

# **Migrant English Support Hub**

**Trustees' Annual Report and Accounts**

**for the year ended 31 March 2024**

## **Migrant English Support Hub**

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## **Migrant English Support Hub**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024**

The trustees present their report together with the financial statements of the charity and the Independent Examiner's report for the year ended 31 March 2024.

#### **REFERENCE AND ADMINISTRATIVE INFORMATION**

**Charity Name** Migrant English Support Hub

**Charity Number** 1180429

**Principal address and registered office** St Vincent's Centre, 4 Berking Avenue  
Leeds LS9 9LF

<b>Committee of Trustees</b>	Julie Linley	Chair
	Hannah Jameson	Secretary
	James Simpson	
	Carl Banks	
	Martin Nickson	
	Esther Derbyshire	
	Stephen Woulds	
	Abida Hussain	(Appointed on 21.02.24)
	Iryna Kutsemakhina	(Appointed on 21.02.24)
Iveta Bangova	(Appointed on 21.02.24)	

**Bankers** HSBC  
33 Park Row, Leeds LS1 1LD

The Co-operative Bank Plc  
P O Box 250, Skelmersdale WN8 6WT

**Independent Examiner** Peter Winter

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing Document**

The charity is a Charitable Incorporated Organisation (CIO) foundation model registered on 24 October 2018, as amended on 5 August 2021 and is governed by its Constitution and Rules. The charity is registered with the Charity Commission (No. 1180429).

##### **Trustee recruitment and appointment**

Each member of the Committee of Trustees has served during the period 1 April 2023 to the date of approval of this report, unless otherwise stated. New trustees are appointed by a resolution passed at a properly convened meeting of the charity trustees.

##### **Trustee Induction and Training**

New trustees undergo orientation to brief them on their legal obligations under charity law, the decision making process, the aims, objectives and recent financial performance of the charity.

## **Migrant English Support Hub**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **Organisation Structure**

The charity has a Committee of Trustees who manage the administration of the charity. The Committee holds regular meetings each year. The Committee has full responsibility for all of the charity's activities including, inter alia, an online regional training programme supporting ESOL learners, project planning, working with local community groups, creation of teaching resources, the website, finance and identifying and managing risks.

#### **Risk Management**

The trustees have assessed the major risks to which the charity is exposed, in particular, those related to the operations and finance of the charity and are satisfied that systems are in place to mitigate exposure to major risks. Where appropriate, additional systems or procedures have been established to mitigate the risks faced by the charity. Risks are minimised by the implementation of procedures for authorisation of all transactions and to ensure consistent delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

### **OBJECTIVES AND ACTIVITIES**

#### **Aims and Objectives**

The object of the charity, for the public benefit, is 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.

#### **Achievements and performance**

##### **Activities**

Migrant English Hub Support (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.

Throughout the financial year, the charity has supported the coordination of adult English language provision and has helped meet the needs of people to access appropriate English language provision so that everyone has the opportunity to be able to participate fully in society. In addition to this, the charity has helped ESOL providers and learners to have opportunities to partner together to work towards overcoming many challenges facing the ESOL sector in the UK. The charity's activities over the last financial year can be seen below and have been broken into quarters to understand the depth of work that has taken place over the year and clearly show the charity continues to work in the public interest to meet needs in the region.

#### **Quarter 1 (April to June 2023)**

##### **Developing our online offer.**

Our two key websites, Learning English in Yorkshire & Humber (LEYH) and Learning English Plus (LE+) are at the heart of our delivery.

## **Migrant English Support Hub**

### **Trustees' report (continued) for the year ended 31 March 2024**

LEYH offers tailored information and curated guidance to ESOL learners and those supporting ESOL learners in our region. At the beginning of the reporting period, there were 184 providers listed on LEYH, delivering classes in 342 locations across the region. This is a slight increase on the number of providers and locations reported in the final quarter of the previous year, reflecting the continued development of the site as a key regional resource

LE+ supports ESOL providers and other stakeholders in the region with resources, information and a gateway to training opportunities. In this quarter the team published a comprehensive learning resource focused on volunteering. We also introduced short 'Out & About' reports by the MESH team, located in the Staff Room section of LE+. This feature is an opportunity for MESH team members to share reflections on some of the many visits and networking events that they take part in as a regular feature of their work.

#### **Regional Networking.**

In April, we held a Regional Networking event at Welcome House in Hull. This was our first face to face networking event for two years. We were delighted to welcome 24 attendees to a session focused primarily on the issue of progression pathways, an ongoing MESH initiative

#### **Training for specific groups.**

In May we held a Networking and Training event for Ukrainians and host families in Scarborough. As well as running sessions on using LEYH and access to Higher Education, we collaborated with North Yorkshire Stronger Communities Programme to ensure that part of this day was a multi-agency drop-in, providing advice on employment, housing and benefits as well as educational provision

#### **Training for the sector.**

At the beginning of June we held an online ESOL Lunchtime Showcase focused on Refugee Entrepreneurship. We were delighted to host several refugee entrepreneurs, including Razan Alsous of Yorkshire Dama Cheese, for a lively discussion of the issues and challenges facing refugees trying to set up businesses in the region.

#### **Developing our national profile.**

In June 2023 MESH had a strong presence at the national NATECLA conference in Aston. At this 2-day event, members of the MESH team presented in a keynote session on the MESH service as a feature of regional ESOL provision. Our development workers held a well-attended workshop on progression pathways. The team also had a stall in the Exhibition Hall where delegates explored LEYH and LE+.

### **Quarter 2 (July to September 2023)**

#### **Our online offer.**

During this quarter analytics demonstrate that we had the highest number of monthly page views we have had since the launching of LEYH in 2019, in July and September. Our Wider Learning Opportunities feature included 115 classes listed, a substantial increase on the previous quarter (72). These are classes which fold ESOL into the development of other skills, such as health and social care, driving theory and digital skills.

During this quarter we initiated improvements to useability of LE+. One new feature is the capacity in the Staffroom to go straight to a list of job opportunities, so that our users can quickly and easily see what ESOL-related vacancies are currently available across the region.

## **Migrant English Support Hub**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **Regional Networking.**

In July we held our second Regional Networking event of 2023, in Harrogate, focused on ESOL and employment. Participants included ESOL providers alongside other stakeholders including local employers and representatives from key employment sectors such as health care.

#### **Training for specific groups.**

In September 2023 MESH delivered a training session for Afghan migrants settled in the Doncaster area. The event promoted volunteering as an activity that facilitates employability and social integration, as well as improving language skills. We worked with partners at Refugee Council, Red Cross, MIND and the Growth Company to deliver this event.

#### **Training in the sector.**

MESH delivered a further online ESOL Lunchtime Showcase event as part of the Yorkshire Integration Festival Fringe. The event focused on the issue of addressing trauma in the ESOL classroom.

#### **Further networking.**

The MESH team took part in the Yorkshire Integration Festival in Sheffield in September, engaging with many learners and others during the day

#### **Additional project.**

During this quarter MESH delivered an additional project commissioned by Migration Yorkshire to carry out scoping and mapping work on ESOL provision across the region, with particular reference to access for Ukrainians coming to Y as a result of the conflict in Ukraine. The main project output was an evaluative report with recommendations, delivered in September 2023 after a period of quantitative and qualitative research.

### **Quarter 3 (October to December 2023)**

#### **Our online offer.**

By the end of Quarter 3 there were 201 providers listed on LEYH, delivering 307 classes in 391 locations across the region. This is an increase on the number of providers and locations reported in Q2 (197/382), reflecting the developing reach of the resource across the region.

In Quarter 3 MESH developed the LE+ website by launching a series of new features, including a suite of new learning resource packages for tutors to use in the classroom on food banks and food support, enrolling at college, and learning English outside the classroom. These resource packages include bespoke videos commissioned as part of our 2023 project plan. They are also built using a new, user-friendly online interface.

#### **Regional Networking.**

Our third Regional Networking meeting of the year was held online to give opportunities to people to take part who were not able to join our face to face meetings earlier in the year. At this meeting we launched and got feedback on our new learning resources.

#### **Training for specific groups.**

Training for specific groups. We held two training sessions on accessing learning and volunteering opportunities in asylum seeker hotels in Leeds. These sessions enabled residents to discuss education and training opportunities and to liaise with third sector agencies about the possibilities of volunteering.

## **Migrant English Support Hub**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **Training in the sector.**

We held a further online Lunchtime Showcase session in December. This session continued the focus of the Q2 showcase on addressing refugee trauma. The session included a presentation from the NATECLA National co-Chair Rachel Öner.

#### **Further Networking.**

The MESH team continued to work to enhance awareness of the LEYH offer amongst learners and potential learners. This work included a presence at two job fairs specifically for refugees and asylum seekers in the region (Leeds and Sheffield). The MESH team also continued to network with stakeholders across the region. This included collaborations as part of the Regional Refugee Integration Forum.

#### **Quarter 4 (January to March 2024)**

##### **Online offer.**

By the end of Quarter 4 there were 205 providers listed on LEYH, delivering classes in 424 locations, representing an increase of 21% and 24% respectively across the year. The final quarter of the year saw the highest monthly average number of users to LEYH ever, at 3,799. In addition, the number of page views of LEYH in the first two months of Q4 were higher than ever before, at 17,157 in January and 20,345 in February 2024. These figures show the rising rate of user engagement with our site.

A major development to LEYH in this quarter was the launch of our first Information Resource for Learners (IRL), a feature designed to deliver critical information on key issues direct to learners and those advising learners. Our first IRL is focused on the complex issue of access to Higher Education for migrants with different status.

In February 2024 we also had our highest ever monthly viewings figure for LE+, at 4,559. We continued to develop our Learning Resource site by migrating all of our existing resources into our new, user-friendly format, as well as producing a new resource focused on Migration Yorkshire's Working in the UK toolkit.

A further new feature Launched in LE+ was our 'Tell Us More' series of video interviews. This is a resource designed to sit in the Staffroom as a user-friendly and engaging introduction to initiatives launched in our region. Our first Tell Us More is focused on the OASIS database, an initiative of University of York designed to make language learning and ESOL focused research more accessible for non-academics.

In Q4 the MESH team also worked to improve our Training section, working with our web developers to redesign the user interface to make it easier to use.

#### **Regional Networking.**

In March 2024 we held a Regional Networking in Bradford. The event explored issues around collaboration for comprehensive ESOL support, primarily between AEB-funded and third sector providers.

#### **Training in the sector & raising the national profile of MESH.**

Through collaborations with the Regional Refugee Integration Forum and NATECLA, MESH organised a webinar session on Migrant Access to Higher Education. Our collaboration with NATECLA ensured that this event had a national profile.

## **Migrant English Support Hub**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **Other support for learners.**

We continued to deliver support to learners through, for example, participation in events organised by Bevan Healthcare at asylum seeker hotels in Leeds.

#### **Additional projects.**

Two further developments in Q4 have been successful bids for funds to run projects alongside and complimentary to our commitments to our Local Authorities through Migration Yorkshire. The first is our Exploring and Belonging project, funded by the National Lottery Heritage Fund.

#### **Exploring and Belonging Project**

This project enables MESH to work with groups of refugees and asylum seekers to explore ideas of belonging and local heritage. We plan to produce resources which we will feature on the LE+ Learning Resources hub, for providers to use and adapt in their own classrooms across the region.

#### **ESOL provision across the East Midlands**

In addition, in Q4 we were successful in bidding for a tender to scope, map and evaluate ESOL provision across the East Midlands. This project will begin in April 2024. It will further raise the profile of MESH across a broader region, extending the reach of the project and showcasing Yorkshire & Humber good practice nationally.

#### **Statement of Public Benefit**

In setting our objectives and planning our activities, the Trustees have given 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 has continued to benefit from our work, including:

- 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 the 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.

## **FINANCIAL REVIEW**

### **Reserves policy**

The trustees are required to ensure that free reserves are available to meet any reasonable foreseeable contingency. The Charity also aims to ensure that funds are available to cover at least three months' normal payroll expenditure. The payroll expenditure for 2024, including employers' pensions and employer's national insurance, amounted to £117,271 and this expenditure is expected to remain at this level for the next twelve months. At 31 March 2024, the Charity had sufficient reserves to meet this requirement.



## **Migrant English Support Hub**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **Financial review of the year**

As can be seen from the Receipts and Payments Account, the charity's total income for 2024 was £161,091 (2023: £132,151) and total expenditure was £135,777 (2023: £147,098) resulting in a surplus of £25,314 (2023: Deficit £14,947).

At 31 March 2024, the Charity's unrestricted funds amounted to £14,114 (2023: £16,819).

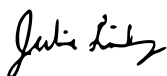
The Charity's restricted funds amounted to £32,506 at 31 March 2024 (2023: £4,487) and details of these funds are set out in the notes.

#### **INDEPENDENT EXAMINER**

Peter Winter MA FCCA was appointed on 16 October 2024 and confirms his willingness to continue in office for the ensuing year.

#### **APPROVAL**

This report was approved by the Trustees on 22 January 2025 and signed on their behalf by:



.....  
Julie Linley

Chair of Trustees

## **Migrant English Support Hub**

### **Independent Examiner's Report to the Trustees of Migrant English Hub Support for the year ended 31 March 2024**

I report to the trustees on my examination of the financial statements of the above charity for the year ended 31 March 2024, which are set out on pages 9 to 13.

#### **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 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Peter Winter MA FCCA FCIE  
Chartered Certified Accountant  
20 Hallam Grange Road  
Sheffield  
S10 4BJ

Dated 22 January 2025

## Migrant English Support Hub

### Receipts and Payments Account for the year ended 31 March 2024

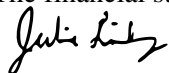
		<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>
	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
<b>Receipts</b>					
Donations and grants		-	122,196	122,196	129,388
Fees and refunds		500	10,545	11,045	2,763
Investments		-	27,850	27,850	-
Total receipts	<b>3</b>	<u>500</u>	<u>160,591</u>	<u>161,091</u>	<u>132,151</u>
<b>Payments</b>					
Charitable activities		2,975	129,234	132,209	144,670
Administration and support costs		367	3,201	3,568	2,428
Total payments	<b>3</b>	<u>3,342</u>	<u>132,435</u>	<u>135,777</u>	<u>147,098</u>
<b>Net receipts/(payments)</b>		(2,842)	28,156	25,314	(14,947)
Fund balances brought forward		<u>16,819</u>	<u>4,487</u>	<u>21,306</u>	<u>36,253</u>
Fund balances carried forward	<b>4</b>	<u><b>13,977</b></u>	<u><b>32,643</b></u>	<u><b>46,620</b></u>	<u><b>21,306</b></u>

## Migrant English Support Hub

### Statement of Assets and Liabilities as at 31 March 2024

	2024 Unrestricted £	2024 Restricted £	2024 Total £	2023 Total £
<b>Cash Funds</b>				
HSBC	13,977	23,839	37,816	21,306
Cooperative Bank	-	8,804	8,804	
<b>Total cash funds</b>	<b>13,977</b>	<b>32,643</b>	<b>46,620</b>	<b>21,306</b>
<b>Debtors</b>				
Grant due to the charity			<b>30,079</b>	<b>37,031</b>
<b>Assets retained for the charity's own use</b>				
Apple iPad				
HP and Dell Laptops x 4				
<b>Liabilities</b>				
Independent Examiner's fee			<b>595</b>	<b>726</b>

The financial statements were approved by the trustees on 22 January 2025.



**Julie Linley - Chair of Trustees**

**Migrant English Support Hub**  
**Notes to the accounts**  
**for the year ended 31 March 2024**

**1. Accounting policies**

**1.1. Accounting convention**

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

The accounts have been prepared on the basis of historical cost in accordance with the Charities Act 2011 and the guidance in booklet CC16: Receipts and Payments accounts.

**2.0 Accounting policies**

The principal accounting policies have been applied consistently throughout the period under review. The accounts include the results of all the charitable operations, which are continuing and described in the Trustees' Report.

**2.1 Form of Financial Statements**

Balances are split between unrestricted, designated and restricted funds held by the charity.

**Unrestricted general funds**

These are funds of the charity that are not subject to any restrictions regarding their use and are available for general application by the charity. Donations received by the charity are treated as unrestricted unless specifically earmarked for a particular restricted fund.

**Designated Funds**

These are unrestricted funds which are designated for a particular purpose by the trustees.

**Restricted Funds**

These are funds subject to specific conditions imposed by the donor or by the specific terms of a trust deed or other measure.

**2.2 Income**

Income is recognised and included in the financial statements when received.

Where income has related expenditure the incoming resources and related expenditure are reported gross.

Donated services and assets are not included in the Receipts and Payments Account. Gifted assets are included, however, in the Statement of Assets and Liabilities.

**2.3 Related party transactions**

**Trustees' remuneration**

No trustee received any remuneration or benefit for acting as a trustee or for any other reason during the year under review (2023: £Nil).

**Trustees' expenses**

No trustee received any expenses during the year under review (2023: £Nil).

**Migrant English Support Hub**  
**Notes to the accounts**  
**for the year ended 31 March 2024**

**3.0 Notes (continued)**

	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
<b>Receipts</b>				
<b><u>Grants and donations:</u></b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Migration Yorkshire (AMIF)	-	113,392	113,392	129,388
National Heritage Lottery ExBe	-	10,000	10,000	-
Migration Yorkshire Ukraine Project	-	8,804	8,804	-
Migration Yorkshire (ESOL)	-	27,850	27,850	-
Trinity College	500	-	500	-
Refunds	-	545	545	-
Fees	-	-	-	2,763
Total receipts	<b>500</b>	<b>160,591</b>	<b>161,091</b>	<b>132,151</b>
<b><u>Charitable activities</u></b>				
<b><u>Payments</u></b>				
Salaries (2023 incl NIC & pension)	137	110,539	110,676	103,972
Employer's NIC	-	2,720	2,720	-
Employer's pension	-	2,871	2,871	-
Payroll charges	-	1,004	1,004	818
Website maintenance	2,299	6,336	8,635	8,986
Website development	-	2,520	2,520	29,676
Website registration and domain	14	56	70	106
Interpreters	-	345	345	-
Room hire	-	100	100	-
Marketing	-	2,735	2,735	427
Recruitment	-	-	-	144
Conferences	525	8	533	541
	<b>2,975</b>	<b>129,234</b>	<b>132,209</b>	<b>144,670</b>
<b><u>Administration and Support</u></b>				
Telephone and internet	267	1,983	2,250	1,245
Insurance	-	349	349	341
Printing, postage and stationery	-	108	108	31
Small items of equipment	90	-	90	151
Independent Examiner	-	726	726	600
Bank charges	10	35	45	60
	<b>367</b>	<b>3,201</b>	<b>3,568</b>	<b>2,428</b>
Total payments	<b>3,342</b>	<b>132,435</b>	<b>135,777</b>	<b>147,098</b>
Net receipts (payments)	(2,842)	28,156	25,314	(14,947)
Fund Balances brought forward	16,819	4,487	21,306	36,253
Fund Balances carried forward	<b>13,977</b>	<b>32,643</b>	<b>46,620</b>	<b>21,306</b>

**Migrant English Support Hub**  
**Notes to the accounts**  
**for the year ended 31 March 2024**

<b>4.0 Restricted Funds</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>		<b>2024</b>
	Balance bf	Income	(Outgoings)	Transfers	Balance cf
	£	£	£	£	£
(a) AMIF project	4,487	113,937	(94,980)	-	23,444
(b) Migrant Yorkshire (ESOL)	-	27,850	(27,850)	-	-
(c) Ukraine project	-	8,804	(6,965)	-	1,839
(d) National Lottery Heritage Fund	-	10,000	(2,640)	-	7,360
	<b>4,487</b>	<b>(160,591)</b>	<b>(132,435)</b>	<b>-</b>	<b>32,643</b>

**(a) AMIF project**

The purpose of the Asylum, Migration and Integration Fund (AMIF) project is 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 administrative body for Yorkshire is Refugee Integration Yorkshire and Humber.

**(b) Migrant Yorkshire (ESOL)**

The ESOL Web Resource funding commenced on 1 January 2024 and is now the charity's core project funded by Migration Yorkshire.

The Charity's part in this wide ranging project is to further develop the website, networking, resources, information for policy and English for Speakers of Other Languages (ESOL) provision and contribute to annual events.

**(c) Migration Yorkshire Ukraine project**

This funding supports an ESOL Ukraine project commencing June 2023. The fund is primarily intended to increase capacity for Ukrainians to access English learning opportunities.

**(d) National Lottery Heritage Fund**

The grant from the National Lottery Heritage Fund is to support a project entitled 'Exploring and Belonging' (ExBe). The project will support a part-time project worker over a period of nine months together with development and administrative costs.