



Centre for Chaplaincy in Education

Registered Charity, No: 1185922

Trustees' Annual Report and Accounts

**for the year to
31 December 2023**

Centre for Chaplaincy in Education Annual Report for the year ending 31 December 2023

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Centre for Chaplaincy in Education Annual Report for the year ending 31 December 2023

1 Annual Report

The Trustees present their annual report under the Charities Act 2011 together with the Accounts for the year ending 31 December 2023.

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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for the year ending 31 December 2023

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

After the financial challenges and painful restructure of 2022, 2023 has been a year of slow and steady growth. The training partnership with Birmingham Newman University has been re-formed and the Chaplaincy Induction course has been re-started. The partnership with the Growing Faith Foundation is developing, and a new Education Chaplaincy Network has been launched with them. A national conference for 2024 has been planned. The chaplaincy census data was analysed. A new website has been commissioned and much of the preparatory work completed. The website will be launched in early 2024. Collaboration with a wide range of other partners is also developing; this includes both former and new relationships. Funding has been secured to increase the hours for our part time self-employed administrator to 10 hours per week.

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for the year ending 31 December 2023

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.

We continued to promote chaplaincy through a range of articles in the Christian press, speaking at national and regional events and our wider work with partners.

C2 Formation

The induction course has re-started and exploring chaplaincy courses continued to be run. There were 22 participants on the Exploring Chaplaincy Course and 8 on the Chaplaincy Induction course.

C3 Future plans

Advocacy

We are looking forward to the 2024 conference and to continuing to work with partners to advocate for chaplaincy. The new website will also be launched in 2024.

Formation

The conference and follow up webinars will also be a key part of our formation, alongside our continuing exploring chaplaincy and chaplaincy induction courses.

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 2023.

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During the year CCE received further grant funding amounting to £20,000 which is restricted to communications and administrative work.

The main outgoings of the charity related to external communications ,£7,113 , maintaining channels of communication to and between chaplains and those considering training for chaplaincy. Other payments amounted to £1,870.

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,

Mike Haslam

Date:

Chair of Trustees

DocuSigned by:

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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

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) (resigned 31 December 2023)
Ms Orla Kearns
Ms Catherine Bryan
The Rev Justin White

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 2023.

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: 16 January 2024

Centre for Chaplaincy in Education

Receipts and Payments Account

for the year ending 31 December 2023

		-----Year ended 31 December 2023-----			2022
	Note	Unrestricted General	Restricted	Total	
		£	£	£	£
RECEIPTS					
Grants and Donations	3	20,061		20,061	13,492
Course fees		-	-	-	4,725
Event income		-	-	-	966
Other income		33	-	33	145
TOTAL RECEIPTS		20,094	-	20,094	19,328
PAYMENTS					
Direct Charitable Expenditure					
Conference Expenditure		-	-	-	91
Qualification development		-	-	-	49,798
Course refunds		-	-	-	500
Salaries		-	-	-	42,832
Communications assistant/consultant		-	4,775	4,775	6,005
Communications -website/mailings social media		113	2,225	2,338	1,876
Events		-	-	-	425
		113	7,000	7,113	101,527
Fundraising and Publicity					
Printing & Stationery		-	-	-	28
Telephones		-	-	-	448
		-	-	-	2,352
Management and Administration					
Salaries		-	-	-	18,441
DO and staff expenses		-	-	-	1,706
Staff training		-	-	-	99
Professional fees		-	-	-	360
Rent and room hire		-	-	-	130
Sundry expenses		110	-	109	186
Office expenses		-	-	-	323
Trustee expenses		63	-	63	483
Insurance		1,062	-	1,062	568
IT costs		636	-	636	1,410
		1,871	-	1,870	23,706
TOTAL PAYMENTS		1,984	7,000	8,983	125,709
Excess/(Deficit) of Receipts over payments		18,110		18,111	(106,381)
Balance brought forward		9,398	7,000	16,398	122,779
Balances carried forward		27,508	-	16,398	16,398

Centre for Chaplaincy in Education
Statement of Assets and Liabilities
at 31 December 2023

	£
<u>ASSETS</u>	
Debtors	400
Cash at Bank	<u>27,508</u>
TOTAL ASSETS	<u>27,908</u>

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:

DocuSigned by:

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Centre for Chaplaincy in Education

Notes to the accounts

Year ended 31 December 2023

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

	2023	2022
Woodard Schools	10,000	-
Jerusalem Trust	10,000	-
Wates Foundation	-	7,000
Individual donations including Gift Aid	61	-
	<u>20,061</u>	<u>7,000</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:

	2023	2022
Direct Charitable expenditure	-	42,832
Management and Administration	-	18,441
Total Salaries	<u>-</u>	<u>61,273</u>

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

5. Fixed Assets

No fixed assets were held at 31 December 2023

6. Creditors & Debtors

At 31 December 2023, debtors amounting to £400 related to CCE's share of Newman course fees. There were no other significant debtors, creditors or other liabilities.

7. Designated and restricted funds

There were no designated funds during the year. The Wates Foundation grant received during 2022 was restricted to communications administration. This fund was fully spent in 2023. The Woodard and Jerusalem Trust grants received in 2023 were unrestricted to support the core costs of the charity.