



Oxford Schools Chaplaincy

(A company limited by guarantee)

**Report and Financial Statements
For the period 1 September 2021 to 31st August 2023**

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 Office and Volunteers' Administrator, who also provides assistance and front-line support for Christian Unions and lessons in particular. Kay Blackwell continues as full time Chaplain at The Oxford Academy and is partly sponsored by the charity.

Following the challenging times from the COVID pandemic and the impact to the work, the charity's activities have been focussed on the continuing and rebuilding on what OSC has provided before, as well as seeing new opportunities open up for work in schools. We continued to support CU's in schools across the city, seeing good attendance from students, as well as starting a new CU in the city's FE college. We continued to work with and support parent/staff prayer groups and CU picnic events for young people and their parents; delivering year six transition lessons in primary schools, delivering Easter and Christmas lessons to another school where the charity had not been able to access since the pandemic; increased provision of mentoring and 'Listening Ear Support' to more students, and offering additional mental health support sessions.

In respect to the development with lessons, whilst the volunteer base has been much smaller than pre-pandemic, there has been encouragement to see just the right amount of volunteer provision at just the right time in delivering school lessons, as well as support with CU's. We have also seen some growth with new OSC volunteers joining the team, in particular building a helpful relationship with Wycliffe Theological College, giving students there experience in schools and benefitting from their training and expertise.

Throughout the year, our staff undertook various online and in person courses to ensure continuing professional development. Our trustee who pastors the staff organised a one day retreat for them. Our director has termly supervision meetings with a school counsellor and networks with others in similar positions and continues to get advice and support from STEP in St. Albans.

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The OSC team are supported by a leadership team of five trustees and one special advisor to OSC 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. 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 Safeguarding, Prevent, best practice in schools, lesson content and presentation. 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 three to four times a year.

Our administration assistant supports the director in producing 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. More local parent and school staff prayer groups have been supported and new groups started, in praying for their schools.

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 five churches and attract volunteers and prayer support from many other churches.

Our director is a member of the steering group at the 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.

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OSC is a member of the Evangelical Alliance. Our special advisor to OSC 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.

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 two CUs at the Cherwell School and at The Oxford Academy, a CU at Gosford Hill School and at The Swan School.

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 we delivered lessons at Christmas and Easter to The Oxford Academy, two year group assemblies at Gosford Hill School at Christmas and Easter, and Year 6 transition lessons to five primary schools (two of which were new school openings for OSC).

Our director currently spends a day per week in two senior schools providing mentoring support to individuals. He has been delivering Kintsugi Hope Youth Wellbeing programmes and OSC has become a partner of this charity which produces materials to enable Christians to provide mentoring programmes to young people. This has created another exciting avenue by which OSC can offer volunteers in getting involved in schools' work.

Financial Review

Donations and legacies from individuals (£39,328) was greater than the previous year due to a £10,000 legacy. Grant income (£200) was identical. Income from churches was significantly reduced (£6814) compared to the previous year. A significant amount of the total income (£9326) was restricted giving to support the chaplain at The Oxford Academy. Total income for the year was £49,200 and increase of £12,423 on the previous year. Staff costs were increased by £4,000 due to inflation and the schools work back to pre-pandemic levels. Total expenditure for the year was £47,633. Overall there was a surplus of income over expenditure for the year of £1,567 which was added to reserves. Total reserves at the year-end stood at just over £41,000 largely represented by cash at bank. Restricted funds now make up 45% of the reserves.

Reserves Policy

The trustees regularly monitor OSC's finances and reserves. The trustees regard long term viability to be dependent on achieving a balance between regular expenditure and regular donations from individuals and churches/trusts. This is currently not the case and the reserves provide the shortfall. Ideally the trustees would like the level of the reserves to be able provide the shortfall for about 6 months. Currently the reserves of the general fund represent about 4 months expenditure.

Clarification about how much of the restricted funds are needed for The Oxford Academy Chaplain is currently being sort and any change to the restriction would be sought from the original donors.

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.

Oxford Schools Chaplaincy

Company number: 07448668

Registered Charity Number: 1140387



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

Special adviser to OSC - Rev. Charlie Kerr

Names of Directors on date of approval of report

Kenneth MacRitchie

Frances Down

Moira Dorey

Rev. Dan Heyward

Mandy Myatt

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

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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 2023 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

A handwritten signature in blue ink that reads 'Anne Maxfield'.

Date: 12/05/2024

Name: Ms Anne Maxfield

Relevant professional qualification: MA ACA

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

Statement of Financial Activities 31 August 2023

	2023			2022 (restated)		
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£
Income						
Donations and legacies	37,016	9,326	46,342	27,389	9,353	36,742
Income from charitable activities	2,444	0	2,444	12	0	12
Income from investments	414	0	414	23	0	23
Total Income	39,874	9,326	49,200	27,424	9,353	36,777
Expenditure						
Raising funds	13	0	13	0	0	0
Charitable activities	47,545	76	47,621	44,098	100	44,198
Total expenditure	47,557	76	47,633	44,098	100	44,198
Net Movement of funds	-7,683	9,250	1,567	-16,674	9,253	-7,421
Balances brought forward at 1 Sept	30,157	9,403	39,560	46,831	150	46,980
Balances carried forward at 31 Aug	22,474	18,653	41,127	30,157	9,403	39,560

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

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Balance Sheet at 31 August 2023

	2023 £	2023 (restated) £
Tangible Fixed Assets	0	0
Current Assets		
Debtors (see note 3)	517	1,776
Cash at bank and in hand	42,114	39,250
	<u>42,631</u>	<u>41,027</u>
Creditors: amounts falling due within one year (see note 4)	1,504	1,467
Net Current Assets	<u>41,127</u>	<u>39,560</u>
Creditors: amounts falling due after more than one year	0	0
Total Net Assets	<u>41,127</u>	<u>39,560</u>
Unrestricted Income Funds	22,474	30,157
Restricted Income Funds (see note 8)	18,653	9,403
Total Accumulated Funds (see note 9)	<u>41,127</u>	<u>39,560</u>

These accounts were approved by the Trustees at their meeting on 8 May 2024 and signed on their behalf by:

Mr Kenneth MacRitchie (Chair)

Mrs Frances Down (Treasurer)

Dated 8/05/24

Statement of Cash Flows for the year ended 31 August 2023

Statement of Cash Flows	2023	2022
	£	£
Cash flows from operating activities		
Net cash provided by (+) / used in (-) operating activities	<u>2,450</u>	<u>-5,388</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	414	23
Purchase of property, plant and equipment		
Net cash provided by (+) / used in (-) investing activities	<u>414</u>	<u>23</u>
Change in cash and cash equivalents in the year	<u>2,864</u>	<u>-5,365</u>
Cash and cash equivalents at the beginning of the year	39,250	44,615
Cash and cash equivalents at the end of the year	<u>42,114</u>	<u>39,250</u>

Reconciliation of net income (+) / expenditure (-) to net cash flow from operating activities	2023	2022
	£	£
Net income (+) / expenditure (-) for the year as per the Statement of Financial Activities	1,567	-7,421
Adjustments for:		
Dividends, interest and rents from investments	-414	-23
(Increase) / decrease in debtors	1,260	2,068
Increase / (decrease) in creditors	37	-12
Net cash provided by (+) / used in (-) operating activities	<u>2,450</u>	<u>-5,388</u>

Income and Expenditure account for the year ended August 2023

	All income funds 2023	All income funds 2022
Income	£	£
Donations & Legacies		
Individuals Gift Aid donations	22,096	21,831
Individuals Non Gift Aid donations	17,231	4,416
Total Individuals	39,328	26,246
Churches	6,814	9,646
Grants & other organisations	200	850
Total Other	7,014	10,496
Total Donations & Legacies	46,342	36,742
Income from Charitable Activities	2,444	12
Interest & investment income	414	23
Gross Income for the year	49,200	36,777
Expenditure		
Raising Funds	13	0
Charitable Activities		
Staff Costs (see note 5)	44,336	40,313
Ministry Costs (see note 7)	1,127	883
Training & Travel costs (see note 7)	696	1,228
Other overheads (see note 7)	1,461	1,774
Total Expenditure in the year	47,621	44,198
Net Expenditure before tax for the year	1,567	-7,421
Tax payable	0	0
Net Expenditure after tax for the year	1,567	-7,421

Notes on the Financial Statements for the year ended August 2023

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 the charity's current level of expenditure may not be sustainable on the basis of regular donations and that continuing operations is therefore reliant on uncertain one-off gifts during the next 12 months. The trustees have committed to reviewing the level of general fund reserves on a regular basis to ensure that the charity's reserves policy is being followed and that timely action will be taken to reduce regular expenditure commitments should the need arise. On this basis the accounts have been prepared on a going-concern basis.

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 2023 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 2023

3. Debtors	2023	2022
	£	£
HM Revenue & Customs re Gift Aid	517	1,776
4. Creditors	£	£
Pension creditor	250	217
Accruals	1,254	1,250
Total	1,504	1,467

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 2023 were £250 (2022 - £217).

5. Staff Costs and Trustee Remuneration	2023	2022
	£	£
Salaries	41,589	37,869
Employers NI	0	0
Pension	1,979	1,893
Payroll services	565	551
Recruitment costs	203	0
Total	44,336	40,313
Equivalent full time staff	1.35	1.4

During the year the charity employed a full time Schools Director and a part time (0.35 FTE) administrator. No employee's remuneration exceeded £60,000. The Charity considers its key management personnel to comprise the Schools Director a volunteer trustee, Moira Dorey.

The Schools Director received total remuneration of £34,404 (2022 £31,008). 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 2023

6. Related Party Transactions

The Charity received donations totalling £3,665 (2022: £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. In addition a trustee gave £5,000 + GA (2022 £5,000 + GA) to the restricted fund for The Oxford Academy Chaplaincy initiative.

7. Resources Expended Detail

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
Ministry Costs				
Resources for Schools work	362	0	362	166
Laptops	0	0	0	0
Yr 6 Leaving Gifts	0	38	38	100
Hospitality	215	0	215	137
CU Consumables	296	0	296	325
Miscellaneous (inc DBS)	216	0	216	154
	1,089	38	1,127	883
Training & Travel Costs				
Training courses costs	129	0	129	787
Travel costs	567	0	567	441
	696	0	696	1,228
Other Overheads				
Mobile Phone	135	0	135	70
Office Costs	118	0	118	100
Computing	190	0	190	506
Fees & subscriptions	980	38	1,018	925
Miscellaneous	0	0	0	173
	1,423	38	1,461	1,774

Notes on the Financial Statements for the year ended August 2023

8. Restricted Income Funds

	Brought forward at 1 Sept 2022 (restated)	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	38	38	0
Kintsugi	0	38	38	0
Chaplaincy TOA	9,261	9,250	0	18,511
Total Restricted Funds	9,403	9,326	76	18,653

Chaplaincy TOA represents donations made to OSC to further its support for the Chaplaincy Team Leader employed by The Oxford Academy with the support of the Oxford Diocese Development Fund. The opening balance on the TOA restricted fund has been restated at £9,261 (previously £19,261) to correct an error which arose in the accounts to 31 August 2021. A donation received in the 2020/21 financial year was incorrectly classified as a restricted donation for Chaplaincy TOA. In fact the donor did not express any restriction on how the donation could be used and this £10,000 donation has now been reclassified as a general fund donation and opening reserves balances restated accordingly.

9. Analysis of Net Assets by Fund

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2023	2023	2023	2022
	£	£	£	£
Current Assets	23,978	18,653	42,631	41,027
Current Liabilities	-1,504	0	-1,504	-1,467
At 31 August 2023	22,474	18,653	41,127	39,560