amp; Legacies</b>	<b>39,432</b>	<b>50,859</b>
Income from Charitable Activities	0	2,040
Corona Virus Job Retention Scheme	3,037	6,892
Interest & investment income	11	47
<b>Gross Income for the year</b>	<b>42,438</b>	<b>48,411</b>
<b>Expenditure</b>		
<b>Raising Funds</b>	<b>0</b>	<b>1,279</b>
<b>Charitable Activities</b>		
Staff Costs (see note 5)	42,697	39,995
Ministry Costs (see note 7)	902	2,081
Training & Travel costs (see note 7)	371	857
Other overheads (see note 7)	1,251	1,500
	<b>45,221</b>	<b>44,433</b>
<b>Total Expenditure in the year</b>	<b>45,222</b>	<b>45,712</b>
<b>Net Expenditure before tax for the year</b>	<b>-2783</b>	<b>2,699</b>
Tax payable	0	0
<b>Net Expenditure after tax for the year</b>	<b>-2783</b>	<b>2,699</b>

## Notes on the Financial Statements for the year ended August 2021

### 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 2021

### 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 2021 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 2021

<b>3. Debtors</b>	<b>2021</b>	<b>2020</b>
	£	£
HM Revenue & Customs re Gift Aid	3,844	524
<b>4. Creditors</b>	£	£
Pension creditor	229	224
Accruals	1,250	1,250
<b>Total</b>	<b>1,475</b>	<b>1,474</b>

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 2021 were £229 (2020 - £224).

<b>5. Staff Costs and Trustee Remuneration</b>	<b>2021</b>	<b>2020</b>
	£	£
Salaries	40,027	37,238
Employers NI	0	0
Pension	2,001	1,853
Payroll services	669	660
Recruitment costs	0	244
<b>Total</b>	<b>42,697</b>	<b>39,995</b>
<b>Equivalent full time staff</b>	<b>1.5</b>	<b>1.5</b>

During the year the charity employed a full time Schools Director and a 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 £30,400 (2020 £24,000). 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 2021

### 6. Related Party Transactions

The Charity received donations totalling £3,660 (2020: £3,660) 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
	2021	2021	2021	2020
	£	£	£	£
<b>Ministry Costs</b>				
Resources for Schools work	133	0	133	1,229
Laptops	0	200	200	0
Hospitality	314	0	314	470
CU Consumables	102	0	102	159
Miscellaneous (inc DBS)	154	0	154	222
	<b>702</b>	<b>200</b>	<b>902</b>	<b>2,081</b>
<b>Training &amp; Travel Costs</b>				
Training courses costs	170	0	170	35
Travel costs	201	0	201	822
	<b>371</b>	<b>0</b>	<b>371</b>	<b>857</b>
<b>Other Overheads</b>				
Mobile Phone	70	0	70	160
Office Costs	5	0	5	69
Computing	230	0	230	291
Fees & subscriptions	891	0	891	851
Miscellaneous	54	0	54	130
	<b>1,251</b>	<b>0</b>	<b>1,251</b>	<b>1,500</b>

### 8. Restricted Income Funds

	Brought forward at 1 Sept 2020	Income in- year	Expenditure in-year	Carried forward at 1 Sept 2021
	£	£	£	£
Fund restricted to :-				
Roadshow costs	132	0	0	132
Laptop Appeal	0	210	200	10
Chaplain The Oxford Academy	0	10,008	0	10,008
Total Restricted Funds	<b>132</b>	<b>10,218</b>	<b>200</b>	<b>10,150</b>

## Notes on the Financial Statements for the year ended August 2021

### 9. Analysis of Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2020	2021	2021	2020
	£	£	£	£
Current Assets	38,309	10,150	51,237	51,237
Current Liabilities	-1,479	0	-1,474	-1,474
At 31 August 2021	<b>36,830</b>	<b>10,150</b>	<b>49,763</b>	<b>49,763</b>