

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	June	2024		31	May	2025

Section A Reference and administration details

Charity name

NTSP Ltd

Other names charity is known by

National Tracheostomy Safety Project

Registered charity number (if any)

1160824

Charity's principal address

Acute Intensive Care Unit,

Wythenshawe Hospital, Manchester University NHS FT

Southmoor Rd, Wythenshawe, Manchester

Postcode

M23 9LT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dr B McGrath	Chair	Since May 31 2014	
2	Dr L Bates	Secretary	Since May 31 2014	
3	Dr J Moore	Director	Since May 31 2014	
4	Dr D Atkinson	Treasurer	Since May 31 2014	
5				
6				
7				
8				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Legal	Mrs Emma McGrath	12 Alcester Road, Sale, Manchester. M33 3QP
Financial	Mr Tim McInnes	34, Cumberland Drive, Bowdon, Altrincham. WA14 3QP
Paediatric	Dr Catherine Doherty	Department of Anaesthesia, RMCH, Oxford Rd, Manchester M13 9WL
SLT	Prof Sarah Wallace	Dept of Speech, Swallowing & Voice, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT
Respiratory physiotherapy	Mrs Barbara Bonvento	Dept of Physiotherapy, Wythenshawe Hospital, Southmoor Road, Manchester M23 9LT

Name of chief executive or names of senior staff members (Optional information)

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Adopted Memorandum & Articles of Association, incorporated 29 th May 2014 as amended by special resolution, dated 29 th January 2015 (following advice from the Charities Commission) as amended by special resolution registered at Companies House, dated 20 th February 2015.
How the charity is constituted (eg. trust, association, company)	Charitable company limited by guarantee
Trustee selection methods (eg. appointed by, elected by)	Appointment by ordinary resolution by existing trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Policies have been adopted that cover the standard operations and governance of an English-based SME business.

Summary of the objects of the charity set out in its governing document

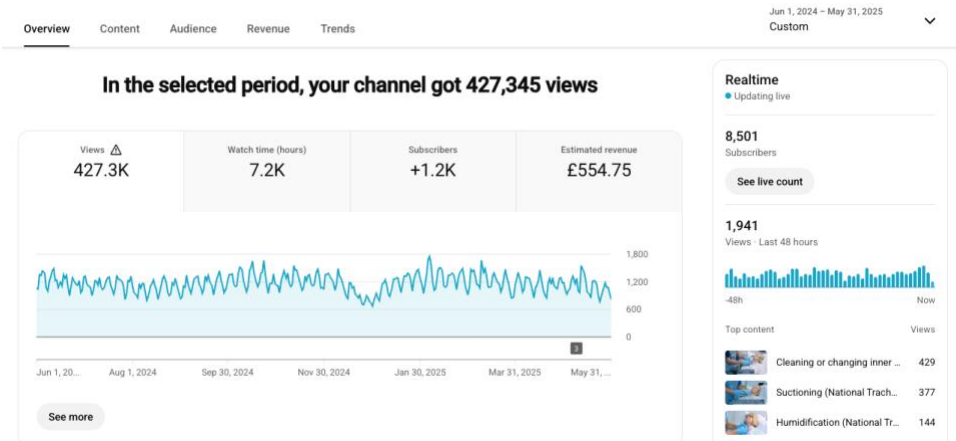
To advance the education of the public in general, and in particular amongst patients with tracheostomies and laryngectomies and those responsible for their care on the subject of tracheostomy and laryngectomy safety in particular but not exclusively by the provision and development and facilitation of educational resources and courses.

The objects of the Charity were achieved through hosting and attending local, national and international conferences, meetings and training courses related to tracheostomy safety on behalf of the Company. These included:

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources)

Revised eLearning for Healthcare modules with NHS England.

Maintained a successful video library of 52 videos for patients, families and carers, disseminated through social media. The YouTube video channel received 430k views (7.1k watch hours, +1.0k subscribers) in this reporting period (1 Jun 2024 to 31 May 2025).



Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Updated video resources to support children with tracheostomies accessing education during the pandemic.

We have opened our accounts up to annual inspection in line with our governing documents and the regulations of the Charities Commission. Reports are shared with the Directors at the AGM and available to the Commission and to the Public on request.

NTSP Ltd has successfully applied for the UKRI Design for Growth program, helping to prepare the structure of the charity and a business plan for an AI-enabled VR training offering.

NTSP has developed an updated VR module with an AI-instructor. This has been validated and has led to several papers being developed. We plan to launch the AI tool as a public-facing information source as a Beta version and gather feedback.

We confirm that the Trustees of the Charity have exercised their duties for the public benefit as defined in Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008. Our program for this reporting period was determined by consensus and designed to continue to deliver our Charitable Objectives for the public benefit. This guidance shall be reviewed annually in planning future activities of the Charity.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Mrs Emma McGrath has been kindly volunteering her legal expertise to assist the directors in preparing the required reports and submissions to satisfy the regulations of the Charities Commission, Companies House and HMRC.

The NTSP has supported travel for working party members by administering travel bursaries. These have been funded by the grant programmes. Applications are considered by 2 or more directors, usually by email.

We received un-solicited donations from several individuals via the Give As You Earn (GAYE) scheme and by donations.

NTSP was unsuccessful in a Design award application, an SBRI SMART grant and an SBRI urgent care grant.

NTSP is still actively exploring setting up the NTSP institute, to provide and accredit users undergoing our training. NTSP is also exploring a trading arm so that we can attract external investment in commercializing the VR training packages. This may be more relevant when we get the VR packages up and running.

We have received £14,001 in donations, detailed in the NTSP Annual Accounts and Directors Report for this period. We will claim Gift Aid where relevant.

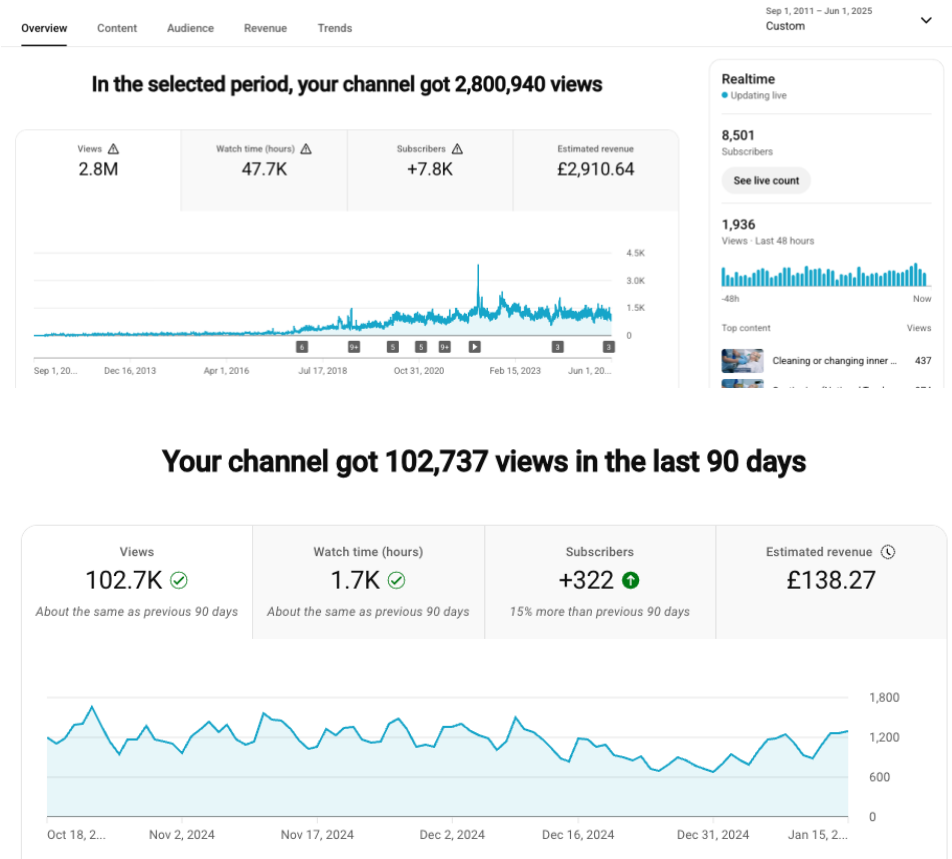
The Trustees notes the requirement for digital tax submissions going forwards and will look into the software we require. The Trustees also noted their requirements to register their digital IDs via Companies House and have done so.

Summary of the main achievements of the charity during the year

NHS England and NHS Improvement National Patient Safety Improvement Program (NatPatSIP) *Safer Tracheostomy Care* rolled out nationally in response to rising tracheostomy rates during the coronavirus pandemic.

Developing new educational resources for the benefit of staff, patients and their families (e-learning, smartphone applications, publishing *Comprehensive Tracheostomy Care* and revising our video library of resources).

Revised eLearning for Healthcare modules with NHS England. Lifetime views of our resources are at 2.8million. YouTube gets accessed about 35,000 time per month.

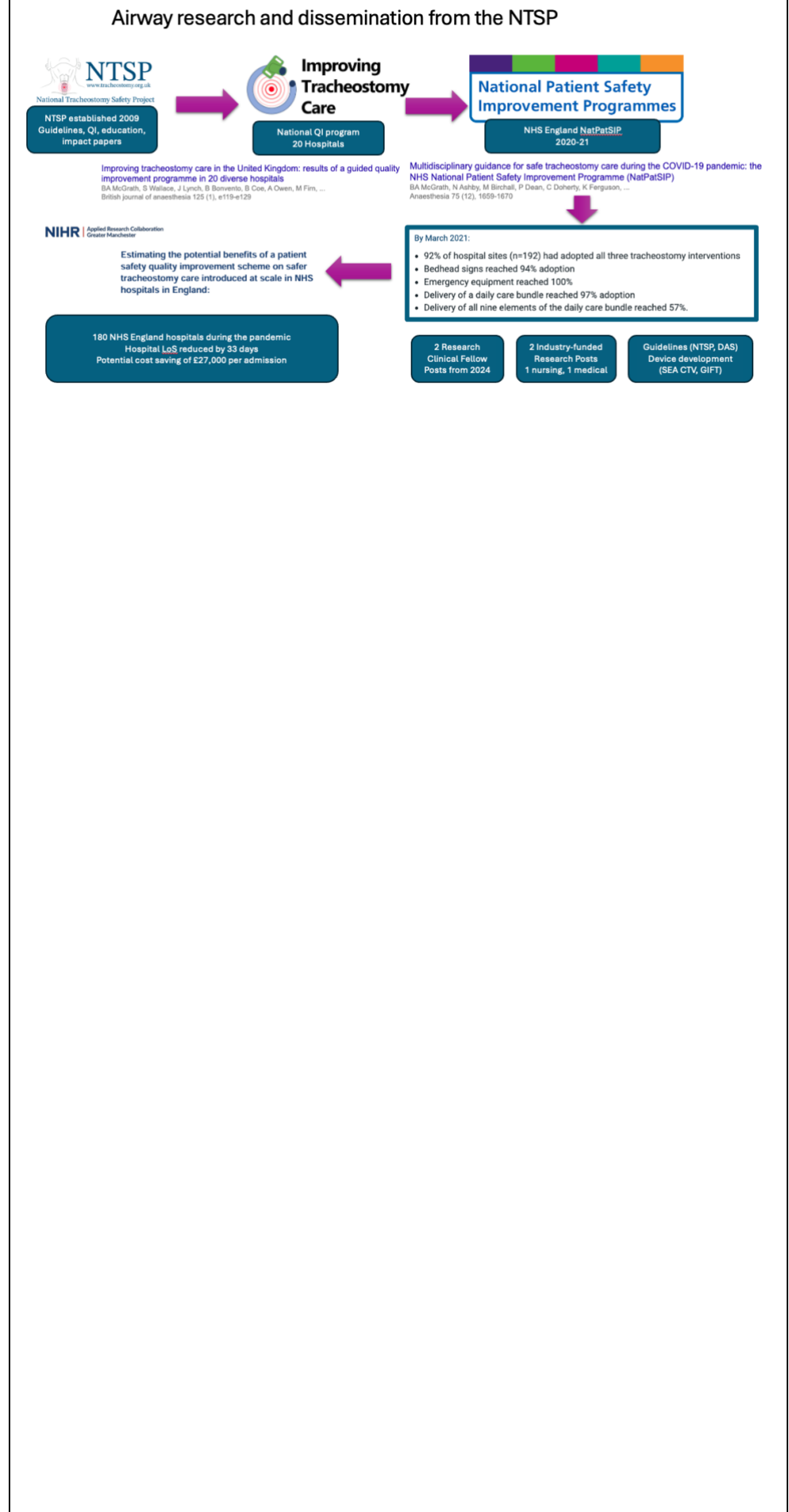


Written a report of the impact of the NatPatSIP with a grant from NHS England, working with the University of Manchester.

Continued to build a multidisciplinary team and expertise around tracheostomy care, including patients and their families in our steering groups and as co-applicants in grant applications.

Contributing a representative to the Global Tracheostomy Collaborative Board of Directors (Dr B McGrath)

Follow on from the Innovate UK grant will include company support and guidance to develop the VR offering into a commercial product, probably in collaboration with other companies.



Brief statement of the charity's policy on reserves

NTSP LTD is a company limited by guarantee and not having a share capital (Company Registration Number: 09062489 (England and Wales))

NTSP LTD does not have a policy for reserves.

Abbreviated (Unaudited) Financial Statements have been prepared and will be submitted to Companies House in accordance with Company Law.

Period of accounts

Start date: 1st June 2024

End date: 31 May 2025

These accounts detail:

Total assets (less current liabilities) at the **start** of the reporting period of £44,256

Total assets (less current liabilities) at the **end** of the reporting period of £33,684

This included £29,091 in the NTSP Ltd bank account on 31st May 2025.

Total income during the reporting period of £38,106
(Sponsorship, course fees, YouTube Ad revenue)

Total expenditure during the reporting period of £49,209
(Expenses associated with NTSP and GTC meetings and events, video film making, website development and admin)

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Expenditure has supported directors, officers and representatives of NTSP Ltd in supporting our charitable objectives through education.

NTSP Ltd has submitted our financial affairs to independent external examination as per the guidelines of the Charities Commission, based on our turnover.

Section F

Other optional information

Plans for 2026 & Next report:

Continue to work on NIHR i4i grant of approximately £1.2m to embark on a 3 year Programme to develop a novel device to assist patients with tracheostomies vocalise.

Launch Ai-instructor as educational service for staff, patients and the public. Launch VR training as a research tool, then commercial tool.

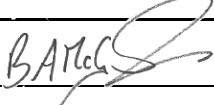
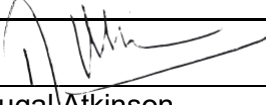
Redesign and evaluate trachy safety course into VR. Commence work on additional modules for paediatric, transitional and long-term ventilation training, in partnership with Sentira-XR (AI UoM spin Out) and ExR Education (delivery platform) and Atos medical (a medical device company).

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Dr Brendan McGrath	Dr Dougal Atkinson
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

EXAMINER'S UNQUALIFIED REPORT

Independent examiner's report to the trustees of 'NTSP Ltd'

I report on the accounts of the company for the year ended **31 May 2025**, which are set out on pages 1 to 4.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Tim McInnes

Name: Timothy Ian McInnes

Relevant professional qualification or body: Institute of Chartered Accountants in England and Wales

Address: 21, Buttermere Drive, Great Warford, Cheshire. SK9 7WA.

Date: Thursday 29th January 2026.