

# **IMAGINEERING FOUNDATION Annual Report 2019-20**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

### **Trustees**

R W Shanks, Chairman  
H Urdal, Treasurer  
A Conway  
D Archer  
D Yates  
I Nussey  
A Glover  
R Young

**Charity number**   **CIO** 1158003

### **Principal address**

4 Ashfield Road  
Kenilworth  
Warwickshire  
CV8 2BE  
Great Britain

### **Registered address**

MTC Services Ltd  
Ansty Business Park  
Pilot Way  
Coventry  
CV7 9JU

### **Independent examiner**

N Harris.  
6 Mercia Avenue  
Kenilworth  
Warwickshire  
CV8 1EU

**Bankers**                      Charities Aid Foundation

07/08/2021

# **IMAGINEERING FOUNDATION**

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 30 NOVEMBER 2020**

The trustees present their report and accounts for the year ended 30 November 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Constitution, applicable law and 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) issued on 16 July 2014"

### **Structure, governance and management**

The Foundation was established by a charitable trust deed on 11th June 2001 and has transferred to Charitable Incorporated Organization (CIO) on 1st September 2014. The Foundation's objects are for the public benefit, to advance the education of young people in engineering, manufacturing and technology by the provision of events and practical activities that will foster an interest in these subjects.

There are no connected charities or companies.

The trustees have assessed the major risks to which the Foundation is exposed by maintaining a formal Risk Assessment document, and are satisfied that systems are in place to mitigate exposure to those risks.

The Trustees refer to the Charity Commission's guidance on public benefit when planning activities. Trustees are appointed by the officers (Chairman, Treasurer) of the Charity according to their STEM credentials.

Insurance cover for the Public/product/employers liability and Trustees Indemnity is in force appropriately to reflect the changed status to CIO.

Risk assessments are carried out by well-established accepted methods for all physical risks for all activities.

All legal requirements are met and all people working with children in after school clubs are subject to the Disclosure and Barring Service (DBS) as the renewals occur. Individual school requirements are complied with.

Appropriate Safeguarding procedures have been implemented. Persons to undertake Imagineering Foundation Designated Officer (IFDO) and deputy have been nominated.

Administration activities are undertaken from the Manufacturing Technology Centre, Coventry who kindly supports the Foundation with office facilities.

Management data is maintained in cloud based Microsoft Office 365 with Sharepoint the main archive. The management data is backed up by independent means in addition to Microsoft's standard procedures.

Note: -

During Covid all regulatory and official guidance has been adhered to within the above statements.

### **Objectives and activities**

07/08/2021

The Foundation's main activities are the running of

- Imagineering Fairs annually
- The operation of after school Imagineering Clubs.
- Promoting and supporting the above by attending appropriate events

## **ACHIEVEMENTS AND PERFORMANCE**

### **Introduction**

**Imagineering and its activities did not escape the devastating consequences of the global Covid-19 pandemic which began in 2020.**

**Events and Clubs were all adversely affected.**

**Just prior to the first lockdown, Imagineering had continued to be faced with challenging times in STEM education but continued to encourage companies to support Clubs in their local schools.**

**The team also did its best to encourage separate individuals who had aims to encourage science and engineering in schools in their vicinity, using Imagineering kits.**

*The lifting of the first and second lockdowns did not really help schools to engage with Imagineering with other priorities such as ensuring they could deliver Covid-safe education when pupils were allowed in schools occupying their minds.*

### **FAIRS & EVENTS**

Imagineering's normal calendar of public engagements was decimated, and it was not always possible to engage with audiences virtually.

**January 2020 - London Model Engineering Exhibition**, Great Hall, Alexandra Palace. – recruiting

some new STEM Ambassadors to help on the stand. This was the only live public event where Imagineering team participated in 2020.

**Other regular 'fixtures' were postponed or cancelled:**

- **Warwick Science Gala**, University of Warwick – Imagineering did not attend
- **MACH 2020**, NEC – eventually re-scheduled for April 2022. Imagineering has space booked.
- **Royal Bath & West Show, Somerset** – postponed – twice – finally rescheduled for 2022.
- **Countryside Days**, Harrogate. Workshops for schools, organised by Yorkshire Agricultural Society in Harrogate – Imagineering did not participate.
- **Kenilworth Agricultural Show**, Warwickshire - cancelled
- **Great Yorkshire Show, Harrogate** - cancelled – virtual event
- **RAF Cosford Air Show**, Wolverhampton – cancelled
- **Scarborough Science & Engineering Week**, Yorkshire. – live event

07/08/2021

cancelled; virtual event. Helge Urdal prepared detailed PowerPoint presentations on Climate Change & Decarbonisation and simple activities sent digitally.

- **Malvern Festival of Innovation**, Next Generation Day, Worcestershire - virtual – various digital activities sent for use for schools.
- **Make it in Manufacturing** (CKMA -Calderdale & Kirklees Manufacturing Alliance) – H Urdal provided his PowerPoint presentations (see above) for use online again.
- **Midland Engineering Dinner** – cancelled

### **IMAGINEERING CLUBS**

- All Clubs were suspended from spring 2020.
- Imagineering did take advantage of opportunities to submit 'Eddies Activities' and 'Maths Puzzles' booklets online (social media and website) and individual activities- to assist with home-schooling.
- Experienced longstanding Club Tutor, John Bibby, based in Malvern, piloted a one-to-one arrangement to deliver Club activities via Zoom to one pupil (with mother) to determine how well such an arrangement would work.
- Zoom meeting with teachers at St Nicholas Primary School in Kenilworth illustrated some of the problems and challenges schools are now experiencing not least with Covid rules and protocols.
- Teacher training remains an issue. For many, there was a reluctance to have outside personnel delivering activities.
- Proops Brothers continued to package, store and distribute Imagineering projects as and when required.
- Swiss Imagineering Club in Baden has continued over the years under Gerhardt Schmidt. He produced a celebratory brochure to commemorate 10 years of the Club he started.

### **Promotional Activities**

- Facebook and Twitter were used regularly to promote our Imagineering where possible.
- Our website was kept up to date with News features and ongoing changes to Clubs and other pages.

### **Other Activities, Collaborations and Initiatives**

07/08/2021

- Cllr George Illingworth, as Chairman of Warwick District Council, paid a visit to the Imagineering Club at Warwick Junior School – the last Imagineering ‘event’ before the first lockdown.
- MTC continued to provide Imagineering with generous support during the year, including office space and facilities for our Administrator.
- Imagineering has continued to benefit from participation and financial support from IMechE, IMarEST, the Manufacturing Technologies Association and Coventry University.
- The **IMechE 2020 Alastair Graham Bryce Memorial Lecture** was held online.  
‘Product Development Essentials’ by Dr Martin Cross, Engineering Infrastructure Manager, Nifylift Ltd.
- **IMechE 2020 Alastair Graham Bryce Memorial Award** went to Jude Pullen, Product Design Engineer in Glasgow, for making a significant contribution to the encouragement of young people towards a career in engineering.
- Trustee meetings were held on Zoom or Teams platforms.
- Plans to celebrate Imagineering’s 20<sup>th</sup> Anniversary with various activities had to be suspended.
- A 12-page 20<sup>th</sup> Anniversary celebratory edition of the newsletter ‘The Imagineer’, however, was completed and distributed mostly online.

### Chairman’s Activities

The Chairman has continued to work tirelessly behind the scenes with commitments to a wide range of organisations, in ongoing support for all Imagineering’s activities, involvement in initiatives and administrative compliances.

- IMechE
  - Midland Regional Committee
  - Manufacturing Industries Divisional Board
- MTA
  - Education and Development Committee
  - Judging Panel
  - Running Joint CAD/CAM for schools with WMG
- Warwick University
  - Contact with Outreach for collaboration with MTA and Imagineering
  - Contact with various academic staff
- MTC      Contact with MDs
- RAEng    Various meetings and consultations
- JLR        Maintaining contact with STEM managers
- Imagineerium    Maintaining relationship.
- The Manufacturer - maintaining support and profile
  - MX Awards              Just maintaining visibility

07/08/2021

- Meeting various STEM related people as required
- Coventry University
  - Outreach to schools running activities
- Administration of the Foundation
  - Running web site background administration (eg currently server being changed)
  - Ensuring various backups for Imagineering data
  - Administering CAF
  - Overview of accounts and formal accounts
  - Monitoring Charity Commission updates
  - Administering and monitoring Sharepoint - at least 2 updates per week from Microsoft.
  - Contact with AGB investment advisors
  - Contact with Solicitors

## **Future**

The strategy of the delivery methods is being reviewed with the increasing difficulty of delivering STEM in the commercial environment of reducing main stream engineering.

The supply of kits continue to be successfully supplied by Proops

## **Public Benefit**

The activities of Imagineering give public benefit by:-

- Providing opportunities for children to increase their awareness and learning of engineering and technology.
- Club activities increase children's confidence
- Enables companies to reach schools, enhancing career opportunities to children.
- Provides the means for engineers to contribute to volunteer life
- Involves the family with education and career possibilities.

## **Financial review**

A summary of the annual financial position at 30/11/2018

Income        £26,042

Expenditure   £70,525

Total Funds   £485,912

Imagineering trademarks have been registered for the UK , EU and Turkey for the protection of the brand.

No reserves are held as the charity has no liabilities requiring reserves and the expenditure compared with funds indicates that there not a financial risk.

The Foundation embodied the bequest of Dr Alastair Graham Bryce to a Trust for the purpose of protection of funds and the majority of the funds are held for 07/08/2021

investment by Canaccord Genuity. The Foundation has no other trusts or associated obligations. It depends on a team of volunteers who give their time freely. One of the uses of the Dr Alastair Graham Bryce Trust is the use paid services of publicity and clerical support to reduce the demand of volunteers. The Foundation collaborates extensively with companies and other organisations that support its objectives or where working together would mutually benefit common goals.

This collaboration takes various forms:

- a) providing a relevant activity for young people, by
  - i) creating and running a stand at the Imagineering Fair
  - ii) running schools' Imagineering Clubs
- b) providing in-kind support, for example Coventry University provides meeting rooms.
- c) financial contributions, for example by sections of the relevant organisations to the Imagineering Fair budget.

External payments and transfers from the Imagineering Foundation accounts require authorisation by two of the three nominated signatories.

As the trustees only commit expenditure when funding is secured, and there are substantial Trust funds, there is no requirement to carry large reserves. Overall funds have reduced this year as planned. The Independent Examiner has reviewed the financial processes and is satisfied with them.

In meeting the HARM recommendations, Imagineering only receives income and funds from well recognised companies and organisations. Payments are to suppliers of services and grant applications. All grant payments are only made after a signed commitment of use is received from a responsible person. In the case of suspected fraud or money laundering, the policy of the Foundation is to immediately instruct the Banks to suspend all transactions.

The Charity Commission has specified "15 Question that Should Be Asked" and the Trustees have reviewed these and have no immediate concerns but are concerned about the point identified under the heading of "Future" above. The impact of EU exit has been appraised as guided by the gov.uk web site.

### **Asset cover for funds**

The Balance Sheet the SCORP accounts sets out the assets attributable to the fund, and confirms that these assets are sufficient to meet the Foundation's obligations.

The Foundation has not undertaken any unwanted or onerous commitments or guarantees.

The Foundation's assets have been revalued and in line with accepted current valuations and there are no non-financial assets.

### **Charity Commission**

The Charity Commission web site is regularly reviewed and appropriate action taken. Bribery and Risk policies have been introduced in response to this.

The Trustees declare that there have been no serious incidents or other matters relating to the Imagineering Foundation over the last financial year. Any serious

07/08/2021

incidents that do occur will be reviewed by the Trustees and reported to the Charity Commission appropriately.

On behalf of the board of trustees

A handwritten signature in blue ink, appearing to read 'R W Shanks', is positioned above the printed name.

**R W Shanks, Chairman**

Trustee

Dated: 7<sup>th</sup> August 2021



## Section B Balance sheet

		Guidance Notes	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total this year £ F04	Total last year £ F05
<b>Fixed assets</b>							
Intangible assets	(Note 15)	B01	-	-	-	-	-
Tangible assets	(Note 14)	B02	-	-	-	-	-
Heritage assets	(Note 16)	B03	-	-	-	-	-
Investments	(Note 17)	B04		-	437,398	437,398	447,433
<b>Total fixed assets</b>		B05	-	-	437,398	437,398	447,433
<b>Current assets</b>							
Stocks	(Note 18)	B06	33,275	-	-	33,275	-
Debtors	(Note 19)	B07	1,980	-	-	1,980	10,210
Investments	(Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand	(Note 24)	B09	131,698	-	35,051	96,647	130,426
<b>Total current assets</b>		B10	166,953	-	35,051	131,902	140,636
<b>Creditors: amounts falling due within one year</b>	(Note 20)	B11	80,506	-	2,880	83,386	-
<b>Net current assets/(liabilities)</b>		B12	86,447	-	37,931	48,516	140,636
<b>Total assets less current liabilities</b>		B13	86,447	-	399,467	485,914	588,069
<b>Creditors: amounts falling due after one year</b>	(Note 20)	B14	-	-	-	-	-
<b>Provisions for liabilities</b>		B15	-	-	-	-	-
<b>Total net assets or liabilities</b>		B16	86,447	-	399,467	485,914	588,069
<b>Funds of the Charity</b>							
Endowment funds	(Note 27)	B17	-				-
Restricted income funds	(Note 27)	B18		-	399,467	399,467	-
Unrestricted funds		B19	86,447		-	86,447	-
Revaluation reserve		B20				-	
<b>Total funds</b>		B21	86,447	-	399,467	485,914	-
Signed by one or two trustees on behalf of all the trustees			Signature		Print Name		Date of approval dd/mm/yyyy