



# **Centre for Chaplaincy in Education**

**Registered Charity, No: 1185922**

## **Trustees' Annual Report and Accounts**

**for the year to  
31 December 2022**

# Centre for Chaplaincy in Education Annual Report for the year ending 31 December 2022

---

## 1 Trustees Annual Report

	Page
<b>A Structure, Governance &amp; Management</b>	<b>2</b>
A1 Legal Objects	
A2 Public Benefit Statement	
A3 Trustee recruitment, selection and induction	
<b>B Vision and Strategy</b>	<b>3</b>
<b>C Achievements &amp; Performance</b>	<b>3</b>
C1 Advocacy	
C2 Formation	
C3 Future plans	
C4 Trustee development	
<b>D Financial Review</b>	<b>5</b>
D1 Policy on Reserves	
D2 Principal Sources of Funding and Outgoings	
D3 Remuneration of Trustees	
D4 Financial Status	
D5 Statutory Statements on Liabilities	
<b>E Reference and Administration Details</b>	<b>7</b>
E1 Administrative details	
E2 Trustees	

## 2 Accounts

Independent Examiner's Report on the Accounts	8
Receipts and Payments Account	9
Statement of Assets and Liabilities	10
Notes to the accounts	11

# **Centre for Chaplaincy in Education Annual Report for the year ending 31 December 2022**

---

## **1 Annual Report**

The Trustees present their annual report under the Charities Act 2011 together with the Accounts for the year ending 31 December 2022.

## **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.

# Centre for Chaplaincy in Education

## Annual Report

### for the year ending 31 December 2022

---

#### 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

During the early part of 2022 the Trustees were aware that further development of CCE's core work could not continue without further sustainable funding streams. Whilst some grant funds were confirmed, these were conditional on match funding being secured. Despite the efforts of staff and trustees this funding was not found. In early July the Trustees made the difficult decision to make all employed posts redundant with effect from 31 August 2022. The Trustees decided that CCE would continue as a volunteer led organisation whilst plans could be made to secure funding for the continuance of planned work from alternative sources. The activity detailed below in C1, C2 and C3 thus largely covers the period January to July 2022. However, as CCE began to be re-formed from September 2022 exciting new possibilities began to emerge, including a new

# **Centre for Chaplaincy in Education**

## **Annual Report**

### **for the year ending 31 December 2022**

---

partnership with Newman University, work with the Growing Faith Foundation and new partnerships with denominations such as Elim and Pray for Schools.

#### **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.
- The further development of regional hubs for chaplains continued to develop Hubs in the Midlands, NE and Wales.

We continued to promote chaplaincy through a range of articles in the Christian press, speaking at national and regional events and hosting the third on-line Commissioning Service which took place on September 16<sup>th</sup>, 2022, to coincide with Education Sunday. These are all part of our commitment to raise awareness of chaplaincy in education.

- A census of existing chaplaincy provision was completed in partnership with Newman University and will continue to be an essential component of work going forward.

#### **C2 Formation**

The induction courses and exploring chaplaincy courses continued to be run in 2022 with a total of 30 participants on the Exploring Chaplaincy Course, 11 on the Chaplaincy Induction course. The Leadership and Ethos course was a new project which was developed and piloted with 6 participants.

#### **C3 Future plans**

##### **Advocacy**

The census of existing chaplaincy 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'. It is planned to recruit voluntary assistance to analyse the data already gathered.

##### **Formation**

CCE plans to work in partnership with Newman University to offer further Induction and Leadership courses for chaplains during 2023. A grant given in late 2022 for communications will enable CCE, through the website and regular e-news, to keep chaplains informed of learning and networking opportunities.

In partnership with the Growing Faith Foundation CCE will be developing a new network of chaplains which will offer opportunities for prayer, fellowship and learning. This plans to meet four times a year on zoom.

# **Centre for Chaplaincy in Education Annual Report for the year ending 31 December 2022**

---

## **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**

Grant funding received in the previous year was the principal source of funding during 2022. During the year CCE received further grant funding amounting to £7,000 which is restricted to communications work and unrestricted donated gifts of £6,493 ( including gift aid recovered) . Receipts from courses and events amounted to £5,691.

The main outgoings of the charity related to salaries ( see Note 2) and consultancy totalling £67,278, together with course development costs of £49,798. Other payments amounted to £8,633.

### **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

# **Centre for Chaplaincy in Education**

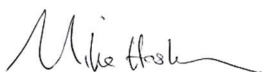
## **Annual Report**

### **for the year ending 31 December 2022**

---

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,



Mike Haslam    Chair of Trustees    Date: 22 May 2023

# 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 to 31 August 2022
Charity Administrator	Helen Robinson to 31 August 2022

### 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 Rev Mike Haslam (Chair)  
The Rev Garry Neave  
Mrs Imogen Taylor (Treasurer)  
Ms Orla Kearns  
Ms Catherine Bryan  
The Rev Justin White (appointed 14 March 2022)



# 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 2022.

## **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: 15 February 2023

# Centre for Chaplaincy in Education

## Receipts and Payments Account

### for the year ending 31 December 2022

		-----Year ended 31 December 2022-----			2021
	Note	Unrestricted General	Restricted	Total	
		£	£	£	£
<b>RECEIPTS</b>					
Grants and Donations	3	6,492	7,000	13,492	210,000
Conference Income		-	-	-	16,496
Course fees		4,725	-	4,725	4,025
Event income		966	-	966	149
Other income		145	-	145	29
<b>TOTAL RECEIPTS</b>		<b>12,328</b>	<b>7,000</b>	<b>19,328</b>	<b>230,699</b>
<b>PAYMENTS</b>					
<b>Direct Charitable Expenditure</b>					
Conference Expenditure		91	-	91	21,388
Qualification development		49,798	-	49,798	69,792
Course refunds		500	-	500	-
Salaries		42,832	-	42,832	51,180
Communications consultant		6,005	-	6,005	24,000
Events		425	-	425	1,419
		99,651	-	99,651	167,779
<b>Fundraising and Publicity</b>					
Printing & Stationery		28	-	28	125
Telephones		448	-	448	650
Website		1,876	-	1,876	1,207
		2,352	-	2,352	1,982
<b>Management and Administration</b>					
Salaries		18,441	-	18,441	22,103
DO and staff expenses		1,706	-	1,706	2,746
Staff training		99	-	99	-
Professional fees		360	-	360	-
Rent and room hire		130	-	130	563
Sundry expenses		186	-	186	143
Office expenses		323	-	323	1,777
Trustee expenses		483	-	483	-
Insurance		568	-	568	1,075
IT costs		1,410	-	1,410	1,738
Recruitment		-	-	-	523
Contingencies		-	-	-	730
		23,706	-	23,706	31,398
<b>TOTAL PAYMENTS</b>		<b>125,709</b>	<b>-</b>	<b>125,709</b>	<b>201,159</b>
<b>Excess/(Deficit) of Receipts over payments</b>		<b>(113,381)</b>	<b>7,000</b>	<b>(106,381)</b>	<b>29,540</b>
Balance brought forward		122,779	-	122,779	93,239
<b>Balances carried forward</b>		<b>9,398</b>	<b>7,000</b>	<b>16,398</b>	<b>122,779</b>

# Centre for Chaplaincy in Education

## Statement of Assets and Liabilities

### at 31 December 2022

---

£

#### **ASSETS**

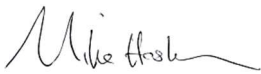
Cash at Bank 16,398

**TOTAL ASSETS** **16,398**

#### **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: 22 May 2023

# Centre for Chaplaincy in Education

## Notes to the accounts

### Year ended 31 December 2022

---

#### 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 and donations Income

	2022	2021
Woodard Schools	-	60,000
Jesuits in Great Britain	-	50,000
Porticus Trust	-	100,000
Wates Foundation	7,000	-
Individual donations including Gift Aid	6,492	-
	<u>13,492</u>	<u>210,000</u>

#### 4. Salaries and trustee payments

The charity employed two staff (a Lead Development Officer (full time) and a Course and Charity Administrator (FTE0.8)) until 31 August 2022 when all paid posts were made redundant. Both worked across Direct Charitable and Management and Administration areas. Costs including redundancy payments have been allocated on a time basis as follows:

	2022	2021
Direct Charitable expenditure	42,832	51,180
Management and Administration	18,441	22,103
Total Salaries	<u>61,273</u>	<u>73,284</u>

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

#### 5. Fixed Assets

The charity disposed of two laptop computers. No fixed assets were held at 31 December 2022

#### 6. Creditors & Debtors

At 31 December 2022 there were no significant debtors, creditors, accruals or prepayments.

#### 7. Designated and restricted funds

There were no designated funds during the year. The Wates Foundation grant received during the year is restricted to communications administration. None of this fund has been spent in 2022 and the balance at 31 December 2022 is £7,000.