



The Literacy Hubs

Annual Report 2021/22



The LiteracyHubs

The Omega Centre
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Letter from Jackie Rainford, Chair of Trustees

The trustees present their annual report and the operational impact report; together with the financial statements of the charity for the period ending July 31st 2022.

The financial statements comply with the charities Act 2011 and accounting and reporting by charities statements of recommended practice. These are applicable to charities preparing their accounts in accordance with the financial reporting standard applicable in the UK and Republic of Ireland (effective from January 2015).

We are a Portsmouth based charity, formed in May 2020, to address the gaps in attainment relating to literacy skills for children in years 5 – 8 but also aiming to reach other areas of our community, importantly the parents and guardians of the children on our programme. The work we do with the children is crucial in supporting the achievement of the standards of literacy required for secondary school and further education and, importantly, their prospects in adult life.

We focus on children in some of the most deprived areas of Portsmouth, and where literacy attainment is at its lowest. This means working with children who are in receipt of pupil premium, for a variety of reasons.

Our first hub, an impressive pirate themed space at the Omega Centre, Portsmouth has proved to be extremely popular with the children who attend sessions there. They are known as Pompey Pirates, and they see it as a special treat to join us there for literacy support. This is incredibly important for the motivation and interest of the children, and it feels quite different to coming out of regular classes at school for additional support.

In the early part of our second year, we were still affected by the Covid pandemic and lost some of our older volunteers, because of fears of becoming ill with the virus; students also went home to complete their studies. However, we ran a recruitment campaign for new volunteers and focussed on embedding the programme and standards achieved in year one and extending our reach, so that we could support more children across Portsmouth.

Information coming from Head Teachers and Portsmouth City Council showed that the children most needing support had fallen further behind during the pandemic. Head Teachers were also reporting a general decline in confidence in the classroom, with children feeling less able to get involved in whole class discussions or not willing to put their hand up to answer questions.

Our programme was designed to develop all aspects of literacy and with it the confidence to question and take part in lessons. The children are excited to experience film making, writing stories for publication, acting, and recording pieces for the radio. With all of this comes exposure to different people, with different jobs, which in turn engages and inspires the children.



In line with our initial three-year strategy, we equipped and then opened a second Literacy Hub in January 2022. We were fortunate to be given access to a learning space in the Historic Dockyard in Portsmouth, which was available for our sessions. We were able to recruit a second qualified teacher as Hub Lead and a teaching assistant and purchase all of the necessary resources and equipment to run the programme with the children.

The Dockyard site for the Portsea Sailors, as they are known, has an amazing and inspiring museum and just outside the door there are the historic ships and often visiting aircraft carriers and navy frigates. At the end of his first session, one young sailor asked, “Do we get to come here every week?” and was absolutely delighted when he was told, “yes!”

During the 2021/22 academic year, 175 children completed our programme and were delighted to have their stories professionally published in a book, their film scripts filmed and screened at a local cinema, and persuasive pieces they had written about single use plastic recorded for the local radio station. Many children sat with their families to listen to the end results, which were played over a series of evenings.

The CEO had a period of extended sick leave in the summer of 2021 and the COO ran the charity, with interim support from an ex Deputy Head teacher and the Trustees.

In line with our three-year operational strategy, our team grew and with the support of the CEO and COO the whole team were able to add additional creative ideas to the programme. They also made practical suggestions for training volunteers and supporting the children further. At the beginning of the year Portsmouth City Council asked us to open a third hub, to match the demand from schools for additional Literacy support, and we began looking for suitable premises, knowing that we would have Community Infrastructure Levy (CIL) funding from the council to open and equip the hub. However, in July we hadn’t found a suitable location for the third hub and we decided to pause the strategy and our plans to open a third hub in the north of the city, until the CEO returned from maternity leave in August 2023.

We have had over 80 volunteers on our books, with 74 volunteering for one or two sessions a week. We couldn’t function without them and the children’s progress and confidence comes from the care and concern they show each child. Some of our volunteers, who have been with us since our launch, have provided support for new volunteers, allowing them to shadow sessions before supporting children on their own.

We wanted to share our programme more widely and bring more children and potentially adults into a literacy scheme. With this in mind, we introduced a parental engagement programme, which includes regular newsletters for parents and guardians as well as inviting them to attend sessions, so they can talk to their children about the work they’re doing. As a result, more parents and relatives attended the film showing at the independent No.6 Cinema at the Historic Dockyard than the previous year. We will continue to build on those initiatives in the coming year.

This year we also felt that it was important that we had a clear, recognisable identity for all our communications and social media posts. The team worked with a small consultancy to define our requirements and they then provided an eye-catching and engaging new logo design and website, which appeals to both children and adults.



To achieve our strategy, it was vital that we worked on a variety of funding streams and started approaching local companies to support us via their CSR programmes. Abri housing now sponsor some of the children on our programme and have been hugely supportive of our work with the children.

We also secured funding from a grant provider and local funding bodies, and continued to receive a percentage of the pupil premium funding from schools for each child attending the programme. We are very grateful for all the support we've had, both financially and in kind.

The COO revisited all of our policies and procedures, including the risk assessments for each hub and the overall charity risk register. Trustees have each brought their specialism to board meetings and have supported the operations team behind the scenes in areas of HR, recruitment and funding, social media use, the content of the programme and safeguarding. Each trustee takes the lead on a key area. The trustees also review all policies and procedures, including the full risk register, on an annual basis.

The Trustee team have worked hard to support the operations team this year. All attended a training session in July 2022 on the importance of the role of a Trustee and identifying and managing risks for the charity. All trustees had a 1:1 with the chair and we completed a Trustee skills analysis to ensure that we had all the necessary skills to support the operational team.

As the academic year came to an end, we discussed funding for schools at our last board meeting in July. Head Teachers were facing higher staffing costs and we also discussed the projected worrying increase in energy bills. It was felt that this might be an issue for us over the coming year and that the funding landscape in general may be more challenging. We had increased the size of the team to cover for the CEO's upcoming maternity leave and to support the development of our programme and a sustainable income for the charity to support our growth strategy. We also received a request from a neighbouring coastal city to open a hub for children facing the same challenges as children in Portsmouth.

It was clear that schools were starting to find funding for their own operations an issue. Unfortunately, in July two schools pulled out of the 2022/3 programme, which was due to start in September 2022: worried about lack of money available for energy and price increases across the board. The aim then became one of consolidation and refining our practice and ensuring that the impact results were clear and telling a comprehensive story of the children's progress and our successes. We also want to share our story more widely in our community and beyond.

The CEO appointed a Head of Fundraising in May to build a detailed and sustainable income stream. This was clearly going to be a priority for the coming year. We approved a new fundraising strategy, with comprehensive targets, at our July board meeting and this would be driven by the Head of Fundraising. However, in the light of all the current funding issues for schools, we started to look again at where we could put additional emphasis, particularly with local companies. We continue to be supported well by Portsmouth City Council, who also provides the venue for our hub at the Omega Centre, and other key organisations and individuals in the city, including our MPs.

The final impact results from the children are a vital measurement of our success and we're pleased to report that they were again impressive. Anecdotal comments from their teachers were really positive; the growth in confidence and general engagement in lessons was particularly good.



The charity is now an incredibly important part of the education offer for children in Portsmouth and we strive to ensure that we continue to provide an inspiring, safe, and well thought out programme.

Our financial results show an end of year deficit, in the main due to increased staffing and two schools withdrawing from the programme, because of lack of funds. We are working hard to support schools with this and secure other funding.

We recognise the current and emerging cash flow risks with regards to security of funding, in what is a very challenging economic environment. The board and operational team continue to address and reduce costs, particularly around staff costs relative to incomes, to ensure adequate funds to run the charity effectively. We continue to actively bid for and diversify funding streams, both now and in future, to strengthen solvency and protect and secure our short to medium term financial sustainability.

We want to extend our reach and encourage more members of our community to participate, in line with our overall mission. We will achieve this by securing more funding from foundations and grant providers, and importantly continue to develop strong partnerships with local companies.

The support and development of our small team is vital, and although funds are limited, we want to explore innovative ways of increasing the knowledge and skills required to run The Literacy Hubs so that it continues to thrive.



Jackie Rainford
Chair of Trustees
26.5.2023



Michael Cripps
Treasurer
26.5.2023



Who We Are & Why We Exist

What we do

The Literacy Hubs works with young people from the least advantaged communities to improve their literacy skills and ignite a passion for reading and writing.

We work with local communities to create hubs which are designed to best support their literacy needs. Our initial hubs focussed on areas across Portsmouth. Each hub will have a different approach because every community has different needs.



We believe that by taking coordinated action at a local level to drive up literacy levels, we can support increased educational attainment and employability skills, leading to long term improvements in public health and economic engagement

Our first hub, The Pompey Pirates, launched in the heart of the Charles Dickens Ward, Portsmouth in September 2020, and was swiftly followed by the opening of our second hub, The Portsea Sailors, in January 2022. Our hubs offer unique, magical and adventurous learning environments that inspire young people to pick up a book or pen and be more creative.

How we do it

We work within the local community to create a hub that best supports its literacy needs – this might involve young people or adults.

In our Pompey Pirates hub, for example, we work with schools to identify children between the ages of nine and thirteen who'll benefit most from our support. They attend sessions once a week, after school, for a year. This transition phase – beginning the change from primary to secondary school – can often be a critical point for children when progress in reading and writing can really slow down.

In our exciting and engaging learning environments, working one-to-one or in small groups, we help our learners to catch up. Our aim is simple: to grab the children's imaginations, fire up their enthusiasm and draw them into a wonderful world full of adventure through the power of reading, while also developing their skills. In this way, they can achieve more, in life, in school or later on at work.

In a programme devised and led by education professionals, with the help of volunteers from the community, we nurture and encourage learners to:

- Improve their reading skills by focusing on the magic, escape and simple enjoyment that books offer
- Work on creative writing projects, eventually producing published projects such as books, films, podcasts and even radio shows



Why we are needed

Two in three children living in low-income households in the UK fall below the expected levels in reading and writing by the age of 11, compared to one in three of their wealthier peers. The attainment gap widens further as they transition from primary to secondary school.

Children living in poverty start school with vocabularies up to 19 months behind their better-off peers and are twice as likely to leave secondary school without good GCSEs in English and Maths.

One in three children, from lower socio-economic backgrounds, leave primary school without reaching expected levels of reading.

Due to recent school closures, the work of The Literacy Hubs has become even more crucial as the literacy gap between those less advantaged children and their peers is becoming even wider.

The context of Portsmouth

On average, nine year-olds, from low income communities across Portsmouth, are 13 months behind and 11 year-olds are 28 months behind the reading and writing age they need in order to keep up with their peers.

Nearly a quarter of the children in Portsmouth live in poverty and, in some parts of the city, the poverty levels are extremely high. In The Charles Dickens ward, 44.2% of children live in poverty and 45% of low-income boys are not reading well by the age of 11.

Across Portsmouth, children from low-income backgrounds are twice as likely as their wealthier peers to fall below expected levels of reading and writing by age 11. Therefore, they are already at least two years behind in reading ability when they start secondary school, putting them at a huge disadvantage. If a child does not learn to read well when young, their lifelong outcomes are severely limited.



Our impact

Our Portsmouth hubs are making a transformative impact on the literacy, confidence and perseverance of children aged nine to 13, so that they can achieve both at school and in the world beyond.

Impact measurement is at the heart of what we do. In order to monitor and evaluate our impact we use baseline and follow-up questionnaires asking teachers, pupils, and parents to rate statements describing confidence and perseverance, STAR reading tests using the Accelerated Reader programme and a writing assessment using the CLPE writing scale.

During our second year, the children on our programme for the full academic year made progress, on average, at a rate 50% faster than age related expectations; improving their reading age by 14 months rather than the expected eight to nine months over an academic year.

Over 80% of the children noted improved confidence in reading, writing, and their ability to persevere, while parents and teachers noted an improvement both in children's communication skills and in their overall confidence.



The Literacy Hubs

Impact Report: 2021/2022



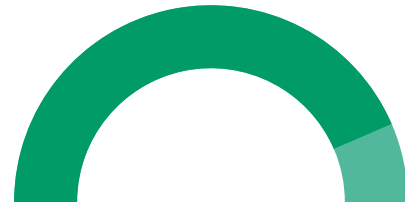
Whole Cohort Highlights

175 children attended The Literacy Hubs this academic year. 70 joined the programme in September and completed a whole academic year, and an additional 76 started in January 2022 to complete two terms on the programme. A further 29 students were late starters who accessed part of the programme. Weekly sessions host an average of 16 students from 11 schools across the city.



91% of students felt that The Literacy Hubs had a **clear, positive effect on their work at school.**

1 in 3 of students improved their reading age by more than a year, **with some making as much as three years progress.**



88%

of students felt their ability to persevere had improved since joining The Literacy Hubs. 54% felt they were 'much better' in this area.

85% of students felt increased confidence in their reading and writing following their time on the programme.



1 in 2 pupils improved their reading at an above average rate compared to children nationally.

The Literacy Hubs

Impact Report: 2021/2022



Pompey Pirates

136 children attended Pompey Pirates this academic year. 70 joined the programme in September and completed a whole academic year, with the remainder starting in January 2022 to complete two terms on the programme.



88% of students felt **increased confidence in their reading and writing** after attending Pompey Pirates sessions.

40% of Pompey Pirates improved their reading age by more than a year, **with some making as much as three years progress.**



By the end of the year,

54%



of the Pompey Pirates were **working at or above their age related expectations in writing**, compared to just 14% at the start of their time with us.

"I'm more confident at school with my writing since coming to Pompey Pirates and when I'm stuck, I don't just sit there, I ask for help. Even if I still don't understand, I'll give it a try."

The Literacy Hubs

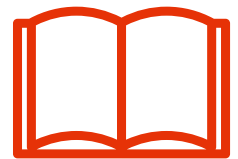
Impact Report: 2021/2022



Portsea Sailors

39 children, from 3 schools, attended our Portsea Sailors programme for the two terms between January - July 2022.

1 in 3 children who attended Portsea Sailors
improved their reading age by 1 year or
more, in the course of just 6 months



60%

of the Portsea
Sailors

improved their reading at an
above average rate when
compared to children
nationally.

According to school
assessments,

85%

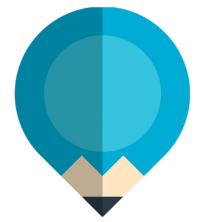
of students improved their
writing skills by at least one
'stage' of their assessment
frameworks during their 6
months at Portsea Sailors.

After just two terms, **53%** of children on the
Portsea Sailors programme were working at or above their age
related expectations for writing, compared to just 10% in January.

"Portsea Sailors gave me more confidence in
everything and I am grateful for this. When I started I
used to doubt my work."

The Literacy Hubs

Impact Report: 2021/2022



Teacher Feedback

"He has become noticeably more interested in reading and books."

"Portsea Sailors has made a huge difference in her reading and writing."

"Pavlo has improved his attitude to learning in general over the year; particularly his confidence and stamina for writing."

"Grace is becoming more self-motivated and can concentrate for greater periods of time."

"He has made huge progress all around."

"Her speaking has gone from strength to strength this year and she is happy to read aloud to adults."

Parental Feedback

"Being at Portsea Sailors had helped bring up her literacy skills."

"[My child] is better at communicating with children of different ages and from different classes."

"I've noticed [my child] has got more confident since attending Pompey Pirates and he reads a lot more than he used to."

"[My child's] confidence has improved since being at Portsea Sailors."

The Literacy Hubs

Impact Report: 2021/2022



2021/22 Highlights

Matthew (Year 5)

When Matthew first joined us, he was very quiet and independent - often choosing to sit alone and work quietly. During the film project, he became much more confident in sharing his opinions with others and working in a group. He also made huge improvements in his reading; improving by an incredible five years and ten months. In the beginning of the year, Matthew had a reading age of just under 8 years old, which is one year behind his expected level. By the end of the year, he was reading at the same level of a 13 and 9 month-year-old.

"The only thing that would make Pompey Pirates better is being able to come in all day everyday!"

"My favourite part of Portsea Sailors is being able to communicate with other people and make friends. I'm so happy to be a part of this group."

Christian (Year 5)

When Christian first joined us, he was quite reserved and rarely joined in. By the end of the year, he became much more confident working in a group and speaking out when he needed help. He made a big improvement in his reading; improving by 1 year 8 months. At the beginning of the year Christian was reading below his expected level and now he is working at his expected level.

His writing has also improved; at the beginning of the year, Christian was working towards his expected level and now he is at his expected writing age level.

Skarlette (Year 6)

When Skarlette first joined us, she lacked confidence both in herself and in her work.

During her time on the programme, she improved her reading age by 2 years and 2 months, meaning she is now working at her age-related expectations. Her teachers also noted a change in attitude from Skarlette, telling us her enthusiasm for reading in school had grown and that they'd seen an improvement in her spelling and grammar.

"Pompey Pirates is better than school!"

"I've made more friends at Pompey Pirates."

"My english skills have improved a lot."

The Literacy Hubs

Impact Report: 2021/2022



Community Impact Statement

174 families

have been supported by The Literacy Hubs this academic year.



Between September and July,
an incredible

1,982 hours were volunteered

across our two hubs, with 81 volunteers providing an average
of 24.5 hours each across the year.

Our volunteers come from a range of backgrounds, and from different sections of the Portsmouth community, including:

- **Students, (41% of our active volunteers)**
- Retirees (19%)
- **Working professionals (30% with 17% working full-time)**
- Self-employed
- **Part-time workers**

"Volunteering is a rewarding and enjoyable way of contributing to the community. In addition, doing something outside my comfort zone and learning new skills is good for my personal confidence and energy."

Three Year Strategy

Overarching Aims

1. Deepen Impact in Portsmouth

Establish up to two additional hubs to serve ten more schools in key areas of Portsmouth and increase numbers attending our current programmes.

2. Prepare for National Scale

Identify the next region(s) for The Literacy Hubs and acquire the funds required to expand there.

Overarching Aims: The Why

1. Deepen Impact in Portsmouth

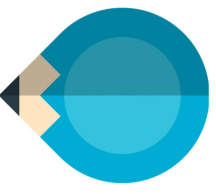
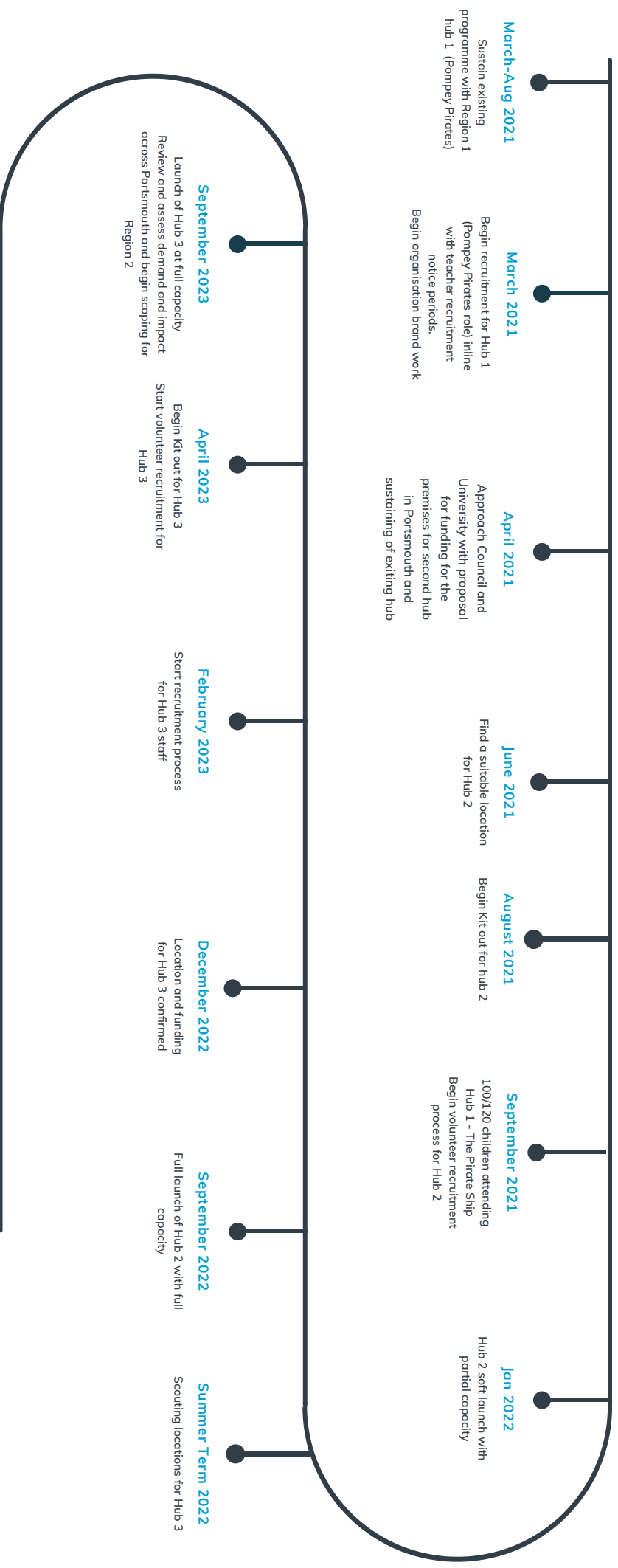
- Close existing relationship with funders who are keen to fund more work
- Large unmet demand from other schools and age groups
- Existing infrastructure will allow for easy collaboration between hubs
- Brand established within volunteering and school markets
- Large volunteer base can be shared between hubs located in the same city

2. Prepare for National Scale

- Brighton council have approached the charity about launching a hub in the city. They would like to explore this possibility from early next year after we have experience and impact behind us
- Large national funding pots exist for national education charities
- Low literacy affects communities across the UK and with our experience we can help millions of children
- Taking time to prepare will allow us to be thoughtful in our choice of pilot location and give us time to scale up our central team



Three Year Strategy Roadmap



Contribution Made by Volunteers

Our work would not be possible without the support of our volunteers. We are so grateful to our wonderful team of volunteer crew mates who give so generously of their time and expertise. Our crewmates are a variety of ages and come from all walks of life, from students to retirees. Our volunteers are committed to the aims of The Literacy Hubs and have the potential to make a real difference to the lives of the young people we support. The young 'pirates' and 'sailors' love the fact that they have enthusiastic, adult support throughout each session, which they may not receive at school. Our volunteers provide invaluable 1:1 support for the children during our weekly reading sessions, which considerably impacts their progress. When working on projects, or writing tasks, our volunteers work closely with the children in small groups, enabling them to support the pirates or sailors where needed. They are also able to facilitate positive group work and help each child feel more confident. Often volunteers choose to attend the same sessions each week, which really helps to cement pirate/crewmate relationships. All our volunteers complete an application form and, if successful, attend an online assessment and training session. Before becoming a fully fledged crewmate, our volunteers undergo shadow shifts - where they observe a more experienced volunteer crewmate.

A word from one of our volunteers



Ed Wheelhouse
Analyst

I started volunteering at Pompey Pirates in January 2022. I was lucky enough to have some free time one afternoon a week and was looking to do something useful. I was also aware that, despite the best efforts of teachers, the education system still struggles to meet everyone's needs. I believe that literacy is the key skill that underpins all future learning, so if children struggle with it then they're going to struggle with everything. It felt to me the most efficient way to improve their long-term outcomes and when I heard about Pompey Pirates it was an easy decision!

The introductory session was interesting and fun – it included a story splurge task, the children are taught to do - and it gave me confidence that the way they worked would suit me. I love working with the children.

The biggest impact I see as a volunteer is the developing confidence of the children over time. As they get more involved in the group projects and get to know us, they become more willing to read and write. The projects inspire them to do both as a means to an end, so I think it feels less like a chore. I feel that the adult/child ratio helps to keep their attention on their tasks and being the centre of our attention helps them believe in themselves. The focus on fun and doing something different in a different setting is really beneficial too.

I've had the benefit of working with a couple of inspirational Pirate Captains. I've tried to learn from the way they drop a word or phrase in here and there that completely changes a child's mood and attitude. The volunteers are a diverse group so there's more to learn from them too, and it's heart-warming to see people coming together to help. Pompey Pirates has been great for me. I'm naturally quite logical and focused and I'm forced to break out of that a lot. I feel like I'm doing something that will have an enduring positive impact, and it's fun: the children's enthusiasm (whether it's for literacy or not!) is infectious and I always leave feeling happy to have spent the afternoon with them.



Governance & Accountability

Charity object:

To advance the education of the public in Portsmouth and the surrounding areas in the subject of literacy skills by providing and assisting in the provision of facilities (or 'hubs') so as to improve reading ability in communities in which literacy levels are low.

Public benefit:

All of our activities are undertaken to further our purposes for the public benefit, and are overseen by the Trustees to ensure that this is the case.

Name of the charity:

The Literacy Hubs

Charity registration number:

1189791

Address of the principal office of the charity:

The Omega Centre, 2 Omega Street, PO5 4LP

Charity Trustees (see Trustee and Leadership Bios below):

Trustees who served during the year and up to the date of this report were as follows:

Jackie Rainford (Chair)

Michael Cripps (Treasurer)

Claire Tunnicliffe

Terence Carvalho

Charlotte Harding (Resigned December 2022)

Andrea Spreafico (Resigned January 2023)

Pete Davison (Resigned April 2023)

Key Management Personnel:

CEO and founder: Becca Dean MBE

COO: Natasha Turner



Governance & Accountability

Structure Governance and Management

The Literacy Hubs is constituted as a Charitable Incorporated Organisation, whose only voting members are its charity trustees. The charity has a board of six trustees and one CEO. The charity has a payroll of 6 full time staff, including the CEO. Trustees are recruited through existing networks of professionals, volunteers and partner organisations. Advertisements are also posted on national news websites and charity sector websites. Trustee roles are outlined following an audit of the existing skills and resources on the board, and an examination of the key needs of the charity. Trustees are appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Decision Making and Governance

Charity trustees make decisions about spends over £5,000 that are not part of the agreed budget for the charity. Trustees make decisions about partnerships or associations that could be deemed a risk to reputation or quality of delivery of the programme, as identified by the CEO. Trustees delegate the day-to-day running, recruitment and staff management, growth planning and spending decisions that are part of the core business of the charity to the CEO of the charity.



Governance & Accountability

Trustee and Leadership Team Bios



Rebecca Dean MBE - CEO and Founder

Becca is a former English teacher and also the Co-founder of the award winning charity The Girls' Network. In June 2021 Becca was awarded an MBE in The Queen's birthday honours list for both her work with The Literacy Hubs and The Girls' Network. In 2017 Becca was listed as one of Forbes 30 under 30 Social Entrepreneurs. She is also the winner of the Stylist Magazine 'Women With Heart' Awards 2017, been featured in The Independents 'Happy List', a recipient of a Shaping Portsmouth Award and was awarded The Teach First Innovation award in 2012. Becca is Portsmouth born and bred and passionate about putting local female voices on the air.

Each week she presents 'In Conversation' on Express FM where she welcomes a woman who has achieved incredible things both professionally and personally in order to share their story, wisdom and of course their favourite tracks. Becca believes that coordinated, local, action to raise literacy levels, will lead to increased educational attainment, employment and economic engagement across the city.

Natasha Turner - COO

Natasha is a former History and Politics teacher, and academic mentor, who has worked with children to develop the skills they need to improve their attainment.

After moving out of a school setting she spent time working in cultural heritage, including with the Education Team at the award winning Weald & Downland Living Museum, and training to deliver high quality learning experience in out of classroom settings.

Trained as a Beach School practitioner, Natasha believes strongly in the importance of using learning environments to enhance student engagement, change mindset, and deepen their learning.



Governance & Accountability

Trustee and Leadership Team Bios



Jackie Rainford - Chair

Jackie Rainford has lived in Portsmouth for 27 years. Jackie worked as a manager and training manager for John Lewis before moving into consultancy training which has included running her own business for over 20 years. She has her own Learning and Development company and carries out Leadership training and coaching in companies, as well as running personal development sessions with private clients.

Previously a Trustee for the YMCA Fairthorne Group, which covers the whole of Hampshire, Jackie enjoys being involved in events and fundraising.

Claire Tunnicliffe - Vice Chair

Claire is currently an Assistant Principal at an all-through school in Chichester where she leads on teaching and learning. She has been teaching for fifteen years across the primary age range, working mainly in schools in disadvantaged areas such as Leigh Park and Wecock Farm in Waterlooville. Claire is passionate about supporting Pupil Premium children and those from disadvantaged backgrounds both in the classroom and in their wider lives. Claire, as a child, was in receipt of free school meals herself and so feels personally invested in inspiring children from disadvantaged backgrounds to meet and then exceed national expectations.



Michael Cripps - Treasurer

Michael is an CGMA accountant with over 25 years experience in retail, construction and property service support industries. Michael recently completed an MBA at the University of Portsmouth.

He was born and raised in Portsmouth, returning to the city after a spell working in London. He is currently the Finance Director for a Building Services company based in Southampton, as well as Treasurer for Havant Cricket Club. Michael served as a Governor at Havant and South Downs College, supporting two mergers, serving as Chair of The Finance Committee.

Charlotte Harding - Trustee

Charlotte has been a journalist for nearly ten years training at Highbury College in Portsmouth. She spent two years working in local newspapers in Horsham and Haywards Heath before becoming a feature writer at etc Magazine, based in Sussex. Charlotte has been a mentor through The Girls Network and is the co-founder of Generation Tribe, a website aimed at empowering teenage girls and young women. Charlotte has lived in Portsmouth her whole life.



Governance & Accountability

Trustee and Leadership Team Bios



Terrance Carvalho - Trustee

Portsmouth born and bred Award-Winning Hospitality Manager, Terence Carvalho joined Becketts Southsea in 2019, having previously served as House Manager & Corporate Manager for The King's Theatre in Southsea for 5 years. In addition to his role at Becketts, Carvalho, currently serves as a Portsmouth Ambassador for Shaping Portsmouth and Member of The Leaders Council for Great Britain and Northern Ireland. His appointment as House Manager at The Kings Theatre in Southsea in 2014 made him the youngest Theatre House Manager in the UK and was the base of the 5 of the most successful years in The Kings Theatre 110+ year history.

Andrea Spreafico -Trustee

With over 15 years' experience in Learning and Development, Andrea started her career teaching English as a foreign language in Italy. A chartered member of the CIPD, Andrea is passionate about supporting others to find and develop their strengths and build their confidence. Andrea has worked in the private and public sectors in the UK and Italy, designing and delivering training programmes for a wide variety of international clients and supporting staff with all aspects of their personal development. In her spare time, Andrea has provided tutoring support to dyslexic students and been a volunteer helper with Rainbows (5-7 year olds in Girlguiding).



Pete Davison - Trustee

Pete was born and educated in Portsmouth and has worked in the Creative Industries, particularly in talent development, for over fifteen years. Pete has worked for Arts Council England since 2016 where he is the Relationship Manager for Creative Media in the South East.

During the pandemic, Pete took a year-long secondment as Head of Development and Programmes at Portsmouth Creates CIC, fundraising for and part-programming the first We Shine Festival; delivering the Thriving Communities social prescribing activity; and commissioning audio trails of the city by diverse, hidden voices. Pete's work has been published by Firewords Quarterly and Bath Flash Fiction Anthology (AdHock Press).



Financials

At the time of approving the accounts, the Trustees believe the Charity has adequate financial resources and is well placed to manage its business risks. The Trustees believe there are no material uncertainties that call into doubt the Charity's ability to continue. The accounts therefore have been prepared on the basis that the Charity is a going concern.

Please see below for the Statement of Financial Activity.

The Literacy Hubs
Statement of Financial Activities
For the period 1 August 2021 to 31 July 2022

	Unrestricted funds £	Restricted funds £	Total £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	65,547	50,129	115,676
Charitable activities	71,120	-	71,120
Total	136,667	50,129	186,796
 EXPENDITURE ON			
Charitable Activities	122,975	59,180	182,155
Other	10,398	11,992	22,390
Total	133,373	71,172	204,545
 NET INCOME	3,294	(21,043)	(17,749)
 Transfer between Funds	(25,599)	25,599	-
Net Movement in Funds	(22,305)	4,556	(17,749)
 RECONCILIATION OF FUNDS			
Total Funds brought forward	21,086	25,443	46,529
Total Funds carried forward	(1,219)	29,999	28,780



Financials

The Literacy Hubs Balance sheet As at 31 July 2022

	Unrestricted funds £	Restricted funds £	Total £
Fixed Assets			
Tangible Assets	-	29,999	29,999
Current Assets			
Debtors	3,572		3,572
Cash at bank and in hand	3,471		3,471
Total Current Assets	7,043	-	7,043
CREDITORS			
Amounts falling due within one year	8,262	-	8,262
Net Current Assets	(1,219)	-	(1,219)
TOTAL ASSETS LESS CURRENT LIABILITIES	(1,219)	29,999	28,780
Net Assets	(1,219)	29,999	28,780
Capital and Reserves			
Unrestricted funds			(1,219)
Restricted funds			29,999
TOTAL FUNDS			28,780

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.



Financials

Going concern

At the time of approving the accounts, the Trustees believe the Charity has adequate financial resources however the current economic environments continues to place additional funding risk on the Charity. In light of this the Charity looks to ensure a balanced spread of funding sources and is well placed to manage its business risks. The Trustees believe there are no material uncertainties that call into doubt the Charity's ability to continue. The accounts therefore have been prepared on the basis that the Charity is a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment	25% straight line
Fixtures and fittings	20% straight line
Office equipment	20% straight line

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2. TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2021.

Trustees' expenses

	31 July 2022
	£
Trustees expenses paid	<u>0</u>



Financials

3. Staff costs

The average monthly number of employees during the year was as follows:

	31 July 2022
Carrying out charitable activities	3.7
Management and administration	2.0
	<u>5.7</u>

No employees received emoluments in excess of £60,000.

4. TANGIBLE FIXED ASSETS

	Computer equipment £	Fixtures and fittings £	Office equipment £	Total £
COST				
At 1 August 2021	7,333	24,432	124	31,889
Additions	12,843	2,602	120	15,565
At 31 July 2022	<u>20,176</u>	<u>27,034</u>	<u>244</u>	<u>47,454</u>
DEPRECIATION				
At 1 August 2021	1,833	4,886	25	6,744
Charge for year	5,255	5,407	49	10,710
At 31 July 2022	<u>7,088</u>	<u>10,293</u>	<u>74</u>	<u>17,455</u>
NET BOOK VALUE				
At 31 July 2022	<u>13,088</u>	<u>16,741</u>	<u>170</u>	<u>29,999</u>

5. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 July 2022
	£
Trade debtors	<u>3,572</u>

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 July 2022
	£
Trade creditors	1,719
Payroll taxes and payments due	6,543
	<u>8,262</u>



Financials

7. MOVEMENT IN FUNDS

	Unrestricted funds £	Restricted funds £	Total £
At 1 August 2021	21,086	25,443	46,529
Portsmouth City Council	17,129		17,129
Abri Employment Services	30,000		30,000
The Blue Thread	22,000		22,000
Local Schools	40,950		40,950
University of Portsmouth	15,000	50,129	65,129
Other	11,588		11,588
Total restricted grants	136,667	50,129	186,796
Expenses	(133,373)	(71,172)	(204,545)
Transfers between funds	(25,599)	25,599	-
Net movement in funds	(22,305)	4,556	(17,749)

8. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 July 2022.



Financials

FINANCIAL EXTRACTS:

Profit and Loss

The Literacy Hubs

For the year ended 31 July 2022

Account	2022
Service delivery income	
Other Revenue	0.01
Pupil Premium	70,890.00
Student Generated Media	229.65
Total Service delivery income	71,119.66
Other Income	
Donations received	2,947.23
Grant Income - Restricted	50,129.00
Grant Income - Un Restricted	62,600.00
Total Other Income	115,676.23
Total Income	186,795.89
Cost of service delivery	
Cost of Goods Sold – Student Generated Media	3,349.85
Direct Expenses	6,690.50
Total Cost of service delivery	10,040.35
Net operating income	176,755.54
Administrative Costs	
Advertising & Marketing	7,571.43
Audit & Accountancy fees	1,745.08
Bank Fees	43.74
Depreciation Expense	10,711.00
Employers National Insurance	7,423.70
Entertainment-100% business	55.25
General Expenses	1,280.74
Insurance	420.00
Interest Paid	10.57
IT Software and Consumables	4,016.46
Pensions Costs	2,956.90
Postage, Freight & Courier	153.17
Printing & Stationery	1,386.64
Rates	(1,021.71)
Salaries	153,705.32
Staff Training	334.80
Subscriptions	339.80
Telephone & Internet	1,133.21
Travel - National	316.07
Professional Fees	973.20
Total Administrative Costs	193,555.37
Operating surplus	(6,759.48)
Operating surplus	(6,759.48)
Operating surplus after Taxation	(6,759.48)
Add	
Total Cost of service delivery	10,040.35
Reported Operating surplus after Taxation	(16,799.83)



Financials

Balance Sheet

The Literacy Hubs
As at 31 July 2022

Account	31 Jul 2022
Fixed Assets	
Tangible Assets	
Computer Equipment	19,895.01
Fixtures & Fittings	27,033.74
Less Accumulated Depreciation on Computer Equipment	(6,807.00)
Less Accumulated Depreciation on Fixtures and Fittings	(10,293.00)
Less Accumulated Depreciation on Office Equipment	(74.00)
Office Equipment	243.97
Total Tangible Assets	29,998.72
Total Fixed Assets	29,998.72
Current Assets	
Cash at bank and in hand	
HSBC Business Current Account	500.10
The Literacy hubs	2,970.64
Total Cash at bank and in hand	3,470.74
Accounts Receivable	30,600.00
Prepayments	(27,027.87)
Total Current Assets	7,042.87
Creditors: amounts falling due within one year	
Accounts Payable	1,718.87
Accruals	0.00
NIC Payable	3,322.82
PAYE Payable	2,109.49
Pensions Payable	845.37
Student Loan Deductions Payable	265.00
Total Creditors: amounts falling due within one year	8,261.55
Net Current Assets (Liabilities)	(1,218.68)
Total Assets less Current Liabilities	28,780.04
Net Assets	28,780.04
Capital and Reserves	
Current Year Earnings	(16,799.83)
Retained Earnings	45,579.87
Total Capital and Reserves	28,780.04



Statement of Cash Flows

The Literacy Hubs

For the year ended 31 July 2022

Account	2022
Operating Activities	
Receipts from customers	88,989.66
Payments to suppliers and employees	(202,045.61)
Cash receipts from other operating activities	100,676.23
Net Cash Flows from Operating Activities	0.00
Investing Activities	
Proceeds from sale of property, plant and equipment	13,685.00
Payment for property, plant and equipment	(19,382.14)
Other cash items from investing activities	27,027.87
Net Cash Flows from Investing Activities	0.00
Financing Activities	
Other cash items from financing activities	(34,946.28)
Net Cash Flows from Financing Activities	0.00
Net Cash Flows	0.00
Cash and Cash Equivalents	
Cash and cash equivalents at beginning of period	29,466.01
Net change in cash for period	(25,995.27)
Cash and cash equivalents at end of period	3,470.74



Independent Examiners Report

Independent examiner's report to the trustees of The Literary Hubs

I report to the trustees on my examination of the accounts of The Literary Hubs for the year ended 31 July 2022.

Responsibilities and basis of report

As the charity trustees of The Literary Hubs 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 Trust's accounts carried out under s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under s. 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 Trust 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.



Simon Challacombe

FCA, BA(Hons)

Penarth Avenue, Portsmouth, Hampshire

26.05.2023

