

Charity registration number: 1166708

# National Association of Virtual School Heads (NAVSH)

Annual Report and Financial Statements

for the Year Ended 31 March 2023



# **National Association of Virtual School Heads (NAVSH)**

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## **National Association of Virtual School Heads (NAVSH)**

### **Reference and Administrative Details**

<b>Chair</b>	Matthew Cooke, Chair
<b>Trustees</b>	Anwen Foy, CPD Lead Calvin Kipling, Communications Lead Fay Blyth, Research Lead Jancis Andrew, Vice Chair Julie Bunn, Immediate Past Chair Kate Leyshon, Honorary Secretary Lynsey Burrridge, Honorary Treasurer Matthew Cooke, Chair Natalie White, Policy Lead Patrick Ward, Extended Duties Lead Sarah Ann Clark, Regional Lead Tina Henley, Regional Lead
<b>Charity Registration Number</b>	1166708
<b>Principal Office</b>	1 Shrieves Walk Sheep Street Stratford upon Avon Warwickshire CV37 6GJ
<b>Independent Examiner</b>	Wenn Townsend Chartered Accountants 30 St Giles Oxford OX1 3LE
<b>Accountants</b>	CBSL Accountants Limited Rowan House North 1 The Professional Quarter Shrewsbury Busines Park Shrewsbury SY2 6LG

# **National Association of Virtual School Heads (NAVSH)**

## **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2023.

### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Anwen Foy, CPD Lead
	Calvin Kipling, Communications Lead
	Fay Blyth, Research Lead (appointed 27 February 2023)
	Jancis Andrew, Vice Chair
	Julie Bunn, Immediate Past Chair
	Kate Leyshon, Honorary Secretary (appointed 1 April 2022)
	Lynsey Burrridge, Honorary Treasurer
	Matthew Cooke, Chair
	Natalie White, Policy Lead (appointed 1 August 2022)
	Patrick Ward, Extended Duties Lead
	Rachael Pryor, Research Lead (resigned 31 December 2022)
	Sarah Ann Clark, Regional Lead
	Tina Henley, Regional Lead

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

#### ***Nature of governing document***

The charity is incorporated under a constitution dated 22 April 2016, as amended 29 March 2018, on 4 April 2019, 5 April 2019 and 13 April 2019.

#### ***Recruitment and appointment of trustees***

The trustees who served from April 22 2016 to March 22 2017 were foundation trustees. Subsequent trustees are elected by the membership and confirmed at the annual general meeting.

### **Governance**

The NAVSH trustees have reviewed governance last year. A specialist was brought in for advice and recommendations. A report was received for the board to consider. NAVSH has enlisted the support of a charity specialist legal adviser. A new administration team Setsquare started from April 2022.

Many thanks to Andrew Russell and our apprentice Shanteh Manning for their support before Andrew retired and Shanteh moved on to a new position.

Changes have been made to the constitution this year. NAVSH continues to review its governance arrangements at least annually using the Charity Commission Governance Checklist. This year we have maximised the use of on-line meetings and webinars to hold trustee meetings and to also engage the wider membership around exploring key issues linked to our objects.

## **National Association of Virtual School Heads (NAVSH)**

### **Trustees' Report (continued)**

#### **Objectives and activities**

##### ***Objects and aims***

The objects of the charity are:

- To advance education for the public benefit in the care and education of looked after children, previously looked-after children and care leavers by the undertaking of research for the public benefit and the dissemination of the useful results thereof.
- To promote the care and education of looked after children, previously looked-after children and care leavers in particular, but not exclusively by, the provision of education and training for those employed in provision of care for looked after children.

##### ***Objectives, strategies and activities***

#### **1. RESEARCH**

We have kept this objective very much to the forefront of our work as a Board in 2022/23 through our Research and CPD Leads and trustee involvement in various initiatives at a local and national level including the Institute of Education/UCL Promoting the Achievement of Looked After Children, the Oxford/Rees Centre Timpson research, published research by Professor David Berridge and Neil Harrison (now Exeter University) and the growing research base from the Bath Spa post-graduate programme.

Commissioning Research – Effective Virtual Schools

NAVSH secured the support of Neil Harrison to undertake the research into effective VSH practice.

Effectiveness of Virtual schools - What makes an effective Virtual school?

This exciting research is a large scale mixed methods research involving focus groups.

Link partner Dr Neil Harrison, The REES Centre (now Exeter University). Funded by KPMG.

#### **Promoting the emotional, social and mental health of children in care and previously looked after children so that their well-being enables learning**

NAVSH are a partner to the Attachment Research Community Call for Action to make all schools attachment and trauma aware by 2025. NAVSH are working through the regions to encourage wide nominations for the Alex Timpson Award.

Having a NAVSH trustee on the advisory group provides insight into upcoming REES centre projects. This link is incredibly valuable with NAVSH especially as it brings knowledge from schools and local authorities taking part in the programme.

The chair of NAVSH was invited to open the annual Attachment Research Community conference and to sit on an expert panel, which provided an opportunity to consider how the skills and knowledge that impact on the social, emotional and mental health needs of looked after and previously looked after children. The panel discussion was recorded and can provide useful CPD opportunities.

#### **Pathways to University from Care**

The Chair of NAVSH trustee sits on the National Care Leaver Benchmarking Forum who represent care leaving services across the country.

NAVSH have links with the DfE lead for care leaver progression into HE.

## **National Association of Virtual School Heads (NAVSH)**

### **Trustees' Report (continued)**

#### **Children in Need Extension to duty**

We are in the second year of the extension to duty for all children with a social worker and NAVSH have provided regular webinars to members with colleagues from DfE, REES Centre Oxford and serving VSH with very useful sharing of good practice. NAVSH have continued to work together with the DfE to support the working group and the Programme Delivery Board.

Evaluation for the extension to duty is being provided by the Rees Centre Oxford- Leon Feinstein. Surveys for data capture were completed and Theory of Change workshops held with one VSH from each region and case studies. The evaluation report has been delivered and the Rees Centre have provided dissemination to NAVSH members.

#### **Post 16 Pilot**

NAVSH were very pleased with the extension to 54 LAs across the country to take part in the POST 16 Pupil Premium Pilot. The successful authorities were taken from the previous EOI allowing the project to extend throughout 22-23. Again the evaluation for this project is provided by the Rees Centre Oxford University with the format detailed above.

#### **National Tutoring Programme, School Led Tuition and Recovery funding.**

NAVSH have worked with our DfE colleagues to implement the funding in the most effective way. This has been a somewhat difficult process as Virtual schools operate in a very different way to bricks and mortar schools so the personalised approach needed was very high in admin terms for VSHs.

Huge thanks from the trustee board goes again this year to Matthew Cooke who has provided advice and guidance to members and works closely with DfE colleagues to minimise the disruption caused by an error in the counting system.

#### **NCER database**

The functionality within the NCER database continues to grow and be responsive to the needs of VSH and NCER are working closely with NAVSH to provide data on the CiN and CP cohort.

#### **Member Surveys**

NAVSH has continued to use the Qualtrics to enable capture, analysis and tracking of our annual member survey which informs our discussions with DCS, and partners about the development of the Virtual School model. These surveys are a great opportunity to find out more about the experiences of Virtual School Heads 'on the ground' and to track how our role and our teams develop over time. The findings/themes are shared anonymously with partners at Ofsted, ADCS and DfE and contribute to national policy developments.

Huge thanks from the board goes to Calvin Kipling for his work in this area.

#### **Peer Reviews - Summary Report**

The findings from the Peer Review pilots are collated into a report which draws on reviews in local authorities. This work provides additional evidence of the impact of the VSH role and highlights practices that could be deemed to make for 'effective' Virtual Schools and will support the commissioning of the next significant piece of research by NAVSH that will examine themes.

Thanks to Linda Mason for her leadership of this process as the new lead diagnostic manager and to Alan Clifton for developing the NAVSH Peer review programme until its handover to Linda Mason this year.

# **National Association of Virtual School Heads (NAVSH)**

## **Trustees' Report (continued)**

### **2. EDUCATION AND TRAINING**

#### **Annual Conference**

#### **Virtual Schools - Building Relationships and Enabling System Change. Emirates Old Trafford Cricket Ground, Manchester**

The Annual NAVSH Conference remains the key event for supporting the work of virtual school heads and their teams. The opportunity to hear from a range of key partners, network with others from around the country and speak to organisations that support our work is an opportunity that many value. This has become a forum for celebrating the work Virtual School Heads do and engaging with partners to explore how we can continually improve in meeting our core goal of promoting the education of looked after, previously looked after children and all children with a social worker.

It is testament to the work of the board over the years and our partnership with the DfE that we continue to have the support of the Minister for Children and Families as a guest speaker, illustrating that NAVSH does have the political 'ear' of those enabled to make policy decisions that impact on looked after and previously looked after children and the provision of care.

The 2023 conference was held in person. An online viewing was also available at a much reduced cost which many wider members of Virtual school Staff viewed. The evaluations were hugely positive.

#### **Development Days**

The NAVSH board development sessions are an integral part of our annual calendar, enabling us to identify progress towards our development plan and charitable aims. Each year has brought us increased quality of data that is impacting on the daily work of VSH across the country, supported by colleagues at NCER.

A great deal of work has been completed on the development days in recognition that NAVSH needs administrative, legal, financial and governance support from specialist providers. The needs analysis and work on SLAs, reports received and an action plan ensured that the working practices of NAVSH are now much more effective.

A new website including a more efficient payment system for membership fees and conference booking has streamlined services for members.

#### **Post-graduate course**

The course did not start until January 2023 due to a lack of numbers and the need for a recruitment drive. The course is run by NAVSH in collaboration with Bath Spa University and it is now taught entirely online. Participants complete two assignments and are required to critically review key research literature on the education of care experienced children and on attachment, trauma and learning. We recognise that the dissertations will provide an invaluable source of research for the organisation and the achievement of both our substantive charitable aims.

#### **Scholarships**

To strengthen the board's commitment to promoting research, the board have enabled a scholarship award to those undertaking the post-graduate study pathway with Bath Spa. The award is also open to those who go on to study for a masters or PhD, at a recognised UK university, focusing on an aspect of the education of care experienced children. There is a requirement to host a webinar or conference workshop to share findings. This further promotes the charitable objectives of NAVSH.

## **National Association of Virtual School Heads (NAVSH)**

### **Trustees' Report (continued)**

#### **NAVSH New to Role Programme**

As well as the Post-Graduate Course, NAVSH continue to deliver programmes for Virtual School Heads who are new to role. We know that the role of the Virtual School Head is like no other and can sometimes feel a little isolated, sitting between the worlds of education and social care. The New to Role programme offers networking opportunities and webinars as well as a coaching programme.

#### **NAVSH Webinar Series**

The NAVSH Webinar series has gone from strength to strength and is now an integral aspect of NAVSH and its communication and relationship with all our members and partners. The webinars make a significant addition and enhancement to how we can demonstrate achieving our charitable aims in both disseminating the most current research, providing a platform to showcase best practice and to provide VSH and their teams with learning and development opportunities outside of regional activity and the annual conference. Huge thanks from the board to Vice Chair Matthew Cooke on his work in this area.

#### **Regional work**

Regional leads have really developed in their role this year and have fed back lots of local research and training going on in their regions. The national profile of the board with strategic partners means that Ofsted and the DFE are regularly speaking and contributing to regional conferences.

#### **Race, Equality and Diversity**

Over the next year NAVSH will be developing our commitment to ensure that best practice in Race, Equality, Diversity and Inclusion is a golden thread running through every aspect of NAVSH as an organisation. We will be working with leading experts in the sector to ensure that our culture, policies and day to day practice represent best practice in this area. We aim for this to be a modelled expectation of all NAVSH members demonstrated in their daily conduct and practice to meet the needs of our children and staff colleagues.

#### **Public benefit**

It is important to highlight the wider scope of the work of NAVSH to promote the education of looked after children and care leavers:

- The NAVSH website continues to provide an overview of the education of care experienced children and has sections for VSHs, schools, carers, social workers and young people. The website includes key updates, news and the Twitter feed continue to keep it relevant. We have also used the website to promote requests for expressions of interest and uploading webinars. NAVSH also make use of social media to highlight research, good news stories, the work of other aligned partners/organisations, promote the work of the board and individual VSH and support/challenge narratives and news stories about the experiences of children in care.
- Calvin Kipling, Communications Lead continues to work extremely hard to promote positive messages of the work of Virtual Schools. The communication and social media interest following our conference in March 22 was very pleasing and we are hopeful that this year will be as strong as NAVSH has presence on Twitter, LinkedIn and Facebook. Many of the regions have active Whatsapp groups, as does the board.
- We have extended the licence capacity of the Zoom app due to the demand of the webinar programme.
- NAVSH continue to receive invites to speak and/ or attend high profile events with key partners.

Full details of all the learning and development opportunities available to NAVSH members are available on the NAVSH website and are also updated and shared at each annual conference.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.



# **National Association of Virtual School Heads (NAVSH)**

## **Trustees' Report (continued)**

### **Working with Key Partners**

#### **Department for Education (DFE)**

NAVSH continues to work closely with colleagues from the Department for Education supporting on a range of different work streams such as:

CiN and CP extension to duty  
Post-16 Pupil Premium Plus Pilot  
SEND  
Alternative Provision  
UASC  
Adoption and Special Guardianship Leadership Board  
NCER Database  
School Led tutoring  
Live attendance data  
Links with social care re New Framework

NAVSH would like to particularly thank Andrew Baxter for his support to the work of the board and members and we thank Nicholas Budge, David Shreeves and Chris Walton all deserve our thanks for their support and brokerage of key contacts to a diverse range of other departments, consultations and policy makers. We continue to work with SC to shape the understanding of the importance of education.

#### **Association of School and College Leaders**

NAVSH now have a firm partnership with ASCL and were pleased to invite Margaret Mulholland to speak about inclusive practice at our conference in March 23. Training delivered to the Pastoral conference.

#### **The Attachment Research Community CIO (ARC)**

NAVSH and ARC are very closely aligned to core beliefs and values and over the years, VSH have 'served' both organisations. NAVSH became a 'co-signator' to The Call to Action - to make all schools attachment and Trauma Aware by 2025. ARC and NAVSH share a belief that relational approaches benefit all children, not just those who have experienced care and that, in light of the continued disruption to education being experienced universally by the majority of children and young people, there has never been a greater need for these approaches to be embedded.

#### **The Independent Care Review**

The review presents a huge opportunity to address some of the remaining barriers to the progress of care experienced children and young people including SEND, admissions and the independent sector. NAVSH look forward to responding to the consultation publication of Stable Homes, built on Love.

#### **The SEND Green Paper**

NAVSH look forward to the publication of the Green paper and to work with wider partners on its implementation.

## **National Association of Virtual School Heads (NAVSH)**

### **Trustees' Report (continued)**

#### **Achievements and performance**

The work of the board this year had understandably been overwhelmingly focussed on the continuing implementation of the extended duties ensuring that colleagues are supported well and that they are supported to make the most effective use of the funding and that it comes directly to the VSH. The funding announcements have been at very short notice and we have supported members to take a pragmatic and positive approach.

Thank you once again to Alan Clifton for acting as our returning officer in the elections for trustees for 2022-23. We have had good interest this year and hope to secure all key posts at an exciting time for NAVSH and its future engagement in significant national work responding to Stable Homes, built on Love.

The core function of NAVSH is to promote the education of looked after and previously looked after children and to strategically improve outcomes for all children with a social worker throughout this year the extended board have sought opportunities to engage with the media to promote NAVSH messages.

NAVSH has grown in profile and influence in a relatively short time but we can only continue to do this work through the support and commitment of our members.

The strength of NAVSH is its representation of all local authorities and all Virtual Schools. We hope that members feel assured that there is an organisation that exists to represent their voice, to raise the profile of the work we do, to help us do a better job by supporting research and getting us the tools we need to be more effective.

It is essential that the board continue to champion collaborative working, even when national policy and decision making has challenged some of our core value and beliefs. We look forward to implementing the recommendations from the Care Review, Stable Homes, Built on Love.

We are ensuring we do not lose sight of the voice of the children and young people as NAVSH exists to champion the best in research and practice for them, leading by example and include this in our mission statement.

#### **Financial review**

The charity continued to expand its key activities and income from charitable activities increased from £223,072 (a 13 month period) to £258,013. Conference income increased from £106,512 in 2022 to £131,938 in 2023.

Expenditure has also increased from £160,919 to £301,269 in 2023, which included £127,927 for the conference and £20,497 on the website development. In addition the charity has a full time administrative function through Set Square which provides support to the members and board, which has increased costs for the year but within the budget agreed by the board.

At the year end the charity had bank balances of £206,315 (2022 - £180,832) and net assets of £176,102 (2022 - £218,968) - all funds are unrestricted.

## **National Association of Virtual School Heads (NAVSH)**

### **Trustees' Report (continued)**

#### ***Policy on reserves***

An important part of the work done this year has been to maintain a firm financial base to enable NAVSH to meet its charitable objectives and financial obligations.

To this end, NAVSH needs to have reserves in place.

The NAVSH annual conference is an essential part of how we fulfil our charitable objectives, and the organisation needs to have sufficient funds in place to meet the upfront costs of arranging this conference.

NAVSH also needs to have sufficient reserves in place to fulfil any financial commitments and liabilities, should it be necessary to disband the organisation at a future time.

NAVSH will therefore maintain a minimum unrestricted reserve of £50,000. The charity has a level of free reserves significantly in excess of this following research and resource development projects having reduced over the last few years. The Trustees have plans in place to ensure reserves are used for charitable activities, including increased members' support and research projects over the coming few years.

#### **Principal risks and uncertainties**

The trustees regularly review the key risks faced by the charity, the establishment of systems and procedures to address those potential risks and mitigate any impact on the charity if they materialise.

NAVSH ensures financial probity by - ensuring that financial statements and records are reviewed by a trustee other than the treasurer at regular intervals; - considering a financial report at every trustees meeting; - presenting the accounts at the Annual General Meeting; - completing the detailed annual return for the Charity Commission which will be submitted later in 2023/24.

#### **Financial instruments**

#### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk. The charity does not use derivative financial instruments for speculative purposes.

#### ***Credit risk***

The charity's principal financial assets are bank balances and cash and trade and other receivables.

The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

## National Association of Virtual School Heads (NAVSH)

### Trustees' Report (continued)

#### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

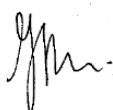
The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The annual report was approved by the trustees of the charity on 29 January 2024 and signed on its behalf by:



.....  
Matthew Cooke  
Chairman and trustee

## **National Association of Virtual School Heads (NAVSH)**

### **Independent Examiner's Report to the trustees of National Association of Virtual School Heads (NAVSH)**

I report to the trustees on my examination of the accounts of National Association of Virtual School Heads (NAVSH) for the year ended 31 March 2023.

#### **Responsibilities and basis of report**

As the charity trustees of National Association of Virtual School Heads (NAVSH) you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the National Association of Virtual School Heads (NAVSH)'s accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

Since National Association of Virtual School Heads (NAVSH)'s gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of , which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of National Association of Virtual School Heads (NAVSH) as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....  
B Hayes BSc FCA  
Wenn Townsend  
Chartered Accountants

30 St Giles  
Oxford  
OX1 3LE

Date: 29 January 2024

# National Association of Virtual School Heads (NAVSH)

## Statement of Financial Activities for the Year Ended 31 March 2023

		Unrestricted funds £	Year ended 31 March 2023 £
	Note		
<b>Income and Endowments from:</b>			
Donations and legacies	2	29	29
Charitable activities	3	258,013	258,013
Investment income	4	361	361
		<hr/>	<hr/>
Total income		258,403	258,403
		<hr/>	<hr/>
<b>Expenditure on:</b>			
Charitable activities	5	(301,269)	(301,269)
		<hr/>	<hr/>
Total expenditure		(301,269)	(301,269)
		<hr/>	<hr/>
Net expenditure		(42,866)	(42,866)
		<hr/>	<hr/>
Net movement in funds		(42,866)	(42,866)
		<hr/>	<hr/>
<b>Reconciliation of funds</b>			
Total funds brought forward		218,968	218,968
		<hr/>	<hr/>
Total funds carried forward	15	176,102	176,102
		<hr/>	<hr/>
			<b>13 months ended 31 March 2022</b>
	Note	Unrestricted funds £	£
<b>Income and Endowments from:</b>			
Charitable activities	3	223,072	223,072
Investment income	4	47	47
		<hr/>	<hr/>
Total income		223,119	223,119
		<hr/>	<hr/>
<b>Expenditure on:</b>			
Charitable activities	5	(160,919)	(160,919)
		<hr/>	<hr/>
Total expenditure		(160,919)	(160,919)
		<hr/>	<hr/>
Net income		62,200	62,200
		<hr/>	<hr/>
Net movement in funds		62,200	62,200
		<hr/>	<hr/>
<b>Reconciliation of funds</b>			
Total funds brought forward		156,768	156,768
		<hr/>	<hr/>
Total funds carried forward	15	218,968	218,968
		<hr/>	<hr/>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2022 is shown in note 15.

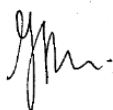
The notes on pages 14 to 21 form an integral part of these financial statements.

**National Association of Virtual School Heads (NAVSH)**

**(Registration number: 1166708)**  
**Balance Sheet as at 31 March 2023**

	Note	2023 £	2022 £
<b>Current assets</b>			
Debtors	12	37,936	53,572
Cash at bank and in hand	13	<u>206,315</u>	<u>180,832</u>
		244,251	234,404
<b>Creditors: Amounts falling due within one year</b>	14	<u>(68,149)</u>	<u>(15,436)</u>
<b>Net assets</b>		<u>176,102</u>	<u>218,968</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>176,102</u>	<u>218,968</u>
<b>Total funds</b>	15	<u>176,102</u>	<u>218,968</u>

The financial statements on pages 12 to 21 were approved by the trustees, and authorised for issue on 29 January 2024 and signed on their behalf by:



.....  
Matthew Cooke  
Chairman and trustee

## **National Association of Virtual School Heads (NAVSH)**

### **Notes to the Financial Statements for the Year Ended 31 March 2023**

#### **1 Accounting policies**

##### **Statement of compliance**

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### **Basis of preparation**

National Association of Virtual School Heads (NAVSH) meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The presentational currency is £.

##### **Disclosure of long or short period**

The comparative figures are prepared for a reporting period of 13 months ending 31 March 2022. The Trustees approved the change in year end to coincide with the Local Authority year ends and also align with the annual conference held in March.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

##### **Income and endowments**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Income from charitable activities includes income from memberships, conference income of both delegates and exhibitors, peer reviews and attendance on the post graduate course.

##### ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

##### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources.

##### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.



## **National Association of Virtual School Heads (NAVSH)**

### **Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)**

#### ***Grant provisions***

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

#### **Financial instruments**

##### ***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

## National Association of Virtual School Heads (NAVSH)

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

#### *Recognition and measurement*

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

#### **2 Income from donations and legacies**

	<b>Unrestricted funds General £</b>	<b>Total funds £</b>
Donations and legacies;		
Donations from individuals	29	29
<b>Total for period ended 31 March 2023</b>	<u>29</u>	<u>29</u>

#### **3 Income from charitable activities**

	<b>Unrestricted funds General £</b>	<b>Year ended 31 March 2023 £</b>	<b>13 months ended 31 March 2022 £</b>
Membership	74,975	74,975	72,525
Conference	131,938	131,938	106,512
Post Graduate course	39,100	39,100	30,985
Peer review	12,000	12,000	13,050
	<u>258,013</u>	<u>258,013</u>	<u>223,072</u>

# National Association of Virtual School Heads (NAVSH)

## Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

### 4 Investment income

	Unrestricted funds General £	Year ended 31 March 2023 £	13 months ended 31 March 2022 £
Interest receivable and similar income;			
Interest receivable on bank deposits	361	361	47

### 5 Expenditure on charitable activities

	Note	Unrestricted funds General £	Year ended 31 March 2023 £	13 months ended 31 March 2022 £
Membership		55,232	55,232	35,393
Conference		127,927	127,927	76,650
Post Graduate course		35,008	35,008	26,705
Peer review		19,397	19,397	13,300
Grant funding of activities		6,000	6,000	-
Staff costs		10,034	10,034	8,785
Allocated support costs	6	26,254	26,254	(14,067)
Governance costs	6	21,417	21,417	14,153
		<u>301,269</u>	<u>301,269</u>	<u>160,919</u>

The membership costs are analysed as follows:

	Note	Unrestricted funds General £	Year ended 31 March 2023 £	13 months ended 31 March 2022 £
Membership support costs		4,998	4,998	-
Webinar & other training course costs		6,236	6,236	500
IT and software costs		4,643	4,643	3,385
Website costs		20,497	20,497	-
Subscriptions and licences		7,830	7,830	2,610
Research and development		245	245	22,149
Advertising and PR		5,283	5,283	2,599
External consultants' fees		5,500	5,500	4,150
		<u>55,232</u>	<u>55,232</u>	<u>35,393</u>

For the period ended 31 March 2022, the research and development costs related to the development of the Virtual School Toolkit and App.

# National Association of Virtual School Heads (NAVSH)

## Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

### 6 Analysis of governance and support costs

#### Support costs allocated to charitable activities

	Administration costs £	Year ended 31 March 2023 £	13 months ended 31 March 2022 £
Administration costs	7,108	7,108	-
Development days	2,905	2,905	-
Insurance	466	466	887
Office expenses	1,466	1,466	7,373
Trustee and board support	17,065	17,065	-
Travel and subsistence	454	454	162
Accountancy fees	2,880	2,880	3,934
Bad debts written (back) / off	(6,708)	(6,708)	(26,540)
Bank charges	618	618	117
	<u>26,254</u>	<u>26,254</u>	<u>(14,067)</u>

Following a review of financial processes of the Charity, the Trustees improved the collection of outstanding customer invoices from over the last four years and hence the write back of the previous bad debt provision during the period.

#### Governance costs

	Unrestricted funds General £	Year ended 31 March 2023 £	13 months ended 31 March 2022 £
Independent examiner fees			
Examination of the financial statements	820	820	780
Legal fees	18,597	18,597	3,373
Other governance costs	2,000	2,000	10,000
	<u>21,417</u>	<u>21,417</u>	<u>14,153</u>

## National Association of Virtual School Heads (NAVSH)

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

#### 7 Grant-making

##### Analysis of grants

The support costs associated with grant-making are £Nil (31 March 2022 - £Nil).

Below are details of material grants made to institutions.

Name of institution	Activity	2023 £	2022 £
Attachment Research Community	CIO Membership	<u>6,000</u>	<u>-</u>

#### 8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

## National Association of Virtual School Heads (NAVSH)

### Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

#### 9 Staff costs

The aggregate payroll costs were as follows:

	2023 £	2022 £
<b>Staff costs during the year were:</b>		
Wages and salaries	<u>10,034</u>	<u>8,785</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023 No	2022 No
Administration	<u>1</u>	<u>1</u>

No employee received emoluments of more than £60,000 during the year

#### 10 Independent examiner's remuneration

	2023 £	2022 £
Examination of the financial statements	<u>820</u>	<u>780</u>

#### 11 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 12 Debtors

	2023 £	2022 £
Trade debtors	25,622	43,742
Prepayments	<u>12,314</u>	<u>9,830</u>
	<u>37,936</u>	<u>53,572</u>

#### 13 Cash and cash equivalents

	2023 £	2022 £
Cash at bank	<u>206,315</u>	<u>180,832</u>

# National Association of Virtual School Heads (NAVSH)

## Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

### 14 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	30,035	14,655
Accruals	38,114	781
	<u>68,149</u>	<u>15,436</u>

### 15 Funds

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>				
General	<u>218,968</u>	<u>258,403</u>	<u>(301,269)</u>	<u>176,102</u>

	Balance at 1 March 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>				
General	<u>156,768</u>	<u>223,119</u>	<u>(160,919)</u>	<u>218,968</u>

### 16 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2023 £
Current assets	244,251	244,251
Current liabilities	(68,149)	(68,149)
Total net assets	<u>176,102</u>	<u>176,102</u>
	Unrestricted funds General £	Total funds at 31 March 2022 £
Current assets	234,404	234,404
Current liabilities	(15,436)	(15,436)
Total net assets	<u>218,968</u>	<u>218,968</u>

### 17 Related party transactions

There were no related party transactions in the year.