



Centre for Chaplaincy in Education

Registered Charity, No: 1185922

Trustees' Annual Report and

Accounts

for the year to

31 December 2021

Centre for Chaplaincy in Education Annual Report for the year ending 31 December 2021

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Centre for Chaplaincy in Education Annual Report for the year ending 31 December 2021

1 Annual Report

The Trustees present their annual report under the Charities Act 2011 together with the Accounts for the year ending 31 December 2021.

A Structure, Governance & Management

A1 Legal Objects

Centre for Chaplaincy in Education (CCE) was started in 2018 as an unincorporated charity. CCE was incorporated on 22 October 2019 as a Charitable Incorporated Organisation (CIO).

CCE's Constitution is based on the Charity Commission's model governing document for Foundation CIOs, where the Trustees are the only Members of a charity.

As defined in CCE's constitution the charity's objects are:

- to advance the Christian religion for the public benefit mainly but not exclusively through the development of chaplaincy in schools, colleges and other educational institutions.
- to advocate the benefits to students, staff and members of the community of high-quality chaplaincy provision in educational institutions.
- to contribute to the moral, social and spiritual development of students of all faiths and beliefs by the production of resources, seminars, talks, meetings and networks to share best practice in chaplaincy.
- to identify, encourage and support appropriate and effective approaches to pastoral care, particularly but not exclusively among students and other members of educational institutions who are vulnerable or socially or economically disadvantaged.

A2 Public Benefit Statement

The Trustees are aware of the Charity Commission's guidance on public benefit in "The Advancement of Religion for the Public Benefit" and have regard to that guidance in their administration of the charity. CCE believes that this report provides evidence of the public benefit of the charity's work in the year. As described more fully throughout the report, CCE's work supports educational chaplaincy, primarily in schools and further education colleges. Chaplaincy in these establishments reaches students, staff and families and is open to those of all faiths and none, meeting their spiritual and pastoral needs.

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A3 Trustee recruitment, selection and induction

The minimum number of charity trustees is 3 and the maximum is 12. In accordance with the Constitution, Trustees are appointed or re-appointed for a term of three years by a resolution passed at a properly convened meeting of CCE's trustees.

In appointing Trustees due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

New trustees are provided with the constitution, latest annual reports and accounts. Other induction and training is provided depending on the individual needs of new trustees.

B Vision and Strategy

The vision, strategy, values and strategic priorities were developed by the Trustees in late 2020 and early 2021, following consultation with a wide body of educational chaplaincy organisations and practitioners leading to a final strategy document for the period 2021-2025 being approved in March 2021. This strategy is reviewed annually by the Trustees.

The vision is

"A chaplaincy in every school and college in the UK"

with core strategic strands of

Advocacy: to increase awareness of the value of, and support for, chaplaincy in educational settings (and more specifically schools and colleges)

Formation: to provide and facilitate induction and ongoing training and support for all chaplains in education

C Activities, Achievements and Performance

C1 Advocacy

Our advocacy work during the year was focussed on the following main activities:

- Further development of effective partnerships with all Christian denominations and organisations across the UK who actively engage with, support and employ school and college chaplaincy. This led to the second Annual School and College Chaplaincy Summit in November 2021 and steps forward to achieve the vision of a chaplaincy in every school and college.
- The development of regional hubs for chaplains saw the launch of the London Hub involving all denominations and key organisations working in London in the area of

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chaplaincy in schools and colleges. The Launch event was attended by 40 participants on 17th September, in spite of Covid restrictions. An annual face to face gathering is being planned in addition to on-line and more localised network CPD. Work continues to develop Hubs in the Midlands, NE and Wales.

- We have continued to promote chaplaincy through a range of articles in the Christian press, speaking at national and regional events (eg TISCA national conference 2021, a Schools Conference for those interested in chaplaincy) and hosting the second National On-line Commissioning for all school & college chaplains in September 2021 to coincide with Education Sunday.
- A census of existing chaplaincy provision is underway under the existing partnership with Newman University and will continue to be an essential component of work going forward.

The appointment of a part-time communications consultant (funded by Porticus Trust) has enabled CCE to raise its impact in advocacy through consistent and evolving social media engagement, generating considerable interest and reach, throughout 2021.

C2 Formation

The 2020-2021 grant from the Porticus Trust has also enabled CCE to develop (in partnership with Newman University, Birmingham) the following:

- The induction course developed in partnership with Newman University was run as a pilot in 2020-2021 with 40 participants successfully completing the course. Two iterations are running in the academic year 2021-2022.
- Exploring Education Chaplaincy was run as a pilot in May-July 2021 and is now into the second of three iterations running 2021-2022.

A major event in CCE calendar was the National Conference for School and College Chaplains. Due to the pandemic this was pivoted from a face-to-face conference to on-line delivery of a 12-hour interactive conference. The conference was innovative in concept and delivered on a platform which allowed for a diverse range of opportunities for participants (from prayer space, 'in conversation with' reflections throughout the day, worship (including joining Taize live for their evening service), keynote speakers and workshops focusing on major issues relevant to chaplains (gender identity, mental health, inclusion in race, digital theology and the environment). Access to resources and an exhibition of organisations sharing resources relevant to chaplains allowed delegates to explore at their leisure post event as well as on the day.

C3 Future plans

Advocacy

The census of existing chaplaincy provision which is underway under the existing partnership with

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Newman University, will continue to be an essential component of work going forward. The information obtained (and subsequently reviewed and updated regularly) will form a key element of tracking as we work towards the vision of 'A Chaplaincy in every school and college'.

The third on-line Commissioning Service will take place on September 16th, 2022, as part of the commitment to raise awareness of chaplaincy in education.

It is planned that a North East hub will be launched in 2022, with plans for further hubs in the Midlands, Wales, the North West and East Anglia in subsequent years.

Formation

Regular workshops are being run as stand-alone, follow-up sessions from the 2021 National Conference, following the main workshop themes.

The Induction course and the Exploring Education Chaplaincy course will continue to run and work is underway on a new course for those who have completed three or more years as education chaplains and will be run as a pilot from May-July 2022.

The planning process for the National Conference for School & College chaplains 2023 will commence at the start of 2022 and again involve all denomination and organisational leaders.

C4 Trustee Development

Trustees are encouraged to participate in development opportunities as and when appropriate.

D Financial Review

D1 Policy on Reserves

CCE's policy on reserves is based on future strategy, potential redundancy liabilities, and any other significant factors that should be taken into account were CCE to close or move to new premises. The specific reserves policy, including any designation of reserves for specific purposes, may be agreed by Trustees on an annual basis.

For these purposes CCE will endeavour to generate and maintain reserves which are at least 25% of its annual expenditure.

D2 Principal Sources of Funding and Outgoings

During the year CCE received grant funding amounting to £210,000. None of this was considered restricted income. Receipts from courses ,conferences and events amounted to £20,699.

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The main outgoings of the charity related to salaries (see Note 2) and consultancy totalling £97,284, together with course development costs of £69,792 and conference costs of £21,388. Other payments amounted to £12,695.

D3 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the charity are reimbursed at cost.

D3 Financial Status

CCE's current resources from unrestricted grants received or expected are sufficient to meet its outgoings for at least the next year.

D4 Statutory Statements on Liabilities

The Trustees declare that CCE has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement (e.g., any outstanding/ongoing contract or legal undertaking to buy or provide specific services) and CCE has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO (e.g.: a mortgage on property owned by the charity).

Approved by the Trustees and signed on their behalf,

..... (Chair of Trustees) Date: 9th May 2022

Centre for Chaplaincy in Education

E Reference and Administrative Details

E1 Administrative details

Registered Office	London Jesuit Centre, 114 Mount St, London, W1K 3AH
Phone	07309677235
Email	admin@c4ce.co.uk
Website	www.centreforchaplaincyineducation.co.uk

Officers

Lead Development Officer	Maggie Everett
Charity Administrator	Helen Robinson

Agents

Independent Examiner	Mr J Porter
Bankers	CAF Bank 25 Kings Hill Ave, Kings Hill, West Malling ME19 4JQ

E2 Trustees

The following served as Trustees during the year

The Revd Mike Haslam (Chair)
The Revd Garry Neave
The Revd Adrian Porter SJ resigned 31 August 2021
The Revd Canon Brendan Clover
Mrs Imogen Taylor (Treasurer)
Mr Jeremy Walker resigned 15 November 2021
Orla Kearns appointed 25 November 2021
Catherine Bryan appointed 25 November 2021

Independent Examiners Report to the Members of Centre for Chaplaincy in Education

I report to the trustees on my examination of the accounts of the Centre for Chaplaincy in Education (the charity) for the year ending 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the charity, 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 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 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Signed:



Name: John Albert Porter

Address: 165, Newland Park
Hull
East Yorkshire
HU5 2DX

Date: 31 March 2022

Centre for Chaplaincy in Education

Receipts and Payments Account

for the year ending 31 December 2021

		-----Year ended 31 December 2021-----			2020	
		Unrestricted		Restricted	Total	(14 months)
	Note	General	Designated			
		£	£	£	£	£
RECEIPTS						
Grants	3	210,000	-	-	210,000	242,000
Conference Income		16,496	-	-	16,496	1,300
Course fees		4,025	-	-	4,025	1,400
Event income		149	-	-	149	99
Other income		29	-	-	29	-
TOTAL RECEIPTS		230,699	-	-	230,699	244,799
PAYMENTS						
Direct Charitable Expenditure						
Conference Expenditure		16,496	4,892	-	21,388	225
Qualification development		41,464	-	28,328	69,792	52,344
Salaries	4	51,180	-	-	51,180	60,761
Communications consultant		24,000	-	-	24,000	11,576
Events		1,419	-	-	1,419	165
		134,559	4,892	28,328	167,779	125,071
Fundraising and Publicity						
Printing & Stationery		125	-	-	125	1,035
Telephones		650	-	-	650	641
Website		1,207	-	-	1,207	2,281
		1,982	-	-	1,982	3,957
Management and Administration						
Salaries		22,103	-	-	22,103	24,315
DO and staff expenses		2,746	-	-	2,746	4,029
Professional fees		-	-	-	-	3,149
Rent		563	-	-	563	854
Sundry expenses		143	-	-	143	150
Office expenses		1,777	-	-	1,777	330
Trustee expenses		-	-	-	-	1,250
Insurance		1,075	-	-	1,075	1,078
IT costs		1,738	-	-	1,738	-
Recruitment		523	-	-	523	-
Contingencies		730	-	-	730	-
		31,398	-	-	31,398	35,155
TOTAL PAYMENTS		167,939	4,892	28,328	201,159	164,183
Excess/(Deficit) of Receipts over payments		62,760	(4,892)	(28,328)	29,540	80,616
Balance brought forward		52,218	12,693	28,328	93,239	12,623
Transfer from designated funds		7,801	(7,801)	-	-	-
Balances carried forward		122,779	-	-	122,779	93,239

Centre for Chaplaincy in Education

Statement of Assets and Liabilities

at 31 December 2021

£

ASSETS

Cash at Bank

122,779

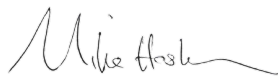
TOTAL ASSETS

122,779

Approval of the Trustees

The Trustees declare that they have approved the above Receipts and Payments account and Statement of Assets and Liabilities

Signed on behalf of the Trustees



.....
Rev Mike Haslam

Chair of Trustees

Date: 9th May 2022

Centre for Chaplaincy in Education

Notes to the accounts

Year ended 31 December 2021

1. Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities.

2. Reimbursement of Out-of-Pocket Expenses

Out-of-pocket expenses incurred necessarily, reasonably and incidentally in the course the charity's activities are reimbursed at cost.

3. Grant Income

	2021	2020(14m)
Woodard Schools	60,000	130,000
Jesuits in Great Britain	50,000	25,000
Porticus Trust	100,000	87,000
	<u>210,000</u>	<u>242,000</u>

4. Salaries and trustee payments

The charity employed two staff, and Lead Development Officer (full time) and a Course and Charity Administrator (FTE0.8). Both worked across Direct Charitable and Management and Administration areas, and have been allocated on a time basis as follows:

	2021	2020(14m)
Direct Charitable expenditure	51,180	60,761
Management and Administration	22,103	24,315
Total Salaries	<u>73,284</u>	<u>85,076</u>

No trustee received any payments for any services provided to the charity.

5. Fixed Assets

The charity has not purchased or disposed of any fixed assets in the year.

6. Creditors & Debtors

At 31 December 2021 there were no significant debtors, creditors, accruals or prepayments.

7. Designated and restricted funds

The movement on designated and restricted funds during the year were as follows:

Fund	Balance b/f 1 Jan 2021	Payments and transfers	Balance c/f at 31 Dec 2021
Conference- designated	12,693	12,693	-
Porticus- restricted	28,328	28,328	-
	<u>41,021</u>	<u>41,021</u>	<u>-</u>

The designated conference fund comprises initial transfer/donations from SCALA, and surplus funds from the inaugural conference received before incorporation of the charity. After utilising the fund for the deficit on the 2021 conference the trustees have transferred the balance to general funds.

The Porticus fund comprised a grant from Porticus Trust in 2019 which was restricted primarily to development of the Induction course and expenditure on the Communications Consultant.