

# **Openmind.ed CIO**

registered charity (England & Wales) 1185048

## **Trustees' Report for 2022**

This report is for the Charity's financial year 1 Jan to 31 Dec 2022.

In 2022 the Trustees and Members of Openmind.ed CIO ("the Charity") were:

- Chair: Luke Menzies
- Trustee and CEO: Clare Short
- Trustee: Robin Herbert (and Secretary until 6 September 2022)
- Trustee and Treasurer: Isabel de Salis

On 6 September 2022 Robin Herbert retired as Secretary and Chereece Ryan, Operations Manager, was appointed as Secretary on an interim basis. The charity's registered address was thus altered to the new Secretary's home address in Bournemouth.

### **General**

The Charity, a CIO, is governed by its Constitution as approved by the Charity Commission. The Charity operates on a simple and informal basis, run by its board of trustees. It delivered its charitable activities (services to clients) during the year through the voluntary work of its CEO, Treasurer and Secretary and several fee-paid Associates.

The Charity is governed, and managed at a high level, through periodic trustee meetings and occasional less formal meetings. This year, Management meetings were also introduced, including peer supervision discussions. The CEO leads on matters of policy and direction. Financial affairs are handled by the Treasurer and governance oversight provided by the Chair. The Secretary is responsible for correspondence and records of trustee meetings. All management and administrative activities are carried out by the trustees. No new trustees were recruited during the year and the Charity has not yet developed a recruitment or appointment policy for new trustees.

The Charity's work focusses on undertaking and funding activities to promote good mental health and wellbeing amongst those in Education, with a current focus on school students and university students in Bristol. This includes working with school staff, students and their parents. The work includes facilitation of reflective practice groups, running workshops, providing one-to-one mentoring, speaking at school assemblies and holding discussion sessions with parents of students. In addition, the Charity provides occasional funding to small projects aimed at improving mental health and wellbeing of young persons.

### **Main achievements this year**

The main achievements of the Charity in this year were:

- Creation of the role of Operations Manager: Chereece Ryan appointed May 2022. Functions of role: (i) to provide the necessary administrative and HR support to ensure smooth running of day to day activities; (ii) to develop an organisational infrastructure that enables the work of the charity to function and grow in line with its values and objectives; and (iii) to assist the CEO and trustees in carrying out their role. This has brought a

consistency and professionalisation to the management of the charity and quickly allowed administrative and operational activities and structures to expand, quicken and improve

- Creation of a Management Team, Autumn 2022, to include experienced Associates with a compliment of skills and interests. Function of team: to ensure a 'plan, do, review' mechanism that influences decision-making at an executive level. The management team considers issues and decisions that affect our day-to-day practice and learning. This promotes a collaborative approach to shaping our projects and priorities both in the interest of associates and in response to direct feedback from service users.
- Creation of a Working Group, Autumn 2022, to include (on rotation) Associates with knowledge and experience relevant to the agenda of the group. This group meets to progress project ideas or workstreams that require additional resource or capacity to move forward, or that would benefit from associate input in specific areas. Associates with relevant knowledge/experience are identified and invited to participate. The group meets for a series of sessions to achieve set aims, with recommendations then presented to the management team or CEO as required, either directly or via Ops Manager.
- Reviewing and improving our contractual terms with client schools.
- The further developed our offer of support in secondary schools to include:
  - A menu of training opportunities to school support staff
  - Workshops for school parents targeting specific issues
  - Family consultation work in schools - ongoing
  - An independent mentoring service (focusing on school attendance)
  - School leadership consultation and supervision
- The furthering of our contribution to policy and practice around supervision in education. This includes attending a UCL network group and formally training associate staff via UCL.
- Continuing to develop our provision of well-being programmes to Bristol University medical students and liaison with other University faculties to develop offers suited to them.
- The further expanded our Associate practitioner team, to include a wider range of practitioners with complimentary skills including a mentor and psychoanalyst. This will enable us to continue in our reflective practice supervision support and training offer to staff in schools, as well as delivering other arts based and youth work interventions and to increase the capacity of the family work we are able to do.
- The holding of the charity's first 'away day' on 11 November 2022, in which the majority of trustees and practitioners met for a day to discuss the work of the charity, its future, their individual contributions and potential developments.

The Charity was able to achieve its intended public benefit through its delivery of the above activities, on the basis that these activities directly relate to the Charity's charitable objectives. The trustees have had regard to the Charity Commission's guidance on public benefit.

## **Future plans**

The Charity's plans for the future are to continue and expand its current work. This includes engaging more Associates to expand the Charity's work and funding training on key skills for some of those who work for it to assist in the quality and breadth of their delivery.

## **Financial**

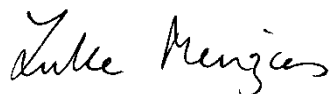
In financial terms, during the year the Charity received income of £49,110 (2021 £20,731) through donations and client fees. Expenditure was £38,952 (2021 £10,244), resulting in a surplus of £10,157 (2021 £10,487). There were no creditors or debtors at year end.

There were no material risks or uncertainties worthy of note.

The Charity's principal source of fundings are client fees from the educational institutions it works with; donations from private individuals; and donations from other organisations. There are no restricted funds and the Charity's policy is not to accept any restricted funds.

The Charity does not employ any person on a PAYE basis, and has no current plans to do so. Its Associates engaged to assist in the delivery of the Charity's services are engaged on a self-employed, fee-paid basis.

The Charity has no reserves policy and no plan to accumulate substantial reserves. No funds were held by any custodian trustee.



**Luke Menzies**  
Chair of Trustees

21 June 2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Openmind.ed CIO

1185048

## Receipts and payments accounts

CC16a

For the period  
from

1/1/2022

To

12/31/2022

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations, legacies & grants	6,609	-	-	6,609	5,402
Fees for charitable services	40,440	-	-	40,440	15,325
Bank interest	18	-	-	18	4
Other	2,037	-	-	2,037	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	49,104	-	-	49,104	20,731
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	49,104	-	-	49,104	20,731
<b>A3 Payments</b>					
Bank charges	12	-	-	12	5
Regulatory compliance	35	-	-	35	35
Insurance	314	-	-	314	314
Professional fees	26,382	-	-	26,382	-
Travel expenses	4,736	-	-	4,736	-
Room hire	2,103	-	-	2,103	-
Grants & donations paid	4,923	-	-	4,923	-
Training	-	-	-	-	-
Other	447	-	-	447	9,890
	-	-	-	-	-
<b>Sub total</b>	38,952	-	-	38,952	10,244
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	38,952	-	-	38,952	10,244
<b>Net of receipts/(payments)</b>	10,151	-	-	10,151	10,487
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	15,969	-	-	15,969	5,482
<b>Cash funds this year end</b>	26,120	-	-	26,120	15,969



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash in bank account	26,120	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>26,120</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

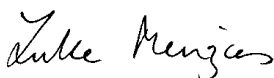
	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Luke Menzies	22.08.2023



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Openmind.ed

On accounts for the year  
ended

31/12/2022

Charity no  
(if any)

1185048

Set out on pages

3-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent  
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

25/08/2023

Name:

Sally Renison

Relevant professional  
qualification(s) or body  
(if any):

Chartered Accountant (ICAEW)

Address:

86 Kennington Avenue

Bristol BS7 9ES

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Openmind.ed CIO

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## Receipts and payments accounts

CC16a

For the period  
from

01/01/2022

To

31/12/2022

### Section A Receipts and payments

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<b>Sub total (Gross income for AR)</b>	<b>49,104</b>	<b>-</b>	<b>-</b>	<b>49,104</b>	<b>20,731</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>49,104</b>	<b>-</b>	<b>-</b>	<b>49,104</b>	<b>20,731</b>
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	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>38,952</b>	<b>-</b>	<b>-</b>	<b>38,952</b>	<b>10,244</b>
<b>Net of receipts/(payments)</b>	<b>10,151</b>	<b>-</b>	<b>-</b>	<b>10,151</b>	<b>10,487</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>15,969</b>	<b>-</b>	<b>-</b>	<b>15,969</b>	<b>5,482</b>
<b>Cash funds this year end</b>	<b>26,120</b>	<b>-</b>	<b>-</b>	<b>26,120</b>	<b>15,969</b>



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	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

*Luke Menzies*

Print Name

Luke Menzies

Date of approval

22.08.2023