

Migrant English Support Hub

Charity number 1180429

Annual Report and Financial Statements

for the year ended 31 March 2023



WYCAS

COMMUNITY ACCOUNTING
WEST YORKSHIRE

Migrant English Support Hub

Annual Report and Financial Statements for the year ended 31 March 2023

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Prepared by West Yorkshire Community Accountancy Service CIO

Migrant English Support Hub

Trustees' report for the year ended 31 March 2023

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		
Julie Linley		
Martin Nickson		
Edyta Bancer		Appointed September 2021 Resigned February 2023
Esther Derbyshire		Appointed September 2021
Stephen Woulds		Appointed September 2021
Charity number	1180429	Registered in England and Wales

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 FCCA

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 2023

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:

English for Speakers of Other Languages (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 2022

Launch of the Wider Learning Opportunities feature on Learning English in Yorkshire and Humber (LEYH). In May 2022 MESH launched this additional feature on our core website. It enables existing and new providers to share information about classes that meet the wider learning needs of ESOL learners, in addition to English. Courses include IT, sewing, driving theory and many more.

User feedback facility on LEYH. We were pleased to secure some additional funding to work with our web developers Feel Created to develop this capability. The user feedback facility went live at the end of May 2022. Over the ensuing months of 2022, we used this additional data to help shape the direction of the project and facilitate the development of ESOL provision across the region.

Improving usability with additional features. We responded to feedback from providers by introducing a 'Class full' banner that providers can easily add to their listing and then easily remove when places become available.

Local ESOL learning resources. New resources were developed by MESH development workers and made available on Learning English Plus. These 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.

Regional networking event. Two networking events were held in May to showcase our new local learning resources. Health colleagues attended to share the work we have been developing.

Visits to hotels. Working with the Refugee Council, we instigated a series of visits to hotels across the region that are providing temporary accommodation for refugees, giving information about LEYH to newly arrived refugees and support workers.

Workshop delivered at the national NATECLA conference. MESH development workers delivered a well-attended workshop on MESH and our local learning resources at the national conference in June 2022.

Yorkshire and Humber Refugee Integration Forum. We attended the first meeting of this new forum coordinated by Migration Yorkshire. The forum brings together around 40 leaders and key stakeholders from a wide range of sectors across the region to help develop a whole society approach to refugee integration in Yorkshire and Humber.

Migrant English Support Hub

Trustees' report (continued) for the year ended 31 March 2023

Achievements and performance (continued)

Achievements and performance July-Sept 2022

Further development of the Wider Learning Opportunities feature on LEYH. Development workers added more entries onto this feature to make it a fuller reflection of the range of opportunities available across the region.

Two surveys to monitor usage of LEYH. We ran two 'pop-up' surveys on LEYH which provided data about visitor profiles.

Collaboration with partners to develop initial assessment resources in the region. We worked with Leeds Beckett University to pilot an ESOL initial assessment tool. This project is led by Leeds Beckett as an additional feature of the wider Refugee Integration in Yorkshire and Humber project.

Project Advisory Group (PAG). The MESH PAG group met in July 2022. The key focus of this meeting was the reduction of ESOL provision across the region, and the response of MESH to this situation

Co-hosted an event at the Yorkshire Integration Festival fringe. At this event we showcased LEYH and LE+, including our local learning resources.

Participation in Yorkshire Integration Festival. MESH took full part in this festival in Leeds in September 2023, and engaged with many learners as part of this festival, including through our 'Learning English treasure hunt'.

Achievements and performance Oct – Dec 2022

Integration of North Yorkshire Council region provision into LEYH. North Yorkshire is the final LA region of Yorkshire and Humber to be included in the MESH service. LEYH now covers all local authorities within the Yorkshire and Humber region, with 168 providers listed, delivering classes in 296 locations across the region.

Third user feedback survey completed. 322 people completed the survey, which explored barriers to accessing ESOL classes. The majority of respondents (73%) indicated that they were not attending a class. The survey found that costs and childcare were the most cited reasons for not attending a class.

Website Analytics. MESH provided detailed reports for individual local authorities and providers in December 2022. Reports were sent to the ESOL lead in each local authority, and were also made 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 and other information. This information gives providers and local authorities a more detailed overview of ESOL provision in their area to help plan future provision.

New Learning Resources. During this quarter development workers added a new MESH-produced learning resource to LE+ focused on access to childcare, a barrier that, as the user survey indicated, prevents many ESOL learners from accessing provision.

Regional networking event. We delivered two networking events in November with good attendance at both sessions. Our guest speaker presented a new Initial Assessment Toolkit which attendees had the opportunity to explore in small groups.

Appointment of new Director. Due to the retirement of the incumbent Director at the end of 2023, the Trustees carried out a selection process during November/December 2023. A new Director was appointed and the existing Director began the induction of the new Director in several sessions in December prior to her

Achievements and performance Jan – March 2023

Our Wider Learning Opportunities feature continued to grow. There are now 72 classes listed, a significant increase on the previous quarter (40 classes listed). Classes are listed in Leeds, Bradford, Sheffield, Hull, York, Batley, Halifax, Huddersfield, Barnsley and Doncaster as well as online opportunities. The range of classes offered include driving theory, digital skills, health and social care, sewing, 'master your money', food safety and Zumba, amongst others.

Migrant English Support Hub

Trustees' report (continued) for the year ended 31 March 2023

Achievements and performance (continued)

Fourth user feedback survey completed. Our latest user survey data indicates that LEYH is proving to be helpful for learners looking for classes in our region. Of 204 people who responded to our most recent survey, 78.4% indicated that the resource had been useful to them in locating an appropriate class.

New Learning Resources. MESH Development workers published new resources on Health care and accessing NHS services in the region. The resources have been shared widely as a result of discussion on the nationally-circulated ESOL-Research jiscmail discussion board.

Article published. An article by Development Worker Angela Palmer and outgoing Director Catherine Hemmings was published showcasing the MESH story and MESH services and resources in the nationally-circulated NATECLA journal Language Issues. The article, entitled 'Teaching English the Yorkshire Way. About Migrant English Support Hub (MESH)', can be found in Volume 33 Issue 2 (Winter 2022) of the journal.

ESOL Lunchtime Showcase. In March 2023, in collaboration with Emma Taylor of Migration Yorkshire, MESH held the first of a series of online training events for ESOL practitioners across the region. The theme of this event was 'employment-focused ESOL'.

Networking. The team have attended a range of events across the region, such as the Leeds Hong Kong Friendship festival in January 2023, and the Kirklees Multi-agency meeting. The team have presented the work of MESH and showcased the LEYH and LE+ services in a range of forums, including the Leeds Migration Partnership, the Trinity SELT open day in Bradford, and the West Yorkshire Directors of Public Health Refugee and Asylum Seeker Employment Steering Group.

Project Advisory Group (PAG). The MESH PAG group met in Feb 2023. The key focus of this meeting was on the issue of Progression Pathways in ESOL and the work currently being undertaken by MESH Development workers in this area.

Social Media training. In March 2023 all staff undertook professional development training on developing our profile using social media, delivered by the Yorkshire Marketing Company.

New Director. MESH Trustees and staff continued to induct the new Director during this quarter, after the Director commenced work in January 2023.

Financial review

The net payments for the year were £14,947, including net payments of £632 on unrestricted funds and net payments of £14,315 on restricted funds after transfers.

Reserves policy

The charity's free reserves, at the year end were £16,819.

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

The Trustees are in the process of reviewing the upper and lower level of reserves since we now have a different staffing structure.

At the end of the funding period, end December 2023, we plan to hold a cash reserve to meet the costs of 2-3 months' worth of salaries and 2-3 months' worth of website maintenance and support costs, a minimum of £25,000.

Approved by the board of trustees on 24/01/2024

Carl Banks (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 2023, 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 charity as required by section 130 of the Charities Act;
- 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 FCCA

24/01/2024

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 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Receipts					
Grants and donations	(2)	-	129,388	129,388	96,780
Fees		2,763	-	2,763	-
Total receipts		<u>2,763</u>	<u>129,388</u>	<u>132,151</u>	<u>96,780</u>
Payments					
Salaries, NI and pensions		-	103,972	103,972	81,767
Payroll charges		-	818	818	788
Equipment		76	-	76	240
Website development		426	38,769	39,195	22,245
Phone, software and internet		1,245	-	1,245	1,022
Printing and stationery		106	-	106	313
Training		-	-	-	40
Conferences and membership		541	-	541	165
Bank Charges		60	-	60	15
Insurance		341	-	341	334
Independent examination		600	-	600	600
Recruitment		-	144	144	-
Total payments		<u>3,395</u>	<u>143,703</u>	<u>147,098</u>	<u>107,529</u>
Net receipts / (payments)		<u>(632)</u>	<u>(14,315)</u>	<u>(14,947)</u>	<u>(10,749)</u>
Fund balances brought forward		<u>17,451</u>	<u>18,802</u>	<u>36,253</u>	<u>47,002</u>
Fund balances carried forward	(3)	<u>16,819</u>	<u>4,487</u>	<u>21,306</u>	<u>36,253</u>

Migrant English Support Hub
Statement of assets and liabilities
as at 31 March 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	16,819	4,487	21,306	36,253
Total cash funds	<u>16,819</u>	<u>4,487</u>	<u>21,306</u>	<u>36,253</u>

Debtors and prepayments

	2023
	£
Accrued income	37,031
	<u>37,031</u>

Assets retained for the charity's own use

Apple iPad
 HP laptops x 4

Liabilities

	2023
	£
Accruals	726
	<u>726</u>

The financial statements were approved by the board of trustees on 24/01/2024

Carl Banks (Trustee)

Migrant English Support Hub

Notes to the accounts

for the year ended 31 March 2023

1 Accounting policies

Basis of accounting

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.

Migrant English Support Hub

Notes to the accounts continued

for the year ended 31 March 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Asylum, Migration and Integration Fund (AMIF)	-	129,388	129,388	96,750
Donations	-	-	-	30
	<u>-</u>	<u>129,388</u>	<u>129,388</u>	<u>96,780</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
AMIF project	18,802	129,388	143,703	-	4,487
	<u>18,802</u>	<u>129,388</u>	<u>143,703</u>	<u>-</u>	<u>4,487</u>

Fund name

AMIF project

Purpose of restriction

To improve the integration of Refugees in Yorkshire and Humber through a 'whole-region' approach.

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.

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.

4 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.