



Oxford Schools Chaplaincy

(A company limited by guarantee)

**Report and Financial Statements
For the period 1 September 2023 to 31st August 2024**

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

In August 2023 there was an addition to the staff team - Hemara Earl joined OSC as full-time Co-Director, Development. Her role has been to develop our work in sharing the Christian faith with students and staff across the City of Oxford and strengthen links with partner churches. This has released Paul Sparrey as full-time Co-Director, Wellbeing to focus on developing a programme of mentoring and mental health support. Jo Curtis is our part-time Office and Volunteers' Administrator, providing assistance and front-line support for Christian Unions and lessons in particular.

Christian Union's (CU's) in schools continued to be supported by OSC across the city, with good attendance from students, and support from Christian staff and OSC volunteers. A CU in the city's FE college was refreshed and re-envisioned. Parent/staff prayer groups and CU picnic events for young people and their parents were supported; CU school outreach events were delivered, as well as year six transition lessons to primary schools. Easter and Christmas lessons were provided to secondary schools as well as to an additional school, and a Forgiveness lesson was delivered to one school, and The Problem of Suffering lesson to a new school; mentoring and 'Listening Ear Support' was provided to many students, as well as mental health support sessions to small groups.

Further links have been forged with schools, and this has resulted in more lessons being delivered. We have again been blessed to see God provide just the right number of volunteers needed at just the right time required for lessons and for wellbeing sessions. New OSC volunteers have been recruited and OSC continues a good relationship with outside organisations such as Wycliffe Theological College, giving students experience in schools and benefitting from their training and expertise.

Other positive developments have been made in our working relationships with Festive, OCCA (Oxford Centre for Christian Apologetics), and Good News for Everyone (formerly Gideons) amongst others.

Throughout the year, our staff undertook various online and in person courses to ensure continuing professional development. In addition, the Co-Directors attended annual youth work conferences. The Co-Director, Wellbeing has termly supervision meetings with a school counsellor and networks with others in the Oxford area, as well as with STEP, based

in St. Albans. The Co-Director, Development has been growing connections with other Christian Schools Work ministries nationally to share resources and expertise.

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 Co-Directors and being responsible for safeguarding issues; another trustee as pastoral care both to the employees and volunteers.

The OSC model is to leverage its activities by mobilising volunteers from local churches. Our Office and Volunteer's 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 continues to remain our objective to grow OSC's activities by increasing the volunteer base, providing good quality training and preparation and supporting their Christian faith journey. We keep our supporters updated with newsletters and updates distributed via email on a regular basis.

Our Office and Volunteers' Administrator manages our policies and procedures, ensuring that these are kept up to date and that we are compliant. We take our safeguarding responsibilities very seriously and 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 seven schools and twelve local churches. A further four community prayer groups have been established by the Co-Director, Development which have been meeting regularly. Staff prayer groups have also been formed, meeting in schools, and six schools' prayer meetings are now supported.

Relationships with Churches and Supporters

OSC seeks to partner with all churches in the Oxford area who share our vision. The Co-Director Development has made a number of church visits throughout the year to explain the work of OSC and encourage support. They have also been invited to attend the Love Oxford network meeting of local pastors to encourage local church support for the work of OSC. We were supported financially throughout the year by local churches and attracting volunteers and prayer support from many. 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.

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. As well as starting a new CU at the City's FE College, this year we have also been supporting two CUs at the Cherwell School, one at Gosford Hill School, The Swan School and The Cheney School, established a new Sixth Form CU at The Oxford Academy, and provided peripheral support at Spires Academy, Matthew Arnold and Wheatley Park school.

The OSC approach to CUs is that these should ideally be led 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/ 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.

Our Co-Director, Development has attended weekly at four of the schools, with regular visits to the others; it is a priority to encourage and develop Bible centred CUs in which both committed Christian students and those exploring the faith can come together in a welcoming, well led (ideally student led, teacher supported) group in every school.

A Student Leadership Training Programme has been launched for the Sixth Formers who step forward to lead the CU's, bringing students together from across the city, equipping and encourage them to take a leadership role in their schools and beyond. The Student Leadership group has met three times this academic year, with attendance growing from an initial six students, reaching twenty-three young people at the most recent meeting.

A pattern of termly outreach events have been established in each school, in which the existing CU students are able to invite friends and classmates to hear an outside speaker present the gospel and take questions from visiting speakers. This year approximately five-hundred students have attended such events across the nine school sites.

OSC aims to develop good quality/curriculum friendly lessons on aspects of the Christian faith, presented by OSC staff and 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 (Forgiveness lessons also delivered at TOA), Gosford Hill School, Matthew Arnold School and The Cheney School, as well as two year group assemblies at Gosford Hill School. Year six transition lessons were delivered to five primary schools - John Henry Newman, Beckley, Garsington, St. Michael's, Wheatley Primary.

The Co-Director, Wellbeing continues to spend two days a week in two senior schools providing listening ear/mentoring support to individuals. With the support of OSC volunteers, seven Kintsugi Hope Youth Wellbeing courses have been delivered, with potential for offering this support to other schools.

Financial Review

Donations and legacies from individuals (£78,757) was greater than the previous year. Grant income (£100) was less. Income from churches was increased (£9,846) compared to the previous year. Total income for the year was £92,761 an increase of £43,561 on the previous year. Income is higher than the previous year as a result of a particularly generous donation from one individual. The increased income was received at the start of the financial year and allowed OSC to go ahead and appoint to the new director role. Staff costs were increased by £38,480 due to the new director post. Total expenditure for the year was £90,602.

Overall there was a surplus of income over expenditure for the year of £2,159 which was added to reserves. Total reserves at the year-end stood at £43,286 largely represented by cash at bank. Restricted funds now make up just 14% of the reserves compared to 45% last year. This is due to a reallocation of restricted funds after consultation with the donor for funds to the Oxford Academy which are now no longer needed.

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 5 months expenditure.

OSC's strategy envisages an 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.

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

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 2024 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: 6 April 2025

Name: Ms Anne Maxfield

Relevant professional qualification: MA ACA

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

Statement of Financial Activities 31 August 2024

	2024			2023		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
Income						
Donations and legacies	88,306	397	88,703	37,016	9,326	46,342
Income from charitable activities	2,698	0	2,698	2,444	0	2,444
Income from investments	1,360	0	1,360	414	0	414
Total Income	92,364	397	92,761	39,874	9,326	49,200
Expenditure						
Raising funds	2,018	0	2,018	13	0	13
Charitable activities	88,207	376	88,584	47,545	76	47,621
Total expenditure	90,226	376	90,602	47,557	76	47,633
Net Movement of funds	2,138	21	2,159	-7,683	9,250	1,567
Net Movement of funds						
Balances brought forward at 1 Sept	22,474	18,653	41,127	30,157	9,403	39,560
Transfer between funds	12,760	-12,760	0	0	0	0
Balances carried forward at 31 August	37,372	5,914	43,286	22,474	18,653	41,127

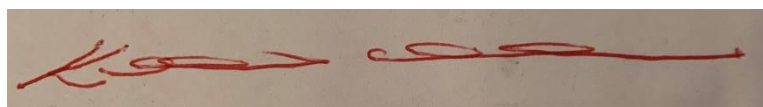
All the above results are derived from continuing activities
All gains and losses are recognised in the year and included above

Balance Sheet at 31 August 2024

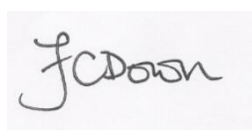
	2024 £	2023 £
Tangible Fixed Assets	0	0
Current Assets		
Debtors (see note 3)	258	517
Cash at bank and in hand	43,648	42,114
	<u>43,906</u>	<u>42,631</u>
Creditors: amounts falling due within one year (see note 4)	620	1,504
Net Current Assets	<u>43,286</u>	<u>41,127</u>
Creditors: amounts falling due after more than one year		0
Total Net Assets	<u><u>43,286</u></u>	<u><u>41,127</u></u>
 Unrestricted Income Funds	 37,372	 22,474
Restricted Income Funds (see note 8)	5,914	18,653
Total Accumulated Funds (see note 9)	<u><u>43,286</u></u>	<u><u>41,127</u></u>

These accounts were approved by the Trustees at their meeting on 29th April 2025 and signed on their behalf by:

Mr Kenneth MacRitchie (Chair)



Mrs Frances Down (Treasurer)



Dated 29th April 2025

Income and Expenditure account for the year ended August 2024

	All income funds 2024 £	All income funds 2023 £
Income		
Donations & Legacies		
<i>Individuals</i>		
Gift Aid donations	16,127	22,096
Non Gift Aid donations	<u>62,630</u>	<u>17,231</u>
	<u>78,757</u>	<u>39,328</u>
<i>Other</i>		
Churches	9,846	6,814
Grants & other organisations	<u>100</u>	<u>200</u>
	<u>9,946</u>	<u>7,014</u>
Total Donations & Legacies	<u>88,703</u>	<u>46,342</u>
Income from Charitable Activities	2,698	2,444
Interest & investment income	1,360	414
Gross Income in the year	<u>92,761</u>	<u>49,200</u>
Expenditure		
Raising Funds	2,018	13
Charitable Activities		
Staff Costs (see note 5)	82,816	44,336
Ministry Costs (see note 7)	1,943	1,127
Training & Travel costs (see note 7)	1,865	696
Other overheads (see note 7)	<u>1,960</u>	<u>1,461</u>
	<u>88,584</u>	<u>47,621</u>
Total Expenditure in the year	<u>90,602</u>	<u>47,633</u>
Net Income before tax for the year	<u>2,159</u>	<u>1,567</u>
Tax payable	0	0
Net Income after tax for the year	<u><u>2,159</u></u>	<u><u>1,567</u></u>

Statement of Cash Flows for the year ended 31 August 2024

Statement of Cash Flows	2024	2023
	£	£
Cash flows from operating activities		
Net cash provided by (used in) operating activities	<u>174</u>	<u>2,450</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	1,360	414
Purchase of property, plant and equipment	<u>0</u>	<u>0</u>
Net cash provided by (used in) investing activities	<u>1,360</u>	<u>414</u>
Change in cash and cash equivalents in the year	<u>1,534</u>	<u>2,864</u>
Cash and cash equivalents at the beginning of the year	42,114	39,250
Cash and cash equivalents at the end of the year	<u>43,648</u>	<u>42,114</u>

Reconciliation of net income to net cash flow from operating activities	2024	2023
	£	£
Net income for the year as per the Statement of Financial Activities	2,159	1,567
Adjustments for:		
Dividends, interest and rents from investments	-1,360	-414
(Increase) / decrease in debtors	259	1,260
Increase / (decrease) in creditors	-884	37
Net cash provided by (used in) operating activities	<u>174</u>	<u>2,450</u>

Notes on the Financial Statements for the year ended August 2024

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.

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

Notes on the Financial Statements for the year ended August 2024

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 2024 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 2024

3. Debtors	2024	2023
	£	£
HM Revenue & Customs re Gift Aid	258	517
4. Creditors	£	£
Pension creditor	620	250
Accruals	0	1,254
Total	620	1,504

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 2024 were £620 (2023 - £250).

5. Staff Costs and Trustee Remuneration	2024	2023
	£	£
Salaries	77,679	41,589
Employers NI	577	0
Pension	3884	1,979
Payroll services	676	565
Recruitment costs	0	203
Total	82,816	44,336
Equivalent full time staff	2.35	1.35

The Charity considers its key management personnel to comprise the Schools Directors and a volunteer trustee, Moira Dorey.

No member of staff was paid more than £60,000. 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.

6. Related Party Transactions

The Charity received donations totalling £4,260 (2023: £3,665) 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.

Notes on the Financial Statements for the year ended August 2024

7. Resources Expended Detail

	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Ministry Costs						
Schools work costs	655	290	946	362	0	362
Yr 6 Leaving gifts	0	86	86	0	38	38
Hospitality	316	0	316	215	0	215
Events run	203	0	203	296	0	296
Miscellaneous (inc DBS)	392	0	392	216	0	216
	1,567	376	1,943	1,089	38	1,127
Training & Travel Costs						
Training courses costs	802	0	802	129	0	129
Travel costs	1,062	0	1,062	567	0	567
	1,865	0	1,865	696	0	696
Other Overheads						
Mobile Phone	95	0	95	135	0	135
Office Costs	140	0	140	118	0	118
Computing	678	0	678	190	0	190
Fees & subscriptions	1,047	0	1,047	980	38	1,018
	1,960	0	1,960	1,423	38	1,461

Notes on the Financial Statements for the year ended August 2024

8. Restricted Income Funds

	Brought forward at 1 Sept 2023	Income in- year	Expenditure in-year	Transfers between funds	Carried forward at 31 Aug 2024
Fund restricted to :-	£	£	£	£	£
Roadshow costs	132	0	0		132
Laptop Appeal	10	0	0		10
Yr 6 Leaving gifts	0	346	-86	-260	0
Kintsugi	0	51	-51		0
Chaplaincy TOA	18,511	0	-239	-12,500	5,772
Total Restricted Funds	18,653	397	-376	-12,760	5,914

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 Oxford Diocese Development Fund. During the year TOA announced that the chaplain was leaving and that they would fund the post themselves with no contribution required from OSC. TOA have asked OSC to support events in the future and £6,000 donated by St Andrews church (less spend to date) remains restricted for chaplaincy work at TOA. However, the other donor to the restricted fund for TOA work has agreed that their donations in previous financial years (£12,500 in total) could be for the general use of the charity. The donor having released the restriction, £12,500 has been moved to the general fund.

9. Analysis of Net Assets by Fund

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Current Assets	37,992	5,914	43,906	42,631
Current Liabilities	-620	0	-620	-1,504
At 31 August 2024	37,372	5,914	43,286	41,127