

**Report of the Trustees and
Financial Statements
for the Year Ended 31 March 2023 for
The Association for Pastoral Supervision and Education CIO**

Charity Number: 1181559

The Association for Pastoral Supervision and Education CIO

**Index to the Financial Statements For the
Year Ended 31 March 2023**

| | Page |
|-------------------------------|-------------|
| Report of the Trustees | 3-8 |
| Receipts and Payments Account | 9 |
| Independent Examiner's Report | 10 |

The Association for Pastoral Supervision and Education CIO

Report of the Trustees for the Year ended 31 March 2023

The Trustees hereby present their report with the financial statements of the Charitable Incorporated Organisation for the year ended 31 March 2023.

Trust Information, Structure, Governance and Management:

| | |
|-----------------------------------|---|
| Constitution: | The Association was conceived in October 2008 and launched as an unincorporated association on 19 June 2009. The Association was granted registered charitable status as a charitable incorporated organisation on 14 January 2019 and is governed by its constitution. |
| Registered Charity Number: | 1181559 |
| Trustees: | <p>Trustees are proposed by, and generally from among, the membership of the Association. The appointment of Trustees is by simple majority of the members of the Association voting in general meeting for a term of three years, one third of the board retiring by rotation each year. Trustees may be co-opted by the Trustees from time to time but must stand for election at the next subsequent general meeting in order to continue in service. Trustees may stand for re-election providing they have not served three consecutive terms. The Trustees during the period under review are:</p> <p>Brenda Mosedale (Chair) André Groenewald (Secretary) Graham Thompson (Treasurer) Dawn Allison (resigned 26 April 2023) Sally Bubbers Sarah Evans (appointed 6 June 2023) Deanne Gardner Kate Gartside (appointed 6 June 2023) Peter Gubi Bill Mullally (resigned 6 June 2023) David Ryder</p> |
| Correspondent: | Graham Thompson |
| Address: | Cornerstone Cottage The Street Knapton North Walsham NR28 0AD |
| Independent Examiner: | Sue Wintle 27 Bascott Road Bournemouth Dorset BH11 8RJ |
| Bankers: | Co-operative Bank plc PO Box 101 1 Balloon Street Manchester M60 4EP |

The Association for Pastoral Supervision and Education CIO

Report of the Trustees for the Year ended 31 March 2023 Continued

Governance

The Charitable Incorporated Organisation is run by the Trustees on a voluntary basis.

Risk Management

The Trustees are aware of their responsibility for managing risk and seek professional advice and, where appropriate, put insurance cover in place.

Reserves

The charity does not maintain reserves.

Oversight

The Trustees normally meet four times a year, to consider strategy and keep up to date through statistics and accounts. Subgroups meet on an *ad hoc* basis overseeing the following areas as Trustees:

Accreditation: Brenda Mosedale, Dawn Allison

Conference: David Ryder, Sally Bubbers, Brenda Mosedale

Finance and Governance: André Groenewald, Brenda Mosedale, Graham Thompson, Dawn Allison

Membership (including regional and international groups): Bill Mullally, Dawn Allison
Peter Wells (resigned)

Training, Research and Publications: Deanne Gardner, Peter Gubi, Sally Bubbers, Bill Mullally

Objectives and Activities

The object and principal activity of the Charitable Incorporated Organisation is for the advancement of education and the preservation and protection of good mental health by:

- providing a system of accreditation for pastoral supervisors and educators in pastoral supervision;
- supporting initiatives in the training of pastoral supervisors;
- fostering groups for the support, accountability and continuing development of pastoral supervisors;
- encouraging conversation amongst the various traditions and contexts of pastoral supervision and pastoral supervision education

Achievements and Performance

It was a busy year for APSE. At the time of writing, the membership has risen to 327 members. The link with *Transforming Practices* in Australia has been renewed and relationships are developing in many countries around the world. Most of the work has been done in the subgroups which are overseen by the Trustees but may include members from a wide range of expertise.

Conference Planning Subgroup

APSE held its 12th Annual Conference, from Tuesday, 14th to Wednesday, 15th June 2022, at the Golden Jubilee Conference Centre, Glasgow with 68 delegates (57 residential and 11 day delegates) and 10 spouses in attendance. The theme was ***Creativity in Pastoral Supervision*** with Liz Crumliss as the keynote speaker. The

The Association for Pastoral Supervision and Education CIO

Report of the Trustees for the Year ended 31 March 2023 Continued

conference was regarded as a huge success, thanks to all the hard work from the Conference Planning Subgroup. The 13th Annual Conference in 2023 will be hosted online with the theme: ***Enriching Practice in Pastoral Supervision: Growing Through Research***, with Professor Peter Gubi, from Tuesday, 6th to Wednesday, 7th June 2023 on *Zoom*.

A huge amount of work is needed to make the annual Conference happen; requiring vision, consultation and attention to detail. The purpose of the Conference is for learning and development as well as for friendship and collegueship - not so easy on *Zoom* but not impossible. It is important that the subjects discussed are those that are interesting to members and useful. When APSE had no choice but to go online, it was realised that this could be done. The Trustees decided that the Conferences should be online and on site, alternating on a yearly basis. The dates for the Conference in 2024 are already confirmed - 11th and 12th June 2024. It will be held at the Best Western Plus Windmill Village Hotel, Coventry with easy rail, road and air access.

Thanks is due to the Conference Planning Group: David Ryder, Sally Bubbers, Lisa Curtice, Gordon McDade and Brenda Mosedale (APSE Chair). David Ryder has had to take a back seat but still been part of the group. Thanks also go to Joolz Walker, Graham Thompson (APSE Treasurer) and André Groenewald (APSE Secretary) who play important organisational roles.

Accreditation Subgroup

The Association continues to accredit members who demonstrate an understanding of - and commitment to - high standards of practice. During the year we accredited 20 members, 11 of these at senior level. Accreditation has figured prominently in *APSICAL* (our digital magazine) during the year. The significant change made in 2022-23 is to move to a process whereby all initial applications will be assessed as accredited pastoral supervisors. This came into effect on the 1st May 2023. A new process is being developed for senior accreditation, which would follow the initial pastoral supervisor accreditation level. This has partly come about through consultation with the team of assessors but also to put APSE in line with how sister organisations manage accreditation and, indeed, how it was at the beginning for APSE. The senior accreditation process will be more rigorous than currently and it is envisaged that only those for whom this is a significant part of their work will apply. There will be a gap of 2 years between initial and senior application and further details will be available later in 2023. The subgroup is also looking to develop a mentor system for accreditation applicants. There are several accredited members who have shown interest in being part of this but exactly how it would work is still being thought through.

Thanks are due to Val Allen, Lynette Harborne, Dawn Allison, Joolz Walker, Graham Thompson, Brenda Mosedale (accreditation administrator) and the assessors who will remain nameless.

Membership Subgroup

The Membership Subgroup is, in a way, the most important of the groups as it picks up everything that relates to all our members. It is also the group which has the most challenges as it doesn't have a defined remit. Whereas the other subgroups have been ongoing, the membership group has had several beginnings and we are grateful to Dawn Allison who took on the role of bringing this group together towards the end of 2022. The remit of the includes:

- communications, including *APSICAL*.
- developing and liaising with regional groups.
- governance issues such as our ethical framework and complaints process. Following a consultation in *APSICAL*, the Trustees have agreed to bring together an independent group of people with expertise in this area to review our current processes and advise on what might be needed for the future.
- Advertising on the website. The Trustees have decided that all who advertise as supervisors on the APSE website should be accredited APSE members. This is seen as an important step as APSE grows from a small community to a larger organisation. The majority of those who advertise are accredited but it has been agreed that there will be a year's grace to allow those who are not to complete the process. This will happen from June 2024.
- When the "members only area" of the website is fully functioning, this will be part of this group's work.

Thanks are due to the Membership Subgroup: Dawn Allison (Chair), Lynette Harborne, Bill Mullally, Joolz Walker and Brenda Mosedale.

The Association for Pastoral Supervision and Education CIO

Report of the Trustees for the Year ended 31 March 2023 Continued

Training, Research and Publication Subgroup

The TRP Subgroup has been very productive this year. Dr Ruth Layzell stood down from the group and we thank her for sharing her wisdom and experience with us since the formation of the group. The Subgroup has been joined by Dr Mish Seabrook, Revd Dr Lisa Curtice and Dr Mani Alexander - nine members in total with Sally Bubbers, Dr Deanne Gardner, Prof Peter Gubi (Chair), Dr Lynette Harborne, Revd Bill Mullally and Revd Dr Tuntufye Mwenisongole. We thank them all for their work in furthering the training, research and publications within pastoral supervision.

Sally Bubbers and Deanne Gardner have been exploring a Bridging Course for Clinical Counsellors who want to move into, or embrace, Pastoral/Reflective Supervision. They are currently preparing to run the course in 2023-2024 with 18 people already interested. There has been an increase in CPD advertised on the APSE website.

We thank those who have been prepared to run CPD workshops/seminars and we encourage all APSE members to consider running/facilitating workshops/seminars as there is a wealth of expertise and experience among the APSE members which is worth sharing with others, so that we can learn from each other and develop our awareness and practice. APSE (through the TRP Subgroup) is happy to advertise workshops and send out e-mail alerts. There has been good collaboration between the Conference Planning Subgroup and the TRP Subgroup which will feed into the 2023 Conference. We hope that ideas will be gained from the Conference to inform us on how APSE might better support future research and practitioner-researchers.

During the year, APSE launched a doctoral studentship which will pay the fees for part-time doctoral studies for one person. The hope is to encourage research into pastoral supervision and to grow CPD opportunities and conference materials from the research. Prof Peter Gubi has had conversations with five people who have shown interest but none have yet applied. A committee of Dr Deanne Gardner, Dr Mani Alexander and Prof Peter Gubi will review any applications and make recommendations to the Trustees.

Research has been undertaken by Prof Peter Gubi and Sally Bubbers to evaluate the pastoral supervision provision in the Diocese of Lichfield. A report has been written and sent to the Diocese. Research has also been undertaken by Prof Peter Gubi, Sally Bubbers, Dr Deanne Gardner, Revd Bill Mullally and Revd Dr Tuntufye Mwenisongole looking at clergy pastoral supervisees' experience of pastoral/reflective supervision in the UK. This has been written-up and submitted to the *Journal of Mental Health, Religion and Culture* for peer review and publication.

The TRP Subgroup has published a book entitled 'Enriching awareness and practice in the pastoral and reflective supervision of clergy' (edited by Prof Peter Gubi, with chapter contributions from Sally Bubbers, Dr Deanne Gardner, Prof Peter Gubi, Revd Bill Mullally, Revd Dr Tuntufye Mwenisongole, Revd Dr Sally Nash and Dr Mish Seabrook). It was published by Lexington Books in June 2023. Sadly, the hardback is rather expensive to buy at this stage. The book may come out in paperback in the future but it is currently available on *Kindle* at an affordable price. The reviews have included the adjectives: Masterful; Timely; Ground-breaking; Seminal; Important; Impressive; Scholarly; Innovative. We are delighted with the result.

The subgroup has been exploring the possibility of forming an Ethical 'Review' Committee to give guidance (rather than approval) for research into pastoral supervision which is not linked to any institution that has an established ethical approval process. This has proved to be more complex than we first thought and is still being worked on. If we achieve this, we hope that it will provide some support for independent research members. The complexity concerns legal accountability and how we ensure ethical practice in research (and the potential implications for APSE) if we go ahead.

Finally, Dr Deanne Gardner and Sally Bubbers have had conversations with Revd Dr André Groenewald and the APSE Webmaster about developing a members' area to house resources and contact information for members only. Access to include recommendations of books, useful articles (within copyright restrictions), and *YouTube* links to useful resources and CPD materials.

The Association for Pastoral Supervision and Education CIO

Report of the Trustees for the Year ended 31 March 2023 Continued

Financial Review

The financial statements have been subjected to an Independent Examination as they are exempt from the audit requirements of Section 144(2) Charities Act 2011. In the year under review the charity received subscriptions from members of £10,485 (2022: £10,035), accreditation fees of £3,560 (2022: £1,780) with corresponding costs of £1,320 (2022: £860) and cash inflows from conference fees of £4,150 (2022: £13,650) and corresponding cash out flows of £9,826 (2022: £2,438). We aim to cover conference costs on a year-by-year basis. The 2022 Conference was held in Glasgow and resulted in a small loss of £108. During the year under review, the Trustees agreed to set aside a sum of £6,000 in order to sponsor doctoral research that accords with our commitment to develop a greater understanding of an aspect of Pastoral Supervision.

Public Benefit

We confirm that the trustees have paid due regard to the Charities Commission guidance on public benefit in planning the activities the charity should undertake.

Trustees' Responsibilities in Relation to Financial Statements

The Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable law and regulations.

The Trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources of the charity for that period. In preparing these, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy, at any time, the financial position of the charity and enable them to ensure that the financial statements comply with the applicable law, regulations and the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees confirm that the relevant UK Accounting Standards have been followed.


Independent Examiner

Sue Wintle, Independent Examiner, has expressed her willingness to continue as the Independent Examiner of the charitable incorporated organisation.

The Association for Pastoral Supervision and Education CIO

**Report of the Trustees
for the Year ended 31 March 2023
Continued**

Approved by the Trustees and signed on their behalf by:



Revd Dr André Groenewald

Secretary

9 October 2023

The Association for Pastoral Supervision and Education CIO

**Report of the Trustees
for the Year ended 31 March 2023
Continued**

Receipts and Payments Account

| | | <u>For the year ended 31st March</u> | |
|--|------|---|--------------------|
| | | <u>2023</u> | <u>2022</u> |
| Receipts | | | |
| Membership Subscriptions | | 10485 | 10035 |
| Accreditation Fees | | 3560 | 1780 |
| Conference Fees | 2023 | 2645 | - |
| | 2022 | 1505 | 9580 |
| | 2021 | - | 4070 |
| Donations | | 5 | - |
| Gift Aid | | - | 948 |
| | | <hr/> | <hr/> |
| | | 18200 | 26413 |
| Payments | | | |
| Administration | | 1943 | 1740 |
| Website | | 264 | 155 |
| Accreditation Costs | | 1320 | 860 |
| Conference Expenditure | 2021 | - | 1071 |
| | 2022 | 9826 | 1367 |
| Meeting Costs | | 2925 | - |
| Zoom Room Hire | | 144 | 144 |
| PayPal Charges | | 61 | 421 |
| Trustees' Expenses | | 1712 | 126 |
| Independent Examination | | 250 | 250 |
| Accountancy Costs - Corporation Tax Return | | - | 180 |
| Postage and Stationery | | 30 | |
| Insurance | | 264 | 252 |
| Information Commissioner's Office | | 35 | 35 |
| Gifts to Retiring Trustees | | - | 128 |
| | | <hr/> | <hr/> |
| | | 18774 | 6729 |
| Surplus Receipts over Payments | | <hr/> | <hr/> |
| | | (574) | 19684 |
| | | ===== | ===== |
| Reconciliation | | | |
| Co-op Bank: Closing Balance: | | 44994 | 45568 |
| <u>Less:</u> Opening Balance: | | 45568 | 25884 |
| | | <hr/> | <hr/> |
| Surplus Receipts over Payments | | (574) | 19684 |
| | | ===== | ===== |

27th September 2023

The Association for Pastoral Supervision and Education CIO

Independent Examiner's Report for the Year to 31st March 2023

I report on the accounts of the charity for the year ended 31st March 2023.

Respective responsibilities of Trustees and examiner

As the charity Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 41 of the Act; and

to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act;

have not been met or; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date...27/9/23.....

...*Sue W*.....

Sue Wintle FMAAT

27 Bascott Road
Wallisdown
Bournemouth
Dorset
BH11 8RJ