



Oxford Schools Chaplaincy

(A company limited by guarantee)

**Report and Financial Statements
For the period 1 September 2021 to 31st August 2022**

Registered Charity Number: 1140387
Company registration Number: 7448668

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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 who also provides front line support for Christian Unions and lessons in particular. Kay Blackwell started as full time Chaplain at The Oxford Academy and is partly sponsored by the charity.

The charity's activities have continued to be seriously affected by the continuing COVID pandemic, particularly up to the end of 2021 with some Christmas lessons being cancelled. The pandemic has also resulted in a loss of connection with many volunteers and the challenge of getting OSC activities again scheduled into the programme of senior schools who have themselves many challenges in recovering their activities as the worst effects of the pandemic pass. Accordingly, this year has been focussed on rebuilding where we have sought to reengage with our volunteer and supporter base and with schools. There have been many encouraging signs and we look forward with confidence to the coming year.

Throughout the year, our staff undertook various online and in person courses to ensure continuing professional development. Our trustee who pastors the staff organised two away days for them. Our director has regular one to one meetings with a mentor and networks with others in similar positions in Marlborough School, Woodstock and continuing advice and support from STEP in St. Albans.

The OSC team are supported by a leadership team of 3 trustees which meets every term. 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.

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

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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 admin assistant manages our policies and procedures, ensuring that these are kept up to date and that we are in compliance. 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 Moira Dorey.

Prayer is a fundamental element of OSC. A weekly OSC prayer meeting has continued throughout the year with a small, committed group. Our annual Prayer for Schools Event had representatives of 10 schools and 10 local churches.

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 a member of the steering group for chaplaincy at The Oxford Academy and City of Oxford College. In supporting Christian Unions in schools, OSC worked together throughout the year with youth workers from many local churches and partner charities. Our staff participate 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 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.

Oxford Schools Chaplaincy

Company number: 07448668

Registered Charity Number: 1140387



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.

This year OSC have been supporting 2 age group CUs at each of Cherwell and Oxford Academy and a CU at Gosford High. A new CU has been commenced at Swan and there are plans developing for restarting CU at Cheney.

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. This year our lesson activity was restricted to Christmas and Easter lessons at Oxford Academy and a series of 5 year group assemblies at Gosford Hill at Christmas and Easter.

Our director currently spends a day per week in two senior schools providing mentoring support to individuals and groups of students. He has completed the course to become a group leader of Kintsugi Hope programmes and OSC has become a partner of this charity which produces materials to enable Christians to provide mentoring programmes to young people. This is a very exciting development for OSC and we have hopes that this may expand to be another avenue which we can offer volunteers to become involved in schools' work.

Oxford Schools Chaplaincy

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Registered Charity Number: 1140387



Financial Review

Donations from individuals (£26,246) was decreased in 2021/2022 compared to the previous year. This includes £9,353 of restricted giving, not available for the day to day running of the charity. Grant income (£850) was slightly increased in 2020/21 compared to the previous year and income from churches was increased, but this did contain £3000 of restricted giving. Total income for the year was down nearly £5,700 from 2020/2021 at £36,777 in total.

Staff costs were decreased as post pandemic activities were still slow to get restarted. Expenditure costs increased compared to the previous year as activities resumed post pandemic. Total expenditure for the year was £44,198, slightly less than the previous year mainly due to lower staff costs.

Overall, there was a deficit for the year of £7,421, £4,638 greater deficit than the previous year. Total reserves at the year-end stood at £39,560, 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.

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.

Oxford Schools Chaplaincy

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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

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 31st August 2022 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: 19/03/23

Name: Ms Anne Maxfield

Relevant professional qualification: MA ACA

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

Statement of Financial Activities 31 August 2022

	2022			2021		
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£
Income						
Donations and legacies	27,389	9,353	36,742	29,180	10,210	39,390
Income from charitable activities	12	0	12	0	0	0
Income from investments	23	0	23	3	8	11
Other: Corona Virus Job Retention Scheme	0	0	0	3,037	0	3,037
Total Income	27,424	9,353	36,777	32,220	10,218	42,438
Expenditure						
Raising funds	0	0	0	0	0	0
Charitable activities	44,098	100	44,198	45,021	200	45,221
Total expenditure	44,098	100	44,198	45,021	200	45,221
Net Movement of funds	-16,674	9,253	-7,421	-12,800	10,018	-2,783
Balances brought forward at 1 Sept	36,831	10,150	46,980	49,631	132	49,763
Balances carried forward at 31 Aug	20,157	19,403	39,560	36,831	10,150	46,980

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 2022

	2022 £	2021 £
Tangible Fixed Assets	0	0
Current Assets		
Debtors (see note 3)	1,776	3,844
Cash at bank and in hand	39,250	44,615
	41,027	48,459
Creditors: amounts falling due within one year (see note 4)	1,467	1,479
Net Current Assets	39,560	46,980
Creditors: amounts falling due after more than one year	0	0
Total Net Assets	39,560	46,980
Unrestricted Income Funds	20,157	36,831
Restricted Income Funds (see note 8)	19,403	10,150
Total Accumulated Funds (see note 9)	39,560	46,980

These accounts were approved by the Trustees at their meeting on 27 April 2023 and signed on their behalf by:

Mr Kenneth MacRitchie (Chair)

Mrs Frances Down (Treasurer)

Dated 27/04/23



Statement of Cash Flows for the year ended 31 August 2022

Statement of Cash Flows	2022	2021
	£	£
Cash flows from operating activities		
Net cash provided by (+) / used in (-) operating activities	<u>-5,388</u>	<u>-6,109</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	23	11
Purchase of property, plant and equipment		
Net cash provided by (+) / used in (-) investing activities	<u>23</u>	<u>11</u>
Change in cash and cash equivalents in the year	<u>-5,365</u>	<u>-6,098</u>
 Cash and cash equivalents at the beginning of the year	 44,615	 50,713
Cash and cash equivalents at the end of the year	<u><u>39,250</u></u>	<u><u>44,615</u></u>
 Reconciliation of net income (+) / expenditure (-) to net cash flow from operating activities		
	2022	2021
	£	£
Net income (+) / expenditure (-) for the year as per the Statement of Financial Activities	-7,421	-2,783
Adjustments for:		
Dividends, interest and rents from investments	-23	-11
(Increase) / decrease in debtors	2,068	-3,320
Increase / (decrease) in creditors	-12	5
Net cash provided by (+) / used in (-) operating activities	<u><u>-5,388</u></u>	<u><u>-6,109</u></u>

Income and Expenditure account for the year ended August 2022

	All income funds 2022 £	All income funds 2021 £
Income		
Donations & Legacies		
Individuals Gift Aid donations	21,831	25,784
Individuals Non Gift Aid donations	4,416	6,760
Total Individuals	26,246	32,544
Churches	9,646	6,346
Grants & other organisations	850	500
Total Other	10,496	6,846
Total Donations & Legacies	36,742	39,390
Income from Charitable Activities	12	0
Corona Virus Job Retention Scheme	0	3,037
Interest & investment income	23	11
Gross Income for the year	36,777	42,438
Expenditure		
Raising Funds	0	0
Charitable Activities		
Staff Costs (see note 5)	40,313	42,697
Ministry Costs (see note 7)	883	902
Training & Travel costs (see note 7)	1,228	371
Other overheads (see note 7)	1,774	1,251
Total Expenditure in the year	44,198	45,221
Net Expenditure before tax for the year	-7,421	-2,783
Tax payable	0	0
Net Expenditure after tax for the year	-7,421	-2,783

Notes on the Financial Statements for the year ended August 2022

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 2022

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 2022 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 2022

3. Debtors	2021	2021
	£	£
HM Revenue & Customs re Gift Aid	1,776	3,844
4. Creditors	£	£
Pension creditor	217	229
Accruals	1,250	1,250
Total	1,467	1,479

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 2022 were £217 (2021 - £229).

5. Staff Costs and Trustee Remuneration	2022	2021
	£	£
Salaries	37,869	40,027
Employers NI	0	0
Pension	1,893	2,001
Payroll services	551	669
Recruitment costs	0	0
Total	40,313	42,697
Equivalent full time staff	1.4	1.5

During the year the charity employed a full time Schools Director and a part time (0.4 FTE) administrator. No employee's remuneration exceeded £60,000. The Charity considers its key management personnel to comprise the Schools Director and two volunteer trustees, Moira Dorey and Mandy Myatt.

The Schools Director received total remuneration of £31,008 (2021 £30,400). 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 2022

6. Related Party Transactions

The Charity received donations totalling £3,660 (2021: £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
	2022	2022	2022	2021
	£	£	£	£
Ministry Costs				
Resources for Schools work	166	0	166	133
Laptops	0	0	0	200
Yr 6 Leaving Gifts	0	100	100	0
Hospitality	137	0	137	314
CU Consumables	325	0	325	102
Miscellaneous (inc DBS)	154	0	154	154
	783	100	883	902
Training & Travel Costs				
Training courses costs	787	0	787	170
Travel costs	441	0	441	201
	1,228	0	1,228	371
Other Overheads				
Mobile Phone	70	0	70	70
Office Costs	100	0	100	5
Computing	506	0	506	230
Fees & subscriptions	925	0	925	891
Miscellaneous	173	0	173	54
	1,774	0	1,774	1,251

Notes on the Financial Statements for the year ended August 2022

8. Restricted Income Funds

	Brought forward at 1 Sept 2021	Income in- year	Expenditure in-year	Carried forward at 1 Sept 2022
Fund restricted to :-	£	£	£	£
Roadshow costs	132	0	0	132
Laptop Appeal	10	0	0	10
Yr 6 Leaving gifts	0	100	100	0
Chaplaincy TOA	10,008	9,253	0	19,261
Total Restricted Funds	10,150	9,353	100	19,403

Chaplaincy TOA represents donations made to OSC to further its support for the Chaplaincy Team Leader employed by The Oxford Academy (TOA) with the support of the Diocese of Oxford Development Fund.

9. Analysis of Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2022	2022	2022	2021
	£	£	£	£
Current Assets	21,623	19,403	41,027	48,459
Current Liabilities	-1,467	0	-1,467	-1,479
At 31 August 2022	20,156	19,403	39,560	46,980