

Migrant English Support Hub

Charity number 1180429

Annual Report and Financial Statements for the year ended 31 March 2022



West Yorkshire Community Accounting Service

Migrant English Support Hub

Annual Report and Financial Statements for the year ended 31 March 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Migrant English Support Hub

Trustees' report for the year ended 31 March 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
James Simpson	Chair	
Hannah Jameson	Trustee / Secretary	
Carl Banks	Trustee	
Julie Linley	Trustee	
Emma Taylor	Trustee	Resigned January 2022
Martin Nickson	Trustee	
Edyta Bancer		Appointed September 2021
Esther Derbyshire		Appointed September 2021
Stephen Woulds		Appointed September 2021

Charity number	1180429	Registered in England and Wales
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Registered and principal address	Bankers
c/o St Vincents Centre	HSBC UK Bank Plc
4 Berking Avenue	33 Park Row
Leeds	Leeds
LS9 9LF	LS1 1LD

Independent examiner

E J Beverley

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 24 October 2018 with amendments to the constitution on 5 August 2021.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by a resolution passed at a properly convened meeting of the charity trustees.

Objectives and activities

The charity's objects

For the public benefit to advance the education of adult migrants in the Yorkshire and Humberside region, and further afield as the trustees see fit, in particular but not exclusively by assisting in the provision of access to education through providing comprehensive information about local opportunities for language education.

The charity's main activities

Migrant English Support Hub (MESH) is a Leeds-based charity which aims to support the coordination of adult English language provision across Yorkshire and the Humber, helping to meet the needs of the region's most disadvantaged and marginalised migrants.

Migrant English Support Hub

Trustees' report (continued) for the year ended 31 March 2022

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular promotion of access to education for adult migrants in the Yorkshire and Humber region.

A range of different groups have continued to benefit from our work:

ESOL learners across the Yorkshire and Humber region can find out about available classes to meet their needs, including online provision.

ESOL providers, tutors and volunteers have been supported as they made the difficult transition to online ESOL provision, and helped to understand and meet the needs of their most vulnerable learners through a time of crisis.

Organisations supporting ESOL learners are able to offer better advice to their clients about availability of ESOL.

Funders including local authorities can make use of the newly developed analytics to have a better understanding of ESOL provision in their area.

Achievements and performance

Achievements and performance April-June 2021

Developing the use of analytics from the website to provide more detailed reporting for local authorities and providers. We can provide information on a range of issues, for example the number of classes with childcare, free classes, online classes etc. We hope that this information will give providers and local authorities a more detailed overview of provision in their area and help them to plan future provision.

Training directory: we completed an audit of ESOL training opportunities across the region. This information will be used to create a new area of the website and will be ready to go 'live' in September.

Networking events: we delivered another online networking event in May. The title of the event was 'Making ESOL local: a networking event to explore the potential of localised ESOL teaching materials'. We delivered the session twice. Feedback was positive indicating that there is a strong interest across the region in this topic.

Developing locally referenced ESOL teaching and learning materials. ESOL tutors and volunteers were sent a questionnaire and have contributed their views and ideas. This has proved to be a popular topic which we developed further at our recent networking event.

Achievements and performance July-Sept 2021

Developing website analytics: We can now use the website analytics to provide more detailed reporting for local authorities and providers. We hope that this information will give providers and local authorities a more detailed overview of provision in their area and help them to plan future provision. Information will be disseminated via the resettlement board, ESOL leads in each local authority and ESOL providers.

Learning English Plus

<https://learningenglishplus.org.uk/>

Our new website was launched on September 27th- Learning English Plus. The new site provides support for ESOL tutors, volunteers and providers. It includes ESOL teaching resources with a local focus, a 'staff room' where news items and information about events can be shared, and a training directory listing local and national ESOL training opportunities. We are confident that the new website will be useful to everyone working to support ESOL learners and will complement the current website.

Migrant English Support Hub

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

Wider reach: We have attended meetings with #loveESOL, a London based consortium who have successfully lobbied the London Mayor to commit to providing a 'Learning English' website for London. We were really pleased to learn that our website was cited as part of their successful campaign- the attached video link mentions LEYH. We have also talked to Lancashire County Council who are interested in developing a website. It is good to know that people in other regions are recognising the need for the co-ordination of ESOL and seeing LEYH as an example of good practice.

Achievements and performance Oct-Dec 2021

Learning English Plus: LE+ was launched on September 27th and feedback since the launch has been very positive. We have attended a number of subsequent online events to publicise the new website. Many of the resources listed are useful for tutors and volunteers outside the region, and we have therefore publicised the new website more widely. We are delighted to be getting positive feedback from across the country as well as within our own region.

Developing website analytics: We have now made use of the website analytics to provide detailed reports for individual local authorities and providers. At the beginning of October reports were sent to the ESOL lead in each local authority, and were also made these available to ESOL providers. The reports include information about the number of providers in each area, the number of classes with childcare, free classes, online classes etc. We hope that this information will give providers and local authorities a more detailed overview of ESOL provision in their area to help plan future provision.

Networking: We held a networking event for ESOL tutors in October. We ran the session twice and were really pleased that Alex Stevenson from the Learning and Work Institute (LWI) accepted our invitation to deliver a presentation based on his recent research on the future of ESOL. ESOL tutors also had the opportunity to network with others from their area. The 2 events were both well attended and received positive feedback.

Wider reach: As mentioned above, the launch of LE+ has given us an opportunity to publicise the work of MESH more widely. As a follow up from the networking events we were invited to contribute to a conference being organised by the LWI. MESH's success is in large part due to its partnerships with local authorities, Migration Yorkshire and a range of others across the region. The LWI conference provided an opportunity to promote this as a successful way of supporting ESOL provision.

It is encouraging that the need for the co-ordination of ESOL is being discussed across the country and that LEYH and now LE+ are being seen as examples of good practice. We were really pleased to contribute to Migration Yorkshire's online Integration Festival in November.

Achievements and performance Jan-March 2022

We welcomed a new Development Worker to the team in January. She has brought new skills and already made a significant contribution to the development of local ESOL teaching materials.

We have been working at widening membership of the Project Advisory Group (PAG) as over time various members have moved on to other roles. We have re-established links with colleagues from the DWP and the libraries service and made new connections with public health staff in Leeds. We are also working closely with Migration Yorkshire to increase representation within the PAG from people with lived experience of migration, especially refugees.

As an outcome of links made with public health, we are now working closely with them to devise a set of ESOL teaching materials to share with ESOL tutors. The materials will help to raise awareness of a range of health issues that particularly affect migrant communities.

We contributed to Migration Yorkshire's Hong Kong Welcome Programme to explain how to access ESOL classes. The session was well attended, and we enjoyed the experience of having direct contact with learners.

Migrant English Support Hub

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

Our local ESOL teaching materials were launched on LE+ at an online event at the end of March. The resources demonstrate how local authority websites can be used to develop teaching materials that help learners to become familiar with local services at the same time as learning English. Feedback was very positive. The majority of attendees stated that they intended to use the materials and a high number were interested in getting involved in the production of further resources.

'So good as they are relevant and useful resources to empower and help learners deal with their day-to-day life and local services.' 'I liked how you integrated local information and dialect- very helpful for learners' 'This will be a great help to us. Thankyou'

Feel Created are currently designing a new page for LEYH where we will feature wider learning opportunities for ESOL learners. We are aiming for this to go live in April. We already have providers who have expressed an interest in this development.

Financial review

The net payments for the year were £10,749, including net payments of £2,493 on unrestricted funds and net payments of £8,256 on restricted funds after transfers.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £18,171.

Our reserves policy is to hold 2-3 months' worth of salary expenses.

The Trustees are still considering the upper and lower level of reserves since we now have a different staffing structure.

At the end of the funding period, end December 2022, we plan to hold a cash reserve to meet the costs of 3 months' worth of salaries and 3 months' worth of website maintenance and support costs, a minimum of £25,000.

Approved by the board of trustees on 09/01/2023

Julie Linley (Trustee)

Migrant English Support Hub

Independent examiner's report to the trustees of Migrant English Support Hub

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, which are set out on pages 7 to 10.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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

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 the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

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.

E J Beverley

17/01/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Migrant English Support Hub

Receipts and payments account

for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	30	96,750	96,780	106,619
Total receipts		<u>30</u>	<u>96,750</u>	<u>96,780</u>	<u>106,619</u>
Payments					
Salaries, NI and pensions	(3)	-	81,767	81,767	61,263
Payroll charges		-	788	788	702
Equipment		240	-	240	329
Website development		90	22,155	22,245	7,179
Phone, software and internet		1,015	7	1,022	1,093
Printing and stationery		24	289	313	180
Training		40	-	40	-
Conferences and membership		165	-	165	115
Bank Charges		15	-	15	-
Insurance		334	-	334	170
Independent examination		600	-	600	600
Total payments		<u>2,523</u>	<u>105,006</u>	<u>107,529</u>	<u>71,631</u>
Net income / (expenditure)		<u>(2,493)</u>	<u>(8,256)</u>	<u>(10,749)</u>	<u>34,988</u>
Fund balances brought forward		<u>19,944</u>	<u>27,058</u>	<u>47,002</u>	<u>12,014</u>
Fund balances carried forward	(4)	<u>17,451</u>	<u>18,802</u>	<u>36,253</u>	<u>47,002</u>

Migrant English Support Hub
Statement of assets and liabilities
as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	17,451	18,802	36,253	47,002
Total cash funds	<u>17,451</u>	<u>18,802</u>	<u>36,253</u>	<u>47,002</u>
Other monetary assets			£	
Grant due for the period January to March 2022, received July 2022			12,315	
			<u>12,315</u>	
Assets retained for the charity's own use (cost in 2019)			£	
Apple iPad			325	
HP laptops x 4			1,372	
			<u>1,697</u>	
Liabilities			£	
Independent examination			600	
			<u>600</u>	

The financial statements were approved by the board of trustees on 09/01/2023

Julie Linley (Trustee)

Migrant English Support Hub

Notes to the accounts continued

for the year ended 31 March 2022

1 Accounting

Basis of

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Asylum, Migration and Integration Fund (AMIF)	-	96,750	96,750	44,996
Leeds City Council	-	-	-	61,623
Donations	30	-	30	-
	<u>30</u>	<u>96,750</u>	<u>96,780</u>	<u>106,619</u>

3 Staff costs and numbers

	2022 £	2021 £
Gross salaries	78,392	59,528
Social security costs	5,214	3,131
Employment allowance	(4,000)	(3,131)
Pensions	2,161	1,735
	<u>81,767</u>	<u>61,263</u>

The average number employees during the year was 4.9, being an average of 2.6 full time equivalent (2021: 4.0, 1.9 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2021 £	2020 £
Costs of the scheme to the charity for the year	2,161	1,735

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Notes to the accounts continued

for the year ended 31 March 2022

4 Restricted funds	Balance b/f	Receipts	Payments	Transfers	Balance c/f
	£	£	£	£	£
AMIF project	27,058	96,750	105,006	-	18,802
	<u>27,058</u>	<u>96,750</u>	<u>105,006</u>	<u>-</u>	<u>18,802</u>

Fund name	Purpose of restriction
AMIF project	<p>To improve the integration of Refugees in Yorkshire and Humber through a 'whole-region' approach.</p> <p>Funding is administered by Migration Yorkshire, as part of a multi-agency funded project. The overarching administrative body for Yorkshire is Refugee Integration Yorkshire and Humber.</p> <p>Our part in this wide-ranging project, is to further develop the website, networking, resources, information for policy and ESOL provision and contribute to annual events.</p>

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.