



# **Trustees' Annual Report**

***For the period  
1 April 2023 to 31 March 2024***



## Section A – Reference and administration details

1. **Charity name:** Insight Outreach
2. **Registered charity no** 1178862
3. **Principal address:** 38 Queens House, Fennel Close, Maidstone, Kent
4. **Postcode:** ME16 0SZ
5. **Names of the charity trustees who manage the charity:**

	Trustee Name	Office (if any)	Dates acted (if not for whole year)	Names of person (or body) entitled to appoint trustee (if any)
1	Joyce Connell-Connell	Chair		IO Trustees:  ● Joyce Connell  ● Nik Cerutti  ● Simon McMaster  ● Akshar Abhyankar  ● Umer Ehsan
2	Nik Cerutti	Vice Chair	until April 2023	
3	Simon McMaster	Legal and Compliance		
4	Akshar Abhyankar	Partnerships		
4	Umer Ehsan	Digital	From April 2023	

Note: Umer Ehsan was appointed as new Trustee in April 2023.

## Section B – Structure, governance and management

### 6. Description of the charity's trusts:

Insight Outreach is a Charitable Incorporated Organisation (Foundation Model)

### 7. Type of governing document (e.g. trust deed, constitution):

The charity is governed by a constitution

### 8. How the charity is constituted (e.g. trust, association, company):

Insight Outreach is constituted as a Charitable Incorporated Organisation - Foundation

### 9. Trustee selection methods (e.g. appointed by, elected by):

New Trustees may be recruited to the Board at any time by the Trustees. In selecting individuals for appointment as Trustees, the Trustees must have regard for the skills, knowledge and experience that are needed for the effective administration and oversight of Insight Outreach.

### 10. Additional governance issues (optional information):

#### 10.1 Relationships with partners

Since its inception as an approved charity, Insight Outreach (IO) has benefitted from an arm's length partnership with Insight Education (IE) Limited, a company focusing on disseminating the benefits of academic mentoring in the education sector. The Managing Director of IE is also the Co-founding Trustee of IO and continues to donate IE's processes, systems and academic Oxbridge Mentoring syllabus and materials to IO to enable the charity to run the Oxbridge Mentoring Scheme on a wide scale for free for students that attend UK state schools.

In 2023, IO deepened its partnership with The Elephant Group to explore ways to support our students collaboratively and to seek funding from corporate donors together. The Elephant Group supported IO in advertising the Oxbridge Mentoring Scheme (OMS) to its beneficiaries. IO once again extended an invitation to The Elephant Group for 20 of their students intending to apply to Oxbridge to attend IO's annual November Interview Workshop.

#### 10.2 Wider network

Insight Outreach continued its membership with the Fair Education Alliance (FEA), a coalition of 250 organisations which aims to tackle inequality in the education system. Trustees attended various events that were hosted by the FEA, including one of the Trustees - Akshar Abhyankar - who attended the Innovation and Scale Booster Conference in March 2024. IO was supported by InsideUni, an FEA charity member, with the goal of providing support with mentor recruitment activity.

Insight Outreach once again held its annual IO Interview Workshop at the central London offices of Hogan Lovells Law Firm. The physical location enabled our Trustees, Board members and volunteers to meet together in person to run the online workshop for over 100 OMS students and partners' beneficiaries who registered. It was a hugely successful day with highly positive feedback from the OMS beneficiaries. For IO's November 2023 Interview Workshop, the space provided by Hogan Lovells permitted the charity to invite 15 Amos Bursary students to also participate in person.

### **10.3 Policies & Procedures**

To guide operations, Insight Outreach had the following in place for the period covering this annual report and return:

- Scoring mechanism for applicants to rank and identify students for the OMS places
- Conflict of Interest Form
- Conflict of Interest Register
- Website Terms and Conditions
- Safeguarding Children Policy
- Privacy Policy
- DBS Application Procedure
- Online Mentor Application Form
- Online Student Application Form
- Mentor OMS Booklet and mentoring schedule
- Student OMS Booklet, including frameworks and resources
- OMS Self-Study Booklet and task schedule

### **10.4 Recruitment of first paid staff member**

For the reporting period above, IO recruited a paid-staff member for the very first time. Our IO Operations Manager, Tim Bodey, was contracted to work 10 hours per month. This greatly relieved Trustees from the pressure and stress of managing day-to-day operations, thus allowing Trustees to focus on longer-term strategy and crucial fundraising objectives.

### **10.5 Induction of Trustees and New Board Members**

Where needed, proposed new trustees and rationale for new board members are tabled as an agenda item for discussion at quarterly Board meetings or between board meetings, as the needs of the charity dictate. Similarly voting is undertaken at Board meetings or out-of-committee. The normal practice is to appoint persons to the IO Board and then later as a Trustee, when a place becomes available.

After voting, the Co-founding Trustees run background checks on applicants and write a letter of invitation to join the Board. Once the new member accepts in writing, Insight Outreach provides background reading material on the charity together with the minutes of the most recent Board meeting. The new board members or trustees are formally introduced and welcomed as a new member of the team at the next Board meeting. One new Trustee was appointed using this process over the course of the last year.

## **Section C – Objectives and activities**

### **11 Summary of the objectives of the charity set out in its governing document:**

The purpose of Insight Outreach is the advancement of education and life chances of young people, particularly sixth form students who are socially and economically disadvantaged and/or from ethnic minority backgrounds, by:

- (a) Providing mentoring advice and educational support and activities to extend learning beyond the school syllabus
- (b) Encouraging study of courses at higher education, particularly at Oxford and Cambridge universities
- (c) Encouraging development of individual capabilities, competences, skills and understanding to cope with university life and studies, and to find employment

### **12 Summary of the main activities undertaken for the public benefit in relation to these objects:**

In pursuing the objects of Insight Outreach, the trustees have undertaken the following activities for the public benefit of students:

- (a) Wide use of the OMS syllabus based on mentoring and motivational learning to facilitate educational attainment and personal development;
- (b) Materials, guidance and learning frameworks made widely available through email distribution;
- (c) Provision of online education via a dedicated teaching platform to run classes across multiple subjects;
- (d) Lessons, seminars, conferences, lectures and cultural experiences to increase educational engagement and help achieve educational goals; and
- (e) Work experience opportunities to develop leadership, entrepreneurial and problem-solving skills, build a CV and improve future employment prospects.
- (f) Creation of a UK-wide network of IO Ambassadors to build networks at schools and universities.
- (g) Offering Social Impact or other Internships (through its partners) for former OMS students to further develop their employability skills.

Specifically relating to accessing Oxford and Cambridge universities, Insight Outreach also carried out the following activities to help students make informed decisions and familiarise them with the admissions process:

- (a) Oxbridge-style mock interviews with comprehensive feedback
- (b) Teaching and practice of mnemonics to help students hone essay-writing and problem-solving
- (c) Recommendations on wider reading based on first year of chosen Oxbridge course
- (d) Brainstorming and advice to produce a top calibre UCAS personal statement

- (e) Online Oxbridge-style tutorials to hone critical thinking and problem-solving and practice skills required by entrance tests and academic interviews
- (f) Insight into courses and colleges from Oxford and Cambridge students and graduates

### 13 Additional details of objectives and activities (optional information):

#### 13.1 Vision, Mission and Values

Insight Outreach has publicly articulated what the charity stands for in a statement of our vision, mission and values.

**Our Vision** is of a thriving, equal society where every bright young mind has the skills, confidence and opportunity to aspire to and achieve their higher education goals, opening the doors to a future that reflects their talent, not their background.

**Our Mission** is to tackle underrepresentation at the UK's top universities so that students with talent and potential have the opportunity to secure a place, succeed and progress into their chosen career.

**The Values**, ideals and characteristics that IO embodies and instils in our volunteers, future leaders and change-makers are as follows:

1. *Spark Ambition*: dream without limits and exceed expectations.
2. *Champion Student-led Learning*: take ownership of academic and personal development.
3. *Develop Critical Thinking*: forge new ideas, alternative perspectives and creative solutions to complex problems.
4. *Build Resilience and Confidence*: overcome, reflect and grow in response to challenges.
5. *Foster an Inclusive Community*: build social capital based on trust and respect, where networks are harnessed for social good.

#### 13.2 Target Audience

Insight Outreach's target audience are Year 12 students who attend school in England and Wales. We welcome in particular applicants from underrepresented backgrounds, such as those underrepresented ethnic minorities and from postcodes with low progression rates to university. Our website [www.insightoutreach.org](http://www.insightoutreach.org) states our objectives are to:

- Increase the application and success rate of state school students to Oxbridge
- Increase the application and success rate of underrepresented groups to Oxbridge
- Increase the application and success rate of students from low socio-economic backgrounds to Oxbridge
- Increase the application and success rates to Oxbridge from students living in postcodes with low progression rates to university
- Bridge the independent study and creative thinking skills gap between school and university

### **13.3 Eligibility criteria for applying for IO's Oxbridge Mentoring Scheme**

We have stated the following criteria on our website for students considering applying for OMS:

- Must be in Year 12 and attend a state school or college in England and Wales
- Have at least 7-9 GCSE grades (actual or predicted by an examining body during the Covid-19 pandemic)
- Studying relevant A level subjects for their intended future undergraduate degree

In addition, we implement a holistic system which allocates 'flags' to students meeting additional criteria, such as:

- On free school meals
- In POLAR 1 or 2 quintiles or in IMD 1 or 2 areas
- From ethnic minority groups underrepresented at Oxford or Cambridge
- First generation of their immediate family to go to university
- Care leavers or caregivers

### **13.4 Trustees' Commentary on Contribution made by Volunteers**

During the period covered by this report (1 April 2023 to 31 March 2024), Insight Outreach benefitted from the participation of 68 volunteers:

- 30 OMS Mentors
- 2 persons volunteering their time as Child Protection Leads
- 13 IO Board members
- A mix of Trustees, Board members and previous OMS students who contributed their time to scoring applicants for the OMS 2023 intake

The involvement of IO volunteers as Mentors enabled the charity to provide academic mentoring services in OMS 2023 to 103 students on the full OMS scheme, working individually or in small groups with Mentors. IO feels fortunate and is grateful for the dedication of all our volunteer mentors, Board members, public followers and partners.

## **Section D – Achievements and performance**

### **14 Student Selection & Mentoring Process**



The selection process was based on a scoring system developed by the Insight Outreach team. Students were selected based on their demographic background, motivation for the OMS, apparent academic aptitude and the number of spaces that we could offer students.

Below are the key statistics of the 2023 cohort of the Oxbridge Mentoring Scheme:

- 103 students were accepted onto our 2023 programme.
- 39% of students were male, 59% were female and 2% were non-binary.
- 80% of students were from non-White ethnic backgrounds. 20% of students were of Bangladeshi ethnicity and 19% of African ethnicity.
- 62% of students were recipients of Free School Meals.
- 65% of students would be in the first generation of their families to attend university and 97% would be in the first generation to attend Oxbridge.
- 5% of students were living in care and 8% of students were young carers.

OMS students benefited from Future Leaders sessions which were led and delivered by their peers between monthly mentoring sessions; they also attended monthly webinars which run by the IO Operations Manager, Tim Bodey.

## **15 Summary of the main achievements**

### **15.1 Successes in university admissions**

Here are key statistics for the 2023 application cycle for the Oxbridge Mentoring Scheme (running from March 2023 to December 2023):

- 77.6% of survey respondents (45) decided to apply to Oxford or Cambridge.
- 33 out of the 45 survey respondents who applied to Oxford or Cambridge were invited to interviews and 15 received conditional offers of entry.
- 45.5% Oxbridge interview success rate (i.e. of those who attended Oxbridge interviews)
- 33.3% Oxbridge application success rate (i.e. of those who applied to study at Oxbridge)
- 100% of student UCAS applications included at least one Russell Group universities, in combination with non-Russell Group universities as safe options as per the usual strategy advised by schools and OMS mentors.
- Historically, 100% of our survey respondents report receiving an offer to at least one Russell Group university.

## **16 Performance Review**

Insight Outreach undertakes continuous improvements and has the following in place to help the charity keep its knowledge up-to-date and improve mentoring process and experience for mentors and students:

- Mid-point checkpoint questionnaire (carried out in August / September)
- Post-Oxbridge interview questionnaire (sent to OMS students in December)
- OMS Interview Results Questionnaire (January)
- Ad-hoc qualitative feedback from volunteer Mentors on their experience of supporting their student(s) through their OMS journey

## 17 Areas for improvement

Reflecting on results of the collated feedback, and as part of our continuous improvement process, the Trustees identified issues with OMS in its 2023 form, and generated and agreed upon recommendations and solutions that were implemented for the OMS 2024 cycle.

- Student engagement reduced as OMS progressed. This in turn meant that OMS Mentors also disengaged from mentoring as they received lower levels of response from some of their mentees. The opposite scenario was also identified in that some mentors did not engage with their mentees in accordance with the timetable and despite ongoing nudges and prompts from the OMS team. This was unfortunate, given IO training and the processing of DBS forms. Some new ways need to be identified in order to incentivise engagement in subsequent cycles.
- Low response rate to the OMS “end-of-cycle” survey. Very few reported on how their Oxbridge interview experience went (amongst those who have been interviewed). This needed to be resolved over the summer of 2024 by IO Chair, OMS Coordinator and Volunteer through sending emails and being assigned responsibility for calling students and/or their parents, and (where there was no answer) sending text messages with a hyperlink to the survey. These actions eventually secured more than a 50% response rate, which is considered “excellent” as far as general survey responses dictate.
- Numbers for OMS 2024 applications were quite low – 10 times lower at the same time of the end of the application cycle as last year. Whilst we have great resources for collecting them, there needs to be significantly more promotion in future cycles. From a school-timetable perspective, there is a half term in February 2025, so it would be useful to promote this leading up to the break. Students can write applications over half term, where they have more free time. Other ideas included working more with TEG and other social mobility partners to recruit students.
- Insight Outreach’s Online Portal (built by Social Enterprise Gotoco) provides access to Oxbridge Mentoring materials created by Insight Education for use by the OMS students. A continuation of the year before is that the portal remains under-utilised. Instead, updated OMS Mentor and Mentee booklets provide guidance and access to online documents, supplemented by monthly prompt emails reinforcing monthly tasks and providing hyperlinks to documents.

The analysis of the qualitative section of the OMS Impact Survey to the 2023 cohort of student (see Annex) also highlighted other areas that require future improvement:

- More admission exam support, including essay-writing and LNAT preparation for multiple choice questions.
- To combat poor engagement and cooperation among students, instead of Future Leaders Session, more independent tasks should be set so there is less reliance on other people. Students also indicated that they needed clear guidance for what is to be covered in these sessions.
- Clash in timetables between OMS and student after school commitments which led to some missing sessions.

- Mentees being assigned Mentors in a different subject to their intended undergraduate degree.
- Mentees desiring or requesting more subject-specific help.
- Unresponsive mentors
- Desire or need for higher frequency of mentoring sessions with more “high pressure” interview support and drilling of frameworks.
- Wish for students to access resources earlier on in the cycle, especially if applying for a choral or organ scholarship.

Students also came up with other ideas such as OMS podcasts that would be hosted by mentees with each talk / episode representing a Future Leaders Session. There was also a request for more in-person sessions and events.

## Section E – Financial review

### 18 Financial Management

Management of IO’s accounts continues to be supported by a parent volunteer Jennifer Appiah who manages IO accounts and prepares papers for the Board.

### 19 Brief statement of the charity’s policy on reserves

Currently Insight Outreach does not have a policy on reserves.

### 20 Details of any funds materially in deficit

Insight Outreach does not prepare accounts on the accruals basis, or have any funds materially in deficit.

### 21 Principal source of funds

Since its establishment, Insight Outreach has primarily received donations from corporate partners, with additional donations obtained from trustees, parents, and general donations.

### 22 Future strategy

Insight Outreach’s legal form (a 'Charitable Incorporated Organisation') enables the charity to create partnerships to generate income.


The intention is to turn Insight Outreach into a self-funding organisation by attracting corporate sponsorship and grant-funding, as well as through fundraising events. The Trustees have agreed that moving forward, the ability to hire a full-time IO Operations Manager would greatly benefit the charity and allow for expansion and operational sustainability. Securing funding has continued to be a top priority for Insight Outreach whose model was based entirely on volunteers to operate.

Currently, Insight Outreach has no investable funds, and as such has not yet adopted any specific investment policy.

## Section F – 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>	Akshar Abhyankar
<b>Position (eg Secretary, Chair)</b>	Trustee & Vice-Chair
<b>Date (DD/MM/YY)</b>	27 January 2025

## Annex

### OMS 2023 Impact Report – Qualitative Aspects

Overall, 103 OMS students were registered in 2023. Among them, 58 responded to the OMS 2023 Impact Survey, with the **response rate being 56.31%**. This is considered 'excellent' in terms of response rate rating.

**Purpose of the survey:** Evaluate the impact of the OMS Programme, gather feedback, and identify areas for improvement.

#### 1. What Did OMS Do Well?

- Mentors really helpful
- One-to-one tutor amazing
- Well-prepared and organised sessions
- Individual-specific support
- General university/Oxbridge application preparation support (personal statement support in particular, as well as general information on the application process)
- Interview preparation support
- Oxbridge interview workshops
- Useful frameworks
- Resource provision
- Group discussion fun and helpful
- Building long-lasting relationship based on academic interests
- Consistency in support

#### 2. What Could OMS Do Better?

##### Admission Exam Support

- This is the most suggested improvement area.
- Essay part in particular.
- LNAT preparation.
- Lots more support in place for the multiple-choice part.

##### Poor Engagement and Cooperation Among Some Students

- A student suggests that weekly meetings be set by mentors rather than students to discuss the weekly materials, as no students responded in the particular group chat.

- A number of students complained about poor communication between participants.
- 'WhatsApp group with people to do presentation, group project, no one knew the direction/clarity, what the actual task was, what was the expectation; within the group, the communication was okay; would be great if tutor gives clearer instructions'
- 'Independent tasks rather than group work. Less reliance on others.'

### **Organisation**

- A student sometimes had to miss sessions due to them being scheduled on the same days which clash with the student's other regular commitments.
- Another student mentions that 'I was told one person was my mentor and waited over a month for them to contact me and when I contacted them they said they weren't my mentor.'

### **Mentors Sometimes Not Doing the Same Subject that the Students Wished to Apply for**

This is mentioned by several students.

### **More Subject-Specific Help**

#### **Unresponsive Mentor**

One student mentions that the mentor eventually stopped replying to emails and provided no help regarding the personal statement or anything beyond the first few consolidation sessions.

#### **Higher-Frequency Meetings with Mentors**

One student mentions that 'have weekly sessions with mentors (mine did but I heard that for some it was once or twice a month)'

### **More Interview Support**

#### **Accessing Resources at One's Own Pace**

'I had a unique situation of being an organ scholar applicant which requires a September deadline with interviews in September - but the OMS presentation on interviews was in December so I couldn't use that advice'

### **Greater Emphasis on the Frameworks**

### **More Interactive Sessions**

#### **Extensions**

'An OMS conferences/podcast run by the mentees may be an exciting idea, with each talk/episode representing one FLS group.'

### **More In-Person Events and Webinars**

### **More 'High-Pressure' Mock Interviews**

<h2><b>3. What Did You Learn on the OMS Which You Can Apply to Your Studies?</b></h2>
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**Communication:**

- ✓ Effective and confident communication with people who the student didn't know well

**Organisation**

- ✓ Organisation & goal prioritisation
- ✓ Time management skills
- ✓ Being proactive and taking control of your own goals

**Skills**

- ✓ Ability to read around, and explore, a topic, find resources, and understand the topic from different perspectives
- ✓ Structuring of paragraphs and statements
- ✓ Essay writing skills
- ✓ Interview skills
- ✓ Approach to problem-solving questions
- ✓ Thinking aloud problem-solving process

**Work Ethic & Commitment**

- ✓ Work ethic
- ✓ Commitment
- ✓ Making the most of your academic and pastoral support

**Tools**

- ✓ OMS frameworks
- ✓ Learning logs

**4. Support That Could be Needed at University**

- ✓ Work experience or internship (39 votes, 78%)
- ✓ Building workplace skills (21 votes, 42%)
- ✓ Support with deciding future careers (20 votes, 40%)
- ✓ Help with integrating into universities (16 votes, 32%)
- ✓ Scholarships, bursaries and grants (2 votes, 4%)

**5. Others**

- ✓ Details regarding endorsement quotes, emails of students who would like to stay updated, and students who would like to become mentors can be found in the questionnaire summary.

<b>6. Advice for Future OMS Students</b> Quotes are taken directly from the questionnaire.
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### Mindset

- **Don't be nervous and overthink it**, treat it as a conversation with a schoolteacher.
- Go back to basics, do not overcomplicate everything. **Enjoy the experience** and do not let your nerves get the better of you.
- Even if you try your best, you may not be good enough, and that's OK!
- Don't be intimidated by the interviewers, the interview will likely flow like a conversation.
- **Try to relax**, which is easier said than done, but the calmer you are the better.
- Make sure that you try to **come across as engaged** with the questions you're being asked.
- Face the interview as an opportunity to impress and show off your skills and knowledge in a somewhat conversational manner. My Cambridge interviews didn't feel much like interviews, but rather a cohesive academic conversation. Your ability to make links will help you shine!
- Make sure to enjoy the experience as well- Oxbridge interviews aren't a common experience. **Regardless of the outcome, ensure to take time to truly enjoy the opportunity of speaking to academics who are highly commended in your field of interest.**

### Communication

- **Ask for clarification** if you need it!!
- **Practice thinking out loud and try and develop and chain of reasoning.** Your interviewers should easily be able to follow along to what you're saying and understand your logic.
- Allow yourself to speak all your thoughts and work through them out loud. I often blanked on questions and yet they were more interested in my way of thinking than my answer. **Don't be afraid to ask questions and let them guide you if needed.**
- **Don't be scared about pausing for a little** bit before giving an answer.
- **Be proud and honest about your interests**
- Be confident! The interviewers want to hear your thought processes so just say it even if it sounds silly.
- They are not looking for whether you're smart or not but just want to see how to think and see how you would approach a difficult question.
- Don't be afraid to double back on your argument/correct yourself, it doesn't invalidate you in any way.
- Try not to use filler words like 'erm'.

### Other Tips



- Take your time when confronting any pre-reading - try to think of **unique angles or points you find interesting**.
- Something I was commended on was being able to **think dynamically and outside of the box**. I therefore would advise you to be instinctive with your answers - do not second guess yourself and **be ready to validate your answers with conviction**.
- **Practice meditation and mindfulness techniques** to not stress out during interviews and essentially forget everything. Even if you have the skill, it might not go well if you stress.
- Breathing exercises 5-10 minutes before the interview.

### Subject-Specific

- Music: Think about music critically and immerse in all kinds of genres.
- Biology: Bring a calculator and expect graph questions. (They are not too tricky but are interpretation ones)

### Preparation Strategy

- **Practice** as many **interview questions** as possible.
- Practice a lot of interviews and prioritise your A Levels.
- **Practice thinking out loud** and try and develop and **chain of reasoning**.
- If given a case study, scenario etc, **print it out** and annotate it to make it easier to refer to during your interview.
- **Have knowledge of your overall subject** rather than focusing on your favourite topics.
- Be confident to talk about what you have written in your **personal statement**.
- Don't stress and read ahead.
- **Expect the unexpected**, you will be asked questions you have not prepared for, so be ready to think on the spot and try to give an answer even if you're not sure.
- **Do not lie about books you have read** because they will ask.

## 7. Questions Being Asked at Oxbridge Interviews

### Critical Thinking Questions

- What makes HSPS a science?
- What defines the female experience?
- How has the position of women changed if we compare the 17th century to now?
- (In French) Is it important to protect the position of French music in France?
- (In French) How do you think former French colonies react to France?

- Why do we study literature?
- What does it mean for someone to be ill?

### **Problem-Solving Questions**

- Tell me about the allotropes of carbon. Draw all the possible molecules that have this molecular formula.
- How would you find the exact volume of blood in a cat?
- If you were looking for life on another planet, what would you look for?
- What affects the structure of protein in cells?
- How may amphibians and lizards regenerate missing limbs?
- How could wind farms affect seabirds?
- Estimate the number of neurons in the body. Why do you think we need so many connections?
- Topics discussed include Probability, Logic Gates, Geometry.

### **Motivational Questions**

- Why HSPS?
- How do you incorporate French into your daily life?
- Why Cambridge?
- Why Newnham?

### **Questions Based on Unseen Materials**

- One Music Oxford applicant mentioned that the interview questions were primarily based on pre-interview readings.
- One Geography Cambridge applicant mentioned that graphs/images/resources were given to analyse.
- What do you find interesting about this poem?
- (Given an x-ray photograph) The white matter is bone, the black is empty space. What do you think the grey space represents?
- Calculate the percentage of false positives the test gives (using a graph).
- Two Oxford History applicants mentioned that questions were asked around a passage given.

### **UCAS PS questions**

- One Oxford History applicant mentioned that questions were asked around the books mentioned in the UCAS PS.



Guide for updating the accounts - BEFORE MAKING ANY CHANGES, ALWAYS SAVE AS A NEW VERSION OF EXCEL!

Step 1    When updating the accounts for a new tax year, the first thing that you should do is create a new column. Then, copy and paste the existing "Total for Last Period" column, Column F, into the newly created column. This is to be kept for historical reference. Then, EXCEPT FOR ROW 12 and ROW 62, hard paste the existing Column E into Column F

Step 2    Then, please update the following when you want to calculate for a new tax year.

Current Period	From	1/4/2023	To	31/3/2024
Last Period	From	1/4/2022	To	31/03/23

This will feed through into the rest of the accounts!

Please update the 'IO Accounts' tab by copy and pasting the latest Metro Bank statement and allocating

Then, both the full and simplified "Receipts and Payments Accounts" tabs should automatically update!

Red Tabs contain historical information

in between Column F and Column G at the end of the "Receipts and Payments Accounts" tab.

mn, making sure to add in the date for the period it covered (e.g. from 01/04/2019 to 31/03/2020)

an accounting category from the dropdown list in 'Column I'

Bank	Date	Reference	Transaction Type	Money In	Money Out	Balance	Period	Transaction Type (Acct)	Totals for Current Period: 04/01/2023 to 31/03/2024	Transaction Types	In	Out	Balance
						\$2,795.07	NA			Donation (non-IE) (in)			
06/04/2023	Zoom		Zoom monthly fee		15.59	\$ 2,689.48	Current	IT Cost	Total Income	IE Donation (in)			
06/04/2023	Mailchimp		IT Cost		32.68	\$ 2,656.80	Current	IT Cost	Total Expenditure	Venue Hire			
11/04/2023	Tim Bodey Ref:04069 inv001		Marketing		123.19	\$ 2,533.61	Current	Marketing		Staffing			
19/04/2023	Tim Bodey Marketinginv002		Marketing		100.00	\$ 2,433.61	Current	Marketing		Travel Reimbursement			
19/04/2023	Alkash Abhyankar 20shirsclothes2g		Event Clothing	9.60	239.27	\$ 2,203.34	Current	Event Clothing		DBS Fee			
24/04/2023	Amazon		Donation	9.60		\$ 2,212.94	Current	General donations, legacies and grants		Reward & Recognition			
27/04/2023	CAFGEY41000784551-6-GYE41000784551		Donation	5.00		\$ 2,217.94	Current	General donations, legacies and grants		ICO Compliance			
06/05/2023	Zoom		Zoom monthly fee		15.59	\$ 2,202.35	Current	IT Cost					
06/05/2023	Disclosure Services DBSChecksinv425634		Financial Regulator		50.40	\$ 2,151.95	Current	Regulatory and admin Costs					
09/05/2023	Tim Bodey Marketinginv003		Marketing		100.00	\$ 2,051.95	Current	Marketing					
11/05/2023	Mailchimp		IT Cost		32.19	\$ 2,019.76	Current	IT Cost					
19/05/2023	447845-AMAZON EUROPE CORE-6-6-6786595763544435		Donation	18.65		\$ 2,038.41	Current	General donations, legacies and grants					
25/05/2023	CAFGEY41000784551-6-GYE41000784551		Donation	9.60		\$ 2,048.01	Current	General donations, legacies and grants					
06/06/2023	Zoom		Zoom monthly fee		15.59	\$ 2,032.42	Current	IT Cost					
06/06/2023	Disclosure Services DBSInv428867		Financial Regulator		20.16	\$ 2,012.26	Current	Regulatory and admin Costs		Asset and investment sales			
13/06/2023	Mailchimp		IT Cost		32.30	\$ 1,979.96	Current	IT Cost		Receipts from sale of fixed assets			
14/06/2023	Tim Bodey 04069 inv004		Marketing		100.00	\$ 1,879.96	Current	Marketing		Receipts from sale of investments			
6/27/2023	CAFGEY41000784551-6-GYE41000784551		Donation	5.76		\$ 1,885.72	Current	General donations, legacies and grants		Loan repayments received			
7/5/2023	Card Purchase ZOOM US 888-799-9666 50166459933		IT Cost		15.59	\$ 1,870.13	Current	IT Cost		Loans received from external funder			
7/6/2023	Disclosure Services DBS Checks434064		Financial Regulator		10.00	\$ 1,860.13	Current	Regulatory and admin Costs		TOTAL			\$2,517
7/12/2023	Card Purchase Mailchimp 50137359960		IT Cost		31.82	\$ 1,828.31	Current	IT Cost					
7/19/2023	Tim Bodey Marketinginv005		Marketing		100.00	\$ 1,728.31	Current	Marketing					
7/22/2023	CAFGEY41000784551-603006-90284941 981985-CAFGEY41000784551-6-GYE41000784551		Donation	28.80		\$ 1,757.11	Current	General donations, legacies and grants		Administrative and fundraising costs			
8/7/2023	Card Purchase ZOOM US 888-799-9666 50166459933		IT Cost		15.59	\$ 1,741.52	Current	IT Cost		Cost of fundraising events			
8/14/2023	R USTOM inv001		Travel		23.50	\$ 1,717.94	Current	Travel		Wages / salaries and national insurance			
8/14/2023	Tim Bodey Marketinginv006		Marketing		100.00	\$ 1,617.94	Current	Marketing		IT Cost			\$370
8/14/2023	Card Purchase Mailchimp 50137359960		IT Cost		31.68	\$ 1,586.26	Current	IT Cost		Regulatory and admin Costs			\$166
8/25/2023	CAFGEY41000784551-603006-90284941 981985-CAFGEY41000784551-6-GYE41000784551		Donation	28.80		\$ 1,557.46	Current	General donations, legacies and grants		Event Clothing			\$230
9/4/2023	IUSTGIVNG 3368125 INSIGHT OU		Donation	9.61		\$ 1,624.45	Current	General donations, legacies and grants					
9/5/2023	Card Purchase ZOOM US 888-799-9666 50166459933		IT Cost		15.59	\$ 1,608.86	Current	IT Cost					
9/12/2023	Card Purchase Mailchimp		IT Cost		32.52	\$ 1,576.34	Current	IT Cost					
9/18/2023	Tim Bodey Mar inv007 sept23		Marketing		100.00	\$ 1,476.34	Current	Marketing					
9/27/2023	CAFGEY41000784551-603006-90284941 981985-CAFGEY41000784551-6-GYE41000784551		Donation	28.80		\$ 1,505.38	Current	General donations, legacies and grants		Grants and donations paid			
10/5/2023	Card Purchase ZOOM US 888-799-9666 50166459933		IT Cost		15.59	\$ 1,489.79	Current	IT Cost					
10/14/2023	Tim Bodey inv008 12092023		Marketing		100.00	\$ 1,389.79	Current	Marketing		Bank interest and charges			
10/17/2023	Fundraising Regulator inv 37413		Financial Regulator		50.00	\$ 1,339.79	Current	Regulatory and admin Costs					
10/26/2023	CAFGEY41000784551-603006-90284941 981985-CAFGEY41000784551-6-GYE41000784551		Donation	28.80		\$ 1,368.57	Current	General donations, legacies and grants		Rent/Hire of rooms			
11/7/2023	Card Purchase ZOOM US 888-799-9666 50166459933		IT Cost		15.59	\$ 1,352.98	Current	IT Cost		Travel			\$24
11/14/2023	Tim Bodey Marketinginv009		Marketing		100.00	\$ 1,252.98	Current	Marketing		Student Reward and Prizes			
11/27/2023	CAFGEY41000784551-603006-90284941 981985-CAFGEY41000784551-6-GYE41000784551		Donation	28.80		\$ 1,281.70	Current	General donations, legacies and grants		Office supplies			
12/5/2023	Card Purchase ZOOM US 888-799-9666 50166459933		IT Cost		15.59	\$ 1,266.11	Current	IT Cost		Marketing			\$1,123
12/22/2023	ICO		Financial Regulator		35.00	\$ 1,231.11	Current	Regulatory and admin Costs					
12/29/2023	CAFGEY41000784551-603006-90284941 981985-CAFGEY41000784551-6-GYE41000784551		Donation	28.80		\$ 1,259.91	Current	General donations, legacies and grants		Asset and investment purchases			
11/2/2024	Tim Bodey Marketinginv011		Marketing		100.00	\$ 1,159.99	Current	Marketing		Purchase of fixed assets			
11/2/2024	Tim Bodey Marketing inv010		Marketing		100.00	\$ 1,059.99	Current	Marketing					
11/2/2024	Card Purchase Mailchimp 50178657788		IT Cost		36.41	\$ 1,023.58	Current	IT Cost					
11/26/2024	CAFGEY41000784551-603006-90284941 981985-CAFGEY41000784551-6-GYE41000784551		Donation	28.80		\$ 1,062.32	Current	General donations, legacies and grants		Purchase of investments			
12/7/2024	CAFGEY41000784551-603006-90284941 981985-CAFGEY41000784551-6-GYE41000784551		Donation	28.80		\$ 1,081.10	Current	General donations, legacies and grants		Loans made			
32/27/2024	CAFGEY41000784551-603006-90284941 981985-CAFGEY41000784551-6-GYE41000784551		Donation	28.80		\$ 1,109.90	Current	General donations, legacies and grants		Loans repaid to an external funder			
32/28/2024	Web Asset Management Lp		Donation	###		\$ 1,339.90	Current	General donations, legacies and grants		TOTAL			\$1,913
						\$ 3,309.00	Current	Regulatory and admin Costs		Excess of Receipts over Payments			\$605
						\$ 3,309.00	Current	Marketing					
						\$ 3,309.00	Current	Marketing		Account balance at start of Period			\$2,795
						\$ 3,309.00	Current	Regulatory and admin Costs		Account balance at end of Period			\$3,310
						\$ 3,309.00	Current			Does it balance?			Yes
						\$ 3,309.00	Current						

# Receipts and Payments Accounts & Statement of Assets and Liabilities

Charity name: Insight Outreach  
Charity number: 1178862  
For the period from (start date): 1/4/2023  
To (end date): 31/3/2024

	Amount This Period	Amount Last Period
<b>Section A - Receipts and Payments Account</b>		
<b>Receipts</b>		
General donations, legacies and grants	£2,517	£2,048
Donations from Insight Education	-	-
Donations from Insight Academy	-	£0
Interest on deposit account	-	-
Referral Income	-	£0
Fees for charitable services (e.g. delivering training, workshops etc)	-	-
Other receipts	-	£9
	£2,517	£2,057
	£0	£0
<b>Asset and investment sales</b>	£0	£0
Receipts from sale of fixed assets	-	-
Receipts from sale of investments	-	-
Loan repayments received	-	-
Loans received from external funder	-	-
	£0	£0
	£0	£0
<b>Payments</b>		
<i>Administrative and fundraising costs</i>	£0	
Cost of fundraising events	-	£0
Wages / salaries and national insurance	-	£240
It Cost	£370	£243
Regulatory and admin Costs	£166	£55
Grants and donations paid	-	-
Bank interest and charges	-	-
<i>Costs of providing charitable services:</i>	£0	
Rent/hire of rooms	-	£0
Repairs and maintenance	£24	-
Student Reward and Prizes	-	-
Office supplies	-	-
Transportation fees	£1,123	-
	£1,682	£538
	£0	£0
<b>Asset and investment purchases</b>	£0	£0
Purchase of fixed assets	-	-
Purchase of investments	-	-
Loans made	-	-
Loans repaid to an external funder	-	-
	£0	£0
<b>Excess of Receipts over Payments</b>	£605	£1,519
	£0	£0
<b>Transfers and movements</b>	£0	£0
Transfers between funds	-	-
	£0	£0
Bank current and deposit accounts 1st April 2023:	£2,705	£2,239
Bank current and deposit accounts 31 March 2024:	£3,310	£2,705
	£0	£0
	(31/3/2024)	(04/01/2023)
<b>Section B - Statement of Assets and Liabilities</b>		
	£0	£0
<b>Cash Funds</b>	£0	£0
Bank current account	£3,310	£2,705
	£0	£0
<b>Other Monetary Assets</b>	£0	£0
Tax reclaims dues	-	-
Recoverable grants and charitable loans due to the charity	-	-
Other debts (recoverable amounts) due to the charity	-	-
	£0	£0
<b>Investment Assets</b>	£0	£0
Quoted securities	-	-
Property held for investment purpose	-	-
Investments in subsidiary / associated companies	-	-
Other investments	-	-
	£0	£0
<b>Assets retained for the charity's own use</b>	£0	£0
Land and buildings occupied by the charity	-	-
Motor vehicles	-	-
Computers and other equipment	-	-
Furniture, fixtures and fittings	-	-
Other assets	-	-
	£0	£0
<b>Liabilities</b>	£0	£0
<i>Immediately due</i>	£0	£0
Unpaid taxes	-	-
Staffing costs	-	-
Supplier's accounts not yet paid	-	-
	£0	£0
<i>Payable sometime in the future, or contingent</i>	£0	£0
Loan liabilities	-	-
Amounts payable on hire purchase / other leasing arrangements	-	-
Any other liabilities	-	-
	-	-

Receipts and Payments Accounts & Assets and Liabilities

Charity name: Insight Outreach  
Charity number: 1178862  
For the period from (start date): 1/4/2023  
To (end date): 31/3/2024

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total This Period	1st April 2022 - 31st March 2023
<b>Section A - Receipts and Payments Account</b>					
<b>Receipts</b>					
General donations, legacies and grants	£2,517	-	-	£2,517	£2,048
Donations from Insight Education	-	-	-	-	£0
Fundraising events	-	-	-	-	£0
Interest on deposit account	-	-	-	-	£0
Referral Income	-	-	-	-	£0
Fees for charitable services (e.g. delivering training, workshops etc)	-	-	-	-	-
Other receipts	-	-	-	-	£9
	£2,517	-	-	£2,517	£2,057
<b>Asset and investment sales</b>					
Receipts from sale of fixed assets	-	-	-	-	-
Receipts from sale of investments	-	-	-	-	-
Loan repayments received	-	-	-	-	-
Loans received from external funder	-	-	-	-	-
	-	-	-	-	-
<b>Payments</b>					
<i>Administrative and fundraising costs</i>					
Cost of fundraising events	-	-	-	-	£0
Wages / salaries and national insurance	-	-	-	-	£240
It Cost	£370	-	-	£370	£243
Regulatory and admin Costs	£166	-	-	£166	£55
Grants and donations paid	-	-	-	-	-
Bank interest and charges	£0	-	-	-	-
<i>Costs of providing charitable services</i>					
Rent/hire of rooms	-	-	-	-	£0
Repairs and maintenance	£24	-	-	£24	-
Student Reward and Prizes	-	-	-	-	-
Office supplies	-	-	-	-	-
Transportation fees	£1,123	-	-	£1,123	-
	£1,682	-	-	£1,682	£538
<b>Asset and investment purchases</b>					
Purchase of fixed assets	-	-	-	-	-
Purchase of investments	-	-	-	-	-
Loans made	-	-	-	-	-
Loans repaid to an external funder	-	-	-	-	-
	-	-	-	-	-
<b>Excess of Receipts over Payments</b>	<b>£605</b>	<b>-</b>	<b>-</b>	<b>£605</b>	<b>£1,519</b>
<b>Transfers and movements</b>					
Transfers between funds	-	-	-	-	-
Err:502	£2,705	-	-	£2,705	£2,239
Err:502	£3,310	-	-	£3,310	£2,705
				Total at End of Period (31/3/2024)	Total at Start of Period (04/01/2023)
<b>Section B - Statement of Assets and Liabilities</b>					
<b>Cash Funds</b>					
Bank current account	£3,310	-	-	£3,310	£2,239
<b>Other Monetary Assets</b>					
Tax reclaims dues	-	-	-	-	-
Recoverable grants and charitable loans due to the charity	-	-	-	-	-
Other debts (recoverable amounts) due to the charity	-	-	-	-	-
	-	-	-	-	-
<b>Investment Assets</b>					
Quoted securities	-	-	-	-	-
Property held for investment purpose	-	-	-	-	-
Investments in subsidiary / associated companies	-	-	-	-	-
Other investments	-	-	-	-	-
	-	-	-	-	-
<b>Assets retained for the charity's own use</b>					
Land and buildings occupied by the charity	-	-	-	-	-
Motor vehicles	-	-	-	-	-
Computers and other equipment	-	-	-	-	-
Furniture, fixtures and fittings	-	-	-	-	-
Other assets	-	-	-	-	-
	-	-	-	-	-
<b>Liabilities</b>					
<i>Immediately due</i>					
Unpaid taxes	-	-	-	-	-
Staffing costs	-	-	-	-	-
Supplier's accounts not yet paid	-	-	-	-	-
	-	-	-	-	-
<i>Payable sometime in the future, or contingent</i>					
Loan liabilities	-	-	-	-	-
Amounts payable on hire purchase / other leasing arrangements	-	-	-	-	-
Any other liabilities	-	-	-	-	-
	-	-	-	-	-