



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	1	July	2020		30	June	2021

## Section A Reference and administration details

**Charity name** Oasis English Language School

**Other names charity is known by**

**Registered charity number (if any)** 1168323

**Charity's principal address** 14 Wardley Close  
Ipswich  
Postcode IP2 9RT

### 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	Rodney Cook	Chair		
2	Deborah Cook	Treasurer		
3	Alan Durrant			
4	Sue Healey			
5	Jenny Howe			
6	Dave Pepper			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees board

### 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.

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## Section C Objectives and activities

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

- To develop the capacity of migrant communities in Ipswich in such a way that they are better able to identify, and help meet their needs and to participate more fully in society
- To advance the education of the public in the subject of English as a second or other language (ESOL).

**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)**

Oasis English Language School (OELS) provided high quality lessons each week for students across the European Framework at Starter to Upper Intermediate level (ESOL levels Beginner to Level 1).

Lessons are open to all, irrespective of gender, age or nationality.

OELS charges minimal fees to help immigrants who cannot afford the fees of commercial language schools.

OELS mission is 'to equip refugees and migrants with the language skills needed to integrate into the local community and culture'.

The Trustees have regard to the guidance issued by the Charity Commission on public benefit.

**Additional details of objectives and activities (Optional information)**

Apart from the Director, who is employed on a part-time basis, volunteers fill all other roles eg teaching, creche, kitchen

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

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

## Section D

## Achievements and performance

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### Summary of the main achievements of the charity during the year

Oasis English Language School uses premises in Burlington Road, Ipswich - a building that is owned by Ipswich International Church. The Church gives the School free use. It is ideally located in the area of highest need in Ipswich where the last census showed that up to 20% of residents could not speak English.

The academic year 2019-20 was cut short by Covid-19. The School finished on 12 March and was not able to re-open due to national lockdowns and it not being possible to socially distance within the building.

The academic year would normally have been September 2020 to June 2021 however due to Covid-19 the school was closed.

The Trustees met (on Zoom) during July 2020. The Trustees met again (on Zoom) during March and April 2021 to consider and make plans to re-open the school in September 2021.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The Charity's Financial Policy includes reference to the Reserve Policy. The Trustees consider an adequate reserve to equal 3 months expenditure.

**Details of any funds materially in deficit**

**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.

**Section F Other optional information**

**Section G Declaration**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Rodney Cook	Alan Durrant
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Trustee
<b>Date</b>		

# Oasis English Language School 30 June 2021

2019-20 Actual	INCOME	2020-21 Budget	Income to date	% of Budget	2019-20 Actual	EXPENDITURE	2020-21 Budget	Expend to date	% of Budget
11,690.64	Brought forward		12,909		12,247.63	Director			
1,427.08	Grant from Burlington BC		476		789.96	Salary (incl. employee cont)		1,450	
1,684.00	Registration & Subscriptions		0		159.65	Employer's NI & Pension		79	
2,397.17	Gifts from individuals		515			Training/networking/Misc expenses			
700.00	Shepherd Drive Baptist Church		0			Volunteers			
1,500.00	Eddie Byers Scholarship		0		324.50	Volunteers expenses			
1,000.00	Ganzoni Charitable Trust		0		33.00	Team Meetings			
4,000.00	Suffolk County Council		0		125.00	Training/networking/Misc expenses		325	
1,000.00	Scarfe Trust		0			Students			
1,000.00	Annie Tranmer Trust		0			Social activities			
2,213.97	HMRC JRS		1,441		12.50	Lunches			
	HMRC Refund		264		421.86	Resources			
					31.62	Stationery / postage			
					767.21	Student books			
					40.50	Printer cartridges / copying			
					0.00	Website domain		7	
					320.78	Insurance		32	
					90.00	Examination of accounts / payroll		75	
					0.00	Publicity			
					340.00	Misc			
28,612.86	Total Receipts		15,604.16		15,704.21	Total Payments		1,968.19	

## BALANCE SHEET AS AT 30 JUNE 2021

### CURRENT ASSETS

Cash in hand and in bank

Cash 10.00

Bank C/A 13,625.97

13,635.97

Approved

6/3/22