

The National Association of School-Based Teacher Trainers

Annual Report and Accounts

31 July 2024

Charity Registration Number
1176171

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Legal and administrative information

| | |
|-----------------------------|---|
| Trustees | Mr Kim Francis Mr Patrick Garton Mrs Claire Harnden Mr Ian Charles Hollingsworth (resigned 18/10/2023) Mr David John Maynard (resigned 18/10/2023) Mrs Alison O'Dornan Mr Andrew Ogden Mr David Parker Mrs Anna Richards Mr Stuart Graham Russell (resigned 18/10/2023) Mrs Sidikat Taiwo Mrs Catherine Scutt MBE (joined 19/10/2023) Mrs Kikelomo Teresa Grace Agunbiade (joined 19/10/2023) Mrs Damilola Dauda (joined 19/10/2023) Mrs Johanna Anderson (joined 19/10/2023) Mrs Stephanie Rodgers (joined 19/10/2023) Mr Keith Ford (joined 19/10/2023) |
| Executive team | Mrs Emma Hollis (CEO) Miss Alison Hobson (Member Relationships Manager) Mrs Jayne Hoskins (Communications Manager) Mr James Coleman (Head of Operations) |
| Registered office | University of Northampton Innovation Centre Green Street Northampton NN1 1SY |
| Registered number | 1176171 |
| Independent examiner | Hugh Swainson Buzzacott LLP 130 Wood Street London EC2V 6DL |
| Bankers | Barclays Bank UK 1 Churchill Place London E14 5HP |

Legal and administrative information

The trustees present their report along with the accounts of the National Association of School-Based Teacher Trainers (the charity) for the year ended 31 July 2024. The accounts have been prepared in accordance with the accounting policies set out on pages 12 to Error: Reference source not found therein and comply with the charity's trust deed, the Charities Act 2011 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

Structure, governance and management

Organisational structure

The National Association of School-Based Teacher Trainers (NASBTT) is a Charitable Incorporated Organisation (CIO). The entity was incorporated on 7 December 2017. It is governed by its memorandum and articles of association which were adopted on 7 December 2017. This replaced an earlier construct of NASBTT which was an unincorporated membership organisation. The assets of this earlier version of NASBTT were transferred to the new construct which was duly registered with the Charity Commission under charity number 1176171. Although the legal form of the organisation has changed the activities remain consistent with the previous entity.

Key management

The Trustees consider that they, together with the CEO, Head of Operations, Member Relationships Manager and Communications Manager, comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

None of the Trustees receive remuneration in connection with their duties as trustees.

Appointment of trustees

The NASBTT Trustees ("the appointing body") may appoint further NASBTT Trustees. Any appointment must be made at a meeting held according to the ordinary practice of the appointing body and is for a standard term of three years. Any person who retires as a NASBTT Trustee by rotation or by giving notice to NASBTT is eligible for re-appointment.

Statement of trustees' responsibilities

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

The law applicable to charities in England and Wales requires the trustees to prepare accounts 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 accounts, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in the Charities SORP;

Statement of trustees' responsibilities (continued)

- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They 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.

Risk management

The trustees have examined the major risks which the charity faces and confirm that systems are in place to mitigate its exposure to those risks.

The principal risks identified by the trustees are:

- ◆ A failure to generate sufficient subscription income to cover the cost of running the programme of charitable events during the year. This is mitigated by the charity raising funds in advance and closely monitoring income.
- ◆ The operational risk from low uptake of new programmes. This is mitigated through close involvement of trustees in the planning of such programmes and the ongoing review of such projects funded through the charity's charitable expenditure.

Objectives and activities

The primary object of the charity, as stated in its governing document, is the advancement of education of pupils/children in schools through the raising of standards and development of high quality learning and teaching by promoting programmes of initial training, education and professional development of teachers. It also aims to achieve the representation, support and development of schools-driven teacher training, facilitating co-operation and communication between member institutions and providing a forum for sharing information and evidence-based research.

NASBTT represents the interests of schools-led initial teacher training (ITT) provision in relation to the development, implementation and influencing of national policy to the extent this is permissible within the legal framework for a charity in England and Wales. It supports those with responsibility for the overall management of schools-led ITT Provision in schools and other institutions.

Public benefit

In setting the charity's objectives and planning its activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Achievements and performance

The CEO continued to develop relationships with a wide range of stakeholders including education ministers and key personnel at the Department for Education, Ofsted, UCET, the Chartered College of Teaching, the Institute for Apprenticeships and the Teaching School Hubs Council. These relationships support advocacy for and on behalf of our members' interests and directly shape education policy in response to ever changing circumstances.

The context in which the sector is working continues to be challenging in light of government policy leading to significant changes to the sector coming into force from September 2024. NASBTT has worked closely with the Department for Education in an effort to shape the policy to ensure high quality ITT continues to be delivered without risking sufficiency of supply or the quality of education for the children and young people in our schools. We have also continued to support our members to prepare for the new quality requirements through a series of workshops, guidance and support.

In light of the significant changes introduced by the publication of the new quality requirements for September 2024, NASBTT developed a suite of *Mentor Development Modules* following the Board of Trustees' approval of a considerable investment in this project. 57 modules have been developed and are available to ITT organisations as synchronous and asynchronous materials. Uptake of the service has been extensive and members have valued the quality and accessibility of the materials. 125 providers used the modules in 2023-2024, reaching over 3,700 individual mentors.

During 2023-2024, NASBTT continued to deliver an ITT-specific version of the National Professional Qualification in Leading Teacher Development (NPQLTD) with the Teacher Development Trust where learning is contextualised for those working in the ITT sector; the NPQLTD is a recommended qualification for Lead Mentors working within ITT partnerships as per the quality requirements for September 2024. In total, 140 individuals were registered for the NPQ during the academic year.

The suite of videos in NASBTT's Subject Development Resources have also been well received and uptake has been high across the membership. 87 providers registered for the service, reaching 8,101 individual trainees, ECTs, mentors, subject leads and provider staff.

Member engagement continued at excellent levels; 82% of Members engaged with at least one event.

In the 2023-2024 academic year, there were 50 days of events to support the members which were attended by 1,622 delegates in total.

The Annual Conference included two days of professional development for Members; it was attended by 157 delegates and was exceptionally well received.

In order to further support curriculum development, NASBTT continued its work with 16 Subject Specialist Associate Consultants who brought a wealth of experience and expertise to the team.

Financial review

In the year ended 31 July 2024 the total income of NASBTT had increased by £89,825 to £645,546 (2023: £555,721). This is primarily due to an increase of £114,092 in income from Events and Services.

Expenditure has decreased by £101,880 to £572,207 (2023: £674,087). This decrease primarily relates to the reduction in production and running costs of £109,361. Overall, the surplus for the year amounted to £73,339 (2023: deficit of £118,366). This leaves the NASBTT with funds carried forward of £291,055 (2023: £217,716).

Reserves policy

The charity held free reserves of £291,055 at the balance sheet date. The trustees have put in place a formal working capital policy that is in line with the future strategic direction of the charity. The policy states that:

- ◆ a minimum of £50,000 must be available as cash which is instantly accessible – *met; there is an excess of £50,000 instantly accessible;*
- ◆ no more than £200,000 (and ideally not more than £85,000) will be held in cash in any single financial institution – *during the year balances exceeded £200,000 at some points and therefore the policy was not fully complied with. the Trustees are aware of the financial position of the cash account and are taking steps to ensure the terms of the reserves policy are met in future.*
- ◆ through the normal course of board meetings and financial reporting, they will satisfy themselves that:

Reserves policy (continued)

- ◆ there is sufficient cash available to meet all immediate spending needs – *the trustees are satisfied there is sufficient cash available to meet all immediate spending needs;*
- ◆ longer term organisational objectives are sufficiently budgeted and resourced, for example, projects, initiatives, changes in strategy or other spending that the charity is planning – *the trustees are satisfied future projects have been sufficiently budgeted and resourced.*

This policy will also be developed into a specific reserves policy as the charity continues to grow however for the current time - due to typically low levels of other current assets and liabilities - the charity believe it is reasonable to operate a working capital based policy. The trustees deem that the charity had sufficient funds at 31 July 2024 to enable it to maintain its current level of charitable activities.

Future plans

Trustees' report 31 July 2024

The trustees expect the work of the charity to continue to develop in the near future and are developing a strategic direction to ensure that the charitable aims of the organisation continue to be delivered.

The outcomes of the Market Review will impact finances and activities in the next two years and the trustees have plans in place to mitigate against any future losses to the charity.

Approved by order of the Trustees

A handwritten signature in black ink, consisting of a large, stylized capital 'J' followed by several horizontal strokes.

Date:

03/12/2024

Independent examiner's report to the trustees of National Association of School Based Teacher Trainers

I report to the trustees on my examination of the accounts of the National Association of School-Based Teacher Trainers (the charity) for the year ended 31 July 2024.

Responsibilities and basis of report

As the trustees of the charity, 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 charity'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 the charity'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 the Institute of Chartered Accountants in England and Wales, 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:

- ◆ accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- ◆ the accounts do not accord with those records; or
- ◆ the accounts do not comply with the applicable 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.

Hugh Swainson, ACA
Buzzacott LLP
Chartered Accountants
130 Wood Street
London
EC2V 6DL

Date:

Statement of financial activities Year ended 31 July 2024

| | Notes: | 2024 Total Funds £ | 2023 Total Funds £ |
|---|--------|-----------------------------|-----------------------------|
| Income from: | | | |
| Charitable activities | 1 | 637,829 | 544,038 |
| Other income | | 7,717 | 11,683 |
| Total income | | 645,546 | 555,721 |
| Expenditure on: | | | |
| Raising funds | 2 | 51,340 | 50,698 |
| Charitable activities | 3 | 520,867 | 623,389 |
| Total expenditure | | 572,207 | 674,087 |
| Net income (expenditure) and net movement in funds | | 73,339 | (118,366) |
| Reconciliation of funds: | | | |
| Funds brought forward at 1 August 2023 | | 217,716 | 336,082 |
| Funds carried forward at 31 July 2024 | | 291,055 | 217,716 |

All income and expenditure for the current and prior financial period related to unrestricted funds.

All of the above amounts resulted from the charity's continuing activities during the above two financial periods.

The notes on pages 14 to 17 form part of these accounts.

Balance Sheet 31 July 2024

| | Notes | 2024 £ | 2023 £ |
|--|-------|----------------|----------------|
| Current assets: | | | |
| Debtors | 6 | 60,859 | 17,149 |
| Cash at bank and in hand | | 285,118 | 249,475 |
| Total current assets | | 345,977 | 266,624 |
| Liabilities: | | | |
| Creditors: amounts falling due within one year | 7 | (54,922) | (48,908) |
| Total net assets | | 291,055 | 217,716 |
| The funds of the charity: | | | |
| Unrestricted funds | | | |
| . General funds | 8 | 291,055 | 217,716 |
| Total funds | | 291,055 | 217,716 |

The notes on pages 14 to 17 form part of these accounts.

Approved by the trustees and signed on their behalf by:

Trustee

Approved by the trustees on:

Statement of cash flows 31 July 2024

| | Notes | 2024 £ | 2023 £ |
|--|-------|-----------------------|-----------------------|
| Cash flows from operating activities: | | | |
| Net cash used in operating activities | A | <u>33,000</u> | <u>(124,760)</u> |
| Cash flows from investing activities: | | | |
| Investment income | | <u>2,643</u> | <u>1,322</u> |
| Net cash provided by investing activities | | <u>2,643</u> | <u>1,322</u> |
| Change in cash and cash equivalents in the year | | 35,643 | (123,438) |
| Cash and cash equivalents at 1 August 2023 | | 249,475 | 372,913 |
| Cash and cash equivalents at 31 July 2024 | | <u>285,118</u> | <u>249,475</u> |

Notes to the statement of cash flows for the year to 31 July 2024.

A Reconciliation of net movement in funds to net cash used in operating activities

| | 2024 £ | 2023 £ |
|---|----------------------|-------------------------|
| Net movement in funds (as per the statement of financial activities) | 73,339 | (118,366) |
| Adjustments for: | | |
| Investment income | <u>(2,643)</u> | <u>(1,322)</u> |
| (Increase) decrease in debtors | <u>(43,710)</u> | <u>3,337</u> |
| Increase (decrease) in creditors | <u>6,014</u> | <u>(8,409)</u> |
| Net cash provided by (used in) operating activities | <u>33,000</u> | <u>(124,760)</u> |

Principal accounting policies 31 July 2024

Basis of preparation

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of accounting

These accounts have been prepared for the year to 31 July 2024.

The accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) ('Charities SORP FRS 102'), 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 accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the accounts requires the trustees and management to make significant judgements and estimates. The items in the accounts where judgements and estimates have been made include:

- ◆ the allocation of general overheads and governance costs between charitable expenditure categories and the cost of raising funds;
- ◆ estimates in respect to accrued expenditure; and
- ◆ estimating future income and expenditure flows for the purpose of assessing going concern (see below).

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect to a period of one year from the date of approval of these accounts. In making this assessment, they have given consideration to the impact of the risks to which the Association is exposed to.

Principal accounting policies 31 July 2024

Assessment of going concern (continued)

The trustees have discussed the impact of cost inflation and potential future uncertainty with respect to budgeting within this environment. The charity has sufficient levels of cash reserves to meet existing commitments and have forecast that the residual cash reserves combined with the level of income from subscriptions and events will be sufficient to support the membership. Due to the relatively low amount of fixed costs, the charity is able to exercise a significant degree of control over its expenditure. The trustees will continue to keep income and expenditure under review. Whilst there will undoubtedly be challenges ahead, the trustees do not expect material concerns to arise over the charity's financial position.

Income

All income is recognised when the following three factors are met:

1. entitlement – control over the right to the economic benefit has passed to the charity;
2. probable – it is more likely than not that the economic benefits associated with the transaction will flow to the charity; and
3. measurement - when the monetary value of the income can be measured reliably.

Income comprises membership fees which are recognised when receivable, and fees for conferences, meetings and workshops recognised based on the date of the event to which the income relates.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs. All expenses, including support costs, are allocated or apportioned to the applicable expenditure headings. The classification between activities is as follows:

- ◆ Expenditure on raising funds includes all expenditure associated with raising funds for the charity, this comprises chargeable staff time.
- ◆ Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities. Such costs include production and running costs, travel, administrative and marketing costs.

Support and governance costs

Support costs represent indirect charitable expenditure. In order to carry out the primary purposes of the charity it is necessary to provide support in the form of administrative procedures and accounting, these costs are shown as governance costs.

Principal accounting policies 31 July 2024

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Creditors

Creditors are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors are recognised at the amount the charity anticipates it will pay to settle the debt.

Notes to the accounts 31 July 2024

1 Income from charitable activities

| | 2024 £ | 2023 £ |
|--------------------------------------|----------------|----------------|
| Membership fees | 233,125 | 237,459 |
| Conferences, meetings and workshops | 323,752 | 209,660 |
| Management Support Partner Programme | 4,690 | 2,495 |
| NASBTT Learn | 19,262 | 31,666 |
| Elevate My Maths | 1,900 | 2,329 |
| ENIC subscriptions | 21,990 | 19,229 |
| Essential guides | 4,106 | 6,439 |
| Video Resource Bank | 29,004 | 34,913 |
| 2024 total funds | 637,829 | 544,038 |

2 Expenditure on raising funds

| | 2024 £ | 2023 £ |
|-------------------------|---------------|---------------|
| Staff costs (note 5) | 16,833 | 17,444 |
| Marketing and publicity | 29,219 | 29,563 |
| Support costs (note 4) | 5,288 | 3,691 |
| 2024 total funds | 51,340 | 50,698 |

3 Expenditure on charitable activities

| | Development & education £ | Teacher programmes £ | Meetings & conferences £ | 2024 £ |
|----------------------------------|---------------------------------|----------------------------|--------------------------------|----------------|
| Staff costs (note 5) | 190,969 | 119,218 | 9,634 | 319,822 |
| Production and running costs | 59,839 | 33,291 | 3,011 | 96,140 |
| Travel, transport and allowances | — | — | 20 | 20 |
| Admin and marketing | 218 | 4,200 | — | 4,418 |
| | 251,026 | 156,709 | 12,665 | 420,400 |
| Support costs (note 4) | 59,990 | 37,450 | 3,027 | 100,467 |
| Total unrestricted funds | 311,016 | 194,159 | 15,692 | 520,867 |

| | Development & education £ | Teacher programmes £ | Meetings & conferences £ | 2023 £ |
|---------------------------------|---------------------------------|----------------------------|--------------------------------|----------------|
| Staff costs (note 5) | 154,044 | 173,567 | 3,830 | 331,441 |
| Production and running costs | 101,874 | 101,063 | 2,564 | 205,501 |
| Admin and marketing | 1,220 | 15,099 | — | 16,319 |
| | 257,138 | 289,729 | 6,394 | 553,261 |
| Support costs (note 4) | 32,593 | 36,724 | 811 | 70,128 |
| Total unrestricted funds | 289,731 | 326,453 | 7,205 | 623,389 |

Notes to the accounts 31 July 2024

4 Support costs

Support costs are allocated to areas within charitable activities based on direct cost expenditure.

| | 2024 £ | 2023 £ |
|------------------------------------|----------------|---------------|
| Support costs | | |
| . Hospitality | 136 | 175 |
| . IT, website and communications | 11,002 | 10,556 |
| . Office expenses | 30,539 | 27,108 |
| . Training and recruitment | 1,241 | 1,917 |
| . Travel, transport and allowances | 7,658 | 4,623 |
| . Consultancy | 3,280 | 2,348 |
| . Sundry | 16,709 | 7,295 |
| . Subscriptions | 7,053 | 1,045 |
| Governance costs | | |
| . Independent examination | 2,020 | 2,020 |
| . Accountancy and advisory | 9,339 | 6,467 |
| . Legal and professional | 8,208 | 6,161 |
| . Board expenses | 8,570 | 4,104 |
| 2024 total funds | 105,755 | 73,819 |

Support costs have been allocated on a 5% basis to raising funds, as the main source of income is subscription fees. There are no significant fundraising drives during the year, so the majority of the cost relates to administration time.

5 Staff costs

| | 2024 £ | 2023 £ |
|-----------------------|----------------|----------------|
| Wages and salaries | 272,109 | 281,334 |
| Social security costs | 23,562 | 25,841 |
| Pension contributions | 40,984 | 41,710 |
| | 336,655 | 348,885 |

The average number of employees during the year was 6 (2023: 7).

The number of employees who earned between the amounts stated below (including taxable benefits but excluding employer pension and national insurance contributions) during the year were:

| | 2024 £ | 2023 £ |
|-------------------|-----------|-----------|
| £70,001 - £80,000 | 0 | 1 |
| £80,001 - £90,000 | 1 | 0 |

Key management personnel are the trustees and the members of the Executive Team. In 2024, there were 4 members of the Executive Team. (2023: 4).

The total remuneration (including taxable benefits and employer's pension and national insurance contributions) paid to the key management personnel of the charity in the year was £273,685 (2023: £251,594).

Notes to the accounts 31 July 2024

5 Staff costs (continued)

No trustee received remuneration for their role as trustee. During the year out of pocket travel and subsistence expenses amounting to £3,202 were reimbursed to 8 trustees (2023: 1,162 was reimbursed to two trustees).

3 Trustees worked as a NASBTT consultant during the year and received payments of £9,175 (2023: £5,101 to one trustee).

6 Debtors

| | 2024 £ | 2023 £ |
|---------------|---------------|---------------|
| Trade debtors | 55,752 | 17,149 |
| Prepayments | 5,107 | — |
| | 60,859 | 17,149 |

7 Current liabilities

| | 2024 £ | 2023 £ |
|--------------------------------------|---------------|---------------|
| Amounts falling due within one year: | | |
| . Accruals and deferred income | 17,478 | 45,695 |
| . Trade creditors | 31,768 | 2,890 |
| . VAT payable | 5,676 | 323 |
| | 54,922 | 48,908 |

8 Funds

| | At 1 August 2023 £ | Income £ | Expenditure £ | At 31 July 2024 £ |
|---------------------------------|-----------------------------|----------------|------------------|----------------------------|
| General Fund | 217,716 | 645,546 | (572,207) | 291,055 |
| Total unrestricted funds | 217,716 | 645,546 | (572,207) | 291,055 |

Notes to the accounts 31 July 2024

9 Related party transactions

Transactions took place with related parties as described in note 5 to the accounts. Full details of the payments made to trustees or their providers for time spent working as NASBTT consultants in each financial year is provided below. No further transactions with related parties took place during the period.

| | 2024 £ | 2023 £ |
|-------------|--------------|--------------|
| Kim Francis | 7,895 | 5,101 |
| Jo Anderson | 780 | — |
| Cat Scutt | 500 | — |
| | <u>9,175</u> | <u>5,101</u> |